

**BOSQUE AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS
GUIDELINES and POLICY**

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

From the Basic Text page xvi

Approved Revisions November 2024

Twelve Concepts of NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decisions and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

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ADDENDUMS

- ❖ New NA Group Checklist
- ❖ Motion Table
- ❖ Bulletin #21 "The Generation of Funds (Fundraising) and the Seventh Tradition in Narcotics Anonymous"
- ❖ Bulletin #30 "Theft of NA funds"

SECTION I: The Bosque Area Service Committee

The Bosque Area Service Committee (BASC) is a committee made up of Group Service Representatives (GSRs), Alternate GSRs, Regional Committee Members (RCMs), Area Officers, Subcommittee Chairpersons, Subcommittee Vice-Chairpersons and Ad hoc Chairpersons.

SECTION II: Vision Statement of the BASC

"It is our vision that every addict in New Mexico has the chance to experience our message in his or her own language and culture and find the opportunity of a new way of life." ' '

" Es la vision que cualquier adicto en Nuevo Mexico tiene la oportunidad para experimentar nuestro mensaje in su proximo lenguaje y cultura para hallar la oportunidad para una nueva forma de Vivir."

SECTION III: Purpose of the BASC

1. To foster unity through groups sharing their experience, strength, and hope with other groups, and to share resolutions to problems they've experienced.
2. To provide common services for its member groups to further carry the message.
3. We are an extension of our member Group's dedication that:
 - a. No addict seeking recovery need die without having had a chance to find a better way of life.
 - b. We must always remember, as individual Members, Groups and Service Committees, we should never be in competition with each other. We work separately and together to help the newcomer and for our common good. Internal strife cripples our Fellowship and prevents us from providing the services necessary for our growth.

SECTION IV: Functions of the BASC

1. To hold a monthly meeting to provide a means of communication between the member groups, Area, Region, & World
2. To provide a P.O. Box
3. To provide a schedule of meetings within the Area
4. To coordinate efforts to inform the public of Narcotics Anonymous
5. To foster unity through area activities; i.e., camp outs, dances, picnics, etc.
6. To coordinate efforts to carry the message of NA to hospitals and institutions
7. To distribute World Service, Rio Grande Regional and Bosque Area Group correspondence, as well as correspondence from other Regions, Areas and Groups.
8. To maintain archives for the Area

SECTION V: Group Membership

At this time, the BASC serves groups in Albuquerque and the surrounding communities, and is open to all groups that are not represented at another ASC. To become a member, a Group must send a Group Service Representative (GSR) to a BASC meeting to request membership. The request must be presented in the form of a motion prior to Old Business. Consideration for membership will be based on the following criteria:

1. New Group Membership:

- a. Will recognition of the Group contribute to the primary purpose of NA?
- b. Is the BASC able to provide adequate services to the Group and its surrounding community?
- c. As a Group, is their goal to help addicts recover through application of the 12 Steps of NA?
- d. As a Group, do they have any affiliation outside Narcotics Anonymous?
- e. As a Group, do they express opinions on outside issues?
- f. As a Group, is their public relations policy based on attraction rather than promotion?
- g. As a Group, can they be self-supporting?

2. Continuing Group Membership:

- a. Member Groups are expected to send a GSR to every BASC meeting. A Group may send a written report to the BASC secretary if they will be unable to attend.
- b. A member Group becomes inactive upon missing the third consecutive BASC meeting. (**The group will no longer be a voting member so the quorum will change)
- c. Any member Group becomes active again upon attending any BASC meeting.
- d. A representative of BASC will determine if a Group unrepresented at Area for 3 consecutive months is still active. If the representative from BASC cannot confirm that the meeting is still taking place, it will be removed from the schedule.

SECTION VI: Meeting Times and Location

1. The BASC will meet on the second Saturday of every month.
2. The BASC meeting shall begin at 10:00 a.m. and end by 12:00 p.m.
3. New GSR training will be provided upon request.
4. The BASC Chairperson will establish the meeting location.
5. If the meeting date, time or location must be changed, it will be announced at the previous meeting.
6. If, prior to the BASC meeting, the need arises to change the meeting's time or location, the Chairperson will inform by telephone, text, or email all GSRs of active Groups, officers and Subcommittee chairpersons of the new time or location as soon as possible
7. A notice of the rescheduled meeting must be posted at the original location of the BASC meeting at least one hour prior to the meeting's usual start time.

SECTION VII: Suggested Meeting Format

The following is the suggested meeting format to be followed at the BASC meetings:

1. Open with moment of silence followed by Serenity Prayer
2. Read 12 Concepts
3. Approve Minutes from previous meeting
4. Verify quorum (5 GSRs)
5. Welcome new groups
6. Administrative Officer Reports
7. RCM Report
8. Subcommittee & Ad-Hoc Reports
9. GSR Reports
10. Old Business
11. Sharing Session (open forum)
12. New Business
13. Elections (when necessary)
14. Acceptance of New Groups (when necessary)
15. Needs in Area
16. Announcements for Good of Fellowship
17. Activities / flyers from other groups
18. Next Area Meeting date/place/time
19. Close With Prayer

SECTION VIII: BASC Participation

1. There are four types of participants at BASC meetings:
 - a. **Group Service Representatives (GSR) and Alternate Group Service Representatives:** These are the voting members of the BASC. If both the GSR and Alternate GSR for the same Group are present at the BASC meeting, only the GSR may vote. Following is a list of recommended responsibilities for GSRs. More information is included in the WSC approved IP #2, The Group.
 - i. Attends all BASC meetings
 - ii. Serves as a communication link between his/her group, other groups and the Worldwide fellowship of NA
 - iii. Takes part in all decisions made by the BASC
 - iv. If a motion is sent back to the Groups, it is the GSRs responsibility to take notes and bring up the vote at the Group.
 - v. Reports all BASC activities to their groups
 - vi. Reports to BASC their group's strengths, needs, ideas, and conscience
 - vii. Only the GSRs will be the voting body for BASC throughout the entire year as well as the ONLY voting body for elections.
 - b. **Subcommittee Chairpersons:** Our subcommittees accomplish most of the work relating to carrying out our stated Purpose.
 - i. The subcommittee chairperson is the voice of the subcommittee at the BASC meeting.
 - ii. The subcommittee chairperson should attend every BASC meeting or submit a written report when attendance is not possible.
 - iii. Subcommittee Chairpersons who are not able to attend the BASC meeting must contact a member of the Administrative Committee as soon as possible to let them know about upcoming absence.

SECTION VIII: BASC Participation (Continued)

- c. **Administrative Committee:** The Administrative Committee includes the BASC Chairperson, Vice-Chairperson, Secretary/Historian, Treasurer and Regional Committee Members. Following is a list of responsibilities for the Administrative Committee:
 - i. Attend all BASC meetings
 - ii. Ensures the business of the BASC is being done according to guidelines
 - d. **Observers:** All BASC meetings shall be open to all members of Narcotics Anonymous. Observers are non-voting participants, and may ask the Chairperson for time to speak during the meeting.
2. Individuals may hold only one voting position with the BASC.

SECTION IX: New GSR Orientation Session

1. The New GSR Orientation Session will be available upon request and may take place at the time and date agreed upon by the GSR and the trusted servant providing the training.
2. An appointed trusted servant or someone who is knowledgeable will provide a brief explanation of the meeting format and voting process.

SECTION X: Subcommittees

1. It is the responsibility of the BASC to support and maintain subcommittees to forward the BASC Purpose.
2. The BASC has the responsibility to form new standing subcommittees or dissolve old standing subcommittees as the need arises.
3. Creating and dissolving standing subcommittees can be approved by a simple majority vote of voting members in attendance at the BASC meeting.
4. Ad hoc subcommittees may be created by a simple majority at any BASC meeting to fill the immediate needs of a question or special project that does not fit into any existing subcommittee. The BASC Chairperson may appoint either the entire ad hoc subcommittee or just the chairperson.
5. Subcommittee chairpersons are responsible for attending all BASC meetings or sending an informed representative in their absence. Subcommittee chairs who miss three consecutive BASC meetings without sending a representative will be relieved of their position.
6. Every subcommittee Chairperson is responsible for submitting reports at all BASC meetings including a detailed listing of all monthly expenditures.
7. Subcommittee Chairpersons do not vote at BASC meetings.
8. Standing BASC subcommittees:
 - a. **Public Relations (PR):** The general mission of the PR subcommittee is to inform addicts and other community members of the availability of recovery in Narcotics Anonymous. More information is available in Item# 2103. A Guide to Public Information, and A Guide to Local Services.
 - b. **Hospitals and Institutions (H&I):** The H&I subcommittee conducts panels that carry the NA message to addicts who are not able to leave facilities to attend meetings. More information is available in Item# 2101, Hospitals and Institutions Handbook, and A Guide to Local Services.
 - c. **Activities:** The Activities subcommittee coordinates events that may include but are not limited to dances, picnics, campouts and speaker meetings. Activities like these can provide a greater sense of community for the local NA fellowship. More information is available in A Guide to Local Services, Bulletin #21: The Generation of Funds (Fundraising), and the Seventh Tradition

in Narcotics Anonymous.

SECTION X: Subcommittees (Continued)

- d. **Literature:** The Literature subcommittee maintains a stock of WSC-approved NA literature and other items available for purchase by Groups, Subcommittees and individual NA Members. Maintains literature inventory. More information is available in Item #2105 Literature Committee Handbook and A Guide to Local Services.
- e. **Outreach:** The purpose of the Outreach subcommittee is to provide direct support to groups in need. Members of Outreach attend meetings that have not been adequately represented at BASC meetings and those that have requested assistance.

SECTION XI: Spiritual Guidance

The BASC will operate under the principles as outlined in the following documents listed in order of precedence:

- 1. The Twelve Traditions of Narcotics Anonymous
- 2. The Guidelines of the BASC of Narcotics Anonymous
- 3. A Guide to Local Services in Narcotics Anonymous
- 4. The Twelve Concepts of NA Service
- 5. The most recent publication of all related NA Handbooks

SECTION XII: Voting

- 1. Only active GSRs can vote at the BASC meetings.
- 2. Alternate GSRs can only vote when the GSR is not present. Groups only get one vote.
- 3. BASC will follow Robert's Rules of Order when it comes to voting.
- 4. Discussion will be opened up for items being voted on. Members are limited to three minutes to share their perspectives. The Chair will use their judgment and end discussion when the time is appropriate, being mindful of the meeting time.

SECTION XIII: Quorum

- 1. No voting can occur unless the quorum has been met
- 2. The quorum is one more than half of all active BASC Groups.
- 3. Groups that are located more than 40 miles from the Albuquerque city limits are not counted when determining the quorum.

SECTION XIV: Motions

1. A quorum is required to conduct business. A quorum is more than half of all active BASC Groups.
2. Any member of NA can make a motion at Area. Motions must be submitted to the secretary in writing on the motion form.
3. Motions must be seconded by an active GSR in the BASC.
4. Motions will be discussed during New Business.
5. A motion may be withdrawn by the member submitting the motion at any time prior to voting.
6. Any member can make a motion to amend the motion on the table that will carry with a simple majority agree.
7. Any motion that affects any previously adopted guideline, procedure, or standing policy will require a 2/3 majority vote of GSRs present at the time of vote.
8. If a GSR feels a motion affecting the Guidelines should go back to the groups, they can make motion and a simple majority vote will send back to the groups.
9. Criteria for Simple Majority and Two-Thirds Majority Voting:
 - a. A simple majority is determined as one more than half of the voting members in attendance. All fractions are rounded down in considering half of the quorum.
 - b. A two-thirds majority is determined as two-thirds of the voting members in attendance. All fractions will be rounded up to the next whole number.
10. Abstention Voting: A GSR may choose to vote in abstention for a variety of reasons. It must be understood that in all votes, an abstention affects the outcome. Below is an explanation of how an abstention vote affects motions at the BASC.
 - a. Simple Majority - A vote of abstention on a question before the BASC requiring a simple majority will not be counted as a vote against the question on the floor. For example, the resulting vote for a quorum of 10 representatives is 4 years, 2 nays and 4 abstentions. This results as a vote of approval on the question before the BASC. This is because a simple majority vote was reached of the remaining representatives (the simple majority of 6 is 4).
 - b. Two-Thirds Majority - A vote of abstention on a question before the BASC requiring a two-thirds majority will be considered as a vote against the question before the BASC. Using the same numbers as in the example above in 6a, the motion would fail because the required 7 years were not achieved (4 years, 2 nays and 4 abstentions).
 - c. Regardless of its effect on a vote, an abstention will be recorded as an abstention in the BASC meeting minutes.

SECTION XV: Debate and Discussion

To avoid confusion and reduce the amount of time spent on BASC business, the following guidelines have been adopted. They are meant to guide the Chairperson in executing the agenda and are not to be used as a device to serve the interest of individuals.

1. The difference between discussion and debate is as follows: Discussion is that which takes place when there is no motion on the floor. Debate is that which follows a motion that has been seconded but before a vote is taken.
2. BASC members have precedence to speak during debate and discussions.

SECTION XV: Debate and Discussion (Continued)

3. Discussion will occur at times such as in the open sharing session (open forum and GSR, Officer and Subcommittee reports). The chairperson will at his/her discretion lead, interpret these guidelines and close the discussion at hand. The guidelines on discussion are as follows:
 - a. Any member who has had the floor once during a discussion may not have it again while the same issue is being discussed, if there is any member who has not had a chance to speak yet. Once everyone who desires a turn has had a chance to speak, members may seek the floor a second time.
 - b. A participant may appeal to the chairperson to continue the discussion. It is up to the chairperson to continue the discussion, table the discussion until the next BASC meeting, or suggest that a motion be submitted to address the issue at hand. The GSRs may override the chairperson's decision by a two-third-majority vote.
4. The limits on debate are as follows:
 - a. Each member in debate will be given a one-minute limit to address the motion being debated.
 - b. The member who made the motion may speak to the motion.
 - c. There are usually three pros and three cons considered for each motion being debated unless the chair or the BASC body feels the issue is important enough to warrant further debate.
 - d. Any member who has had the floor once during a debate, having given a pro or a con to a motion, may not have the floor while the same issue is being debated. Once the limits of debate have been met or no further debate is desired by the BASC, the chairperson will restate the motion and call for a vote.
 - e. Questions pertinent to the motion and its content will be directed to the chairperson.
 - f. After these conditions have been met, the secretary will restate the motion and the chairperson will ask for a vote by the voting members.

SECTION XVI: Elections

The BASC Chairperson will announce elections two months prior to the actual election.

1. Nominations and elections will take place at the September BASC.
2. Newly elected trusted servants shall assume the duties of the position at the end of the meeting at which they were elected.
3. Any NA member present during elections may make a nomination for an open position.
4. The GSRs will be the voting body for the BASC throughout the entire year as well as the ONLY voting body for elections.
5. A vote of acclamation to Chairperson is held for those individuals previously elected by the BASC to a Vice-Chairperson position. This is done by the BASC Chairperson asking the voting body if there are any objections. If there are no objections, that person assumes the elected Chairperson position. If there are any objections, the floor is open for nominations.
6. Prior to nominations, the BASC Chairperson will read descriptions of positions and suggested Qualifications. The individual must be present to be nominated.
 - a. Chair will then ask for any nominations or volunteers (nominations do not require a second).
 - b. Chair will move to close nominations if there are no objections.
 - c. Chair will ask all nominees to state their willingness and qualifications.
 - d. Chair will open the floor for questions of the nominees.
7. Once the nominees leave the room, the BASC Chairperson will open up for small discussion followed by a vote.
8. The person with the most votes will win the position. In the event of a tie, the BASC Chairperson will break the tie.

SECTION XVI: Elections (Continued)

9. If only one nominee is running for a position, that person must receive a simple majority vote or that position will remain vacant.
10. The nomination and election of an unfilled office at or after the September BASC meeting will be held on a monthly basis.
 - a. If a nominee is elected into a position less than 6 months prior to the September election, they will hold that position for more than a year through the next election cycle September.
 - b. If they accept the position more than six months prior, they will hold the position until the next general election in September
11. BASC officers and standing Subcommittee chairpersons should not serve for more than two consecutive full terms in one position. Time served on an interim basis will not count towards consecutive full terms.
12. In the event that an office cannot be filled by the September election, the incumbent will be asked to remain in a temporary capacity until an election can be duly held.

SECTION XVII: Qualifications and Responsibilities for BASC Trusted Servants

The qualifications suggested here are meant as a guide to the BASC members in selecting trusted servants for the BASC. Some individuals nominated will not fit all of the criteria set forth and it should not disqualify them from consideration. It should be stated however, that these guidelines come from previous experience and should be weighed as such when considering a nominee for a particular trusted servant position.

Chairperson

Qualifications:

1. Minimum five years clean time
2. Previous Area and/or Regional service
3. Suggested previous experience in the Vice-Chairperson position
4. Minimum of one-year prior service in Bosque Area
5. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the BASC policies.
6. Willingness, time and resources to serve
7. One year commitment

Responsibilities:

1. Attends and presides over all BASC meetings
2. Understands and upholds the BASC guidelines and policies
3. Maintains the rules of decorum and discipline
4. Remains fair and impartial
5. Is the contact for the Bosque Area
6. Co-signer of the BASC account
7. Makes BASC bank deposits in the absence of the Treasurer
8. Is key holder for the BASC PO Box
9. Will check the BASC PO Box in the absence of the Treasurer
10. Will vote only to resolve a tie
11. Appoints the Chairperson for Ad Hoc committees
12. Provides a written and oral report at every BASC meeting
13. Helps to ensure the incoming Chairperson is prepared for the position
14. Facilitates a training session between incoming and outgoing area officers if possible

Vice-Chairperson

Qualifications:

1. Minimum four years clean time
2. Previous Area and/or Regional service
3. Minimum of one-year prior service in Bosque Area
4. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the BASC policies.
5. Willingness, time and resources to serve
6. One year commitment with suggestion to move into the Chair position

Responsibilities:

1. Attends all BASC meetings
2. Assumes duties of chairperson in their absence, removal, or resignation
3. Assists the Chairperson in carrying out his/her duties
4. Provides new GSR orientation upon request
5. Personally handles the responsibilities of any officer position that becomes vacant to the best of their ability until the BASC elects someone to fill that position
6. Helps facilitate training sessions between incoming and outgoing officers if possible
7. Is the point of contact for Subcommittees
8. Stays informed of Subcommittees' projects and issues
9. Attends Subcommittee meetings if requested

Treasurer

Qualifications:

1. Minimum five years clean time
2. Understanding of basic accounting.
3. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the BASC policies.
4. Willingness, time and resources to serve
5. One year commitment

Responsibilities:

1. Attends all BASC meetings
2. Provides a monthly written report including:
 - a. Details of all expenditures
 - b. Group donations
 - c. Other income (i.e. Activities)
 - d. Current bank balance
 - e. Bank reconciliation
 - f. Copy of the monthly deposit receipt
3. Pays all monthly Area bills
4. Disperses funds requested by the BASC officers, standing Subcommittee and Ad hoc committee representatives and others, as required by BASC motions and guidelines.
5. Surrenders the books for audit by the administrative committee
6. Makes Area deposit within five business days following BASC
7. Ensures any check payable to a signor on the BASC bank account is not signed by that person
8. Helps with audit by administrative committee when an audit is performed.
9. Prepares a budget for the next year to be presented at the January BASC
10. Co-signer on the BASC bank account

Vice-Treasurer

Qualifications:

1. Minimum five years clean time
2. Understanding of basic accounting
3. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the BASC policies.
4. Willingness, time, and resources to serve
5. One year commitment

Responsibilities:

1. Attends all BASC meetings
2. Assists Treasurer with all duties as a learning experience
3. Represents treasurer in the treasurer's absence.
- 4.

Secretary

Qualifications:

1. Minimum one-year clean time
2. Clerical skills necessary to record thorough and accurate meeting minutes
3. Access to email, internet, and a word processing program
4. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the BASC policies.
5. Willingness, time and resources to serve
6. One year commitment

Responsibilities:

1. Attends all BASC meetings
2. Records BASC meeting minutes
3. Distributes the minutes via email within two weeks after BASC
4. Maintains files of BASC meeting minutes.
5. Keeps track of Group attendance and notifies the Chairperson if a Group has missed 2 consecutive BASC meetings.
6. Alerts new groups that they need to register with the WSO.
7. Has the most current digital copy of the BASC Policies and Guidelines available for distribution upon request
8. May assist in auditing treasury books from the previous year

Historian / Policy

Qualifications:

1. Minimum three years clean time
2. Minimum of one year NA service involvement
3. A thorough understanding of all documents referenced in Section X: Spiritual Guidance.
4. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the BASC policies.
5. Willingness, time, and resources to be an active participant at Area
6. One year commitment

Responsibilities:

1. Attends all BASC meetings
2. Maintains BASC archives
3. Maintains records of changes to Guidelines and major motions
4. Keeps copies of all documents listed in Section XI: Spiritual Guidance available for reference at all BASC meetings
5. Answers policy questions as requested
6. At the end of the calendar year, provides a complete list of approved changes to the Policies and Guidelines

Regional Committee Member (RCM 1) & (RCM 2)

Qualifications:

1. Minimum two years clean time for RCM 1 and one year for RCM 2
2. Minimum of one year NA service involvement
3. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the BASC policies
4. Willingness, time and resources to be an active participant at Area and Region
5. One year commitment for RCM 1, two year commitment for RCM 2

Responsibilities:

1. Serves as the core of the Regional Service Committee
2. Facilitates the flow of services between Area and Region
3. Provides the location when the RSC meets in the Bosque Area
4. Serves year round as contact point between Regional Delegate and the local Area
5. Provides information on Activities in neighboring areas and functions being sponsored by the Regional committee
6. Reports on relevant Subcommittee affairs and important issues being discussed at various levels of service
7. Attends all Regional and BASC meetings
8. Provides a written and oral report at BASC and at region
9. An RCM will Chair the BASC meeting in the absence of the Chairperson and Vice-Chairperson

Subcommittee Chairpersons

Qualifications:

1. Minimum two years clean time
2. Minimum of one year NA service involvement
3. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the BASC policies.
4. Willingness, time and resources to serve
5. One year commitment

Responsibilities:

1. Will preside over monthly Subcommittee meeting
2. Attends all BASC meetings
3. Assists in making and carrying out all BASC decisions (non-voting member)
4. Gives a written and oral report of Subcommittee's activities and finances at every BASC
5. Gives an accurate budget at BASC for approval in December

Literature Chair and Literature Vice-Chair

Qualifications:

1. Minimum five years clean time
2. Group/Area/Regional treasurer experience
3. Minimum of one-year prior service in Bosque
4. Ability to balance a checkbook
5. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the BASC policies
6. Willingness, time and resources to serve
7. One year commitment, two for Vice-Chair

Responsibilities:

1. Maintains a stock of NA books, pamphlets and other items available from the WSO
2. Makes the items available for sale to Groups and individual NA members prior to the monthly BASC meeting
3. Maintains an order form of all items kept in stock and their prices
4. Makes available all stock for quarterly inventory count performed by the Administrative Committee

Ad hoc Chairperson - appointed by the BASC Chairperson

Qualifications:

1. Minimum one-year clean time
2. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the BASC policies.
3. Willingness, time and resources to serve
4. Preferably a member of BASC
5. Length of commitment is variable based on the objective

Responsibilities:

1. Fulfill objectives of that committee as directed by the Chair
2. Turn in a written report and be available for questions at the monthly BASC meeting until committee is dissolved

SECTION XVIII: Resignation and Removal of BASC Positions

1. Voluntary Resignation
 - a. Should be given in writing to the BASC chairperson in advance of the next BASC meeting
 - b. BASC members who have suffered a relapse shall be considered to have resigned their position.
2. Removal: A person may be removed if one or more of the following occurs:
 - a. Failure to perform duties and responsibilities including:
 - i. Two consecutive absences without contacting the Chairperson or Vice-Chairperson.
 - ii. Three absences within one term of service.
 - b. Breach of the Traditions, the Concepts, or any unethical conduct inconsistent with the role of a "trusted servant"
 - c. Loss of faith and trust by the BASC body
3. Removal Procedures:
 - a. Items 2a, 2b, and 2c are prerequisites for removal. They are not intended to mean removal is necessary or required in each case that these conditions exist. They are meant to be a guide for group conscience when removal proceedings are initiated.
 - b. The BASC will not entertain a motion to remove an officer if that officer is not present, unless the motion was tabled once already.
 - c. The BASC chairperson will inform the officer or standing Subcommittee chairperson named for removal in the motion before the meeting, if possible.
 - d. The respondent is given time for rebuttal (if so desired, not lasting more than 10 minutes). This would be the time for BASC members to ask questions of the respondent.
 - e. A closed ballot is taken. A simple majority vote is needed to remove. The secretary will announce the results.

SECTION XIX: Fund Flow and Fiscal Policy

The intent of this "Fund Flow and Fiscal Policy" is to facilitate the spiritual obligation of funding all recognized levels of NA service by the Seventh Tradition of the NA groups. It also serves to guide the BASC in the handling of funds other than direct donations from the NA groups it serves.

1. **Donations from the NA Groups:** With the passage of the "Guide to Local Services" and the pamphlet entitled "Self-Support, Principle and Practice," the BASC proposes the following to facilitate these concepts of fund flow within the Bosque Area:
 - a. The BASC will serve as the collection and distribution point for Seventh Tradition donations to recognized levels of service on behalf of the NA groups it serves. This means that the donation of an NA group to the BASC will be used to fund services in the Area.
 - b. The "Guide to Local Services" encourages each group to also donate funds directly to the World and the Region themselves.
 - c. The BASC treasurer will collect, report and distribute Seventh Tradition funds received from the NA groups of the Area at each BASC meeting.
2. **Profit from Literature Sales:** The profit from Literature sales is intended for the re-supply of literature for the groups in the Area, recouping the costs of shipping and administrative costs associated with literature sales.
3. **Profit from Area Activities:** All funds generated by an activity over the cost of the activity will be donated to the BASC for its use to continue its support of the NA Groups and future activities.

SECTION XIX: Fund Flow and Fiscal Policy (Continued)

4. **Insufficient Funding:** If the BASC determines that there is profound lack of sufficient funding to continue basic services, then efforts at cost cutting and increased donations from the Seventh Tradition will be the preferred solution (basic services are those essential for carrying the message such as the phone line, meeting list, literature sales, basic H&I and PI activities, or fellowship services such as RCM participation at Regional meetings or CAR workshops). The BASC should look to the Seventh Tradition that is distributed on behalf of the groups for making up shortfalls of funding. It must be remembered that the intent to collect and distribute Seventh Tradition funds is to afford the group the convenience and accountability for funding all levels of service from the group.
5. **Excess Funding:** At times, it may appear that there is an excess of funds over and above the proposed yearly budget for the BASC. A projection of activities and fellowship needs should be used in determining this question, based on the annual budget. If there is truly an excess, a prudent reserve of one month's expenses should be retained in the Area checking account. Any remaining funds should be sent to the RGRSC and to NAWS.
6. **Fiscal Year and Budgets:** Subcommittee Chairs will submit their committee budgets in January. The BASC Treasurer will submit the year's projected income for the Area at the January BASC. The Administrative Committee will make any recommendations concerning the budgets at the February BASC. The GSRs will then take that information back to their groups. The new budgets will be approved at the March BASC and that is when the new fiscal year will begin.

SECTION XX: Financial Accountability

1. All monies shall be kept in an Area checking account requiring two signatures
2. All expenditures shall be paid by check
3. No one shall sign a check made payable to themselves
4. No subcommittee shall have petty cash or a separate checking account
5. Anyone requesting-BASC funds-is personally responsible for:
 6. Spending the money as intended
 7. Providing receipts of expenditures
 8. Returning funds not accounted for with receipts
 9. If receipts are unavailable, the GSRs may approve other evidence as proof of expenditure.
10. T-shirts and other merchandise must be accounted for in the same manner as cash.
11. In the absence of the Treasurer, the Treasurer's duties will be performed by other bank account signers.
12. Financial Review
 - a. The Administrative Committee will conduct all financial reviews.
 - b. Financial reviews should not be predictable, but should be varied as to time and place.
 - c. It is recommended that no more than 24 hours' notice is given before a financial review.
 - d. Those conducting the financial review must take physical possession of all records, statements, inventory and petty cash from the treasurer or other responsible trusted servant.
 - e. The treasurer or responsible trusted servant should be available to the Administrative Committee to assist and answer questions as necessary.
 - f. A financial review should be seen as a tool that may prevent a minor error from becoming a major one. IT IS NOT INTENDED TO BE AN INQUISITION!

SECTION XXI: Theft of Funds

The Administrative Committee shall be guided by the spiritual principles of recovery and shall allow every member an opportunity to behave responsibly in a difficult situation and to make amends. The recovery of funds is only part of a process that shall include healing for all those involved. This policy shall be a guideline to encourage a process that is both responsible and spiritual; taking steps of increasing severity should they prove necessary. Because of the controversies that surround this issue, the World Service Board of Trustees Bulletin #30, revised 2002, "Theft of NA Funds" has been included as an attachment to the BASC Guidelines for guidance.

1. The Administrative Committee shall be responsible for recovery of theft of funds.
2. In the case of theft of funds, the BASC Chairperson will be notified immediately. The following steps will be taken to protect the fellowship's money, and to encourage the person involved to act responsibly.
 - a. The BASC Chairperson shall convene the Administrative Committee to evaluate the situation. A committee member will be designated to meet with the person to set up a payment plan and secure a promissory note.
 - b. The BASC Treasurer will keep track of the payments and include them in the monthly treasurer's report. The individual's name should not be mentioned in the report.