

TOMBALL NEW ATTITUDES GROUP OF NA.

# Group Policy

Adopted August 1999

Amended 2011

2/10/ 2012

# **Group Purpose**

The purpose of the Tomball New Attitudes Group of NA is to carry the message of recovery from active addiction and to help its members stay clean. The Group provides each member with the opportunity to share and to hear the experience of other addicts who are learning to live a better way of life without the use of drugs. The Group is the primary vehicle by which our message is carried. It provides a setting in which a newcomer can identify with recovering addicts, find an atmosphere of recovery and to make recovery from addiction available to any addict in the community who seeks it.

# **Standards of Conduct**

## **Civil Obedience**

We will conduct ourselves in a safe, law abiding, and responsible manner with respect for others.

Parents and legal guardians are responsible for the actions and behavior of their children and/or dependents. To wit anyone not participating in the Tomball New Attitudes Group of NA shall not disrupt meetings or church functions at any time; nor shall anyone roam or loiter on church grounds. Walking in and out of meetings is a disruption and will be discouraged. It is the responsibility of all group members to ensure this policy is adhered to.

## **Tenant Responsibilities**

As a Group, we are responsible for maintaining and preserving meeting premises and adjacent areas. This is inclusive of and not limited to meeting room(s), walkways, stairs, ramps, sidewalks, lawns, and restroom(s).

## **Group Courtesy**

Please set all electronic devices to vibrate or off.

Please refrain from any disruptive or distracting behavior while others are sharing.

There shall be no solicitation of Group members at or about meeting facilities for the purpose of personal profit gain, or remuneration.

# **Meeting Format**

See the attached Tomball New Attitudes Group Meeting Format

At the beginning of each meeting, refer to the posted Tomball New Attitudes Group of NA *Standards of Conduct*.

The Group shall adopt the NA Guide to Local Services, as de facto

standard for Group formats until amended by Group Conscience.

## **Trusted Servants**

The Tomball New Attitudes Group of NA shall have the following positions as its Executive Body of the Group. Responsibilities and clean time requirements are listed below.

Selected Home Group members shall be furnished a key to the meeting facility and the Secretary and Treasurer shall be authorized to handle money as determined. *Our leaders are but trusted servants; they do not govern.*

Standard terms of Service for the Tomball New Attitudes Group of NA will be one (1) year, repeatable once. A period of one (1) year clean time is standard, but waivable.

A member must resign their position following a relapse, after 4 consecutive unexcused absences from Group Conscience meetings or failing to perform duties as determined by Group Conscience. Any absence will be considered excused when the absent party notifies another trusted servant (in advance) that they will not be present at the regular Group Conscience meeting for any reason.

Trusted servants are required to attend all regular Business Meetings and Special Group Conscience Meetings unless excused.

Will fill in for or designate someone to fill in for meeting Chairpersons who fail to fulfill their commitment.

## **Leader**

The meeting Leader may be appointed by volunteering, one who is spiritually fit, has one month clean time, and is working the NA program.

Guidelines are as follows:

- Responsible for guiding the meeting in accordance with the Group Purpose.
- Will have a topic for discussion ready if no other is presented by members of the Group.
- The Leader appoints the Chairperson on if required or desired.
- The meeting Leader will ready the Guidelines and Responsibilities for the meeting Chairperson before the meeting.

## **Group Chairperson**

Guidelines and responsibilities are as follows:

- Must have three (3) months clean time, and serve for a three (3) month term.
- Must have or be willing to gain a working knowledge of the NA Traditions, Steps, and Concepts.
- Will make sure the Group meeting facility is cleaned thoroughly at least once a month.

## **Treasurer**

Guidelines and responsibilities are as follows:

- Must have three (3) years clean time, and serve for a one (1) year term.
- Responsible for paying the Group's bills and carrying out the Group's decisions concerning the flow of funds.
- All purchases must be pre-approved, except in case of emergency as determined by Group Conscience.
- Under no circumstances are Group funds to be disbursed, loaned for usury, encumbered or in any way used for personal debts.
- Must keep accurate financial records and submit a written NA Treasurer's Report on a monthly basis and at each regular Business Meeting as determined by Group Conscience.
- Interim written financial reports shall be made available upon request.
- Monthly financial record shall be posted on the Group Bulletin Board.
- Will obtain meeting collections, activity collections, and all other monies from the Group (pending verification) and make regular deposits.
- Will turn over all old financial records to the Group Secretary for archiving.

## **General Service Representative (GSR) and Alternate GSR**

Guidelines and responsibilities are as follows:

- Must have two (2) years clean time, and serve a one (1) year term (waivable).
- Must attend the Area Service Committee (ASC) meetings regularly, to keep the Group a member of our Area.
- Will report back to the Group regarding the business that transpired at the ASC meetings.
- Will obtain a Group consensus on matters in which the GSR knows will be voted on at the upcoming ASC meetings.
- Will serve as the liaison between the Group and the Area.
- Will keep the Group accurately registered with the World.
- GSR Alternate must have three (3) months clean time. Upon expiration of term: Alternate becomes the GSR and the Group will elect a new Alternate GSR.
- Additional responsibilities as outlined in the Guide to Local Services in NA.
- Will create Ad Hoc Committees as needed.

## **Secretary**

Guidelines and responsibilities are as follows:

- Must have one (1 year) clean time (non-waivable), and serve a one (1) year term, repeatable once.
- Must keep accurate minutes/records from regular Business Meetings and Special Group Conscience Meetings, and then report them back to the Group in an understandable fashion at the next Business Meeting.
- Responsible for archiving and maintaining all minutes, financial records, dates of service for trusted servants and other group documents.
- Will keep Service Bulletin updated.
- Will introduce New Business and maintain a list of all Old Business pending.
- Will organize and conduct Group Business Meetings and Special Group Conscience Meetings according to Group Policy.
- Will inform trusted servants and meeting Chairpersons of upcoming Business Meetings and Special Group Conscience Meetings.

- Responsible for the distribution and repossession of keys to the proper persons (all trusted servants and meeting Chairpersons).
- Will maintain Birthday list
- Responsible for notifying all trusted servants of Attendance Policy upon election.

## **Functions and Fundraisers Chair (F&F)**

Guidelines and responsibilities are as follows:

- Must have three (3) months clean time (waivable), and serve a six (6) month term, repeatable once.
- The Activities Chair is responsible for making flyers for upcoming events and seeing that they are distributed.
- Will coordinate all activities through the Activities Subcommittee.
- Responsible for conducting Activity Subcommittee meetings on a monthly basis; mandatory attendance.
- Should provide the Group with “other” activities occasionally throughout the year.
- Will turn all proceeds from any activities or fundraisers over to the Treasurer promptly.

## **Literature Representative (Intergroup)**

Guidelines and responsibilities are as follows:

- Must have three (3) months clean time (non-waivable), and serve a six (6) month term, repeatable once.
- Will obtain all approved NA/WSO literature, key chains, and supplies as approved by the Group.
- Responsible for maintaining an inventory of literature and supplies to determine reorder times and amounts.
- Will submit proposed order for replenishment at Group Conscience meetings.
- Responsible for keeping the Group updated on new literature, Outreach and AT LARGE members.

## **Subcommittee Representatives**

- There are no clean time requirements and these positions shall not be considered as trusted servants.
- Subcommittee Representatives shall be elected when volunteers are

available.

- These representatives shall be the liaisons between the Group and the Houston Area Service Committee of NA

## **Ad Hoc Committees**

- Ad Hoc Committees may be created for the special purpose or need of the Group.
- They shall be in existence as long as the special purpose exists.
- The Business Meeting Chairperson/Group Chairperson is responsible for creating these Committees—  
—This was under GSR

## **Group Business**

Anyone who is a regular attendee of the Tomball New Attitudes Group of NA and has a desire to stop using is a member and is entitled to vote.

A Group Conscience Meeting shall be held on the first Friday of each month to elect new servants, to replace those whom have expired terms, and to address the Group Business. Business referred to herein simply means anything that the Group needs to do to carry out its purpose.

At Special Group Conscience Meetings and regular Business Meetings, motions are passed by a simple majority vote, except for motions affecting Policy; which will require a two-thirds majority vote.

The only member who will not vote will be the Group Chairperson, except in case of a tie.

Any member of the Group may call a Special Group Conscience Meeting for a specific purpose that cannot wait until the regularly scheduled Business Meeting. This Special Group Conscience will be announced for a period of seven (7) days prior to the meeting, except in case of emergency. All Special Group Conscience Meetings shall have a minimum of three (3) trusted servants and two (2) members in attendance.

There shall be a prudent reserve in the Group's bank account at all times (except in times of emergency, which can only be proclaimed by a vote of the trusted servants or at the properly announced and conducted Special Group Conscience Meeting), which shall be set at no less than fifty dollars (\$50.00).

***In times when there are insufficient funds to cover all outstanding bills, the following order shall be used in making payments on those bills:***

1. All contractual agreements, e.g. agreements in which the Group or its Representatives have signed contracts obligating the Group to make

payments for services rendered. Example: rent on a hall for a dance...partial payments may have to be made to be in accordance with the prudent reserve.

2. Monthly Rent

3. Literature and Key Chains (Tags)

4. Repairs, Cleaning, Improvements to the Meeting Facility

5. Supplies (Coffee, Cups, etc.)

6. Area Donation

The Treasurer is at no time authorized to write a check in excess of the prudent reserve, except as defined above (pending clarification on Treasurer to set expenses and reserve).

The operational guidelines of the Group, not specifically addressed here shall be defined by *Robert's Rules of*

*Order*. A Policy is a motion in which, if passed, will affect or amend the Tomball New Attitudes Group of NA

Policy.

In order for business to be conducted, a quorum must be established when at least three (3) trusted servants and two (2) other members of the Tomball New Attitudes Group of NA are present.

Any Policy issues presented at the Business Meeting may be resolved at the Business Meeting and will be included in the minutes, but may be tabled.

A two-thirds vote of the existing quorum shall be required to change, add to or delete from the existing Policy.

## **Business Meeting Format**

- Meeting called to order
- Serenity prayer
- Twelve Traditions
- Roll Call
- Reading of the previous months minutes
- GSR Report



- GSR Alternate Report
- Treasurers Report
- F & F Report
- Subcommittee Reports/other reports
- Old Business
- New Business and Elections
- Adjournment