



Tidewater Area Service Committee of Narcotics Anonymous

# TASCNA

## Policies and Procedures

May 2026

# TABLE OF CONTENTS

---

<b>1</b>	<b>Basic Rules of Order and Standard Operating Procedures .....</b>	<b>5</b>
<b>2</b>	<b>TASCNA Guidelines .....</b>	<b>8</b>
2.1	<b>Name and Service Area .....</b>	<b>8</b>
2.2	<b>Purpose .....</b>	<b>8</b>
2.3	<b>Membership .....</b>	<b>8</b>
2.3.1	General membership .....	8
2.3.2	Voting membership .....	8
2.3.3	Attendance.....	8
2.4	<b>Officers of TASCNA .....</b>	<b>9</b>
2.5	<b>Area Meetings .....</b>	<b>9</b>
2.5.1	Regular meetings and Holidays .....	9
2.5.2	Subcommittees .....	9
2.6	<b>Spiritual Guidance .....</b>	<b>9</b>
2.6.1	Conflict .....	9
2.6.2	Order of priority.....	9
2.7	<b>Parliamentary Authority .....</b>	<b>10</b>
2.8	<b>Policy Manual Guidelines .....</b>	<b>10</b>
2.8.1	Annual review .....	10
2.8.2	Amendments.....	10
2.8.3	Distribution .....	10
2.8.4	Orientation .....	10
2.9	<b>Voting.....</b>	<b>10</b>
2.9.1	Equal representation.....	11
2.9.2	Order of succession .....	11
2.9.3	Business quorum.....	11
2.9.4	Active Groups .....	12
2.9.5	Voting Quorum .....	12
2.9.6	Motions .....	12
2.9.7	Back to Home Groups .....	13
2.9.8	Abstentions .....	13
2.9.9	Tie votes.....	13
2.9.10	Neutral parties.....	13
2.9.11	Motion makers.....	13
2.9.12	Prior to voting .....	13
2.9.13	24-hour rule.....	13

2.9.14	Recordkeeping.....	13
2.9.15	Discussion .....	13
2.9.16	Improper motions .....	14

### **3 TASCNA Elections.....15**

<b>3.1</b>	<b>Elections .....</b>	<b>15</b>
3.1.1	Term of Office .....	15
3.1.2	Administrative.....	15
3.1.3	Subcommittees .....	15
3.1.4	Multiple positions .....	15
3.1.5	Limitations of GSR.....	15
3.1.6	Consecutive terms .....	16
3.1.7	Succession.....	16
3.1.8	Removal from office .....	16
3.1.9	Resignation.....	16
3.1.10	Suggested Clean Time .....	16
3.1.11	Election dates.....	16
3.1.12	Nominations.....	17
3.1.13	Vacated position.....	17
3.1.14	Special election .....	17

### **4 TASCNA Positions.....18**

<b>4.1</b>	<b>TASCNA Officers .....</b>	<b>18</b>
4.1.1	Subcommittees .....	18
4.1.2	Group Service Representatives .....	18
<b>4.2</b>	<b>Chairperson.....</b>	<b>18</b>
<b>4.3</b>	<b>Vice-Chairperson .....</b>	<b>19</b>
<b>4.4</b>	<b>Secretary.....</b>	<b>20</b>
<b>4.5</b>	<b>Assistant Secretary.....</b>	<b>21</b>
<b>4.6</b>	<b>Treasurer .....</b>	<b>21</b>
<b>4.7</b>	<b>Assistant Treasurer .....</b>	<b>22</b>
<b>4.8</b>	<b>Policy Chairperson.....</b>	<b>23</b>
<b>4.9</b>	<b>Regional Committee Member (RCM) .....</b>	<b>23</b>
<b>4.10</b>	<b>Alternate Regional Committee Member (Alt RCM).....</b>	<b>24</b>
<b>4.11</b>	<b>Virginia Regional Convention Committee (VRCC) Director .....</b>	<b>25</b>
<b>4.12</b>	<b>VRCC Alternate Director (Alt VRCC) .....</b>	<b>26</b>
<b>4.13</b>	<b>Hospitals &amp; Institutions (H&amp;I) Chairperson .....</b>	<b>26</b>

4.14	Public Relations (PR) Chairperson.....	27
4.15	Literature Chairperson .....	27
4.16	Literature Vice-Chairperson .....	28
4.17	Phoneline Coordinator .....	29
4.18	Webservant .....	29
4.19	Special Events Chairperson.....	30
<b>5</b>	<b>TASCNA Subcommittees .....</b>	<b>31</b>
5.1	Purpose and guidance .....	31
5.2	Standing subcommittees .....	31
5.3	Special & Ad Hoc subcommittees .....	31
5.4	Written reports .....	31
5.5	Appointment of Chairpersons.....	32
5.6	General Subcommittee Information.....	32
5.7	H&I General Information.....	33
5.8	Literature General Information .....	33
5.9	Public Relations General Information .....	34
5.10	Policy Committee General Information .....	34
5.11	Special Events General Information .....	34
5.12	Ad hoc Committee General Information .....	35
<b>6</b>	<b>TASCNA Budget and Finances .....</b>	<b>36</b>
6.1	TASCNA Budget Guidelines .....	36
6.2	General Budget and Finances Information.....	37
6.2.1	General .....	37
6.2.2	Reimbursement .....	37
6.2.3	Subcommittee .....	38
6.2.4	Audit and Accountability.....	38
<b>7</b>	<b>TASCNA Funds and Fundraising .....</b>	<b>39</b>
7.1	Definitions.....	39
7.2	Funds .....	39
7.2.1	All monies and disbursements.....	39
7.2.2	Funds collection and deposit.....	39

7.2.3	Account Signatures .....	39
7.2.4	Bank Statements.....	39
7.2.5	Revolving Fund.....	40
7.2.6	Budget Review .....	40
7.2.7	Acting Treasurer .....	40
7.2.8	Prudent Reserve.....	40
7.2.9	Annual Audit .....	40
7.2.10	Spending Guidelines .....	40
7.2.11	Reimbursements and Receipts .....	41
<b>7.3</b>	<b>TASCNA Fundraising Guidelines .....</b>	<b>41</b>
7.3.1	Motivation .....	41
7.3.2	Location .....	41
7.3.3	Planning .....	41
7.3.4	7 <sup>th</sup> Tradition.....	41
7.3.5	Usage of Term Donation .....	41
7.3.6	Assessment of viability .....	42
7.3.7	Consistency.....	42
<b>8</b>	<b>TASCNA Special Events Committee Guidelines.....</b>	<b>43</b>
<b>8.1</b>	<b>Name .....</b>	<b>43</b>
<b>8.2</b>	<b>Purpose .....</b>	<b>43</b>
<b>8.3</b>	<b>Functions and Responsibilities.....</b>	<b>43</b>
<b>8.4</b>	<b>Meeting and Membership .....</b>	<b>43</b>
<b>8.5</b>	<b>Funding .....</b>	<b>44</b>
<b>8.6</b>	<b>Spiritual Guidance .....</b>	<b>44</b>
<b>8.7</b>	<b>Guidelines for working with home groups.....</b>	<b>44</b>
<b>8.8</b>	<b>Sub-committee Trusted Servants.....</b>	<b>45</b>
<b>9</b>	<b>Media Contact Guidelines for the PI Committee.....</b>	<b>46</b>
<b>10</b>	<b>ARCHIVED MOTIONS .....</b>	<b>49</b>
	<b>INDEX.....</b>	<b>52</b>

# 1 BASIC RULES OF ORDER AND STANDARD OPERATING PROCEDURES

---

This section is intended as a thumbnail sketch to facilitate the function of TASCNA meetings.

TASCNA statement of Purpose is to be read at all TASCNA meetings.

*"The Tidewater Area Service Committee of Narcotics Anonymous (TASCNA) exists to provide the support necessary for groups of NA members to work together for their common good. GSR's are the lifeline that binds the groups together in the performance of our primary purpose. In the spirit of the Fellowship, individuals seek help from one another to deal with living situations so groups can find help from other groups in fulfilling their primary purpose of carrying the message of recovery to the addict who still suffers. (March 2021)*

*Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. We are not and should never be in competition with each other. We work separately and together for our common good. We have learned that internal strife cripples our Fellowship; it prevents us from providing the service necessary for growth. (March 2021)*

*Placing our common welfare above individual interests, we work together in an atmosphere of mutual respect. Decisions are made based on a loving Higher Power as expressed in our Group Conscience. These principles are the ties that bind us together - as long as they remain stronger than those that would tear us apart, all will be well."*

- TASCNA shall meet in regular session on the second Sunday of each month from 2pm until 5pm. The meetings shall be held in a neutral place selected by TASCNA. A neutral place is defined as a place that rents space as a business and at fair market value and has no affiliation with any other group or organization that may also rent space from the same landlord. *(December 1987, February 1997, et al)*
- A quorum of 51% of active groups on the Secretary's roster is required to conduct business.
- If a group has not been represented at TASCNA meeting for three consecutive months, it shall be dropped from the roster as an active group on that third month and not be counted in the number needed to make quorum. As soon as that group sends a GSR they are considered active and must be counted towards the number needed for quorum.
- If the quorum is not met for two consecutive months business will be conducted in the third month regardless of whether or not there is quorum. *INTENT: To conduct business. (August 2000)*

- In the absence of the chair or the vice-chair, the policy chair steps up to the chair position. The ascension will follow by the RCM/Alternate, then the Secretary/Asst. In the case where there is no vice-chair or policy chair then the RCM or Alt-RCM or secretary steps up to the chair position. Ascension is in the order listed *INTENT: To ensure leadership is in place, and TASCNA can conduct business. (March 2021)*
- TASCNA can hold an emergency meeting as deemed necessary by the chairperson. *(August 2000)*
- Pertinent items for the agenda may be brought to the chairperson before the opening of TASCNA. *(July 1987)*
- The "*Twelve Concepts to NA Service*" and the "*12 Traditions*" are to be read at the beginning of each TASCNA meeting. *INTENT: TASCNA body can read and hear the Concepts on service work, leadership, and our "primary purpose" for participating in the Tidewater Area Service Committee. (September 1995)*
- All items for the TASCNA agenda should be submitted in writing or by phone within 24 hours of the beginning of the Area meeting. A tentative agenda will be distributed with the minutes. Pertinent items for the agenda may be brought to the chairperson before the opening of TASCNA and any such additions will be announced at the beginning of the meeting.
- The Tidewater Area Service Committee consists of the following: Chairperson, Vice Chairperson, Secretary, Asst. Secretary, Treasurer, Asst. Treasurer, Regional Committee Member (RCM), Alternate RCM, Group Service Representatives (GSRs), Alternate GSRs, and Policy Chair, H&I Chair, Public Relations Chair, Special Events Chair, and subcommittees under TASCNA *(June 1987, February 2020)*
- TASCNA is to purchase a Conference Agenda Report for the RCM and the Alt RCM *(October 1992)*
- TASCNA Chairperson, Vice-Chairperson, and Policy Chairperson are to be provided with the published policies whether it is hard copy, email, or any form of electronic media for each TASCNA subcommittee. *INTENT: These positions need to be aware of and understand the responsibilities and policies of the subcommittees so these officers can better serve the addict in this area (October 1992, February 2020, March 2021)*
- TASCNA Chairperson or Vice-Chairperson can spend up to \$50.00 of an emergency fund if deemed necessary. *INTENT: So that they may be better able to handle an emergency funding situation that may occur between TASCNA meetings. (November 1992)*

- Subcommittee requests for funds are to be addressed during the time of the committee reports. If the TASCNA Chairperson thinks that the request is too controversial or time consuming at the time of report, he/she may postpone the request to New Business. *INTENT: To save time and avoid duplication of discussion. (April 1992, February 2020, March 2021)*
- Minutes should include a tally of votes for each motion, except for election votes.
- Once quorum is met and the TASCNA meeting begins, a loss of quorum will prevent any further action from being initiated. If action has already been initiated, business will cease after that action is completed. *INTENT: To allow business to take place without unnecessary delays. (May 1992, March 2021)*
- New groups joining the TASCNA and represented by a GSR will be added to the quorum of that meeting and be allowed to vote immediately. *(November 1991, March 2021)*
- The Secretary's minutes will include the attendance record of the Executive Committee members and the subcommittee chairs and should show number of meetings attended and number of months in that position. *(May 2005, February 2020)*

## **2 TASCNA GUIDELINES**

---

### **2.1 NAME AND SERVICE AREA**

Known as the Tidewater Area Service Committee of Narcotics Anonymous, TASCNA serves groups in the cities of Norfolk, Virginia Beach, Portsmouth, Chesapeake and Suffolk of Virginia as well as in Currituck County, Albemarle County and the Outer Banks of North Carolina (Northeastern North Carolina).

### **2.2 PURPOSE**

The Tidewater Area Service Committee (TASCNA) of Narcotics Anonymous exists to provide support necessary for groups of NA members to work together for their common good. Group Service Representatives (GSR's) are the links that bind the groups together in the performance of our primary purpose. In the spirit of the Fellowship, individuals seek help from one another to deal with living situations so groups can find help from one another in fulfilling their primary purpose of carrying the message to the addict who still suffers. Everything that occurs in the course of NA service must be motivated by the desire to carry the message of recovery to the addict who still suffers. We are not and should not ever be in competition with each other. We work separately and together for the common good. We have learned that internal strife cripples our fellowship and prevents us from providing the service necessary for growth. Placing our common welfare above individual interests, we work together in an atmosphere of mutual respect. Decisions are made on the expression by a loving Higher Power, as expressed in our group conscience. *(March 2021)*

### **2.3 MEMBERSHIP**

#### **2.3.1 General membership**

General membership of TASCNA shall be open to all addicts.

#### **2.3.2 Voting membership**

Voting membership in TASCNA shall be open only to a group designee as described in Article IX Voting, Section 2. Order of succession

#### **2.3.3 Attendance**

Any addict may attend TASCNA meetings.

## **2.4 OFFICERS OF TASCNA**

The officers of TASCNA shall be a Chairperson, Vice-Chairperson, Treasurer, Assistant Treasurer, Policy Chairperson, Secretary, Assistant Secretary, Regional Committee Member (RCM), Alternate RCM, Virginia Regional Convention Committee Chair (VRCC), Alternate VRCC as well as all subcommittee chairpersons. These officers shall perform their duties as described by these guidelines, TASCNA Policy and by the Working Guide to Local Service approved by the World Service Committee of the Fellowship of Narcotics Anonymous. Group Service Representatives are the body of TASCNA.

## **2.5 AREA MEETINGS**

### **2.5.1 Regular meetings and Holidays**

TASCNA shall meet in regular session on the second Sunday of each month from 2 p.m.-5 p.m. and at a location previously selected as a neutral place by TASCNA, except for *Mother's Day* and *Father's Day*. TASCNA meetings that fall on those two days will be held the following Sunday of the month.

### **2.5.2 Subcommittees**

All subcommittee meetings and functions shall meet at a time and place to be scheduled by the respective subcommittee chairperson in cooperation with other subcommittee members.

## **2.6 SPIRITUAL GUIDANCE**

### **2.6.1 Conflict**

TASCNA, its Officers and Subcommittees, shall not make any motion or take any action that conflicts with the 12 Traditions and 12 Concepts of Narcotics Anonymous.

### **2.6.2 Order of priority**

TASCNA shall comply in all of its actions with the following documents in order of priority as listed below:

1. The 12 Traditions and 12 Concepts of Narcotics Anonymous.
2. The TASCNA Guidelines and Policy Manual.
3. Any special rules of order TASCNA may adopt.
4. The Temporary Working Guide to Service Structure and approved handbooks.

## **2.7 PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall be utilized to expedite the business of TASCNA in cases to which they are applicable and in which they are not in conflict with the 12 Traditions and the 12 Concepts of Narcotics Anonymous, these Guidelines and any special rules the Tidewater Area Service Committee of Narcotics Anonymous may adopt.

## **2.8 POLICY MANUAL GUIDELINES**

### **2.8.1 Annual review**

TASCNA Guidelines and Policy Manual (Area Archives) shall be reviewed annually. TASCNA Policy Chairperson shall coordinate this review. An updated version of the TASCNA Guidelines and Policy Manual, including all approved amendments, will be issued each year during the transition to newly elected Policy Chairperson, as needed.

### **2.8.2 Amendments**

As amendments are approved, pen and ink changes may be made to these Guidelines until the next annual review. The Policy Chairperson shall maintain a current copy of TASCNA Guidelines as amended at all times.

### **2.8.3 Distribution**

TASCNA Policy Chairperson shall provide a copy of these guidelines and TASCNA Assistant Secretary shall provide upon request the previous three (3) months of TASCNA minutes to all new GSR's. This Policy Manual will also be available on the TASCNA website.

### **2.8.4 Orientation**

Orientation for new GSR's and Alternate GSR's shall be provided as needed at the conclusions of each regular TASCNA meeting.

## **2.9 VOTING**

- Presentation of motions: When a motion is made, it is to be submitted to the secretary in writing prior to being recognized on the floor. *(September 1985)*
- Regional motions: Simple majority vote is to be used on Regional motions only. *(April 1988)*
- Motions must include intent: All motions presented in TASCNA will include a written intent. *(1988)*

- Motions sent back to Home Groups: If 20% of the GSR's present request that a motion on the floor be sent back for Home Group conscience, then that motion is to be tabled until the next TASCNA meeting. Discussion on this motion would then be limited to 5 minutes. *INTENT: This allows the GSR's to better serve their home groups. (June 1992) (Voting, Section 7)*
- Motions referred to Policy Committee: Motion referred to the Policy Committee from TASCNA floor must be represented at the next Policy Committee meeting by the individual or the home group bringing the motion in order for the motion to be discussed fully in committee. *INTENT: The originator of the motion can provide additional information and other clarification of that motion at the time of discussion in committee. (September 1994)*
- Motions presented by group conscience: A motion presented by group conscience does not need to be seconded or discussed at TASCNA. *(April 1987)*
- Motions referred to Subcommittees: If a motion is referred to a subcommittee is not brought back to the GSR's after 3 months, it will automatically be placed on the agenda under old business. *INTENT: Prevent loss of valid motions. (February 1997)*
- If 25% or more of the voting members present abstain from the vote, discussion is re-opened on the motion until it can be passed or defeated with less than 25% abstentions. *(1987) (Voting, Section 8)*
- Record of tally of votes: Minutes should include a tally of votes for each motion, except for election votes. *(February 1988)*
- Abstentions: If 25% or more of the voting members present abstain from the vote, discussion is re-opened on the motion until it can be passed or defeated with less than 25% abstentions. *(1987) (Voting, Section 8)*
- An abstention vote is not counted as one of the votes cast. *(July 1987)*

### **2.9.1 Equal representation**

Voting on all TASCNA motions and elections shall be done by a one-group/one-vote system.

### **2.9.2 Order of succession**

The required order of succession for TASCNA voting members shall be:

1. Group Service Representative (GSR).
2. Alternate GSR (Alt GSR).
3. A member of the group *designated* by the group.

### **2.9.3 Business Quorum**

A quorum of 51% of groups currently active with the Secretary's Active Group Roll must be present to conduct business.

#### **2.9.4 Active Groups**

A group will no longer be considered on the Secretary's Active Group Roll if it's designated GSR or alternate GSR is absent for three (3) consecutive TASCNA meetings.

#### **2.9.5 Voting Quorum**

A quorum must be present to vote on any motions or to hold any elections.

#### **2.9.6 Motions**

##### **2.9.6.1 Motions requiring 2/3 votes to pass are:**

- a. General Motions before TASCNA.
- b. Suspending Robert's Rules of Order (Rules regarding parliamentary procedures, guidelines as a whole cannot be suspended.)
- c. Motion to suspend the Order of the Day (TASCNA Agenda).
- d. Remove from Office (a person from office or service commitment. *(September 2021)*)
- e. Guidelines Amendment.
- f. Motion to Close nominations. *(September 2021)*

##### **2.9.6.2 Motions requiring 51% (simple majority)**

- a. Motion to Adjourn/Close
- b. Motion to correct minutes.
- c. Motion to approve minutes.
- d. Motion to "table" or to postpone to a certain time.
- e. Motion to amend pending motion.
- f. Motion to amend an amendment to a pending motion.
- g. Motion on Regional questions (research).
- h. TASCNA Officer Elections.
- i. Subcommittee Chairperson Confirmations.
- j. Motion to Appeal Chairperson's Decision/Ruling (if passed then matter is revoted on by the body).

### **2.9.7 Back to Home Groups**

If 20% of the GSR's present request a motion on the floor to be sent back for home group conscience, that motion is postponed until the next TASCNA.

### **2.9.8 Abstentions**

Abstentions Votes: Abstentions are not counted toward the percentage of votes necessary to pass a motion. If more than 25% of the voting members present abstain from the vote, discussion on the Motion is re-opened until the motion can be passed or defeated with less than 25%. Abstention votes increase simple majority motions to needing 2/3 of the vote to pass.

### **2.9.9 Tie votes**

In the case of a tie vote on any motion requiring a simple majority vote, the Chairperson shall cast the deciding vote. In the absence of the Chairperson, the Vice-Chairperson shall cast the deciding vote.

### **2.9.10 Neutral parties**

The Chairperson and Vice-Chairperson shall act as a neutral party and refrain from active debate on all motions.

### **2.9.11 Motion makers**

Any individual member of Narcotics Anonymous may make a motion or nomination and participate in discussion. These motions need a second from the membership. Group motions and nominations do not need to be seconded.

### **2.9.12 Prior to voting**

Motions may be amended or withdrawn at any time prior to voting.

### **2.9.13 24-hour rule**

All motions are to be presented to the Chairperson in writing 24 hours prior to the start of the TASCNA meeting. The "24 hour" rule may be waived at the discretion of the Chairperson.

### **2.9.14 Recordkeeping**

The Secretary will keep a copy of passed and failed motions.

### **2.9.15 Discussion**

Only one motion can be discussed on the floor at any given time.

### **2.9.16 Improper motions**

Improper motions are those that are purposely meant to obstruct or delay business proceedings OR present practically the same question as a motion previously decided upon at the same session, OR that conflicts with a motion already adopted and reviewed by TASCNA, OR that otherwise conflicts with the 12 Traditions and 12 Concepts of Narcotics Anonymous.

## 3 TASCNA ELECTIONS

---

Definition: Information and procedures governing TASCNA elections of administrative officers and subcommittees chairperson. (Held in May, position term to begin in July)

### 3.1 ELECTIONS

#### 3.1.1 Term of Office

All TASCNA Officers are elected for a term of one (1) year to begin in July.

#### 3.1.2 Administrative

No TASCNA Officer can be a subcommittee chairperson during their term. No TASCNA member can hold more than one TASCNA position including subcommittee chairmanship with the exception of the VRCC Director who may hold an additional position either as an TASCNA Officer or subcommittee chairperson.

Voting for Administrative Committee positions will be paper ballot when there is more than one nominee for a position. These positions are Chair, Vice-Chair, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, RCM, Alternate RCM, Policy Chairperson, VRCC Director, and Alternate VRCC Director. Terms for these positions shall run concurrently.

#### 3.1.3 Subcommittees

Election of subcommittee chairpersons for Literature, Public Information, H&I, Convention Committee, Special Events, and any other standing committees will be held within the respective subcommittee. The date of these elections will be announced at TASCNA meeting one month prior to TASCNA meeting in which the position is to be filled.

Confirmation: Once a subcommittee chairperson-elect is presented to TASCNA, TASCNA chairperson will ask for any objections from the body (the GSR's). If there are no objections the new subcommittee chairperson is considered confirmed by the body. *INTENT: to establish a standard procedure for the confirmation of newly elected subcommittee chairpersons.*

#### 3.1.4 Multiple positions

A TASCNA Subcommittee Chairperson may be a member of another subcommittee.

#### 3.1.5 Limitations of GSR

No member shall be allowed to serve as a Group Service Representative (GSR) and TASCNA Officer simultaneously.

### **3.1.6 Consecutive terms**

No TASCNA Officer shall serve more than two consecutive terms in the same position. It is recommended that TASCNA subcommittees adopt the same policy.

### **3.1.7 Succession**

The Alternate RCM shall succeed the RCM and TASCNA Vice-Chairperson shall succeed TASCNA Chairperson automatically when the RCM or TASCNA Chairperson position is vacated. This does not count as part of the two-year term limit.

### **3.1.8 Removal from office**

A TASCNA Officer or Subcommittee Chairperson may be removed from their office for non-compliance. A 2/3 or 66% vote is required for removal from office.

Non-compliance includes but is not limited to:

1. Loss of abstinence from drugs.
2. Failing to perform the duties of the position.
3. Failing to attend two consecutive TASCNA meetings without contacting TASCNA Chairperson, Vice-Chairperson or Secretary.

### **3.1.9 Resignation**

An TASCNA Officer may resign by providing written notice to TASCNA Chairperson at least two weeks in advance of the upcoming regular meeting of TASCNA.

### **3.1.10 Suggested Clean Time**

Suggested clean time for TASCNA officers and Subcommittee Chairpersons is two years. Each nominee must have a working knowledge of the 12 Steps and 12 Traditions and a willingness to serve. Other suggested requirements shall be specific to the position.

### **3.1.11 Election dates**

Elections are to be held three months before the end of each term allowing time for each Officer Elect to become familiar with their position and duties. *Elections will be held in May, and all terms will begin in July.* When there is only one nominee for a position the election will be postponed for one month, which allows the GSR's to discuss additional candidates with their home groups. The election will be held the following month regardless of the number of nominees. *(Exception is the Annual Elections- this will help avoid delays when enough notice has been given for annual elections)* When an election is held over for one month due to there being no nominees or only one nominee and that nominee does not attend the next TASCNA meeting then any nominee will be accepted. TASCNA will still be allowed to question, make comments on, and vote on that single nominee. *(September 1989, August 1991, July 1996, August 1996, et al)*

### **3.1.12 Nominations**

Nomination procedures include reading the position descriptions and an opportunity for the nominees to qualify themselves.

1. Candidates must be present at TASCNA to accept nominations.
2. Nominations can be accepted from the floor.
3. Home group nominations do not need to be seconded.
4. Any NA member who meets the recommended qualifications can be a nominee for a TASCNA position.

Members may question the nominees. Nominees are asked to leave the room, and subsequent discussion is limited to two brief pro and two brief con comments for each nominee. Should any member suggest cause to disqualify a nominee, the Chairperson shall investigate. If necessary, the Chairperson may call for a recess of TASCNA in order to investigate the possible cause for disqualification. Once the meeting has reconvened, the Chairperson may ask a nominee to withdraw or refute the disqualification. There shall be a moment of silence prior to voting. Voting will be by paper ballot when there is more than a single nominee for a given position.

### **3.1.13 Vacated position**

Resignation of either the Chairperson or RCM prior to the completion of their term requires the Vice Chairperson or Alternate RCM to assume the duties of the vacated position. At the annual election these Officers would continue in their positions since they were supposed to TASCNA end to that position as per TASCNA policy. In all other positions vacated prior to term's end the GSR's may decide to hold a Special Election to complete the vacated term (not an additional year), if not, it is the responsibility of the Chairperson to select a trusted servant to complete the vacated term. *(May 1993, et al)*

### **3.1.14 Special election**

The GSR's shall decide special Elections. Nominees' procedures shall be described in [Article I \(Elections\), Section I](#) :

1. Candidates must be present at TASCNA to accept nominations.
2. Nominations can be accepted from the floor.
3. Home group nominations do not need to be seconded.
4. Any NA member who meets the recommended qualifications can be a nominee for a TASCNA position.

## 4 TASCNA POSITIONS

---

### 4.1 TASCNA OFFICERS

The Officers of TASCNA shall be the Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Policy Chairperson, Regional Committee Member (RCM), Alternate Regional Committee Member (Alt RCM), Virginia Regional Convention Committee (VRCC) Director and the Alternate VRCC (Alt VRCC) Director.

#### 4.1.1 Subcommittees

The standing subcommittees of TASCNA are Hospitals and Institutions (H&I), Public Relations (PR), Literature, Special Events, Policy, and Budget.

#### 4.1.2 Group Service Representatives

These Home Groups elected trusted servants serve as the links between the individuals' groups and the rest of Narcotics Anonymous and are the foundation of the NA Service Structure. As active members of TASCNA they are responsible for acting in the best interests of NA as a whole, as well as advocating for the needs and issues of their respective Home Groups. Alternate GSR's can be elected to substitute for an absent GSR at group or a member of the group designated by the group as described in [Article IX Voting, Section 2. Order of succession](#).

Home Groups elect trusted servants who connect individual groups with the broader Narcotics Anonymous community, forming the foundation of the NA Service Structure. As active TASCNA members, they represent their Home Groups' needs while acting in NA's best interests. Alternate GSRs may be chosen to replace absent GSRs as outlined in Article IX Voting, Section 2.

### 4.2 CHAIRPERSON

#### Suggested requirements:

1. Two years clean time. (Policy of November 1992, Subcommittees)
2. Possesses a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous, as well as TASCNA policies, and the Guide to Local Service.
3. Have prior TASCNA service work experience as a GSR, TASCNA Officer or Subcommittee Chairperson
4. Have a willingness to serve in this position.

#### Position Description:

1. Opens and conducts all TASCNA meetings.

2. Calls emergency TASCNA meeting as allowed by policy. (Policy of April 1987 Rules of Order)
3. Is a signatory on the TASCNA checking account.
4. Ensure the Secretary receives all agenda items in writing or by phone at least 24 hours prior to the next regular TASCNA meeting. (Policy of November 1987. Rules of Order)
5. Ensure the Secretary prepares an agenda from the above-mentioned items, from previous minutes and standard operating procedures.
6. Distributes the agenda at TASCNA meeting.
7. Sees that TASCNA meeting follows the agenda but allows for items to be submitted from Committee Chairpersons, the RCM, and the Alternate RCM at the time of the area meeting shall keep copies of all subcommittee handbooks as resource materials for working with Subcommittees (Policy of October 1992. SOP)
8. Breaks all tie votes on TASCNA motions.
9. Has no opinion on issues being discussed at TASCNA meeting. Should the chairperson have the need to discuss the issue in question, then he/she can temporarily step down from the chairperson position to express him/herself and resume the chair at the next TASCNA meeting.
10. Makes sure that the meeting place is cleaned and secured after each TASCNA meeting and that the rent and other debts are paid.
11. Ensure that TASCNA is directly responsible to the groups in the area.
12. Is responsible for notifying all persons concerned should a meeting date be changed unexpectedly (Policy of December 1986, Rules of Order)
13. Appoints Ad-Hoc Committee Chairpersons. (Policy of August 1987, Subcommittees) attend the quarterly Budget Committee meeting. (Policy of March 1988, Appendix #4) Attends the Policy Committee as a member. (Policy of November 1982, Subcommittees, Cross Reference to Policy of June 1987, SOP)
14. Conducts the new GSR orientation. (Policy of November 1999)
15. Informs GSR's whenever any TASCNA or subcommittee trusted servant misses two (2) consecutive TASCNA meetings. Contacts that trusted servant to find the reason for the absences. Reports findings to the next TASCNA meeting. *INTENT: To hold these trusted servants accountable and to give the GSR's the option of removal. (June 1991 and December 1997)*
16. Has a one-year commitment usually after serving one year as Vice-Chairperson of TASCNA.

### **4.3 VICE-CHAIRPERSON**

#### **Suggested requirements:**

1. Two years clean time. *(Policy of November 1997, Subcommittees)*
2. Possesses a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous, as well as TASCNA policies, and the Guide to Local Service.

3. Have prior TASCNA service work experience as a GSR, TASCNA Officer or Subcommittee Chairperson
4. Have a willingness to serve in this position.

**Position Description:**

1. Substitutes for TASCNA Chairperson when they are unavailable to open and/or conduct TASCNA meeting.
2. Attends the monthly Tidewater Area Service Committee business meeting.
3. Assumes the position of TASCNA Chairperson if the Chairperson is unable to complete his/her term of office.
4. Coordinates the activities of all subcommittees of TASCNA.
5. Is the parliamentarian for TASCNA meetings. This means that TASCNA Vice-Chairperson possesses a working knowledge of Roberts Rules of Order and the procedures and policies of Tidewater Area Service Committee.
6. Is a signatory on the TASCNA checking account.
7. Has access to all copies of all subcommittee handbooks as resource materials for working with the committees. (Policy of October 1992, SOP)
8. At the end of each TASCNA meeting, assists the Literature Committee with reconciling orders and payments received thereby, verifying the amount of money being submitted to the Treasurer at the time. (Policy of February 1995, Subcommittees)
9. Participates in the yearly audits of the Literature Committee and TASCNA Treasury as needed.
10. Attends the Policy of Committee as a member.
11. Chairperson of Budget Committee meetings. (Policy October 1998)
12. Reviews the TASCNA budget: January, April, July and October of each year.
13. Works very closely with TASCNA Treasurer.
14. Submits a monthly report.
15. TASCNA Vice-Chairperson is to appoint an Ad-Hoc Committee each June for the purpose of conducting an area service inventory (pg. 58, Guide to local Service) and to bring the results back to the full body of TASCNA. This committee is to be comprised of sub-committee chairpersons and other interested parties. *INTENT: To make sure that all sub-chairpersons are responsible to those they serve. (March 1994)*
16. Serves for one (1) year term in this position prior to assuming the position of TASCNA Chairperson.

**4.4 SECRETARY**

**Suggested requirements:**

1. Two years clean time. (*Policy of November 1997, Subcommittees*)
2. Possesses a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous, as well as TASCNA policies, and the Guide to Local Service.

3. Have a willingness to serve in this position.

**Position Description:**

1. Takes accurate minutes at each TASCNA meeting.
2. Types and emails minutes to all TASCNA members within fourteen days after each TASCNA meeting
3. Must keep all motion forms, subcommittee reports, types and handwritten notes as well as flyers and other correspondence for later reference.
4. Keeps TASCNA group roster updates.
5. Check the contents of the TASCNA post office box each month.
6. Include tally of votes for each motion in the minutes except those related to elections.
7. Does neither paraphrase nor change any report which has been presented to TASCNA.
8. Minutes will contain each subcommittee's report reprinted in its original language.
9. Attends the quarterly budget committee meeting.
10. Attends the Policy Committee meeting as a member.
11. Keeps and maintains the area laptop. (Policy January 2000)
12. Ensure motions requiring group conscience are to be listed at the end of TASCNA minutes. (October 1991)
13. Serves for one (1) year term in this position.

#### **4.5 ASSISTANT SECRETARY**

**Suggested requirements:**

1. Two years clean time.
2. Possesses a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous.
3. Have a willingness to serve.
4. Serves for one (1) year term prior to moving into Secretary position.

**Position Description:**

1. Assist the TASCNA Secretary.
2. Attends the monthly TASCNA meeting.
3. Substitute for the Secretary if they are unable to attend TASCNA meeting.
4. Attends the quarterly Budget Committee meeting in the absence of TASCNA secretary.
5. Attends the Policy Committee as a member.

#### **4.6 TREASURER**

**Suggested requirements:**

1. Two years clean time.

2. Possesses a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous, as well as TASCNA policies, and the Guide to Local Service.
3. Have a willingness to serve this position.

**Position Description:**

1. Maintains the TASCNA checking account, pays all TASCNA's invoices and reconciles the monthly bank statement.
2. Attends the monthly TASCNA meeting and provides monthly reports at the TASCNA meeting. Lists individual group donations to TASCNA by group name and dollar amount, which makes this information a part of the minutes. (added 2023)
3. Is the sole point of contact for the Area for initiating contracts and agreements with outside agencies and enterprises. TACNA Convention Subcommittee is the only exception. (See Archived Motions -May 2007)
4. Keeps records of all receipts.
5. Gives a year-end report of audit to TASCNA meeting in July.
6. Is a signatory on the TASCNA checking account.
7. Attend the quarterly Budget Committee meeting and review the TASCNA budget in January, April, July and October of each year with the Vice-Chair.
8. Attend the Policy Committee as a member.
9. Ensures that all records regarding Treasurer's bank records and receipts are kept for seven (7) years.
10. Serves for one (1) year term commitment.

#### **4.7 ASSISTANT TREASURER**

**Suggested requirements:**

1. Two years clean time.
2. Possesses a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. Have knowledge of working a checking account accurately.
4. Have a willingness to serve.

**Position Description:**

1. Along with the Treasurer, maintains the TASCNA checking account, pays all the bills, and reconciles the monthly bank statement.
2. Attends the monthly TASCNA meeting in the absence of the Treasurer and provides monthly reports at TASCNA meeting.
3. Along with the Treasurer, keeps records of all receipts.
4. Attends the quarterly budget meeting.
5. Attends the monthly policy meeting as a member.
6. Assists the Treasurer with their position.

7. Serves for one (1) year term before taking the treasurer's position.

#### **4.8 POLICY CHAIRPERSON**

##### **Suggested requirements:**

1. Two years clean time.
2. Possesses a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous, as well as TASCNA policies, and the Guide to Local Service.
3. Have prior TASCNA service work experience as a GSR, TASCNA Officer or Subcommittee Chairperson.
4. Have a willingness to serve in this position.

##### **Position Description:**

1. Attends all TASCNA meetings.
2. Is an active member of the Administrative Committee (all TASCNA Officers).
3. Schedules and conducts all Policy Committee meetings.
4. Provides TASCNA with information and intent on issues and motions before TASCNA.
5. Forwards appropriate motions from the committee to the Secretary for disbursement to the GSR's for their review.
6. Is available to the GSR's and others to answer questions about TASCNA policy during and between TASCNA meetings.
7. Keep copies of all subcommittee handbooks as resource materials for working with the various committees and subcommittees.
8. Updates the Policy Manual as needed.
9. Ensure that all TASCNA Officers and Home Groups have a copy of the Policy Manual.
10. Is responsible for reviewing TASCNA policy when directed by the GSR's.
11. Attends the quarterly Budget Committee meeting.
12. In the absence of TASCNA Chair and/or Vice-Chair, then the policy steps up to the Chair position.
13. Record the intent of a passed motion in the Policy Manual. This provides readers with an awareness of the issues which supported that motion. (March 1993)
14. Serves for one (1) year term commitment.

#### **4.9 REGIONAL COMMITTEE MEMBER (RCM)**

##### **Suggested requirements:**

1. Two years clean time.
2. Possesses a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous, as well as TASCNA policies, and the Guide to Local Service.

3. Have prior TASCNA service work experience as a GSR, TASCNA Officer or Subcommittee Chairperson or committee member.
4. Have a willingness to serve in this position.
5. Have the personal resources necessary to fulfill the Position Description. (This position requires travel, meals, and overnight stays)

**Position Description:**

1. Must be able to attend the monthly meetings of TASCNA and the bi-monthly meetings of the RSC.
2. Serves as a messenger between TASCNA and the RSC.
3. Provides home groups with information regarding regional and world policies as well as published WSC communications.
4. Visits home groups which are not represented by a GSR and are not reported on at TASCNA. *INTENT: Form a link of communication between the group and TASCNA and invite the group's participation.*
5. Attends the quarterly Budget Committee meeting.
6. Attends the Policy Committee as a member.
7. Provides TASCNA with written monthly reports and the RSC with bi-monthly written reports.
8. Presents workshops on the yearly Conference Agenda Report (CAR) and assists home groups with their participation with the CAR by being available to answer their question.
9. In the absence of TASCNA chair, vice-chair or policy chair, then the RCM steps up to the chair position.
10. Acts as a contact between TASCNA and the home groups. (February 1987)
11. When a group is not represented at TASCNA meeting for 2 consecutive months, the RCM or Alternate RCM will contact the GSR to determine if there is a need for TASCNA assistance. If a group is not represented for 3 months, the RCM or Alternate RCM will attend the group's business meeting in order to notify the group members that their group has not been represented at TASCNA and to offer assistance.
12. Serves for one (1) year term commitment.

**4.10 ALTERNATE REGIONAL COMMITTEE MEMBER (ALT RCM)**

**Suggested requirements:**

1. Two years clean time.
2. Possesses a working knowledge of the 12 Steps and 12 traditions of NA, TASCNA policies, and the Guide to local service.
3. Have prior TASCNA service work experience as a GSR, TASCNA Officer or Subcommittee Chairperson or committee member.
4. Have a willingness to serve in this position.

5. Have the personal resources necessary to fulfill Position Description.  
(This position requires travel, meals, and overnight stays)

**Position Description:**

1. Must be able to attend monthly TASCNA business meetings and the Quarterly meetings of the RSC.
2. Serves as a messenger between TASCNA and the RSC maintains all voting privileges at the RSC in the absence of the RCM.
3. Provides home groups with information regarding regional and world policies as well as published WSC communications.
4. Provides TASCNA with "written" monthly reports and the RSC with bi-monthly written reports in the absence of the RCM or by request of the RCM.
5. Assists the RCM in presenting workshops.
6. Must be able to attend TASCNA and RSC meetings as scheduled.
7. Assists the RCM in all other responsibilities not heretofore mentioned.
8. Attends the quarterly Budget Committee business meeting in the absence of the RCM.
9. Attends the Policy Committee as a member.
10. Acts as a contact between TASCNA and the home groups. (February 1987)
11. When a group is not represented at TASCNA meeting for 2 consecutive months, the RCM or Alternate RCM will contact the GSR to determine if there is a need for TASCNA assistance. If a group is not represented for three months, the RCM or Alternate RCM will attend the group's business meeting in order to notify the group members that their group has not been represented at TASCNA and to offer assistance.
12. Serves for one (1) year term commitment in this position prior to assuming the position of Regional Committee Member.

#### **4.11 VIRGINIA REGIONAL CONVENTION COMMITTEE (VRCC) DIRECTOR**

**Suggested requirements:**

1. Two years clean time.
2. Have a working knowledge of the 12 Steps and 12 Traditions.
3. Have prior experience as GSR for TASCNA, TASCNA Officer or subcommittee chair or member.
4. Have a willingness to serve.

**Position Description:**

1. Must be able to attend the bi-monthly meetings of the VRCC, and the monthly TASCNA meeting. Serves as a messenger between the VRCC and TASCNA and maintains all voting privileges at the VRCC meetings.
2. Provides TASCNA body with all information regarding VRCC.
3. Provides TASCNA with written monthly reports about the VRCC.

## **4.12 VRCC ALTERNATE DIRECTOR (ALT VRCC)**

### **Suggested requirements:**

1. Two years clean time.
2. Have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
3. Have prior experience as GSR for TASCNA, TASCNA Officer or subcommittee chair or member.
4. Have a willingness to serve.
5. Have the personal resources to fulfill position descriptions.

### **Position Description:**

1. Must be able to attend TASCNA meetings and bi-monthly meetings of the VRCC.
2. Serves as a messenger between TASCNA and the VRCC, maintains all voting privileges at the VRCC in the absence of the VRCC director.
3. Provides the area with information regarding the VRCC.
4. Provides TASCNA with written reports and the VRCC with bi-monthly reports in the absence of the VRCC director.
5. Must be able to attend TASCNA and the VRCC meetings as scheduled.
6. Assists the VRCC Director in all other responsibilities not mentioned heretofore.
7. Attends the quarterly budget meeting in the absence of the VRCC Director.
8. Attends the monthly policy meeting as a member.
9. Serves for one (1) year term commitment in this position prior to assuming the position of the VRCC Director.

## **4.13 HOSPITALS & INSTITUTIONS (H&I) CHAIRPERSON**

### **Suggested requirements:**

1. Two years clean time.
2. Possesses a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
3. Possesses a working knowledge of the [H&I Handbook and NA World Services Hospitals & Institutions policy](#).
4. Have a willingness to serve in this position.

### **Position Description:**

1. Schedules and conducts all H&I business meetings.
2. Attends the monthly Tidewater Area Service Committee business meeting.
3. Submits a monthly report to be included in TASCNA minutes.
4. Submits a monthly written report to TASCNA Chairperson.
5. Submits a bi-monthly report to the RCM for the RSC meeting.

6. Maintains contact and provides support to all H&I members who are "carrying" an institutional meeting.
7. Ensures that the H&I Committee is directly responsible to TASCNA.
8. Requests and receives money on behalf of the committee for H&I expenses.
9. Is a member of the Policy Committee and the Budget Committee and attends these meetings.
10. Serves for one year (1) in this position.

#### **4.14 PUBLIC RELATIONS (PR) CHAIRPERSON**

##### **Suggested requirements:**

1. Two (2) years clean time.
2. Possesses a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
3. Possesses a working knowledge of the [NA World Services Public Relations Handbook](#).
4. Have a willingness to serve in this position.

##### **Position Description:**

1. Schedules and conducts all Public Information business meetings.
2. Attends the monthly Tidewater Area Service Committee business meeting.
3. Submits a monthly report to be included in TASCNA minutes.
4. Submits a monthly written report to TASCNA vice-Chairperson.
5. Submits a bi-monthly report to the RCM for the RSC meeting.
6. Serves as the primary contact to the public for TASCNA.
7. Ensures that the Public Information Committee is directly responsible to TASCNA.
8. Requests and receives money on behalf of the committee for Public Information expenses.
9. Is a member of the Policy Committee and the Budget Committee and attends these meetings.
10. Has a knowledge of the Narcotics Anonymous logo usage per NA World Services.
11. Serves for one year (1) in this position.

#### **4.15 LITERATURE CHAIRPERSON**

##### **Suggested requirements:**

1. Two (2) years clean time.
2. Possesses a working knowledge of the 12 Steps, 12 Traditions of Narcotics Anonymous and 12 Concepts of Narcotics Anonymous.
3. Possesses a working knowledge of the [NA World Services Handbook for NA Literature Committee](#) .

4. Have access to the use of a telephone.
5. Have a willingness to serve in this position.

**Position Description:**

1. Schedules and conducts all Literature business meetings.
2. Attends the monthly Tidewater Area Service Committee business meeting.
3. Orders WSC approved literature and the Regional newsletter for the area's groups and subcommittees.
4. Responsible for the accuracy of all transactions and financial records.
5. Submits a monthly report to be included in TASCNA minutes.
6. Submits a monthly written report to TASCNA Vice-Chairperson.
7. Submits a bi-monthly report to the RCM or Alt RCM for the RSC meeting.
8. Is a member of the Policy Committee and the Budget Committee and attends these meetings.
9. Serves for one year (1) in this position.

#### **4.16 LITERATURE VICE-CHAIRPERSON**

**Suggested requirements:**

1. Two (2) years clean time.
2. Possesses a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
3. Have access to the use of a telephone.
4. Have a willingness to serve in this position.

**Position Description:**

1. Attends all Literature business meetings.
2. Attends the monthly TASCNA meetings and works with the Literature chair in the Literature room.
3. Works with the Literature Chair to order approved literature and the Regional newsletter for the area's groups and subcommittees.
4. Becomes familiar with the accurate recording of all transactions and financial records.
5. Becomes familiar with the creation of all necessary monthly reports for the Literature Subcommittee.
6. Becomes familiar with the [NA World Services Handbook for NA Literature Committee](#) .
7. Is a member of the Policy Committee and the Budget Committee and attends these meetings.
8. Serves for one year in this position before taking the Literature Chair position.

#### **4.17 PHONELINE COORDINATOR**

##### **Suggested requirements:**

1. Two (2) years clean time.
2. Possesses a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
3. Possesses a working knowledge of the [Phone Line Handbook](#).
4. Possesses a working knowledge of how to handle 12 Step calls.
5. Possesses an ability to relate to the public and a variety of callers
6. Have access to an available telephone.
7. Have a willingness to serve in this position.

##### **Position Description:**

1. Schedules and conducts all Phone Line business meetings.
2. Attends the monthly Tidewater Area Service Committee business meeting.
3. Submits a monthly report to be included in TASCNA minutes.
4. Submits a monthly written report to TASCNA Vice-Chairperson.
5. Submits a bi-monthly report to the RCM for the RSC meeting.
6. Coordinates communications with answering service providers.
7. Organizes and schedules volunteers for training and service.
8. Is a member of the Policy Committee and the Budget Committee and attends these meetings.
9. Serves for one year (1) in this position.

#### **4.18 WEBSERVANT**

##### **Suggested requirements:**

1. Two (2) years clean time.
2. Possesses a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
3. Possesses a working knowledge of the Public Information Handbook and Guide to Local Services.
4. Have a willingness to serve in this position.

##### **Position Description:**

5. Schedules and conducts all Website business meetings
6. Attends the monthly Tidewater Area Service Committee business meeting.
7. Submits a monthly report to be included in TASCNA minutes.
8. Submits a monthly written report to TASCNA Vice-Chairperson.
9. Submits a bi-monthly report to the RCM for the RSC meeting.

10. Acts as editor for the area's website.
11. Is a member of the Policy Committee and the Budget Committee and attends these meetings.
12. Has a knowledge of the Narcotics Anonymous logo usage per NA World Services
13. Serves for one year (1) in this position.

#### **4.19 SPECIAL EVENTS CHAIRPERSON**

##### **Suggested requirements:**

1. Two (2) years clean time.
2. Possesses a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
3. Previous TASCNA experience
4. Have a willingness to serve in this position

##### **Position Description:**

1. Schedules and conducts all Special Events business meetings
2. Attends the monthly Tidewater Area Service Committee business meeting.
3. Submits a monthly report to be included in TASCNA minutes.
4. Provides Public Information of Special Events meeting minutes to TASCNA Vice-Chairperson.
5. Is a member of the Policy Committee and the Budget Committee and attends these meetings.
6. Serves for one (1) year term in this position.

## **5 TASCNA SUBCOMMITTEES**

---

(Information, descriptions, and procedures of subcommittees and ad-hoc committees.  
The words “subcommittee” and “committee” are used interchangeably.)

### **5.1 PURPOSE AND GUIDANCE**

TASCNA may establish subcommittees to carry on the work of TASCNA. It is recommended that subcommittees perform their duties as described by these Guidelines. TASCNA Policy, the Temporary Working Guide to Service in Narcotics Anonymous, and any subcommittees handbooks approved by the World Service Committee of Narcotics Anonymous.

### **5.2 STANDING SUBCOMMITTEES**

Standing subcommittees shall be formed by the approval of the voting members of TASCNA. These subcommittees may include the following:

1. Hospitals and Institutions (H&I)
2. Public Information (PUBLIC INFORMATION)
3. Literature
4. Special Events
5. Policy (which is a part of TASCNA Administrative Committee)
6. Website
7. Phone Line
8. Budget

### **5.3 SPECIAL & AD HOC SUBCOMMITTEES**

TASCNA Chairperson may appoint special subcommittees and ad hoc committees, or they may be formed by an approved motion of the voting members of TASCNA.

### **5.4 WRITTEN REPORTS**

All subcommittees' chairpersons shall submit a written report to TASCNA Secretary at each TASCNA meeting. A copy of their monthly minutes shall be submitted to TASCNA Vice-Chairperson.

## 5.5 APPOINTMENT OF CHAIRPERSONS

At the inception of these subcommittees, a Chairperson shall be appointed by TASCNA Chairperson or elected by the voting members of TASCNA. Subsequent officers of each subcommittee shall be elected by the subcommittee membership.

## 5.6 GENERAL SUBCOMMITTEE INFORMATION

1. Subcommittee Chairpersons are members of the Policy Committee. (December 1991)
2. There is a one-year commitment for all subcommittee chairpersons: (October 1991)
3. It was motioned and voted that all subcommittee chairpersons and administrative committee members (a.k.a. TASCNA officers) have two (2) years clean tune when accepting a position. *INTENT: Clean time requirements are the same for all positions except GSRs.* (November 1992)
4. When a subcommittee chairperson fails to attend two (2) consecutive TASCNA meetings, TASCNA Vice-Chairperson will assume that position until the problem is resolved. *INTENT: To ensure subcommittee presentation at TASCNA, to keep the subcommittee functioning and to provide accountability to TASCNA.* (February 1993)
5. All subcommittee chairpersons or vice-chairpersons must attend budget meetings. *INTENT: To uniform this portion of the position descriptions for subcommittee chairpersons and vice-chairpersons.* (February 1993)
6. No subcommittee officers or members are to receive finds directly from home groups. (February 1993)
7. TASCNA approval is required for any subcommittee activity not already stated in that committee's position description. (January 1991)
8. Subcommittee chairpersons or designees are no longer required to attend the RSC meetings, but it is suggested that they attend RTMW: This relieves TASCNA of being responsible for registration payments of the subcommittee representatives. (August 1997)
9. Subcommittees and the RCM must turn in written reports. The RCM report must include a financial report. (November 1984) (Cross reference to Policy of September 1987. Subcommittees)
10. TASCNA subcommittees must provide a copy of their monthly minutes to TASCNA Vice-Chairperson. (1987)
11. Subcommittee request for funds are to be addressed during the time of the committee reports. If TASCNA Chairperson thinks that the request is too controversial or time consuming at the time of report, he/she may postpone the request to New Business. *INTENT: To save time and avoid duplication of discussion.* (April 1992)
12. Subcommittee funds are to be turned into TASCNA Treasurer monthly with written report of all expenditures to be paid for with a TASCNA check made out directly to the vendor when applicable. Both treasurer and subcommittee chairperson will retain a copy of each voucher submitted. (April 1988)

13. TASCNA Chairperson and one other member of the Administrative Committee (TASCNA Officers) are to audit the books of any subcommittee which stocks literature whenever a new subcommittee chairperson is elected or as deemed necessary by TASCNA. (January 1988)
14. TASCNA Chairperson is to conduct an orientation review meeting at the end of TASCNA meetings to familiarize new TASCNA members with policies and procedures. (February 1991)

## **5.7 H&I GENERAL INFORMATION**

1. At every H&I meeting an announcement will be made that anyone holding drugs or paraphernalia must leave the meeting because they are endangering the existence of the meeting and the fellowship of NA as a whole. He/she is welcome to return after disposing of the items.
2. Requests for institutional meetings go directly to H&I. (November 1982)
3. If H&I decide to close a meeting a written report must be sent to the administrator of the facility at least two (2) weeks prior to the closing date.
4. The H&I chairperson must send a written report to the RSC Bi-monthly meeting.
5. To increase H&I literature funding from \$200/mo. to \$300/mo. INTENT: To better carry the message to the addict who still suffers. (August 2000)

## **5.8 LITERATURE GENERAL INFORMATION**

1. The responsibility for printing and distributing the meeting lists is given to the Literature Committee.
2. TASCNA directs the Literature Chairperson to purchase and maintain an inventory of A Guide to Local Service; and is to be displayed at each TASCNA meeting. (November 1987)
3. All groups are to order the Regional Newsletter through TASCNA Literature Committee. The Literature Committee is responsible for fulfilling these requests. (May 1987)
4. The Literature Chairperson will provide a receipt for all monies received and will maintain copies of all order forms sent to the WSO. (January 1988)
5. The Literature Committee chairperson is to submit an inventory report at the time of their report to TASCNA meeting. (January 1992)
6. The Literature Committee bank account is required to have TASCNA Vice-Chairperson's signature on the account INTENT: Provide a system for checks and balances and to protect the subcommittee and TASCNA as suggested by the WSO. (September 1992)
7. The Literature Committee is to reduce the current 10% surcharge on all sales to a 5% surcharge. There will be no surcharge on literature provided to the subcommittees. INTENT: This will provide more literature for the Area as a whole and still cover the committee's expenses. (December 1992)

8. The Literature Chairperson is to be a signatory to the TASCNA checking account on area literature orders to WSO only. INTENT: For continuous accountability of Literature Funds, this will not delay the copies and receiving of orders (Cross reference to Policy of December 1990. Subcommittees) (March 1992)
9. After each TASCNA meeting, either TASCNA Vice-Chairperson or TASCNA Assistant Secretary is to assist the Literature Committee with reconciling orders placed and money received as well as verify the amounts of cash and checks prior to the money being submitted to TASCNA treasurer. (February 1995)
10. The Literature Committee bank account is required to have TASCNA Vice-Chairperson's signature on the account. INTENT: Provide a system for checks and balances and to protect the subcommittee and TASCNA as suggested by the WSO. (September 1992)
11. Add new position description of Vice-Chair Literature to Policy Manual (June 2007)

### **5.9 PUBLIC RELATIONS GENERAL INFORMATION**

1. The Hotline (Phoneline) comes under the PUBLIC RELATIONS Committee. (June 1982)
2. GSR's are responsible for getting people on the Hotline. (November 1983)
3. The PUBLIC RELATIONS Committee is to send a written report to RSC with the RCM. (May 1983)
4. A beeper (pager) system is approved for the Phone line Committee (March 1992)
5. All current and new phone line volunteers must attend at least one orientation before being placed on the phone line. (September 1991)
6. Change ordering meeting lists from every 2 months to every 3 months (which equals 4 times a year) INTENT: To better able manage waste re: meeting lists. (September 2007)

### **5.10 POLICY COMMITTEE GENERAL INFORMATION**

1. The Policy Committee must write a position description and qualifications for any newly created TASCNA position before the position can be filled (February 1988)
2. By definition, TASCNA is the Policy committee. (November 1982) (Cross reference to Policy of June 1987, SOP)

### **5.11 SPECIAL EVENTS GENERAL INFORMATION**

1. Established a Special Events Subcommittee. INTENT: To enhance communication and avoid conflict groups regarding special events and to enable TASCNA to sponsor special events such as annual fund raiser to benefit WSC as outline in A Guide to Local Service (June 1988)
2. The Special Events Committee is to accrue an escrow account of \$380:89-\$500.00. These funds are to be raised by the committee, to be used as seed money for approved events and are to be replenished to the committee after each event. (September 1989-changed March 2007)

3. The Special Events Committee does not have to obtain TASCNA approval for each function they wish to sponsor as long as accountability is maintained in their monthly reports to TASCNA. INTENT: To free the committee from time-consuming procedures and allow its trusted servants to produce needed Area NA functions in a timely manner. (March 1992)

## **5.12 AD HOC COMMITTEE GENERAL INFORMATION**

1. Area ad hoc committee is defined as "a subcommittee formed for a specific purpose and continues to function as long as the need or purpose exists." (September 1984)
2. Ad hoc committees should submit a written monthly report to TASCNA. (September 1984)
3. The ad hoc committee chairperson is appointed by the TASCNA chairperson. The committee chairperson then forms and directs the committee. (September 1984)
4. Ad Hoc Committees are to be given clear directions and goals. GSR's are to be allowed sufficient time to inform their groups about the appointment of an ad hoc committee. INTENT: this effort maintains the object of Tradition 2 by allowing all groups and individual addicts a "group conscience" and a chance to serve on the committee. (September 1995)

## 6 TASCNA BUDGET AND FINANCES

---

### 6.1 TASCNA BUDGET GUIDELINES

A budget outline will be provided to each committee chairperson. Subcommittees will submit their proposed annual budget to the Budget Committee by the deadline established by the Budget Committee based on the previous year's expenses.

1. TASCNA Budget proposal developed by the Budget Committee is based on projected income from donations and is not to include income generated by fund-raisers or conventions.
2. Spending priorities will be as follows:
  - a. Payment or installment toward outstanding debts outside the Fellowship.
  - b. Payment or installment toward outstanding debts within the Fellowship.
  - c. Prudent reserve.
  - d. H&I Literature (always funded at 100%)
  - e. Payment of approved program items up to 100% of 1/12 of the annual budget plus any accrued from previous months.
3. The TASCNA budget is a fiscal budget that runs from July-June of each year. INTENT: for new committee members to have a fresh budget when they take their positions in July

When projected expenses exceed projected income, then (a), (b), and (d) are to be paid in full. Any remaining funds are to be divided proportionately within items (e).

For Example:

1. The Budget Committee will meet as required to develop a proposed annual budget to be presented at the June TASCNA meeting for GSR approval. The annual budget will be effective as of the July TASCNA meeting. This provides the new Administrative Committee with an established financial plan at the beginning of the new service terms.
2. The Budget Committee will review the budget and spending patterns quarterly (every three (3) months) to determine if any adjustments are required. In addition to budgeted donations to the RSC any surplus funds can be forwarded to the Region as a result of these reviews by motion of any NA Member.

3. In the event that additional funds are requested for special projects, these requests should be submitted to the Budget Committee. The budget and spending patterns will be reviewed, and a report will be made to TASCNA as to whether the funds are available. TASCNA would retain the authority to approve or disapprove the request.
4. The budget proposed by the budget committee will be a "balanced" budget not greater than the average income from group donations over the past 6 months. (February 1997)
5. Subcommittee rents, TASCNA rent, P.O. Box, meeting lists and phone line charges are classified as "outside debts" in our budget guidelines. INTENT: Continue to Ensure 100% funding of debts outside the fellowship. (March 1997)

## **6.2 GENERAL BUDGET AND FINANCES INFORMATION**

### **6.2.1 General**

1. A bounced check fee will not be charged against the group who issued the check, but that group will not be able to write checks to TASCNA for a period of three (3) months after the check has been returned from the bank. (November 1991)
2. Donations will be asked for, not priced, at TASCNA sponsored events. (September 1982)
3. Only the GSR's are to obtain money from TASCNA for group assistance. (October 1984)
4. Bank statements are obtained electronically by the Treasurer and made available to all upon request. IF mailed, they are only to be mailed to TASCNA P.O. Box. The Secretary is responsible for getting them from the mailbox to the Treasurer.
5. All advanced requests for the funds from TASCNA must be submitted to the treasurer in writing. Receipts must be provided to document that funds were spent according to the approved request. (October 1987)
6. All records regarding the Treasurer's documents, records and receipts are kept for seven (7) years. Anything past be discarded.
7. The Treasurer or Asst. Treasurer will pay/mail as many of the outside expenses as possible directly to any and all organizations and facilities for services rendered. INTENT: To reduce the potential for lost checks. (December 1997)

### **6.2.2 Reimbursement**

1. Secretary's expenses are automatically paid each month without TASCNA approval. Expenses must be in writing. (September 1985)
2. TASCNA will pay the RCM and the Alternate RCM registration fees for the RSC. This is to include food and lodging and not to exceed the budgeted amount. (March 1986)
3. Authorized out-of-pocket expenses are to be reimbursed only upon presentation of a receipt to the TASCNA Treasurer. (October 1987)

### **6.2.3 Subcommittee**

1. TASCNA gives money to the sub-committees on a case-by-case basis. (December 1986)
2. Budgeted subcommittee funds must be used within 30 days or they will be re-designated to the regional donation. Extending circumstances will be handled by the TASCNA Vice Chairperson, Chairperson or Policy Chairperson in this order of responsibility. INTENT: Unused area funds need to be returned to the TASCNA Treasury as soon as possible so they can be used in another way. (August 1991)

### **6.2.4 Audit and Accountability**

The TASCNA is to perform quarterly audits of the TASCNA treasury accounts and books during the Budget Committee meetings by the Budget Chairperson, the TASCNA Treasurer and one other member of the TASCNA Officers and GSR's. INTENT: This ensures that budgeted allocations are met, that a system of accountability is in place and practiced, and that transition from the outgoing treasurer to the incoming treasurer is smooth. (January 1993)

1. TASCNA is to perform quarterly audits of the Literature Committee during the Budget Committee meetings by the TASCNA Vice-Chairperson, the Literature Committee Chairperson and one other member of the TASCNA Officers and GSR's. INTENT: This provides accountability of monetary transactions within the committee. (January 1993)
2. A yearly audit will be performed in May/June for position turnover. Report will be given to Area at the July TASCNA meeting.
3. All TASCNA funds are counted and verified by both the Treasurer and the Assistant Treasurer. (In the event that one or both are not available that one or more other TASCNA officers are appointed to do so. That is the total of "all" TASCNA funds be reported in the Treasurers report or upon request at any time.
4. ALL financial transactions stop between the last 20 and 30 minutes of TASCNA to allow the Treasurer time to count the money they are to deposit. INTENT: To ensure that TASCNA funds are handled prudently and responsibility and to help keep our trusted servants accountable to those they serve, and to help protect TASCNA funds. (September 1997)

## 7 TASCNA FUNDS AND FUNDRAISING

---

### 7.1 DEFINITIONS

**Funds:** A supply of money collected as the result of holding donations and promotional (set price) events for the purpose of providing financial support to TASCNA's primary purpose of "carrying the message of recovery to the still suffering addict."

**Fundraising:** Events or activities such as learning workshops, dances, boat trips, sports functions, and picnics which are designed and implemented for the specific purpose of collecting money for TASCNA's primary purpose.

### 7.2 FUNDS

#### 7.2.1 All monies and disbursements

All monies accumulated from group contributions and other Narcotics Anonymous sources are to be deposited shall be reported in the TASCNA general fund bank account. All disbursements shall be made by the TASCNA Treasurer.

#### 7.2.2 Funds collection and deposit

All TASCNA funds collected during the TASCNA meeting shall be counted and a total amount to be deposited shall be reported to the TASCNA Secretary before the close of business. The Treasurer and Asst. Treasurer shall go to the bank together and deposit the TASCNA collection using the money bag and the night depository at the end of each TASCNA meeting. If one or both of the Treasurers is unavailable to make the deposit the Chair will appoint another trusted servant/s to make the deposit. All financial transactions will cease within the last 20 to 30 minutes of the TASCNA meeting to allow the Treasurers enough time to do the job they are asked to do. The Treasurer, Asst. Treasurer or another appointed trusted servant would retrieve the deposit bag from the bank before the next TASCNA meeting.

#### 7.2.3 Account Signatures

Any and all TASCNA checking accounts shall require a minimum of two (2) signatures to release any deposited monies. The signatures for the TASCNA accounts shall consist of the TASCNA Treasurer, Asst. Treasurer, TASCNA Chairperson, TASCNA Vice-Chairperson and the Literature Committee Chairperson. (Note: the Literature Committee Chairperson will only cosign checks for literature orders and supplies.

#### 7.2.4 Bank Statements

The TASCNA Treasurer shall maintain all bank statements for TASCNA BANK accounts for the purpose of record keeping and reconciling monthly.

### **7.2.5 Revolving Fund**

The treasury shall maintain a revolving fund for clerical expenses, subcommittee expenses, building rental and P.O. Box rental fees, and regional donations according to an approved quarterly budget.

### **7.2.6 Budget Review**

The TASCNA budget shall be reviewed at a time and place designated by the TASCNA Budget Committee Chairperson. All TASCNA Officers and subcommittee chairpersons are to attend.

### **7.2.7 Acting Treasurer**

The TASCNA Chairperson may appoint an acting TASCNA Treasurer in the event the Treasurer is absent or the position is vacant.

### **7.2.8 Prudent Reserve**

A prudent reserve will be maintained in the TASCNA general account consisting of a dollar amount equal to one month's operating expenses in accordance with the WSO Treasurer's Handbook. This amount would be maintained in the treasury at all times and would be deducted before contributions or other optional expenses are met. Any month in which TASCNA does not receive an amount equal to one month's budgeted items the percentage process will be followed. The one exception would be any item voted on separate from the budget at the TASCNA meeting (September 1987, June 1990)

### **7.2.9 Annual Audit**

The TASCNA Treasury shall be audited annually for the preceding year and a financial statement reflecting all area assets and accounts shall be prepared by the TASCNA Budget Committee Chairperson and presented to the July TASCNA meeting. All audits shall be coordinated by the TASCNA Budget Committee Chairperson with at least (1) additional TASCNA Officer other than the treasurer present. Quarterly audits of the TASCNA Treasury and the Literature Committee are also the responsibility of the TASCNA Budget Committee Chairperson. In addition, any turnover of the Treasurer position will be preceded or followed by an audit.

### **7.2.10 Spending Guidelines**

TASCNA Shall utilize the following non-deficit spending guidelines and pay expenses in the order of priority as listed below:

1. Payment of TASCNA debts or expenses outside the fellowship of Narcotics Anonymous.
2. Payment of TASCNA debts and expenses within the fellowship of Narcotics Anonymous including group emergency requests for literature and monthly rent.

3. Clerical expenses.
4. Approved budget items of the TASCNA Subcommittees and Officers.
5. Expenses approved for the Regional registrations and donations.
6. All other expenses approved by TASCNA.
7. TASCNA shall donate all monies above 50% of operating expenses to Region, World or Zonal on a quarterly basis, unless otherwise directed by the voting members of NA. (December 2025)

### **7.2.11 Reimbursements and Receipts**

All reimbursements must be documented by a show of receipt and be approved by the voting members of TASCNA outside of regularly budgeted allocations. The Literature Subcommittee's purchases are reviewed separately.

## **7.3 TASCNA FUNDRAISING GUIDELINES**

*"Every NA group ought to be fully self-supporting, declining outside contributions." (Tradition 7)*

### **7.3.1 Motivation**

The motivation for holding a fundraising activity must first be examined to ensure consistency with the NA's spiritual principles.

### **7.3.2 Location**

Fundraising activities at an NA meeting are not usually appropriate because they may detract from our primary purpose and can present an inaccurate impression of the NA message, especially in the eyes of a newcomer or visitor.

### **7.3.3 Planning**

In order to follow the guidance of our traditions, a fundraising event should be planned and held by and for NA members.

### **7.3.4 7<sup>th</sup> Tradition**

In order to conform to the ideals of the 7th Tradition, donations from non-members should not be accepted.

### **7.3.5 Usage of Term Donation**

Since there are often times when we sponsor activities where there is a fixed charge for full participation, the term "donation" should not be associated with these types of fees. In this way, we are not confusing contributions with assessed charges for activities.

### **7.3.6 Assessment of viability**

It must be determined whether the local NA community is willing and large enough to support the event.

### **7.3.7 Consistency**

All aspects of the fundraising event should be consistent with our goal of encouraging recovery from addiction. We should avoid hosting events which might encourage gambling, appear to offer something for nothing, or award prizes that are not recovery-oriented or that otherwise may be seen as inappropriate. (A prize of NA literature or tickets to a. convention versus audio equipment or a vacation package). Finally, it may also be helpful to consider whether raffles, especially cash raffles or lotteries, appeal more to the spirit of self-interest than the spirit of voluntary support implicit in our 7<sup>th</sup> Tradition.

## **8 TASCNA SPECIAL EVENTS COMMITTEE GUIDELINES**

---

### **8.1 NAME**

Special Events Subcommittee of Tidewater Area Service Committee of N.A.

1. This sub-committee was formed by and is directly responsible to Tidewater Area Service Committee of NA.
2. The Special Events Committee is to have an expenditure budget set by the budgeting committee each year. The Special Events Committee will be provided with seed money in the approved amount for events and is to be replenished to the committee after each event.
3. The Special Events Committee does not have to obtain TASCNA approval for each function they wish to sponsor as long as accountability is maintained in their monthly reports to the TASCNA . INTENT: To free the committee from time consuming procedures and allow its trusted servants to produce needed Area NA functions in a timely manner. (March 1992)

### **8.2 PURPOSE**

The purpose of this subcommittee is to plan events in the Tidewater Area or Fellowship that promote unity and offer celebrations of recovery.

### **8.3 FUNCTIONS AND RESPONSIBILITIES**

1. To maintain accountability of all events in a monthly report to TASCNA.
2. To maintain a budget for all activities.
3. Coordinate the timing of our Area activities so as to minimize conflicts with other events.
4. To report all expenditures and income to TASCNA as outlined in these guidelines.
5. Special Events will not have more than four (4) activities per year.
6. An annual fundraiser of TASCNA to benefit WSC as outlined in Guide to Local Service
7. A free activity for the fellowship.
8. Submit written monthly report to Area Vice-Chair.

### **8.4 MEETING AND MEMBERSHIP**

1. Special events will hold regularly scheduled monthly meetings with the time and place publicized at TASCNA.
2. Additional meetings will be called for by the committee chair as needed.
3. Anyone attending the special events will have a vote.

## **8.5 FUNDING**

1. Special Events will be given \$300.00 seed money to finance planned events. These funds are expected to be reimbursed through proceeds from the event. Losses may be reimbursed on special approval from the GSR's.
2. Records of all income and expenditures will be kept and made available for review on request of the TASCNA and for quarterly review by the budget committee.
3. All income received will be deposited back to the TASCNA account within 48 hours.

Regarding unused materials, perishables should be distributed among the fellowship as determined by the committee (and the sponsoring home group). Non-perishables should be kept for use at future activities.

## **8.6 SPIRITUAL GUIDANCE**

1. The Special Events subcommittee shall not make any motion or take any action that conflicts with the current TASCNA policy manual or the Twelve Traditions of NA.
2. The Special Events subcommittee shall comply with the following in this priority:
  - I. Current TASCNA policies
  - II. Current publication of these special event guidelines.
  - III. The 12 traditions and concepts of NA.
  - IV. A Guide to Local Service.
  - V. The current publications of all pertinent NA handbooks.
3. In order to maintain compliance with our traditions, functions must be planned and held by and for NA members.
4. All aspects of Special Events functions should be consistent with the principles of recovery.
5. Any items given away will be recovery oriented.

## **8.7 GUIDELINES FOR WORKING WITH HOME GROUPS**

1. Home groups seeking assistance for an event should contact Special Events. Special Events will then work with the home group to develop the proposal.
2. Special Events should present all home group requests to TASCNA with a recommendation for acceptance or rejection. The proposal should be presented at least 3 months prior to the activities planned date to give Special Events and TASCNA adequate time to review feasibility.
3. Expenditures that the Special Events subcommittee incurs in this activity are expected to be reimbursed through the activities proceeds.
4. Special Events will keep a detailed report of the expenditures for the event.

## **8.8 SUB-COMMITTEE TRUSTED SERVANTS**

1. The sub-committee trusted servants would consist of a Chair, Co-chair, Secretary, and Treasurer.
2. Trusted servants have the responsibility of letting the sub-committee know if they are unable to attend the business meeting.
3. The chairperson shall be elected at the regular Special Events meeting for a 1 yr. term. This shall be in accordance with and accountable to TASCNA guidelines and policies.

## 9 MEDIA CONTACT GUIDELINES FOR THE PI COMMITTEE

---

1. All contacts from the media should be referred to the PI Chairperson or a designated committee member.
  1. Either the PI chairperson or the designated committee member should meet with the reporter or media representative and determine the following audience?
    - I. What is the proposed audience?
    - II. Is the media local or national?
    - III. What is the nature of the media? For example, is it a talk show or news show format? Is it to be a "local interest" segment on the 6:00 news? Is it for the printed media?
    - IV. What deadlines are involved and what are the schedules, if any?
    - V. What is the focus of the interview? What is the story line or topic? (This helps in deciding who will be best for the interview)
  2. If the contact is national or international, the following persons should be notified in the following order of availability:
    - I. The World Service PI Chairperson or Vice Chairperson.
    - II. The World Service Conference Chairperson or Vice-Chairperson.
    - III. The World Service PI Coordinator.
    - IV. The WSO Administrative Assistant.
    - V. The WSO Board of Trustees member assigned to the WSC PI Committee.
    - VI. World Service Board of Trustees.
    - VII. The Board of Trustees member closest to where the media contact is being made.
  3. If the contact is local all of the following should be contacted:
    - I. The PI Chairperson (if initial contact by the media was made with someone else.)
    - II. The TASCNA Chairperson
    - III. The Regional PI Chairperson or Vice Chairperson.
    - IV. The Peninsula ASC PI Chairperson needs to be notified but he/she does not have to participate.
  4. If we say "NO":
    - I. Call the media representative and advise them of our decision.
    - II. Send him/her a thank you letter for the interview opportunity with explanations as to why we are not accepting the offer at this time. Include our anonymity statement, a copy of our 12 Traditions, and any literature that may be helpful in providing an understanding of our primary purpose.
  5. If we say "YES":

- I. Let the media representative know by telephone that we will participate in an interview and that he/she can expect to receive a confirmation letter with NA literature and our requirements according to Traditions.
  - II. Include with the confirmation letter our anonymity statement, a copy of our 12 Traditions and local demographic information on our NA area such as the number, kind and location of meetings by city.
  - III. Send (a) and (b) to the media representative, the executive producer of the event, the PI member coordinating the interview (this person will be known as the "PI Coordinator" in these Guidelines), and the NA member who has agreed to be interviewed.
  - IV. Extra copies of the anonymity statement should be sent if there would be a camera and/or audio crew involved.
6. The following points should be considered in selecting the NA member who would do the interview.
- I. Suggest one (1) year clean time.
  - II. Have a working knowledge of the 12 Traditions of NA.
  - III. That person is not doing the interview for personal gain.
  - IV. Need someone who will not express any opinion on outside issues. (No comment on the "War on Drugs", crack in the projects, etc.)
  - V. Need someone who can appreciate the significance of the interview for his/herself, the Fellowship, and the media audience.
  - VI. The interviewee should be someone who is an active member of the PI Committee, if possible.
  - VII. The anonymity of the interviewee must be maintained within the Fellowship as well as outside the Fellowship.
  - VIII. We have a responsibility to avoid putting someone in a situation that he/she does not feel capable of handling.
7. At this time, the PI coordinator should arrange for the interviewee to meet with the media contact. During this first meeting, the PI Chairperson or the PI coordinator should also be present.
8. The PI coordinator should submit written reports to the PI Coordinator from initial media contact to conclusion of the interview.
9. At the meeting with the reporter or the media contact a written agreement should be obtained noting:
- I. If the interview is recorded in any way, TASCNA reserves the right to preview the interview prior to its release.
  - II. The media agrees to adhere to our Traditions and the anonymity statement.
10. Schedule the interview. If possible, advise our PI Committee, the Regional PI Chairperson and the TASCNA Chairperson before the interview is held.
11. The PI Coordinator and/ or the PI Chairperson should be present at the time of the interview. The interviewee may have his/her support person ready.

12. Once the interview is completed, the PI coordinator needs to schedule a preview time of the interview for his/herself, the PI Chairperson, the ASA Chairperson, the Regional PI Chairperson, the Regional PI Chairperson and/or Vice Chairperson and the interviewee.
13. If the interview is unacceptable:
  - I. Do not sign any release documents with the media contact regarding the interview.
  - II. Forward a letter thanking the media contact for the interview opportunity and give specific reasons as to why the interview cannot be approved for public viewing.
14. If the interview is acceptable:
  - I. Notify the media representative.
  - II. Sign appropriate releases.
15. The PI coordinator should file a written report with the PI Committee concerning the outcome of the interview remembering to protect the anonymity of the interviewee.
16. A letter of thanks should be sent to the PI coordinator to:
  - I. The media executive producer.
  - II. The media producer.
  - III. The reporter or media representative.
  - IV. The interviewee.

## 10 ARCHIVED MOTIONS

---

1. TASCNA will subscribe to the regional newsletter. (February 1982)
2. ACS to adopt Tidewater Clean Times as the name of the TASCNA newsletter (April 1988)
3. Increase phone line contribution to \$30.00 (July 1991)
4. Provide NA Group Starter Kits at no cost to new home groups. The Literature Subcommittee will absorb the cost. INTENT: TO help new home groups get basic literature, WSO registration form and other information they need to get started. (May 1993)
5. TASCNA Guidelines to Service approved and adopted. (See appendix #3) (November 1994)
6. TASCNA has created a new position, Alternate VRCC Director. INTENT: To ensure TASCNA's participation at the VRCC business meetings. (October 1995)
7. Make sure that all leftover posters from Poster Day are reused even though phone numbers get changed. INTENT: Save money (December 1996)
8. To have all non-urgent home groups reports is submitted in writing instead of being done orally. INTENT: To speed up that part of TASCNA service, which will allow time to address new and or old business. (February 1997)
9. All TASCNA subcommittees meetings are held at a neutral public place INTENT: for the free flow of ideas. (February 1997)
10. Bank statements are to be retrieved from the P.O Box and given to the treasurer.
11. Convention or Regional site bids on behalf of TASCNA must be previously approved by the TASCNA. TASCNA Budget Guidelines approved and adopted (June 1988)
12. TASCNA will have a Vice-Chairperson (September 1982)
13. Minutes are to be read by each TASCNA member and not by the TASCNA Secretary (September 1985)
14. All addicts are welcome to attend NA functions. Special needs groups must conform to WSC guidelines. (March 1986)
15. The VRCC Director is to be reimbursed \$35.00 for attending the VRCC business meetings held at the Regional Service Committee. (October 1991)
16. TASCNA to use commercial printers for all printing needs. Reimbursements for these expenses require a receipt or bill of sale. (February 1992)
17. Include the phone number of a group's contact person on the area's meeting list INTENT: This will assist newcomers, visitors, other addicts, and the beeper carriers in finding rides to meetings and in handling 12 Step calls. (December 1992)
18. That TASCNA form an Alt-Treasurer's position to assist the Treasurer and fill in when the Treasurer is absent. (March 1997)
19. The treasurer or asst. treasurer will mail, as many of the outside expenses are possible directly to any and all organizations and facilities for services rendered. INTENT: To reduce potential for lost checks. (December 1997)

20. That a 24 hr. help line/pager be established. (September 1998)
21. Eliminate the Budget committee chairperson and leave the responsibility under the job description of the vice chairperson (October 1998)
22. To have an annual area convention (January 1999)
23. Approval of advance of already budgeted funds of \$50 to cover secretary's expenses. (September 1999)
24. For the policy chair to get a \$25.00 advance for the copying of manuals. (October 1999)
25. The Tidewater Area purchases a laptop computer to help make the secretary's position more efficient and which could be utilized by all of TASCNA. INTENT: All ongoing information can be passed on without the problem of software/hardware compatibility, the database for the mailing list could be maintained and passed on, the same database could be used for making mailing labels, and attendance records could be maintained on the computer. This would greatly ease the transition of the secretary's duties from one person to the next. (December 1999)
26. To purchase and maintain a copy of Robert's Rules of Order. INTENT: To help maintain order. (January 2000)
27. TASCNA to initiate and maintain a phone line according to TASCNA guidelines. INTENT: To carry the message of recovery to the addict who still suffers by investigating available phone line services. TASCNA to design Policy Committee procedures. (September 1984)
28. The Policy Committee is charged with development of all policies regarding the use of laptop computers. (August 2000)
29. Budget committee chair position was deleted in October 1998, and those responsibilities were delegated to the TASCNA vice- chair.
30. That the emergency budget committee meeting only address the review of TASCNA books. INTENT: to keep TASCNA in compliance and not exclude anyone from discussion on other issues. (December 1999)
31. To keep 40% seed monies from TACNA conventions in reserve each year until after the 40% monies come in the following year. INTENT: As a prudent reserve to protect against possible fund shortages for the convention. (October 2006)
32. Increase Special Events seed money from \$300 to \$500. INTENT: To assist Special Events in hosting and finding in accordance with the rise in prices for supplies and other needs to serve the fellowship of NA. (March 2007)
33. Create new position at the Area level of Literature vice-chair. INTENT: To promote continuity of service by allowing an addict to become familiar with the management of the Area's literature needs before stepping into the role of Literature chair. (October 2006)

34. The Area Treasurer shall be the sole point of contact for the Area for initiating contracts and agreements with outside agencies and enterprises. The Convention sub-committee shall be the only exception to this policy. INTENT: To help protect the Area from any possible financial problems. AMENDED: The sub-committee can do the research, but information is to be brought to the Treasurer. (May 2007)
35. TASCNA shall donate all monies above 50% of operating expenses to Region, World or Zonal on a quarterly basis, unless otherwise directed by the voting members of NA. (December 2025)

# INDEX

---

2/3 votes, 12  
51% (simple majority), 12  
Abstentions, 11  
Active Groups, 12  
advanced requests for the funds, 37  
Alternate RCM, 9  
Alternate VRCC, 9  
Amendments, 10  
ASC sponsored events, 37  
Assistant Secretary, 9  
Assistant Treasurer, 9  
Attendance, 8  
bounced check, 37  
Chairperson, 9  
Conflict, 9  
Distribution, 10  
Donations, 37  
Equal representation, 11  
*Father's Day*, 9  
funds request, 37  
General membership, 8  
group assistance, 37  
Holidays, 9  
intent, 10  
laptop, 21, 50  
*Mother's Day*, 9  
Motions, 12  
Motions presented by group conscience, 11  
Motions referred to Policy Committee, 11  
Motions referred to Subcommittees, 11  
Motions sent back to Home Groups, 11  
Officers of TASCNA, 9  
Order of priority, 9  
Order of succession, 8, 11  
Orientation, 10  
Parliamentary Authority, 10  
Policy Chairperson, 9  
Policy Manual Guidelines, 10  
Presentation of motions, 10  
quorum, 5, 7, 11  
Quorum  
    Business, 11  
    Voting, 12  
Receipts, 37  
Record of tally of votes, 11  
Regional Committee Member (RCM), 9  
Regional motions, 10  
Regular meetings, 9  
regular session, 9  
Robert's Rules of Order, 10  
Secretary, 9  
Simple majority vote, 10  
Spiritual Guidance, 9  
Subcommittees, 9

Treasurer, 9

Vice-Chairperson, 9

Virginia Regional Convention Committee  
Chair (VRCC), 9

Voting, 10

Voting membership, 8

written intent, 10

## REVISION LOG

---

5/8/2026: Minor edits for spelling, grammar, and punctuation were made before printing twenty (20) copies for distribution to home groups. Any further corrections will be incorporated in the next printing.

