



Central Piedmont Area



Of

**Narcotics Anonymous
POLICY & PROCEDURE GUIDELINES**

Voted in at CPANA ASC 9-25-16

Updated Article XI ASC 6-29-2022

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Article I Area Name

The name of this committee shall be the Central Piedmont Area Service Committee of Narcotics Anonymous. Hereafter referred to as CPANA.

Article II Purpose

1. Our primary purpose shall be to carry the message to the addict who still suffers.
2. To serve the groups by providing necessary support.
3. To perform other functions which are of help to the groups.
4. To be supportive of areas and groups and their primary purpose by associating a group with other groups locally and by helping a group deal with its day-to-day situations and needs.

Article III Guidelines for the ASC

This Area shall follow these guidelines:

1. The 12 Traditions and 12 Concepts for Service of Narcotics Anonymous
2. "A Guide To Local Service," hereafter referred to as the GTLS
3. The World Service Conference of Narcotics Anonymous hereafter referred to as the WSC
4. The Policy and Procedure Guidelines for the Central Piedmont Area of NA
5. The conscience of the groups in this Area, as carried by their elected representatives
6. Robert's Rules of Order

Article IV Area Membership and Composition of Services

The membership of this Area shall consist of:

1. The groups in this Area, which shall elect to be members.
 - a. They shall elect a "Group Service Representative" and/or an Alternate Group Service Representative to carry their group's conscience (hereafter abbreviated as GSR and Alt. GSR).
2. An Administrative Committee, which shall consist of:

- a. Chairperson
 - b. Co-Chairperson
 - c. Secretary
 - d. Alternate Secretary
 - e. Treasurer
 - f. Alternate Treasurer
 - g. Regional Committee Member (RCM)
 - h. Alternate Regional Committee Member (Alt. RCM)
3. These permanent Service Committees:
- a. Policy and Procedures Subcommittee
 - b. PR/H&I Subcommittee
 - i. Umbrella for H&I, PI, Helpline, Meeting Lists, and Website
 - c. Prison Literature Subcommittee
 - d. Literature Store Subcommittee
 - e. Convention Subcommittee
 - f. Unity Subcommittee
4. Any other “temporary” subcommittee, which this Area deems necessary to carry the message of NA
5. If any new groups shall elect to join this Area, they will be added to the roster as a voting participant upon their attendance at their second consecutive ASC meeting. Any group of this Area not represented at 2 consecutive meetings of this Area will be taken off the roster as a voting participant at that 2nd meeting. They will be added back on the voting roster at their 2nd consecutive ASC meeting attended.
6. Any group that does not send a representative or report to the Area for 6 consecutive months and does not have any contact with the Area Service Committee will be taken off the meeting schedule. This action will only be taken after the area tries to contact the group and all means to make contact and gather information from the group have been exhausted. After the meeting is taken off the meeting schedule, the area will still try to contact the group to see if the meeting is actually being held and that it is following the traditions of Narcotics Anonymous. When it is confirmed that the group is meeting and following the traditions, they will be added back on to the meeting schedule at the next printing.
7. Area Services consist of:
- a. Meeting schedules/minutes/starter kits for new groups
 - b. Information on what’s going on in NA
 - c. Support from various subcommittees/helpline

- d. Support necessary for groups of NA members to work together for their common welfare

Article V Financing the Area

- The ASC will pay off expenses which are necessary to carry out the function of this Area from the available funds.
- The ASC will maintain a bank account and a PO Box for the purposes of carrying out its duties to the Area.
- Location of PO Box and Bank to be used shall be decided by the Area Service Committee's Administrative Committee
- The Treasurer will be the designated key holder for the Area PO Box
- All funds should be regularly and promptly deposited into the ASC's bank account by the Treasurer and regularly accounted for to the ASC.
- It shall be the responsibility of this Area's GSRs with the help of the Administrative Committee, to decide where these funds will be spent.

1. Spending priorities for this Area shall be as follows:
 - a. Fully funding the efforts of the PR/H&I subcommittee and Literature Committees
 - b. Administrative expenses, rent, paperwork, copies, etc.
 - c. Fund service workshops
 - d. Assure prudent reserve
 - e. Send any remaining funds to the RSC on a quarterly basis
 - f. After these criteria are met, we host regional events and reimburse Area officers for:
 - i. Travel expenses to regional functions (expenses are defined as)
 - 1) Gas money
 - 2) Food money
 - 3) Lodging money
 - ii. When deemed necessary by the AREA prior to travel
2. Procedure for reimbursement:
 - a. All expenditures must be pre-approved by the ASC
 - b. If an exact amount of a purchase is not known, a motion for reimbursement should be made to this committee prior to any spending with an approximate amount stated within
 - c. Receipts must be kept and turned over to the Area Treasurer prior to reimbursement

- d. All requests for spending must be discussed by the Administrative Committee and voted on at the ASC.

Policy note: it is the feeling of this Area that we are responsible for the expenses of elected trusted servants incurred while serving this Area, however we are not responsible for the expenses of other interested members or trusted servants.

Article VI Criteria for and Responsibilities of Officers (The Administrative Committee)

The criteria for and responsibilities of officers of this Area shall be:

1. All officers must be able to keep “principles before personalities” at ALL times (12 Traditions)
2. All officers shall maintain regular attendance and involvement in their home groups to ensure their continued spiritual development
3. Chairperson
 - a. Must be able to maintain order at this Area’s meetings
 - b. Is responsible for gathering archives yearly and putting them in storage
 - c. Must be familiar with the Policy and Procedures of this Area
 - d. Must have service experience
 - e. Must have willingness, resources and time necessary to do the job
 - f. Shall preside over meetings of this Area
 - g. Shall be one of the co-signers of this Area’s bank account
 - h. Shall vote at meetings of this Area only in the case of a tie
 - i. Shall work with the P&P Chairperson to see that this Area follows its policy and procedures
 - j. Suggested minimum of FIVE years clean time for Chair
4. Vice Chair
 - a. Must be able to maintain order at this Area’s meetings
 - b. Is responsible for gathering archives yearly and putting them in storage
 - c. Must be familiar with the Policy and Procedures of this Area
 - d. Must have service experience
 - e. Must have willingness, resources and time necessary to do the job
 - f. Shall help the chairperson to carry out the function of the position
 - g. Shall perform the functions of the Chairperson when Chairperson is absent
 - h. Shall coordinate all sub-committee functions
 - i. Suggested minimum of THREE YEARS clean time for Vice Chair
5. Secretary

- a. Must be able to keep accurate minutes of this Area's meeting
 - b. Must be able to distribute copies of these minutes within 14 days after the Area meeting
 - c. Must be able to provide a monthly agenda to the chairperson
 - d. Shall keep accurate minutes of each meeting of this Area and include all business that follows as a result of the CPA agenda being followed.
 - e. Shall distribute copies of the minutes to each of the following:
 - i. All GSRs
 - ii. All Administrative Committee members
 - iii. All permanent committee chairs
 - iv. All temporary committee chairs
 - f. Shall have these minutes verified by the chairperson before copies are made
 - g. Shall distribute these minutes within 14 days after a meeting of this Area
 - h. Shall prepare accepted CPA Standard Agenda and have available at each ASC
 - i. Shall be responsible for maintaining Area files and archives, as well as correspondence
 - j. Suggested one (1) year clean time
6. Alternate Secretary
- a. Must have all the qualifications of the Secretary
 - b. Shall help the Secretary to carry out all functions of that office
 - c. Shall perform the functions of the Secretary in the Secretary's absence
 - d. Shall act as P&P Secretary and carry out all functions of that office in the absence of a P&P secretary
 - e. Suggested 6 MONTHS clean time
7. Treasurer
- a. Must be able to maintain this Area's address and accounts
 - b. Should have basic bookkeeping skills
 - c. Shall make reports of contributions and expenditures at each meeting of this Area
 - d. Shall prepare and present for approval a written monthly and annual report
 - e. Shall be cosigner of the Area's bank accounts
 - f. Shall help in setting the Area's prudent reserve and to make this Area aware when it is being exceeded or is in need of more money
 - g. Shall make sure that each group turns in their donation in the form of check or money order and not cash
 - h. Suggested 5 years clean time
8. Alternate Treasurer
- a. Must have all the qualifications of the Treasurer
 - b. Shall assist the Treasurer
 - c. Shall attend regularly scheduled ASC meetings
 - d. Shall act as Treasurer in the Treasurer's absence

- e. Suggested 4 years clean time
- 9. Regional Committee Member (RCM)
 - a. Must be able to work for the common good, placing principles before personalities at all times
 - b. Must have service experience
 - c. Must have willingness, resources, and time necessary to do the job
 - d. Shall include all responsibilities as listed in the GTLS
 - e. Should first serve one term as Alternate RCM (suggested)
 - f. Shall be one of the co-signers of this Area's bank account
 - g. Suggested 3 years clean time
- 10. Alternate Regional Committee Member (Alt RCM)
 - a. Must be able to make a 2 year commitment
 - b. Must have all the qualifications of the RCM
 - c. Shall aid the RCM in performing their duties
 - d. Shall learn to perform the duties of an RCM
 - e. Suggested 2 years clean time

Article VII Nominations

Nominations shall be open at the May regular business meeting for officers of this Area. Questions for nominees should be brought to the June meeting of this Area by GSRs so that Area groups may have the answers to those questions prior to casting their votes at elections. Elections will take place at the July business meeting. The new officers will take their respective positions at the regular August meeting of the Area, except for Convention Committee Chair (see #14). This Area will use the following procedure to elect its officers:

1. GSRs currently serving on this committee are eligible to become area officers for the next year.
2. No officer will be allowed to serve more than 2 consecutive terms in the same position.
3. Alternate and/or Co-Chair positions may be nominated to the position for which they have served as Alternate and/or Co-Chair.
4. Any active member of Narcotics Anonymous in this Area can be nominated as long as they meet the stated requirements for the position as listed in Section VI.
5. All nominations shall be submitted in writing by the regular June meeting of this Area, except Convention Committee Chair (see #14). All nominees must be present to state their willingness to serve at the Area Service Committee meeting by the June meeting of the ACS except the Convention Committee Chair.
6. The nominations shall contain the following:
 - a. Name of the nominee and the office for which they are nominated
 - b. A description of the nominee's qualifications

7. The nomination shall be submitted to this Area for a Second. Upon receiving a Second, the nominee shall be considered a candidate for the stated position.
8. Form for this purpose shall be made available by the Secretary by May of the year. Use of these forms are for convenience only and they are not mandatory. Any piece of legible paper may be used.
9. Nominations will close at the regular June meeting of the Area.
10. Nominations for the subcommittee chair positions (H&I, Public Relations, Convention) shall come from the subcommittees themselves.
11. Each subcommittee shall be responsible for the election of its co-chairs.
12. At the time of nominations, the current co-chair shall be seriously considered for the position of chairperson, provided he or she is willing. The co-chair should be present to state their willingness.
13. All outgoing/incoming officers and subcommittee chairs shall be required to attend a regularly scheduled orientation meeting before the regularly scheduled August ASC.
14. Nominations for Convention Committee Chair and Convention Treasurer will open at the first regularly scheduled ASC after the convention. And will close at the next regularly scheduled meeting of the ASC. All nominations shall be submitted in writing. Nominees must be present to state their willingness. GSRs will then take the nominees' names back to the home groups for Homegroups to send questions back for the nominees. GSRs will bring questions to the next scheduled ASC meeting and return to homegroups with the questions answered for homegroups to cast their votes. Elections will take place after question and answer period has occurred, and the next scheduled ASC meeting. New convention Committee Chair will take office immediately and serve until the next convention.

Article VIII Voting

The basic policy of this Area concerning voting shall be "one group one vote."

1. Each group of this Area shall have one vote.
2. The GSR of that group or its elected representative shall carry that vote.
3. In all cases, the Chairperson may vote only in the event of a tie.
4. New groups shall be allowed to vote after their names have been added to the regular roster of Area members.
5. In matters of general business, a simple majority by a show of hands will carry, table or kill a motion.
6. In matters of elections, a simple majority by secret ballot shall constitute election.
7. In matters of impeachment and /or removal from office, a majority vote by secret ballot shall be used.
8. In matters of Policy and Procedure, it shall take a 2/3 majority vote to change or amend.

9. Officers of the ASC and subcommittee chairpersons may vote on matters affecting the ASC only (except Chairpersons as noted in Section 3). These matters include only administrative duties of this committee and are as follows:
 - a. Meeting time and date
 - b. Approval of treasurer's report and minutes
 - c. Motion to table
 - d. Motions for consideration by the Area as a whole
 - e. Motion to close ASC
10. A quorum does not have to be present to conduct business
 - a. In deciding what a quorum is on the ASC floor, we always round down to the nearest whole number.

Article IX Elections

Elections shall take place at the regular July ASC meeting of this Area, from all candidates for office.

1. Election votes should only occur after all GSRs have had the opportunity to bring nominations and qualifications back to their groups and return with questions from their groups. After questions have been answered and returned to the groups, then the groups may have the ability to make an educated vote. This process will require 3 consecutive ASC meetings.
2. After the votes are cast, they shall be counted by the Chairperson, Vice-Chair, and Secretary.
3. The first candidate to achieve a simple majority of the votes cast shall be elected.
4. If no simple majority occurs on the first ballot, then a revote shall take place between the 2 candidates with the most votes. The others shall withdraw.
5. New officers will take office at the regularly scheduled August meeting of the ASC.
6. Should an Area officer or subcommittee chairperson resign or otherwise be removed from office during their term of office, the co-chair or alternate to that position shall assume these duties until such time as another shall be duly elected. In the event that a co-chair or alternate is not available, the co-chair of the ASC shall assume these duties until such time as another shall be duly elected. GSRs will notify the groups of this opening and bring back nominations at the next regularly scheduled ASC meeting. At this time all eligible nominees' names will be taken back to the groups. Elections will take place at the regularly scheduled ASC meeting 2 months from the meeting where the opening occurred.

Article X Removal from Office

This Area shall consider removal from office as a most serious course of action. It shall be considered only when all other courses of action, including approaching the individual in the spirit of love and forgiveness, have failed. These shall be just causes for removal from office:

1. Relapse: Any officer who suffers a relapse shall be given the opportunity to resign their office. If they do not return from their relapse, then removal from office shall take place.
2. Dereliction of duty: any officer who fails to perform their duties shall be given an opportunity to make amends or resign. If they do not, then removal from office shall take place.
3. Failure of attendance: Any officer who fails to attend 2 consecutive business meetings, without just cause, shall be considered for removal from office.
4. Profiteering: Any officer who uses his/her office for personal gain shall be considered for removal from office. Whether through contacts made via the office, theft, embezzlement, or misappropriation of funds.

This shall be the procedure for removal from office:

1. Any GSR in good standing may make a motion to impeach any officer at any regular meeting of this Area. This motion shall require a second.
2. If a majority of the GSRs pass the motion of removal from office, the one removed shall have 30 days in order to answer the charges.
3. If the charges are not answered, or the evidence does not create “a shadow of a doubt” as to the guilt of the accused, then the motion to remove from office shall come from the floor, from any GSR in good standing.
4. The motion shall require a second.
5. Votes will be cast as a secret ballot.
6. A majority vote shall constitute removal from office.

Article XI Responsibilities of Subcommittee Chairpersons

The primary purpose of Subcommittee Chairpersons shall be to see that the duties of their respective committees are carried out. They shall accomplish this by:

1. Coordinating the activities of their committee
2. Seeing that their committee meets regularly
3. Seeing that the needs of their committee are brought to the attention of this Area
4. Preparing monthly reports to Area and attending the ASC to make the report

[The following section approved by quorum vote at June 2022 ASC]

POLICY and Procedures : CHAIRPERSON

- Clean Time Requirement – Two Years.

- Has an intimate knowledge of CPANA guidelines and policies.
- Has a working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA, and the Twelve Concepts for NA Service, and is familiar with A Guide to Local Services in Narcotics Anonymous and A Guide to World Services in Narcotics Anonymous
- Keeps the CPANA Guidelines updated.
- Makes the CPANA Guidelines available at ASC meetings.
 - Attends ASC meetings and is available to answer questions or clarify issues relating to the CPANA Guidelines.
 - Serves as Chairperson at the ASC meeting in the absence of the Chairperson and Vice-Chairperson.
 - Identifies parts of the CPANA Guidelines that are ineffective or could be changed and brings this to the attention of the GSRs at ASC meetings.

These positions can be filled by a Nomination from either a home group of the ASC or from within the subcommittee itself.

[End section approved at June 2022 ASC]

Article XII Making Amendments to these Guidelines

This Area may change or amend its policy and procedures at any time. This shall be the format for amending the P&P:

1. Any GSR may bring a proposed amendment to the committee for Policy and Procedures.
2. This committee shall review the proposal, in light of the GTLS and the 12 Traditions, within 30 days. After which, it will be presented to this Area.
3. The proposal shall be taken back to the groups for their conscience.
4. The GSRs shall vote on the proposal.
5. It shall take a 2/3 majority vote to amend this Area's Policy and Procedures.
6. On matters of P&P, a 2/3 majority shall be defined as 2/3 of all groups represented at the ASC meeting, provided a quorum is present.
7. A quorum shall be defined as representation from at least 2/3 of the participating groups in this Area.

Article XIII ASC Meetings

This Area shall meet at least once a month to discuss the needs of this Area. These meetings will be used to communicate the needs of the member groups and to discuss methods of solving their needs. This shall be the method of deciding on a meeting place:

1. This Area shall rotate our business meeting until all groups have had a chance to host the meeting. Then a permanent meeting place will be decided on.
2. This Area shall accept the offer of a member group when a place, time and date are brought to the floor of this Area.

3. The host group shall be responsible for 3 consecutive meetings of the Area.
4. At the 3rd meeting a new host group will be decided on.
5. When this Area decides to have a permanent location for its meetings, this section shall become null and void, so long as that meeting place remains available and practical. In the event that this permanent facility becomes unavailable, this area will revert to Sections 1-4 of this article until such time as new facilities have been located.

Article XIV Birth of a New Area

The birth of a new Area is supposed to be a happy occasion. It shall be the policy of this Area to offer support both materially and spiritually to any area that shall be born from us.

This is how we will show our support:

1. When this Area grows to a point where it cannot efficiently serve its members' needs it shall divide.
2. If needed we shall help in training of new trusted servants.
3. We shall share of our prudent reserve, up to but not to exceed one half.
4. This portion shall be proportionate to the number of member groups to form the new Area.
5. This Area shall help the new Area out, but not so as to place an excessive burden on our member groups or our reserves.

Article XV Abolishment and Discontinuation of this Area

In the event of abolishment and discontinuation of this Area of NA, all conference approved literature is to be sent to the Carolina Regional Service Committee (RSC) of NA. Other service items, material, etc., are to be disposed of as quickly as possible, with all monies going back to the Carolina Regional Service Conference of NA.

Article XVI General Procedures

1. This Area, including all subcommittees (i.e.: H&I, PR, Convention, etc) may hold raffles
2. The Policy and Procedure Subcommittee Chair shall provide all incoming officers, subcommittee chairs and GSRs with an updated Policy and Procedure manual and GTLS (as needed) at the August meeting of the ASC. The cost of these manuals will be paid for by the Area.
3. The June minutes of this Area being sent to the home groups shall include in writing the service resumes of each person being nominated for an Area position.

4. All subcommittees handling monies are to report the status of funds monthly, using reasonable detail. This financial report is to be included with the subcommittee's monthly report to the ASC of the CPANA.