

| | | | | | | | | | | | | | |
|------------------------|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Volunteer Group | Mitch C. | P | P | A | P | P | P | A | P | P | P | A | P |
| WOLF | Kimberly F. | P | P | P | P | P | P | P | P | A | A | P | P |

TRUSTED SERVANTS AND SUBCOMMITTEES

| POSITION | NAME | J U N | M A Y | A P R | M A R | F E B | J A N | D E C | N O V | O C T | S E P | A U G | J U L |
|-------------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| CHAIR | Charlie H. | P | P | P | P | P | P | A | P | P | P | P | P |
| VICE CHAIR | Ethan W. | P | P | P | P | P | P | P | P | P | P | P | P |
| SECRETARY | Steven C. | P | P | P | P | P | P | P | P | P | P | P | P |
| ALT-SECRETARY | Eric P. | P | P | P | P | P | P | P | P | P | V | V | V |
| TREASURER | Robert H. | P | P | P | P | P | P | P | P | P | P | P | P |
| ALT-TREASURER | VACANT | V | V | V | V | V | V | V | V | V | V | V | V |
| RCM | VACANT | V | V | V | P | P | P | P | P | P | P | P | A |
| ALT- RCM | VACANT | V | V | V | V | V | V | V | V | V | V | V | V |
| ROR | Maarja F. | P | P | P | P | A | P | P | P | A | P | P | |
| ACTIVITIES | Michaelan H. | P | P | P | P | V | V | V | P | P | P | A | P |
| H&I | Jeremy E. | P | P | P | P | P | P | P | P | P | P | P | P |
| LITERATURE | Steven M. | P | A | P | P | P | P | P | P | P | P | P | P |
| PI | Dixon C. | P | P | P | P | P | P | P | P | P | P | P | P |
| OUTREACH | Vacant | P | P | P | P | P | P | P | P | P | P | P | P |
| ADHOC POLICY PROCEDURE | Paul O. | P | P | P | P | P | P | A | P | P | P | | |

Unity Group made a motion to accept minutes made by the group and seconded by the Long Road Home● PASSED

Administrative & Subcommittee Reports

Chair – GSMANA CHAIR FINAL REPORT

It has been a challenging and exciting year for me. Once again service to this fellowship has taught me more about myself and, unity in spite of differences, patience through obstacles, acceptance of others opinions, courage and integrity try to do what is right at the risk of becoming unpopular, faith in my higher power, this program and group conscience, willingness to be accountable for my actions and for the commitments I make, and hope for the continued perseverance of this area to provide the services and opportunity's for all addicts to recover in a healthy and loving environment.

Today's daily meditation tells us that service work calls for selfless devotion to carrying the message to the still suffering addict. And also requires us to look at ourselves and our motives. The key is working with others and not against them. I have tried to follow these principals as chair of this area and have grown in my own program as a result of this service.

I want to thank all the members of the GSMANA for allowing me the opportunity to serve and to get to know many of you better. I am proud to be a member of this area and look forward in the continuing growth and success.

In Loving Service,
Charlie H.

Vice Chair- No report

Secretary- No report

RCM Report- No report

Treasurer- GSMANA Treasurer Report

Report Date: 6/28/2009

Report presented by: Robert Hester

Hello Family,

Our current accounting balance is \$846.20. Since we no longer have to subtract from ear-marked funds, we are \$1,151.22 below our prudent reserve.

I got the Netzero Internet issue resolved. I had to go to another Regions Bank where the Bank Representative and I were able to figure out the issue. This resulted from someone getting our account number and routing number and setting up an automatic withdrawal, (or ACH transaction) every month. We were able to cancel the Netzero account and get refunded \$35.88, which is for the last two months. Netzero can only refund for the last 60 days. This means we are only out for the first charge of \$17.94. The Bank Representative advised us to watch our account for any other charges. If there is something set up again of this nature than we will have to change the account number. The sender's name that set it up through JP Morgan Chase Bank was an Anthony Johnson. What made this issue difficult to resolve was that we don't have an account with either Netzero or JP Morgan Chase Bank; however, I'm glad it's been resolved.

I made it clear in every report, from day one as treasurer, that the alternate treasurer position is available. Even though that position was never filled, and now we have a new treasurer. I will be available after my term to teach the new treasurer, and will more than likely be acting as treasurer for a time.

On a side note, if the vice chair and chair could be sure to not forget to ask for a second to a motion brought to the floor that would be great. It has happened three times now.

ILS,
Robert H

| <u>Operating Budget</u> | <u>Monthly</u> | <u>Reserve</u> |
|--|-----------------------|-----------------------|
| Rent | \$60.00 | \$120.00 |
| General Supplies for Executive Members Needs: | \$65.00 | \$130.00 |
| Hospitals & Institutions | \$500.00 | \$1,000 |
| Public Information | \$273.71 | \$547.42 |
| Activities | \$100.00 | \$200.00 |
| Total: | \$998.71 | \$1,997.42 |
| Treasurer Discretionary Fund | \$200.00 | |
| Prudent Reserve: (2 Months Reserve + Discretionary Fund) | | <u>\$2,197.42</u> |

Account Details - NON-PROFIT CHECKING Print Page

View and sort your current account activity for all of your accounts. X-336 NON-PROFIT CHECKING \$2,957.52

Account Number Overdraft Protection \$0.00
 YTD Interest \$0.00 Ledger Balance \$2,957.52
 Interest Rate 0.00 % Available Balance \$2,957.52

Pending Transactions

Date Type Description/Category Status Debit (-) Credit () Projected Balance

There are no current day transactions pending.

Transaction History

Print: 05/24/2009 To: 05/28/2009 Current Month: Previous Month

| Date | Type | Description/Category | Status | Debit (-) | Credit (+) | Balance |
|------------|---------|----------------------|--------|-----------|------------|------------|
| 06/24/2009 | CHECK | CHECK #1729 | CLR | \$123.00 | | \$846.20 |
| 06/22/2009 | CHK CRD | SUPERPRINTHR | CLR | \$75.00 | | \$966.20 |
| 06/16/2009 | DEBIT | NETERO INTERNET | CLR | \$17.94 | | \$1,041.20 |
| 06/11/2009 | CHECK | CHECK #1727 | CLR | \$755.12 | | \$1,059.14 |
| 06/08/2009 | CHECK | CHECK #1726 | CLR | \$72.20 | | \$1,794.26 |
| 06/04/2009 | CHK CRD | WORKEASY CORP | CTR | \$64.95 | | \$1,866.46 |
| 05/29/2009 | DEPOSIT | DEPOSIT | CLR | | \$1,378.05 | \$1,931.41 |
| 05/28/2009 | CHECK | CHECK #1725 | CLR | \$65.00 | | \$553.36 |
| 05/27/2009 | CHECK | CHECK #1728 | CLR | \$27.99 | | \$618.36 |
| 05/26/2009 | CHECK | CHECK #1724 | CLR | \$60.00 | | \$646.35 |

6/28/2009

Income/Expense Monthly:31
5/24/2009 through 6/28/2009 (Accrual Basis)

Page 1

| Category Description | 5/24/2009- 6/28/2009 |
|--------------------------|-------------------------|
| INCOME | |
| Bank Account Credit | 35.88 |
| Change Back From Minutes | 20.88 |
| Contribution | |
| Giving It Back | 122.27 |
| Glow In The Dark | 41.48 |
| Last House On The Street | 20.00 |
| Little River Group | 188.24 |
| New Life | 53.61 |
| Primary Purpose | 38.00 |
| Solutions 'R' Us | 242.58 |
| Spiritual Principles | 90.20 |
| Together We Can | 40.00 |
| Wolf Group | 20.00 |
| TOTAL Contribution | 836.36 |
| Literature | |
| Cash | 0.00 |
| Checks | 0.00 |
| TOTAL Literature | 0.00 |
| TOTAL INCOME | 892.92 |
| EXPENSES | |
| Adhoc | 27.99 |
| H&I Literature | 214.11 |
| Operating Expenses | |
| Public Information | 137.15 |
| Rent | 60.00 |
| Other Operating Expenses | 65.00 |
| TOTAL Operating Expenses | 262.15 |
| Subcommittees | |
| Activities | 120.00 |
| TOTAL Subcommittees | 120.00 |
| TOTAL EXPENSES | 624.25 |
| OVERALL TOTAL | 268.67 |

Income/Expense Year To Date:36
6/22/2008 through 6/28/2009 (Accrual Basis)

6/28/2009

Page 1

| Category Description | 6/22/2008- 6/28/2009 |
|------------------------------|-------------------------|
| INCOME | |
| Change Back From Minutes | 108.09 |
| Contribution | |
| Better Way Of Life | 230.00 |
| Daily Reprieve | 5.00 |
| Easy Does It | 20.00 |
| Free To Be | 77.00 |
| Free Yo Self | 40.00 |
| Giving It Back | 721.16 |
| Glow In The Dark | 987.58 |
| Hugs Not Drugs | 0.00 |
| Just For Today | 150.00 |
| Last House On The Street | 101.00 |
| Little River Group | 749.33 |
| Long Road Home | 0.00 |
| New Life | 223.61 |
| New Life Group | 43.00 |
| Nickle & Dime | 767.00 |
| Peace & Surrender | 20.00 |
| Primary Purpose | 849.00 |
| Road To Recovery | 160.00 |
| Serenity In The Smokies | 348.00 |
| Solutions 'R' Us | 583.46 |
| Spiritual Principles | 2,147.95 |
| Thank God For New Beginnings | 100.00 |
| The Unity Group | 39.00 |
| Together We Can | 437.00 |
| Volunteer Group | 270.00 |
| Wolf Group | 40.00 |
| TOTAL Contribution | 9,109.09 |
| Contribution | |
| Giving It Back | 25.00 |
| TOTAL Contribution | 25.00 |
| Literature | |
| Cash | 1,973.70 |
| Checks | 4,601.89 |
| Other Literature | 2,458.39 |
| TOTAL Literature | 9,033.98 |
| Recovery On The Ridge | 2,179.86 |
| TOTAL INCOME | 20,456.02 |
| EXPENSES | |
| Uncategorized | 0.00 |
| Adhoc | 55.78 |
| Back Orders & Shipping | 556.41 |
| Bank Charge | 8.00 |
| Credit For Netzero Charge | -35.88 |
| H&I Literature | 1,727.65 |
| Netzero account | 53.82 |
| Operating Expenses | |

Income/Expense Year To Date:36
6/22/2008 through 6/28/2009 (Accrual Basis)

| Category Description | 6/22/2008- 6/28/2009 |
|--|-------------------------|
| Box Rental | 38.00 |
| Change Back From Mins. | -74.02 |
| Minules | 187.25 |
| Office Supplies | 6.98 |
| Phoneline | 994.85 |
| Printing or Copying | 87.40 |
| Public Information | 2,091.70 |
| Regional Travel Expenses | 47.00 |
| Rent | 670.00 |
| Other Operating Expenses | 619.78 |
| TOTAL Operating Expenses | 4,668.94 |
| Outreach | 90.00 |
| P&I | 100.00 |
| Regional Contribution | 165.96 |
| Splitting Of Funds | 2,179.86 |
| Start Up Kit | 36.06 |
| Subcommittee | |
| Literature | 4,004.38 |
| Literature Stock Pile | 276.36 |
| TOTAL Subcommittee | 4,280.74 |
| Subcommittees | |
| Activities | 470.00 |
| Hospitals & Institutions | |
| Other Subcommittees:Hospitals & Institutions | 1,541.30 |
| TOTAL Hospitals & Institutions | 1,541.30 |
| Literature | |
| Other Subcommittees:Literature | 6,399.50 |
| TOTAL Literature | 6,399.50 |
| TOTAL Subcommittees | 8,410.80 |
| TOTAL EXPENSES | 22,298.14 |
| OVERALL TOTAL | -1,842.12 |

Activities – Hello family, Activities held its first event of the year and it was great fellowship and the dance floor was hopping. We collected \$105 from the sodas and pizzas and then collected another \$326.72 from the Riverboat tickets.

The total that activities is donating to the area is \$431.72.

Don't forget "take me out to the ball game" this coming Friday night. There will be a sign that one of the activities committee will be holding up that will have GSMANA on it. We will purchase our tickets between 6 and 6:15 pm. They may be cheaper if there are 20 or more of us. Remember the ball game starts at 7:15 with fireworks directly following the game. And they are awesome!!!! Another reminder is Hope Floats that will be held on July 25th at 10am. There are fliers on the events on the front table please take one.

In Loving Service,
Michaelan H.

ROR XV – Recovery on the Ridge 15 is moving along; only a few more weeks until show time, August 14-16th. There will be a chili cook off on Friday night and if you are interested in being in the cook-off please let Michaelan know within the next few weeks. She will need to get a count on servings.

Program is just about complete. Only looking for a couple of workshop speakers.

Bids for merchandise and registration packets will be complete by Wednesday and we will be able to order items for the event.

Checking balance is currently \$2339.36.

Next ROR meeting will be July 12th at 1pm. If you are interested in helping, please see one of the committee members.

In Service to NA,
"Mya"

Literature-

Public Information- Hello Family,

We met on June 28th at 11:30 am. We contacted all the libraries we have been sending the basic texts into and all the ones that gave us information about the books said that they were getting checked out at least once a month. We are continuing to put our number in the metro pulse. We have submitted some revised guidelines to be voted on by the groups. We talked at length about the motion we submitted last month that didn't get a second. We have decided not to resubmit that motion and ask direction from the groups about this situation. The situation is we have been putting the KA groups on the GSMANA meeting schedule since the split we have just recently gotten in contact with the secretary of the KA and they sent us an updated meeting schedule. When we got the KA schedule they put a group on it that the GSMANA had voted off the GSMANA schedule a couple years ago because the GSMANA did not feel it qualified as a NA meeting, drug testing people that were trying to attend and turning people away are some examples of why the GSMANA voted that way. So the GSMANA PI subcommittee is asking the groups what we should do about this situation. We are also going to attend the next KA ASC meeting on July 25 at 12:30PM.

ILS
Dixon C

Outreach- Outreach Subcommittee

- 6 addicts present
- Read and Discussed 6th Concept for 20 minutes.
- A few things in the works as requested: Dates are tentative and when the date, location, and time are finalized, it will be announced.
 - Group Booklet Learning Day – August, Late July
 - H&I inventory – July

- GSR Orientations will be next ASC meeting before area at 1:35p.m.

Everyone is welcome, GSR's and GSRA's are especially welcome

ILS,
Robert H

H&I- Gateway- Chair and Vice Chair are going to attend and facilitate the meeting over the next month and will be looking for a volunteer to be the panel leader for this meeting.

Dixon, John, Jeremy and Keith need to get together and find out what needs to be done to be done. The meeting was in the starting process and was terminated before it got started. We have had some miscommunication and we will be contacting this facility in the next month.

Blount County- We will be looking into this facility as well, there has been a letter submitted and they declined the meeting at that time stating that they did not have sufficient resources it has come to our attention that there may be some new interest. Some of the H&I subcommittee will be attending the Knoxville Area meeting next month to see how we can be of service.

MOTION RESULTS

Area and Regional Results

| | Meeting Schedule | Outreach Budget | Activities | Charlie H | Ethan W | Jim F |
|-------------------------------------|---------------------|--------------------|------------|-----------|---------|---------|
| A Better Way of Life | | P | | P | P | P |
| Blue House | | Abstain | | Abstain | Abstain | Abstain |
| Daily Reprieve | | | | | | |
| Easy Does It | | P | | P | P | P |
| Free To Be | | F | | P | P | P |
| Glow in the Dark | | P | | P | P | P |
| Giving It Back | | P | | P | P | P |
| Last House on the Street | | P | | P | P | P |
| Little River Group | | P | | P | P | P |
| Long Road Home | | P | | P | P | P |
| New Life | | | | | | |
| Nickel and Dime | | P | | P | P | P |
| Peace and Surrender | | | | | | |
| Primary Purpose | | P | | P | P | F |
| Road to Recovery | | P | | P | P | P |
| Serenity in the Smokies | | F | | P | P | P |
| Solutions R Us | | P | | P | P | P |

| | | | | | | |
|-------------------------------------|--|----------------|--|----------------|----------------|----------------|
| Spiritual Principles | | P | | P | P | F |
| Thank God for New Beginnings | | F | | P | F | P |
| Together We Can | | P | | P | F | P |
| Unity Group | | P | | P | P | P |
| Volunteer Group | | Abstain | | Abstain | Abstain | Abstain |
| WOLF Group | | P | | P | Abstain | P |
| PASS | | 15 | | 18 | 15 | 16 |
| FAIL | | 3 | | 0 | 2 | 2 |
| ABSTAIN | | 2 | | 2 | 3 | 2 |
| PASS/FAIL | | Pass | | Pass | Pass | Pass |

| | Paul O | Clay J | Eric P | | | |
|-------------------------------------|----------------|----------------|----------------|--|--|--|
| A Better Way of Life | P | P | P | | | |
| Blue House | Abstain | Abstain | Abstain | | | |
| Daily Reprieve | | | | | | |
| Easy Does It | P | P | P | | | |
| Free To Be | P | P | P | | | |
| Glow in the Dark | P | P | P | | | |
| Giving It Back | P | P | P | | | |
| Last House on the Street | P | P | P | | | |
| Little River Group | P | P | P | | | |
| Long Road Home | P | P | P | | | |
| New Life | | | | | | |
| Nickel and Dime | P | P | P | | | |
| Peace and Surrender | | | | | | |
| Primary Purpose | P | P | P | | | |
| Road to Recovery | P | P | P | | | |
| Serenity in the Smokies | P | P | P | | | |
| Solutions R Us | P | P | P | | | |
| Spiritual Principles | F | P | P | | | |
| Thank God for New Beginnings | P | F | P | | | |
| Together We Can | P | P | P | | | |
| Unity Group | F | P | P | | | |
| Volunteer Group | Abstain | Abstain | Abstain | | | |
| WOLF Group | P | P | P | | | |
| PASS | 16 | 17 | 18 | | | |
| FAIL | 2 | 1 | 0 | | | |
| ABSTAIN | 2 | 2 | 2 | | | |
| PASS/FAIL | Pass | Pass | Pass | | | |

Group Reports

GROUP: A Better Way of Life

LOCATION: New Providence Presbyterian Church

DAYS&TIMES:

| MON | TUES | WED | THUR | FRI | SAT | SUN |
|-----|------|-----|------|-----|-----|-----|
|-----|------|-----|------|-----|-----|-----|

| | | | | | | |
|-------|--|-------|-------|--|--|--|
| 7:30p | | 7:30p | 7:30p | | | |
|-------|--|-------|-------|--|--|--|

GSR: Becky D.

TREAS: Jonathan D.

GSRA:

SEC:

AVG ATTEND: 8

AVG 7TH: \$7

FUNDS AVAIL: \$60

NEXT GROUP CONSCIENCE: The Sunday Before area at 5:00 at AROC Building
Meeting will be cancelled on May 25th.

GROUP: Attitude of Gratitude

LOCATION: 1618 Dora Street

DAYS&TIMES:

| MON | TUES | WED | THUR | FRI | SAT | SUN |
|-----|------|-----|------|-----|-----|-----|
|-----|------|-----|------|-----|-----|-----|

| | | | | | | |
|--|--|--|--|--------|--|--|
| | | | | 6:30pm | | |
|--|--|--|--|--------|--|--|

GSR:

TREAS:

GSRA:

SEC:

AVG ATTEND: 5

AVG 7TH:

FUNDS AVAIL:

NEXT GROUP CONSCIENCE:

GROUP: Blue House

LOCATION: 720 Boggs Ave Knoxville TN

DAYS&TIMES:

| MON | TUES | WED | THUR | FRI | SAT | SUN |
|-----|------|-----|------|-----|-----|-----|
|-----|------|-----|------|-----|-----|-----|

| | | | | | | |
|--|--|--|--|--|--|-------|
| | | | | | | 7:30p |
|--|--|--|--|--|--|-------|

GSR: Curtis D

TREAS:

GSRA: Greg F

SEC: Phillip W

AVG ATTEND: 6-10

AVG 7TH: \$3-\$4

FUNDS AVAIL: \$18

NEXT GROUP CONSCIENCE: 2nd Sunday of the month

GROUP: Daily Reprieve

LOCATION: 228 Flat Fork Rd Wartburg TN

DAYS&TIMES:

MON TUES WED THUR FRI SAT SUN
6:00p

GSR: Bill M.

TREAS:

GSRA:

SEC:

AVG ATTEND: 3

AVG 7TH: \$2

FUNDS AVAIL:

NEXT GROUP CONSCIENCE: Day before area

GROUP: Down on Broadway

LOCATION: VMC 511 Broadway

DAYS&TIMES:

MON TUES WED THUR FRI SAT SUN
9am-10am

GSR: Jeff A

TREAS:

GSRA:

SEC: Jeff A.

AVG ATTEND: 7

AVG 7TH: \$1.50

FUNDS AVAIL: 0

NEXT GROUP CONSCIENCE: 1st week of each month

GROUP: Easy Does It

LOCATION: 121 Meeting St East, Dandridge, TN 37725

DAYS&TIMES:

MON TUES WED THUR FRI SAT SUN
8:00p

GSR: Theresa H.

TREAS:

GSRA: John D.

SEC:

AVG ATTEND: 12-20

AVG 7TH: 10

FUNDS AVAIL: \$15.60

NEXT GROUP CONSCIENCE: 5/20/2009

NEW GROUP Growing but still needs supports

GROUP: Free To Be

LOCATION: Light House Christian Church at Façade Lane & Copeland in Powell

DAYS&TIMES:

MON TUES WED THUR FRI SAT SUN
7:30p

GSR: Michaelan H.

TREAS: Michaelan H.

GSRA:

SEC: Kevin S.

AVG ATTEND: 10

AVG 7TH:

FUNDS AVAIL:

NEXT GROUP CONSCIENCE: 5/21/2009

GROUP: Giving it Back

LOCATION: St. Mark's United Methodist Church, 224 Main St. & Church St. in Clinton

DAYS&TIMES:

| MON | TUES | WED | THUR | FRI | SAT | SUN |
|-----|-----------|-----|------|---|-----|-----|
| | 7:30 PM | | | 7:30 PM | | |
| | Trad&Step | | | 1 st Fri. Speaker/Remainder OD | | |

GSR: Justin L.

TREAS: Mark C.

GSRA: Ed S.

SEC: Donnie H.

AVG ATTEND: 16

AVG 7TH: \$22

FUNDS AVAIL: \$165

NEXT GROUP CONSCIENCE: 5/22/2009

GROUP: Glow in the Dark

LOCATION: Serenity Club, Oak Ridge

DAYS&TIMES:

| MON | TUES | WED | THUR | FRI | SAT | SUN |
|--------|--------|--------|--------|-------|--------|--------|
| 12:00p | 12:00p | 12:00p | 12:00p | 12:00 | 12:00p | 12:00p |
| 8:00p | 8:00p | 8:00p | 8:00p | 8:00p | 8:00p | 8:00p |

GSR: Leo D.

TREAS: Marvin H.

GSRA:

SEC:

AVG ATTEND: 20-25

AVG 7TH: \$18

FUNDS AVAIL: Yes

NEXT GROUP CONSCIENCE: 2nd Sunday in May

GROUP: Last House on the Street

LOCATION: 2301 Davenport Rd. #2 & Boggs

DAYS&TIMES:

| MON | TUES | WED | THUR | FRI | SAT | SUN |
|-----|------|-----|------|-------|-----|-----|
| | | | | 9:30p | | |

GSR: Steve W

TREAS: Curtis D.

GSRA: Kris R.

SEC: Adam C.

AVG ATTEND: 15

AVG 7TH: \$20

FUNDS AVAIL: \$92

NEXT GROUP CONSCIENCE: 5/22/09

GROUP: Little River Group

LOCATION: AROC Clubhouse 3722 Old Knoxville Hwy. 37853

DAYS&TIMES:

| MON | TUES | WED | THUR | FRI | SAT | SUN |
|-----|------|-----|------|-----|-----|-----|
| | | | | | | |

| MON | TUES | WED | THUR | FRI | SAT | SUN |
|-------|------|-----|-------|-----|-----|-----|
| 7:00p | | | 7:00p | | | |

GSR: Jeff B.

TREAS: Bill R.

GSRA: Bill R.

SEC: Charlene

AVG ATTEND: Mon 5-30 Thurs 2-10

AVG 7TH: \$10

FUNDS AVAIL: \$50

NEXT GROUP CONSCIENCE: 5/21/2009

GROUP: Primary Purpose

LOCATION: St. Elizabeth Episcopal Church 110 Sugarwood 37934

DAYS&TIMES:

| MON | TUES | WED | THUR | FRI | SAT | SUN |
|-----|-------|-----|-------|-----|-----|-----|
| | 7:30p | | 7:30p | | | |

GSR: Jesse K.

TREAS: Heidi V

GSRA: Mickey L.

SEC: Donna V.

AVG ATTEND: 15

AVG 7TH: \$15

FUNDS AVAIL: \$50

NEXT GROUP CONSCIENCE: 5/19/2009

GROUP: Road to Recovery

LOCATION: Kingston United Methodist Mission Center Blvd. Kingston TN

DAYS&TIMES:

| MON | TUES | WED | THUR | FRI | SAT | SUN |
|-------|------|-----|-------|-----|-----|-----|
| 6:30p | | | 7:30p | | | |

GSR: Lester A.

TREAS:

GSRA:

SEC: Patty

AVG ATTEND: 10-12

AVG 7TH: \$18

FUNDS AVAIL: \$150

NEXT GROUP CONSCIENCE:

GROUP: Serenity in the Smokies

LOCATION: Sun/Tue 214 Cedar St. Sevierville TN 1st United Methodist Church

Thur/Fri 240 Pigeon River Rd. Sevierville TN Pigeon River Clubhouse

DAYS&TIMES:

| MON | TUES | WED | THUR | FRI | SAT | SUN |
|-----|-------|-----|-------|-------|-----|-------|
| | 8:00p | | 8:00p | 8:00p | | 8:00p |

GSR: Steve P.

TREAS: Ed L.

GSRA: open

SEC:

AVG ATTEND: 15

AVG 7TH: \$13 -\$15

FUNDS AVAIL: \$0

NEXT GROUP CONSCIENCE: Third Tuesday of May

GROUP: Solutions-R-Us

LOCATION: Tazewell Pk./ Northside Christian Church

DAYS&TIMES:

| MON | TUES | WED | THUR | FRI | SAT | SUN |
|-------|------|-----|------|-------|-----|-----|
| 7:30p | | | | 7:30p | | |

GSR: Heather E.

TREAS: Clay J.

GSRA: Heather E.

SEC: Heather E.

AVG ATTEND: 16-20

AVG 7TH: \$20

FUNDS AVAIL: \$40

NEXT GROUP CONSCIENCE: Third Monday of each month

GROUP: Spiritual Principles

LOCATION: Church of the Good Samaritan 425 N. Cedar Bluff Rd. 37923-3600

DAYS&TIMES:

| MON | TUES | WED | THUR | FRI | SAT | SUN |
|-------|------|-----|------|-------|-----|-----|
| 8:00p | | | | 7:30p | | |

GSR: Casey W.

TREAS: Greg V.

GSRA: Vacant

SEC: Steven M.

AVG ATTEND: 30

AVG 7TH: \$20

FUNDS AVAIL: \$50

NEXT GROUP CONSCIENCE: 5/18/2009 after meeting

GROUP: Thank God for New Beginnings

LOCATION: St. Johns Church

DAYS&TIMES:

| MON | TUES | WED | THUR | FRI | SAT | SUN |
|-----|------|-----|------|-------|-----|-----|
| | | | | 7:30p | | |

GSR: Teddy H.

TREAS: Jim F.

GSRA:

SEC:

AVG ATTEND: 100

AVG 7TH: \$40

FUNDS AVAIL: \$0

NEXT GROUP CONSCIENCE: Friday Before Area

GROUP: Together We Can

LOCATION: Central United Methodist Church Lamar & 3rd

DAYS&TIMES:

| MON | TUES | WED | THUR | FRI | SAT | SUN |
|-----|------|-------|------|-----|-----|-------|
| | | 7:00p | | | | 7:00p |

GSR: Beth B.

TREAS: Luther T.

GSRA:

SEC:

AVG ATTEND: 50-75

AVG 7TH: \$8-21

FUNDS AVAIL:

NEXT GROUP CONSCIENCE: 4/19/2009

GROUP: Unity Group

LOCATION: 301 Hickory Creed Rd, Central United Methodist Church, Lenoir City, TN

DAYS&TIMES:

| MON | TUES | WED | THUR | FRI | SAT | SUN |
|-----|-------|-----|------|-----|-----|-----|
| | 7:30p | | | | | |

GSR: Dixon C.

TREAS: Dixon C

GSRA: Brad B

SEC: Brad B.

AVG ATTEND: 3

AVG 7TH: \$3

FUNDS AVAIL: \$10

NEXT GROUP CONSCIENCE:

Needs support

GROUP: Volunteer Group

LOCATION: 1st Christian Church Gay & 5th Ave.

DAYS&TIMES:

| MON | TUES | WED | THUR | FRI | SAT | SUN |
|-------|-------|-----|-------|-------|-----|-----|
| 5:30p | 5:30p | | 5:30p | 5:30p | | |

GSR: Mitch C.

TREAS: Max C.

GSRA: Glance J.

SEC: Gail A

AVG ATTEND: 15

AVG 7TH: \$10

FUNDS AVAIL: below prudent reserve

NEXT GROUP CONSCIENCE: 4/10/2008

GROUP: WOLF Group

LOCATION: Parkside Community Center 2361 E 5th Ave.

DAYS&TIMES:

| MON | TUES | WED | THUR | FRI | SAT | SUN |
|-----|------|-----|------|-----|-----|-----|
| | | | | | | 1pm |

GSR: Kimberly F.

TREAS:

GSRA:

SEC:

AVG ATTEND: 5

AVG 7TH: \$5

FUNDS AVAIL: ???

NEXT GROUP CONSCIENCE: 3rd Sunday

Needs support

GROUP VISITATION REPORT

NAME OF GROUP:

DAY OF MEETING:

ADDRESS:

TIME OF MEETING:

DIRECTIONS TO MEETING:

PURPOSE OF VISIT:

GROUP'S RESPONSE TO OUTREACH VISIT:

DOES THE GROUP REQUEST OUTREACH ASSISTANCE? YES NO

IN WHAT AREA(S) DOES THE GROUP NEED HELP?

WHAT SERVICE POSITIONS ARE FILLED?

GSR

SECRETARY

TREASURER

GROUP CONTACT

MAILING ADDRESS:

PHONE NUMBER: ()

BEST TIME TO REACH:

ADDITIONAL COMMENTS:

New Business

Area Motions and Nominations

 **VOTE MOTION #1 made by:** Ad Hoc Guidelines

Seconded by: Solutions are us

To accept guidelines presented to area on May meeting.

Intent:

Greater Smoky Mountain Area Service Committee of Narcotics Anonymous - Guidelines for Service

Approved/adopted by GSMASC date: _____

I. NAME, DESCRIPTION, AND BOUNDARIES

- A. This body shall be known as the Greater Smoky Mountain Area Service Committee of Narcotics Anonymous, hereinafter called GSMASC, or ASC, and shall serve the Greater Smoky Mountain Area of Narcotics Anonymous, called Area.
- B. The GSMASC is a service body of Narcotics Anonymous directly responsible to the groups who comprise it. It consists of Group Service Representatives (GSRs) from NA groups of the Area, along with elected officers, subcommittee chairpersons, and other participants who meet monthly in a general assembly to serve the common needs of the Area groups.
- C. The GSMASC shall serve the counties of Knox, Loudon, Blount, Anderson, Morgan, Roane, Jefferson, Hamblen, Monroe, and Sevier, and coordinate services with any other Narcotics Anonymous ASC(s) nearby.
- D. The Area shall have the option of including meetings located in neighboring areas, as spelled out in The 12 Traditions of Narcotics Anonymous.

II. PURPOSE, FUNCTION AND SCOPE OF GSMASC

- A. The purpose of the GSMASC is to be supportive of the NA Group and its primary purpose by associating the Group with other Groups and by helping the Group deal with its day-to-day problems and needs.
- B. Any business not covered by specific guidelines in this document will be covered by 12 Traditions, 12 Concepts, Guide to Local Service and Robert's Rules of Order.
- C. The GSMASC will create and maintain an active archive to be kept by the sitting Vice-Chair.
- D. All GSMASC subcommittees, ad hoc and elected, will be autonomous in carrying out their responsibilities with the exception of money expenditures.
- E. The Area is responsible for financially supporting its sub-committees.
- F. The GSMASC serves three basic functions:
 - 1. to unify the groups within its Area, and to provide help and support to individual groups.
 - 2. to carry the message of recovery through its various sub-committees.
 - 3. to contribute to the growth of, and enhance the quality of, Narcotics Anonymous as a whole, by helping to support the Regional and World Service Committees.
- G. The 7th tradition basket will not be passed at the Area Service Committee meetings. If a basket is passed for collection of funds for refreshments, etc. it will not be referred to as the "7th tradition basket."

III. AREA SERVICE COMMITTEE

- A. The GSMASC shall meet on the fourth Sunday of each month except in November and December, in which case it will be held on the third Sunday.
- B. Special meetings may be called for and arranged by the Chair as necessary, and the Chairperson must give reasonable notice of such meetings to all participants.
- C. All Area Service Committee meetings shall be open to any member of NA.
- D. The GSMASC shall remain in session until the end of business or until a motion to adjourn is approved.

IV. OFFICERS RESPONSIBILITIES AND QUALIFICATIONS

A. Chairperson

- 1. A Chairperson arranges an agenda for, and presides over, monthly meetings; along with overseeing correspondence. The Chairperson should be one of the co-signers of the ASC's bank account. At ASC committee meetings they can only vote in case of a tie. A Chairperson must be capable of conducting business meetings with a firm yet understanding hand. For this reason, it is suggested that they have a minimum of three (3) years continuous abstinence from all drugs.
- 2. One year commitment.
- 3. Service Experience recommended preferably as vice Chair, a GSR, sub-committee chair or administrative committee member.
- 4. Understanding of the 12 Traditions and 12 Concepts of NA through application.
- 5. The willingness to give the time and resources necessary for the position.
- 6. Should be financially stable.
- 7. Upon election he/she should resign as GSR or Alt., RCM or Alt. or sub-committee chairperson.
- 8. Should have organizational skills.

B. Vice Chair

- 1. A Vice Chairperson coordinates all Sub-committee functions. In the absence of an executive committee member, the Chair of the Area or any sub-committee, the Vice Chair shall perform the duties of that trusted servant. The Vice Chair will make any deposits in the absence of the Treasurer. The Vice Chair should be one of the co-signers on the ASC's bank account. It is suggested that Vice Chair have a minimum of three (3) year continuous abstinence from all drugs.
- 2. One year commitment with a willingness to accept nomination to become Chair at end of term.
- 3. Service experience recommended preferably as GSR, sub-committee Chair or administrative committee.
- 4. Understanding of the 12 Traditions and 12 Concepts of NA through application.
- 5. The willingness to give the time and resources necessary for the position.
- 6. Should be financially stable.
- 7. Upon election, he/she should resign as GSR or Alt., or Sub-committee Chairperson.
- 8. Utilizing secretary's log of policy changing motions, Vice chair will maintain an updated version of the official guidelines of the GSMASC that includes all policy changes that have been voted on to date. This updated version to be present at each Area meeting to aid the vice chair in the review of motions made at that meeting.

C. Secretary

- 1. A Secretary keeps accurate minutes of each ASC Business meeting, types and distributes minutes to each GSR no later than 10 days following each ASC meeting. The Chairperson should verify these minutes before copies are made. The Secretary must maintain a log of policy changing motions. It is suggested the Secretary have a minimum of one (1) year continuous abstinence from all drugs.
- 2. One year commitment.
- 3. Service experience recommended preferably GSR, sub-committee Chair, or administrative committee.
- 4. Understanding the 12 Traditions and 12 Concepts of NA through application.
- 5. The willingness to give the time and resources necessary for the position.
- 6. Will provide updated guidelines to all executive and sub-committee members at the June ASC meeting.

D. Alternate Secretary

1. Shall assist the Secretary in performing their duties while learning them. Shall perform those duties in the absence of the Secretary with the assistance of the vice Chair. It is suggested that an Alternate secretary have a minimum of six (6) continuous months abstinence from all drugs.
2. One year commitment.
3. Understanding the 12 Traditions and 12 Concepts of NA through application.
4. The willingness to give the time and resources necessary for the position.

E. Treasurer

1. A Treasurer shall make a report of contributions and expenditures at every regular ASC meeting, and an annual report at the June ASC meeting. The Treasurer shall be a cosigner of the ASC bank account. It is suggested that a Treasurer have a minimum of three (3) continuous years abstinence from all drugs.
2. One year commitment.
3. Service experience recommended preferable as Alternate treasurer GSR or Alt., sub-committee Chair or administrative committee.
4. Understanding of the 12 Traditions and 12 Concepts of NA through application.
5. The willingness to give the time and resources necessary for the position.
6. Should be financially stable.
7. Should have organizational skills.

F. Alternate Treasurer

1. Shall assist the Treasurer in performing their duties while learning them. Shall perform those duties in the absence of the Treasurer with the assistance of the vice Chair. It is suggested that an Alternate Treasurer have a minimum of two (2) continuous years abstinence from all drugs.
2. One year commitment.
3. Service experience recommended preferable as GSR or Alt., sub-committee Chair or administrative committee.
4. Understanding of the 12 Traditions and 12 Concepts of NA through application.
5. The willingness to give the time and resources necessary for the position.
6. Should be financially stable.
7. Should have organizational skills.

G. Regional Committee Members (RCM 1 and 2)

1. A RCM is to an ASC what a GSR is to the group. As the representative to the area, the RCM's speak the Area Service Committee. The primary responsibilities of a RCM is to work for the good of NA by providing two-way communications between the Area and the rest of NA, particularly with neighboring ASCs. They represent the group conscience of an ASC at a Regional level and provide the Area with the agenda for the RSC at least ten (10) days before the RSC meets. An RCM attends all RSC meetings and takes part in any decisions, which affect the Region, speaking as the voice of the ASC's group conscience. A RCM may serve on one or more of its ASC and RSC sub-committees, but not as a chairperson. The office of the RCM is important as an RCM is the next link in expressing the will of the ASC group's conscience. A RCM must be able to work for the common good, placing principles before personalities at all times. Therefore, in addition to the regular qualifications for GSRs, it is recommended that the nominees to the post of RCM also have:
 2. Recent area service experience.
 3. The willingness and ability to give the time and resources necessary for the position.
 4. A suggested minim of three (3) years continuous abstinence from all drugs.

V. MOTIONS, ELECTIONS, AND VOTING PROCEDURES

- A. The ASC chairperson will advise the ASC that nominations are open for that position. The nominations of

ASC officers and subcommittee chairpersons should come from active GSRs.

- B. Two months prior to the end of the term of any officer (May, November), nominations for that office will be solicited. An explanation of that position's duties and responsibilities will be provided. The nominee must be present at the ASC. A motion must be made at this time (May, November) to close nominations.
- C. At ASC (May, November), the nominees must be present to verbally express their willingness and provide their qualifications. They must also provide this information and willingness in writing to the ASC secretary. Attendance is mandatory, written qualifications will not be accepted from absent nominees. If a nominee fails to attend, the position will be reopened and a nominee will be chosen from persons from attendance.
- D. At the next ASC (June, December), the positions will be voted upon. Nominees should be present for the vote.
- E. Should an executive office position become vacant due to unforeseen circumstances, an interim officer can be appointed at that ASC meeting by the Chair until that office is filled at the next scheduled election time.
- F. Only GSR's or their alternates can vote on these nominations and elections.
- G. When there are more than two nominations for a given position, if no candidate gets a clear majority, the following will be done: a vote will be taken, the nominee will be dropped with the least amount of votes and another vote will be taken until there are only two nominees left.
- H. In case of only one nomination, a majority vote is required.
- I. No officer may serve more than two full consecutive terms in the same position.
- J. With the exception of the ASC chairperson who may vote only to break a tie, only GSRs carry votes at the ASC.

VI. TERMS OF OFFICE

- A. Position Expiration in the month of June:
 - 1. ASC Chair
 - 2. ASC Vice-Chair
 - 3. ASC Secretary
 - 4. Alternate ASC Secretary
 - 5. ASC Treasurer
 - 6. Alternate ASC Treasurer
 - 7. RCM
 - 8. Alternate RCM
- B. Sub-committee chairs ending in December:
 - 1. Public Information
 - 2. Hospitals & Institutions
 - 3. Literature
 - 4. Activities
 - 5. Outreach
 - 6. ROR

VII. REPORTS

All verbal reports should be limited to ten minutes per report, all reports are to be printed or typed.

- A. Yearly reports (end of elected term):
 - 1. Treasurer
 - a. Compiles a report consisting of the past year's activities, including an up-to-date financial statement.
 - 2. Sub-committee Chairperson:
 - a. Compiles a report consisting of the past year's activities, accomplishments, specific problems, situations, financial expenses and plans for the coming year.

VIII. PROCEDURE FOR RESIGNATION OR REMOVAL OF OFFICE HOLDERS

A. Resignation:

1. If resigning before the end of your term, please inform the ASC in writing as soon as possible.

B. Involuntary:

1. Any executive committee member or subcommittee chair missing two (2) consecutive GSMASC meetings will contact them directly by the chairperson or acting chair. After a third (3rd) meeting missed consecutively, resignation is considered automatic.
2. Relapse during term of office is considered as an automatic resignation.
3. Removal of office holders may occur due to:
 - a. Failure to perform duties and responsibilities;
 - b. Breach of Traditions, malicious misuse of terms and conditions or unethical conduct inconsistent with role of trusted servants.
4. Procedures for removal:
 - a. These above grounds represent prerequisite for removal. They are not meant to imply that removal is necessary in every case these exist. They are simply intended as a guide to the group conscience when removal proceedings are instigated.
 - b. Present the motion in writing to the Chairperson stating due cause seven (7) days prior to the ASC meeting.
 - c. The respondent is given a rebuttal (if so desired, not to exceed ten (10) minutes).
 - d. A closed ballot is taken.
 - e. A two-thirds (2/3) majority is required for removal.

IX. STANDING COMMITTEES/SUBCOMMITTEES

In order to minimize time spent debating in ASC meetings, a committee system is used by the GSMASC. Standing committees and sub-committees are formed to assume responsibility for fulfilling our primary purpose in specific ways. Finalization of these projects occurs at the ASC meetings by the voting bodies. Each committee chairperson should establish lines of communication with the appropriate Regional and /or World Conference Committee chairperson. Each committee is delegated the authority by the Area to exercise its best judgment in fulfilling its duties, and is accountable to the Area. In order to better serve the Area, a committee may elect officers and open a bank account.

A. Executive Committee

1. The Executive Committee shall consist of all the duly elected GSMASC officers and standing subcommittee Chairpersons.
2. Prior to submission to the Area Service Committee, the Executive Committee shall review guidelines and proposed budgets and suggest modifications, if needed.
3. The Executive Committee shall function under the GSMASC Guidelines in lieu of publishing their own.

B. Hospital and Institutions

1. The GSMASC H&I sub-committee acts as a resource to groups and individual members in their efforts to carry the message into institutions such as jails, hospital, detoxification centers and recovery houses. Its goal is to help avoid tradition violations while carrying our message to those who cannot come to us.

C. Public Information

1. The GSMASC PI sub-committee deals with how NA interfaces with society (e.g. telephone, other media). Its purpose is to inform the public that NA exists and offers recovery from the disease of addiction.
2. The PI sub-committee shall maintain the GSMANA website and phonenumber, and update and produce the Area meeting schedule monthly.

D. Activities

1. The GSMASC Activities sub-committee deals with creating activities for recovering addicts and others to enjoy while clean. The Activities sub-committee may help organize or hold events such as picnics, camp outs, dances, and raft trips in order to promote unity.

E. Literature

1. The GSMASC Literature sub-committee deals with our primary purpose as it is achieved in printed material. This committee seeks the input of the fellowship, compiles this input and presents it to the ASC. This committee also maintains an inventory of NA approved literature and makes such Literature available for sale at cost to all groups at the monthly meeting of the GSMASC.

F. Recovery on the Ridge

1. The GSMASC Recovery on the Ridge sub-committee deals with preparing for and delivering a yearly campvention. Recovery on the Ridge is to be self supporting by using the proceeds from the previous year’s event to fund the current year’s event – no longer will these funds be donated to the Volunteer Region Convention.

G. Outreach

1. The GSMASC Outreach subcommittee serves as the outstretched hand of the Area community to isolated groups and addicts.

X. AD HOC COMMITTEES

- A. Temporary Subcommittees are created by either the GSMASC Chairperson or a simple majority vote of the Area.
- B. Ad hoc chairs are selected by the Area, or the ASC Chair, before that committee’s first meeting.
- C. Ad hoc chairs should have a working knowledge of NA’s Twelve Steps and Traditions, as well as be knowledgeable of the current GSMASC guidelines.
- D. Ad hoc Chairpersons may make motions regarding their Subcommittee, but cannot vote or second motions.
- E. The ad hoc committee will be dissolved when their task is completed or at the discretion of the GSMASC or Area Chair.

XI. GUIDELINES FOR MOTIONS, VOTING, OPERATIONS, AND FINANCES

- A. All ASC meetings are open to ALL NA members and any member has a voice on the floor. The ASC Chair will recognize a member by a raised hand.
- B. Operations:
 1. The GSMASC will meet at a designated location on the 4th Sunday of each month except in November & December; it meets on the third Sunday. The schedule meeting time is 2:30 pm and must end by 5 pm (may be extended by majority vote and availability of meeting place).
 2. Rent must be paid to for the use of the designated meeting facility as agreed upon by the management and Area.
 3. The Operating Budget of the ASC is established to provide a two month window of possible financial responsibilities and/or needs of the ASC and is defined as follows:

- a. The Operating Expenses of the ASC for the fiscal year 2009 includes, but is not limited to the following:

| | <u>Monthly</u> | <u>Reserve</u> | |
|---|----------------|----------------|----------|
| • Rent | \$50.00 | | \$100.00 |
| • Area Meeting Schedules for distribution to the groups | \$75.00 | | \$150.00 |
| • General Supplies for Executive Members needs including copying and distribution of the Area Minutes | \$65.00 | | \$130.00 |

- Emergency fund ----- \$200.00

b. The allocations for the Area Sub-committees for fiscal year 2009 are as follows:

| | Monthly | Reserve |
|----------------------------|----------|-----------|
| • Hospitals & Institutions | \$500.00 | \$1000.00 |
| • Public Information | \$316.66 | \$633.32 |
| • Activities | \$100.00 | \$200.00 |
| • Outreach | ??????? | ??????? |

4. Making, seconding, or amending motions:

- GSR, or a Group's designated alternate in their absence, may make, second and amend motions.
- Area Subcommittee chairs may only make motions that arises from their committee.

5. Quorum

- Official Quorum is one more than half of the voting participation (number of eligible voting groups).
- Official Quorum must be reached prior to any votes being held. If not, the ASC must be rescheduled.
- There is no paper proxy representation for quorum or voting.
- If any group is not represented at two consecutive ASC meetings, the group will be dropped from the roll call and lose voting privileges. At the second attendance at the ASC, the group will be restored. New groups enter the roll call at their first ASC and have voting privileges at their second ASC.

6. All motions must be written on a motion form and are submitted to the Vice Chair.

- The motion and its intent are read to the Area by the Chair.
- A second to the motion is then asked for by the Chair.
- After a motion is seconded, the Chair will ask if there is opposition to the motion.

If there is no opposition:

- The Chair will ask for a voice vote of all those in favor, and the motion carries.

If there is opposition:

- The Chair will determine if it's a housekeeping motion or other.
- The maker of the motion is given an opportunity to answer questions regarding the motion's clarity.
- The floor is open for debate with a discussion limit of two pros and two cons.

d. Once a motion has been passed it must remain in force for at least six months unless overruled by a 2/3 Quorum majority.

7. Voting:

- Each eligible voting group within the Area will have one vote which must be cast by their recognized elected GSR (or alternate in their absence).
- In case of a tie the Chair has a compulsory vote. A tie occurs when the number of yes votes equals the number of no votes and the Chair's vote could cause the motion to either pass or fail.
- Policy changing motions must be taken back to the groups for a group conscience voting decision.
 - These motions taken back to the groups will be voted upon at the next Area meeting in which a quorum is established.
 - Any motion which if passed would require a change to these guidelines is to be considered a policy changing motion.
 - A non-policy changing motion is any motion, (including but not limited to Region and World motions that the Area must vote on), that will not require any changes be made to these guidelines if it is passed.
 - A policy changing motion that receives a yes vote from 2/3 or more of the present eligible voting groups passes.
 - A policy changing motion that receives a no vote from more than 1/3 of the present eligible voting groups fails.
 - Should any motion neither pass nor fail due to abstentions, then the motion is again sent back to

the groups and another vote will be taken at the next Area meeting in which a quorum is established; and then only yes and no votes will be counted.

- Should a non-policy changing motion neither pass nor fail due to abstentions, and there are an equal number of yes and no votes such that one more vote would cause the motion to either pass or fail, then:

the Chair has a compulsory vote; if a motion fails to either pass or fail after two votes have been taken, then that motion fails.

- d. Non-policy changing motions may be voted on at that ASC meeting.
 - A non-policy changing motion that receives a yes vote from more than ½ of the present eligible voting groups passes.
 - A non-policy changing motion that receives a no vote from more than ½ of the present eligible voting groups fails.
 - Regional motions that are voted on at the ASC meeting that do not receive a clear majority vote are to be treated as abstentions by the RCM at the RSC meeting.
- e. Voting will be made by a show of hands or roll call at the discretion of the Chair.

8. Procedures:

- a. No funds will be dispersed on Area level without prior consent of the ASC. If EMERGENCIES do arise, it will require notifying three members of the Executive Committee.
- b. The ASC will take up to 1/3 (33%) of our month end balance and set aside to give on a bimonthly basis with our RCM to the Regional Service Committee meeting, so that this will not bring our balance below our prudent reserve.
- c. The ASC will supply all Sub-committees with what they need, on ASC approval.
- d. The ASC Treasurer will be provided with two checks with the Chairs' signature for emergency purposes and may be used in accordance with item XI B 6a.
- e. All ASC Sub-committee Chairs or Vice Chairs, Administrative Officers, and the RCM or Alternate must attend the entire ASC meeting once they are present, excluding emergencies.
- f. The ASC Secretary will be provided funds before the end of the ASC for mailing minutes.
- g. The ASC will maintain Archives and not use any current Archives for raffles, fundraisers etc.
- h. The ASC Chair will maintain a booklet containing a reading of the 12 Traditions, the 12 Concepts, the ASC format, a copy of the Guide to Local Service, the GSMANA By-Laws, GSMANA Sub-committee guidelines, and all of the current year's minutes. Last year's minutes will be placed in the archives.

9. Misappropriation/Misuse of Funds

The Eleventh Concept of NA Service establishes the sole priority for the use of NA funds to carry the message to the addict who still suffers. The Twelfth Concept of NA Service gives the AREA a mandate from the NA groups that call for total fiscal accountability.

With this in mind, any misappropriation or misuse of funds by any Area trusted servant(s) or NA member(s) cannot and will not be tolerated.

The definition of "misappropriation of funds" includes but is not limited to, theft, embezzlement, or use of NA funds for purposes not expressly authorized by an Area Committee, Subcommittee, or Ad hoc. This includes the theft of cash, check, any financial instrument (i.e., refunds, royalties, or rebates from vendors to the NA Fellowship), or asset (i.e., equipment, supplies, or physical inventory).

Restitution

A member removed from office for the misappropriation or misuse of AREA funds might be subject to criminal and/or civil legal proceedings.

Members removed from office for the misappropriation or misuse of AREA funds may, at the discretion of the AREA, be asked to sign a promissory note and make restitution in full of all misappropriated or misused AREA funds in lieu of filing charges.

10. GREATER SMOKY MOUNTAIN AREA SERVICE COMMITTEE MEETING FORMAT

- a. Open with a moment of silence followed with the Serenity Prayer
- b. Have someone read from the 12 Traditions & the 12 Concepts
- c. Read, "Purpose and Definition of an ASC".
- d. Welcome to Visitors and New Members
- e. Roll Call and establishment of quorum (Administrative Committee, Sub-Committee Chairs, GSR's and/or Alternates, Ad-Hoc and/or Convention Chairs [if applicable], Regional Representative).
- f. Secretary Report (the secretary will read the minutes [unless moved to suspend the reading] and then move to 1 } accept the minutes as is or 2 } accept the report with said changes).
- g. Administration Reports:
 - Chairperson
 - Vice chair
 - RCM
 - Treasurer's Report (they will give their report and move to accept as is or move to accept with changes).
- h. Sub-Committee Reports
- i. Old Business
- j. Break (unless the ASC wishes to suspend and end earlier)
- k. Group Reports
- l. Nominations
- m. New Business
- n. Announcements / Set Meeting for Next Month
- o. Close with a moment of silence followed by the Serenity Prayer

A PARLIAMENTARY SHORT FORM

The basic concept of parliamentary procedure, especially as codified in Robert's Rules of Order, is that a discussion can occur in a large meeting with a great number of participants and that each can be treated fairly. The process of discussion and decision making should follow rules of order that are observed by all, known to each member and equally enforced.

The following pages contain short summaries of key points of procedure that are most commonly misunderstood or misused. A chart of motions is also attached, for easy reference. This condensation of procedures is accurate only to the point of general use. There are special circumstances wherein some of the information on the attached chart of motions is used differently than is indicated. A complete copy of Robert's Rules of Order should be used in those circumstances in order to correctly apply the common rules of procedure.

1. Point of Order:

When a member thinks that the rules of the conference are being violated, he can make a "Point of Order" which is simply to obtain recognition from the chair and ask from the chair a determination as to whether or not the procedure that the member feels is pertinent is being violated. A Point of Order is not a method or procedure to dispute the accuracy of something that another member has stated. The Point of Order is a tool used only to keep the conference working on the subject that the conference is supposed to be working on at that time and in accordance with the guidelines and other rules of order.

2. Point of Information:

This is request directed to the chair for the chair to respond to or have another member to respond to a point (one point) that would provide additional information on the subject being considered but is not a matter related to parliamentary procedure. If the point is raised while another member has the floor and is speaking, the chair will ask the member who correctly has the floor if he will yield to a point of information; the member has the right not to yield. If the member does yield, the member raising the point is required to raise the issue in the form of a question directed at the chairman, but the chairman usually allows the member who correctly has the floor to answer.

3. Parliamentary Inquiry:

This is a question directed to the presiding officer to obtain information on a matter of parliamentary procedure or the guidelines as they apply or have bearing on the business being considered. It is the duty of the Chair to answer such question when it may assist a member to make an appropriate motion, raise a proper point of order or understand the parliamentary situation or effect of a motion. The chair is not obligated to answer hypothetical questions.

4. Point of Personal Privilege:

This is a device that permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for immediate consideration because of its urgency. This is a manner of correcting problems affecting the privileges of all the members (it's too noisy and we can't hear) or affecting an individual (I have to use the rest room and I don't want to miss the vote while I'm gone). It is not a device to interrupt a speaker or obtain the floor to give an opinion, extend debate in general or argue a point made by the current speaker or a previous speaker. There are motions that arise from the statement and acceptance of a point of personal privilege, but these are acceptable only after the chair has accepted the member's personal privilege point as having merit on the discussion at hand.

5. “**Call for the Question**” or as properly known in rules of order, as “**Move the Previous question.**”

This item is one wherein common usage is changing through popular misuse, the rules of order. In proper usage, a member raising to “call for the question” means that he, as an individual, is finished listening and is personally ready to vote and wanted everyone to know it. This has most commonly been misunderstood to mean that the member is making a motion that an immediate vote be taken on the matter under discussion. Many times presiding officers accept this improperly used device and either immediately close debate or ask if there is a second, take a quick vote and then close debate. Frequently the members using this as a tactic by “calling for question” interrupt speakers in an effort to immediately stop debate. When correctly used the parliamentary tool, to “Move the previous Question” is not made while another member is speaking or has the floor, it does require a second, is NOT debatable, and requires a 2/3 vote in order to end debate and force an immediate vote on the matter.

6. **Amend the By-Laws**, or in the instance of WSC, “**Amend the Guidelines or Service Structure**”

In this matter the existing governing document should provide details about the manner and vote required to approve amendments or adopt revisions. There the governing document is vague, Robert’s Rules of Order may be used as the guide or final authority, or prior action of the assembly, in this case the conference, may set other rules.

The existing Service Structure specifies 2/3 vote is required for adoption of amendments. The question is raised each year on the matter of what constitutes as 2/3 vote. There are two different interpretations and the conference has, over the years, used both. In 1982, the conference used this interpretation: that a 2/3 vote of those voting yes or no on the question was all that was required. In 1983, the conference utilized the alternative approach of requiring an approval of 2/3 of all those eligible to vote. This was one cause for the constant roll calls to establish the base number of members eligible to vote. In the second case, those who abstain or simply fail to vote are actually counted as votes against adoption of the charge. For example, in the first interpretation if there were 40 voting members and there were 15 who voted for a change and 6 voted against, while the rest either abstained or failed to vote, the amendment would be adopted. However, in the second interpretation, if there were 40 voting members, 27 would have to vote in favor in order for the matter to be adopted. If the governing documents fail to specify which is used, the conference makes that decision either by motion or acceptance of the interpretation used by the chair if it is not challenged at the time of the vote.



VOTE MOTION #2 made by: PI subcommittee

Seconded by: Unity Group

Submit revised PI Guidelines to be voted on by the home groups.

Intent: To have up to date PI Guidelines

Guidelines for GSMASC Public Information (PI) Subcommittee

Article I Definition

We are an operating subcommittee of the Greater Smoky Mountain Area Service Committee (GSMASC) of Narcotics Anonymous (NA). We are supported by the GSMASC and are accountable to that committee.

Article II Purpose

A. To carry the message in accordance with the Twelve Traditions of Narcotics Anonymous.

- B. To open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to all addicts.
- C. To open and maintain lines of communication between the Volunteer Region Public Relations Subcommittee, Narcotics Anonymous World Services (NAWS), PI Coordinators and World Service Conference (WSC).
- D. To provide a Phone line service to the GSMANA that is consistent with the World Service Conference (WSC) approved Guide to Phone line Service and the Public Relations Handbook in order to fulfill our primary purpose.

Article III Spiritual Guidance

In all of its endeavors, the Public Information Subcommittee will comply with the following:

- A. The Twelve Traditions of Narcotics Anonymous.
- B. The Twelve Concepts of Service for Narcotics Anonymous.
- C. The current publication of A Guide to Local Service.
- D. The current publication of A Guide to Public Relations Handbook.
- E. GSMANA Guidelines.
- F. Any special rules of order adopted by this subcommittee.
- G. In the case of a conflict, the Public Information Subcommittee will turn to the GSMANA for guidance.

Article IV Responsibilities

- A. To become the resource and coordinating body for all Greater Smoky Mountain Area Public Information efforts, responding to any requests for information within the area.
- B. To maintain phone line efforts for the Greater Smoky Mountain Area
- C. To maintain a close working relationship with other Public Information Subcommittees within the region.
- D. To maintain a close working relationship with other subcommittees within this area, being careful not to interfere with their responsibilities.

Article V Function

To inform the public about Narcotics Anonymous through services including, but not limited to the following:

- A. Coordinating all requests from media and professionals.
- B. Providing all radio and television Public Service Announcements (PSA) with the approval of the GSMASC.
- C. Creating, distributing, and maintaining all Narcotics Anonymous Public Information posters and flyers in the Greater Smoky Mountain Service Area. There are to be 4 flier days set annually.
- D. Coordinating all non-Narcotics Anonymous requests.
- E. Providing monthly meeting schedules of the GSMANA meetings.
- F. To inform addicts seeking our program of our existence and how to find our meetings.
- G. To guide non-addicts seeking information about our services within our communities to the appropriate service structure.
- H. To hold frequent "Learning Days" and workshops to orient all phone line volunteers in the Greater Smoky Mountain Area.
- I. To coordinate the efforts of all phone line volunteers in the Greater Smoky Mountain Area.
- J. Acts as a liaison between phone line volunteers and the GSMASC, and report on the status of all volunteers in a written monthly report.
- K. Distribute phone line sheets to phone line volunteers and collect them on a monthly basis.
- L. Make available to the secretary all accumulated data pertaining to all current phone line volunteers in the area for database purposes.
- M. Hold monthly subcommittee meetings and report all activities to the GSMASC of NA.

Article VI Meeting/Membership

- A. Membership is open to any NA member.
- B. Any attending member may vote from time of initial attendance of Public Information Subcommittee, with the exception of the chairperson, who may only vote in case of a tie vote. More than three (3) voting members (including the chair) are required to pass a motion.
- C. Each Public Information Subcommittee member will have a working knowledge of the 12 Traditions, 12 Concepts, and the most recent publication of the Guide to Phone line Services, and the Public Relations Handbook.
- D. Each Member is suggested to have their own copy of A Guide to Public Information, A Guide to Phone Line Services, and the Public Relations Handbook.
- E. The committee will meet at least once a month, with a consistent time and place, determined by the Chairperson. The members of the subcommittee shall be notified of any changes in meeting time or location at least one (1) week prior to the meeting.

Article VII Trusted Servant Structure

- A. This subcommittee shall consist of a Chairperson, Vice Chairperson, Secretary, Meeting Schedule Coordinator, Website Coordinator, phone line volunteers, members, and Ad-Hoc chairs deemed necessary by the subcommittee.
- B. The Chairperson with the approval of the subcommittee appoints Ad-Hoc chairs.
- C. The Committee Chairperson is to be decided by GSMASC Nominations and Voting Guidelines, for a one (1) year term.
- D. Vice Chair, Secretary, Meeting Schedule Coordinator, and Website Coordinator will be elected by the subcommittee to serve a one (1) year term.
- E. Phone line volunteers to be decided on within PI subcommittee meeting, to serve a one (1) month term.
- F. Phone line volunteers must first attend a Phone Line orientation training session.
- G. All nominees for a position must be present at the time of nomination.
- H. No trusted servant (excluding phone line volunteers when necessary) shall hold more than two (2) consecutive terms of any one position.

Article VIII Removal from Service Position

Subcommittee officers and coordinators may be removed from office for non-compliance, which includes but is not limited to:

- A. Loss of abstinence.
- B. Non-fulfillment of the duties of their position.
- C. Non-attendance of two (2) or more subcommittee meetings without prior notification.
- D. If by two thirds (2/3) vote of the Subcommittee, the Chairperson is found in noncompliance, a written request to remove that person may then be submitted to the GSMASC Administration.
- E. Upon receipt of said written request, the GSMASC Administration may remove or investigate the trusted servant.
- F. All other Subcommittee trusted servants and coordinators may be removed from office by a two thirds (2/3) vote of the Subcommittee.

Article IX Officer Qualifications and Duties

Chairperson:

- A. Requirements
 - 1. At least three (3) years abstinence from all drugs.
 - 2. Previous service experience at a group level.

3. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics Anonymous, A Guide to Public Information, A Guide to Phone line Services, and A Public Relations Handbook.
 4. Willingness to serve, the time and initiative to commit for the length of time involved.
- B. Duties**
1. Arrange times and agendas for subcommittee meetings.
 2. Initiates all necessary correspondence, including communications between areas, regions, and WSO or delegates.
 3. Is ultimately responsible for all files, records, and overall functioning of the Subcommittee.
 4. Check the phone numbers on the resource cards in March and October of each year.
 5. Attends all GSMANA-PI meetings.
 6. Attends all monthly GSMASC meetings.
 7. Attends all Regional PR Subcommittee meetings.

Vice Chairperson:

- A. Requirements**
1. At least two (2) year abstinence from all drugs.
 2. Previous service experience at a group level.
 3. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics Anonymous, and A Guide to Public Information, A Guide to Phone line Services, and A Guide to Public Relations Handbook.
 4. Willingness to serve, the time and initiative to commit for the length of time involved.
- B. Duties**
1. To assume responsibility for the subcommittee in the Chairperson's absence.
 2. To work closely with and assist with all duties of the Subcommittee.
 3. Responsible for updating the phone line and Work Easy duties.
 4. Carryout responsibilities delegated by the Chairperson and/or the Subcommittee.
 5. Attends all GSMANA-PI meetings.
 6. Attends all GSMASC meetings.
 7. Attends all Regional PR Subcommittee meetings

Secretary:

- A. Requirements**
1. At least one (1) year abstinence from all drug
 2. Previous service experience.
 3. Willingness to serve, the time and initiative to commit for the length of time involved.
- B. Duties**
1. Record minutes of each Subcommittee meeting.
 2. Present minutes of previous meeting to the subcommittee at the next scheduled meeting and e-mails the minutes at least 2 weeks after the previous subcommittee meeting.
 3. Attends all GSMANA-PI meetings.
 4. Attends all GSMASC meetings.

Meeting Schedules Coordinator:

- A. Requirements**
1. At least a year (1) abstinence from all drugs.
 2. Previous service experience at a group level.
 3. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service for Narcotics Anonymous.

4. Knowledge of and access to a computer, access to the internet, and all necessary software.
5. Willingness to serve, the time and initiative to commit for the length of time involved.

B. Duties

1. Producing and distributing periodic meeting schedules to the NA groups at the monthly GSMASC meeting.
2. Keep schedules updated with meeting information and help line numbers.
3. Provide updated information regarding meetings and events to GSMASC, and Web Site Coordinator.
4. Attends all GSMANA-PI meetings.
5. Attends all GSMASC meetings

Alternate Schedule Coordinator:

A. Requirements

1. At least nine months (9) abstinence from all drugs.
2. Previous service experience at a group level.
3. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service for Narcotics Anonymous.
4. Knowledge of and access to a computer, the internet, and all necessary software.
5. Willingness to serve, the time and initiative to commit for length of time involved.

B. Duties

1. To assume responsibility for the duties in the Schedule Coordinator's absence.
2. To work closely with and assist with all duties of the Schedule Coordinator.
3. Carryout responsibilities delegated by the Schedules Coordinator and/or the Subcommittee.
4. Attends all GSMANA-PI meetings and.
5. Attends all GSMASC meetings.

Website Coordinator:

A. Requirements

1. At least two (2) years abstinence from all drugs.
2. Previous service experience at a group level.
3. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
4. Knowledge and access to a computer, access to the internet, and necessary software.
5. Willingness to serve, the time and initiative to commit for length of time involved.

B. Duties

1. Maintaining the GSMANA website.
2. Keeping updated meeting information, help line numbers, and upcoming GSMANA events and functions.
3. Forward any correspondence received from the website to the proper channels.
4. Attending all GSMANA-PR meetings and provide a written report.

Phone line Volunteers:

A. Requirements

1. At least 9 months abstinence from all drugs.
2. Willingness and desire to serve.
3. Willingness to give the time and resources necessary.
4. A working knowledge of the 12 Traditions, 12 Concepts of Service, A Guide to Phone line Services, A Guide to Public Information, and A Guide to Public Relations Handbook.
5. Must participate in a phone line orientation.
6. Must have NA sponsor and NA home group.

B. Duties

1. Adhere at all times to " A Guide to Phone line Service".
2. Keep in mind that they may be seen as representatives of NA and conduct themselves accordingly at all times.
3. Keep in close contact with Subcommittee at all times.
4. Record accurate data of all calls received from Phone line Provider using phone line log sheet provided by Public Information Subcommittee.
5. Attends all GSMANA Public Information Subcommittee meetings on a regular basis.
6. Mandatory attendance when being nominated for a phone line commitment and when sharing one's monthly service report.

Article X Special Guidelines for Directories

- A. Schedules will be printed prior to the GSMASC meeting on an agreed frequency.
- B. Information received after printing will be included in the following periods schedule if applicable.
- C. A new meeting will be added to the schedule when the meeting is represented at the GSMASC by an elected Group Service Representative (GSR) or a home group representative.
- D. Regularly verify information on the meeting schedule to make sure that it is up to date.
- E. Only World Conference Approved literature and recovery oriented public domain phrasing that is common usage within the fellowship of Narcotics Anonymous will be placed within the schedule.
- F. Any printed material, which contains copyrighted items, must contain ownership information.
- G. No personal phone numbers shall be listed in the directories.

Article XI Amendments to Guidelines

Any voting member may propose an amendment to these guidelines at a regularly scheduled subcommittee meeting. The proposal must be seconded and only a simple majority vote is needed. The proposed change must then be submitted and approved by the GSMANA.

Article XII Meeting Agenda

1. Open with the Serenity Prayer.
2. Read the 12 Traditions of Narcotics Anonymous
3. Read the 12 Concepts of Narcotics Anonymous
4. Read the Service Prayer
5. Monthly Concepts/Discussion
6. Reports
 - a. Chair
 - b. Vice Chair
 - c. Secretary
 - d. Web Site Coordinator
 - e. Meeting Schedule Coordinator
 - f. Alt. Meeting Schedule Coordinator
 - g. Phone line Volunteers
 - i. Female Primary
 - ii. Female Secondary
 - iii. Male Primary
 - iv. Male Secondary
7. Nominations and elections (when applicable)
8. Old Business
9. New Business
10. Set time and place for next meeting
11. Close with the Serenity Prayer

Next ASC Meeting is 7-26-09

Announcement:

GSR Orientation

Location: Square Dancers Inc.
Time: Before Area at 1:35 p.m.

How to be a more effective GSR

Better communication with the homegroups and the
ASC

Service Literature



will be available

Responsibilities of a GSR will be read out of NA
service literature and discussed

Get registered with the World (WSO)



**** NEW MEETING ****

EASY DOES IT GROUP

OF NARCOTICS ANONYMOUS

THE EASY DOES IT GROUP OF NARCOTICS ANONYMOUS IS GROWING AND WILL HOST A NEW MONDAY NIGHT MEETING BEGINNING ON JULY 6 AT 8PM AT THE FIRST UNITED METHODIST CHURCH IN DANDRIDGE.

PLEASE JOIN US!

THE ADDRESS IS 121 MEETING STREET EAST. PARKING AND ENTRY IS IN THE REAR OF THE CHURCH. THIS WILL BE AN OPEN MEETING WITH A LITERATURE STUDY FORMAT. PLEASE CONTACT JOHN OR THERESA FOR MORE DETAILS @ 865-397-4323

GROUP REPORT FORM

GROUP:

MEETING PLACE & ADDRESS:

Meeting Days and times

Mon.@

Tues.@

Wed@

Thurs@

Fri@

Sat.@

Sun.@

GSR:
Alt.GSR;

Treasurer:
Secretary

Avg. Attendance:

Avg. 7th :

Funds available:

Next Group Conscience:

Phone:

E-mail address: _____ @ _____

SEND COPY OF MINUTES TO:

| <u>POSITION</u> | <u>NAME</u> | <u>E-MAIL</u> | <u>PHONE #</u> |
|--------------------------|--------------------|--|-----------------------|
| CHAIR | Charlie H. | chair@knoxvillena.org | 964-5012 |
| VICE CHAIR | Ethan W. | vice-chair@knoxvillena.org | 719-3220 |
| SECRETARY | Steven C. | secretary@knoxvillena.org | 209-4962 |
| ALT-SECRETARY | Eric P. | Ericp9112004@hotmail.com | 454-5161 |
| TREASURER | Robert H. | treasurer@knoxvillena.org | 924-2700 |
| ALT-TREASURER | VACANT | | |
| RCM | VACANT | | |
| ALT-RCM | VACANT | | |
| H&I | Jeremy E. | Hi@knoxvillena.org | 679-5271 |
| ACTIVITIES | Michaelan | mahicks5250@yahoo.com | 247-2689 |
| LITERATURE | Steven M. | literature@knoxvillena.org | 567-6476 |
| PI | Dixon C. | pi@knoxvillena.org | 201-1563 |
| OUTREACH | VACANT | | |
| ROR | Maarja F. | Mbfox23@aol.com | 363-0605 |
| <u>HOME GROUP</u> | | | |
| A Better Way of Life | John I. | Live.in.the.tao@gmail.com | 455-5656 |
| Attitude of Gratitude | | | |
| Blue House | | | 455-4625 |
| Daily Reprieve | Bill M. | | 423-628-5270 |
| Down on Broadway | | | |
| Easy Does It | Theresa H. | teeinno@yahoo.com | |
| Free to Be | Michaelan H | mahicks5250@yahoo.com | 247-2689 |
| Glow in the Dark | Kevin B. | kevinbunch@comcast.net | |
| Giving it Back | Justin L. | justinlinkes@comcast.net | |
| Last House | Steve W. | Wachter1@esper.com | 455-4625 |
| Long Road Home | Hugh S. | Hugh_51@hotmail.com | 773-8704 |
| Little River Group | Steve H. | Ethos1975@charter.net | 254-0276 |
| New Life | Margaret S. | Marsil143@aim.com | 423-586-3386 |
| Nickel & Dime | Zach S. | Zsmith29@hotmail.com | 450-9271 |
| Peace & Surrender | Jeff B. | | 363-2016 |
| Primary Purpose | Jesse K. | Jesetking86@yahoo.com | 235-2532 |
| Road to Recovery | Lester A. | | |
| Serenity in the Smokies | Steve P. | | 429-4209 |
| Solutions-R-Us | Heather E. | heatherle67@aol.com | 925-1536 |
| Spiritual Principles | Casey W. | Crw1026@gmail.com | 789-8001 |
| Thank God | Teddy H. | | 523-7882 |
| Together We Can | | | |
| Unity Group | Dixon C. | Dixonmchad@yahoo.com | 201-1563 |

| | | | |
|-----------------|--------------------|---------------------------------|-----------------|
| Volunteer Group | Mitch C. | mitch@amsenterprises.com | 740-8512 |
| WOLF | Kimberly F. | Lost_nola@yahoo.com | 237-9985 |

Group or Individual Name:

Date of Order:

Submitted By:

| Books and Booklets | Quantity | | Price ea. | Total | Qty BO | Date Filled |
|---|-----------------|---|------------------|--------------|---------------|--------------------|
| Basic Text: Hard Cover (6th Edition) | | x | \$ 11.00 | \$ - | | |
| Basic Text: Soft Cover | | x | \$ 9.70 | \$ - | | |
| Basic Text: Large Print | | x | \$ 15.00 | \$ - | | |
| Basic Text: Mini (hard) | | x | \$ 11.00 | \$ - | | |
| Basic Text: Mini (soft) | | x | \$ 10.00 | \$ - | | |
| Basic Text Approval Form 6th Edition | | x | \$ 8.00 | \$ - | | |
| Just For Today - Daily Meditation Book-Soft | | x | \$ 7.70 | \$ - | | |
| Just For Today - Mini (soft) | | x | \$ 8.00 | \$ - | | |
| Just For Today - Gift Edition | | x | \$ 15.75 | \$ - | | |
| It Works-How & Why: Hard Cover | | x | \$ 7.70 | \$ - | | |
| It Works-How & Why: Soft Cover | | x | \$ 7.25 | \$ - | | |
| It Works-How & Why: Mini (hard) | | x | \$ 8.00 | \$ - | | |
| It Works-How & Why: Gift Edition | | x | \$ 15.75 | \$ - | | |
| An Introductory Guide to N.A. (thicker & bound) | | x | \$ 1.70 | \$ - | | |
| Step Working Guides | | x | \$ 7.30 | \$ - | | |
| Sponsorship Book | | x | \$ 7.00 | \$ - | | |
| N.A. - A Resource in Your Community | | x | \$ 0.32 | \$ - | | |
| N.A. White Booklet - Newly Revised (small book) | | x | \$ 0.65 | \$ - | | |
| The Group Booklet Revised | | x | \$ 0.65 | \$ - | | |
| Behind the Walls | | x | \$ 0.65 | \$ - | | |
| In Times of Illness | | x | \$ 0.65 | \$ - | | |
| Service Guides | Quantity | | Price ea. | | | |
| The Twelve Concepts of NA Service | | x | \$ 1.10 | \$ - | | |
| H&I Handbook w/Audio Tape Supplement | | x | \$ 8.30 | \$ - | | |
| A Guide to Public Information | | x | \$ 4.20 | \$ - | | |
| Literature Committee Handbook (R. 4/91) | | x | \$ 2.40 | \$ - | | |
| Handbook for NA Newsletters | | x | \$ 1.80 | \$ - | | |
| A Guide to Phoneline Services | | x | \$ 3.05 | \$ - | | |
| Group Treasurer's Workbook | | x | \$ 2.00 | \$ - | | |
| Group Treasurer's Record Pad (13 mos.) | | x | \$ 0.65 | \$ - | | |
| A Guide to Local Services in NA | | x | \$ 6.25 | \$ - | | |
| Outreach Research Information | | x | \$ 2.35 | \$ - | | |
| Additional Needs Resource Information | | x | \$ 2.35 | \$ - | | |
| Institutional Group Guide | | x | \$ 3.70 | \$ - | | |
| Info Pamphlets | Quantity | | Price ea. | | | |
| IP# 1 Who, What, How and Why | | x | \$ 0.21 | \$ - | | |
| IP# 2 The Group | | x | \$ 0.26 | \$ - | | |
| IP# 5 Another Look | | x | \$ 0.21 | \$ - | | |
| IP# 6 Recovery and Relapse | | x | \$ 0.21 | \$ - | | |
| IP# 7 Am I an Addict? | | x | \$ 0.21 | \$ - | | |

| | | | | | | |
|---|-----------------|----------------|------------------|--------------|---------------|--------------------|
| IP# 8 Just For Today | | x | \$ 0.21 | \$ - | | |
| IP# 9 Living the Program | | x | \$ 0.21 | \$ - | | |
| IP# 10 Fourth Step Guide | | x | \$ 0.65 | \$ - | | |
| IP# 11 Sponsorship | | x | \$ 0.21 | \$ - | | |
| IP# 12 Triangle of Self-Obsession | | x | \$ 0.21 | \$ - | | |
| IP#13 For young addicts by young addicts. | | x | \$ 0.26 | \$ - | | |
| IP# 14 One Addict's Experience | | x | \$ 0.21 | \$ - | | |
| IP# 15 PI and the NA Member | | x | \$ 0.21 | \$ - | | |
| IP# 16 For the Newcomer | | x | \$ 0.21 | \$ - | | |
| IP# 17 For Those In Treatment | | x | \$ 0.26 | \$ - | | |
| IP# 19 Self Acceptance | | x | \$ 0.21 | \$ - | | |
| IP# 20 H&I and the NA Member | | x | \$ 0.21 | \$ - | | |
| IP# 21 The Loner - Staying Clean in Isolation | | x | \$ 0.26 | \$ - | | |
| IP# 22 Welcome to NA | | x | \$ 0.21 | \$ - | | |
| IP# 23 Staying Clean on the Outside | | x | \$ 0.21 | \$ - | | |
| IP# 24 Hey, What's the Basket For? | | x | \$ 0.21 | \$ - | | |
| IP# 25 Self Support: Principles | | x | \$ 0.26 | \$ - | | |
| IP# 26 Accessibility | | x | \$ 0.21 | \$ - | | |
| IP#27 For parents or guardians of youngpeople in NA | | x | \$ 0.21 | \$ - | | |
| New Pamphlets | Quantity | | Price ea. | Total | Qty BO | Date Filled |
| Group Business Meetings | | x | \$ 0.25 | \$ - | | |
| Group Trusted Servants | | x | \$ 0.25 | \$ - | | |
| Disruptive and Violent Behavior | | x | \$ 0.25 | \$ - | | |
| NA Groups and Medication | | x | \$ 0.25 | \$ - | | |
| Key Tags | Quantity | | Price ea. | | | |
| Welcome - White | | x | \$ 0.45 | \$ - | | |
| 30 Days - Orange | | x | \$ 0.45 | \$ - | | |
| 60 Days - Green | | x | \$ 0.45 | \$ - | | |
| 90 Days - Red | | x | \$ 0.45 | \$ - | | |
| 6 Months - Blue | | x | \$ 0.45 | \$ - | | |
| 9 Months - Yellow | | x | \$ 0.45 | \$ - | | |
| 1 Year - Moon Glow | | x | \$ 0.45 | \$ - | | |
| 18 Months - Grey | | x | \$ 0.45 | \$ - | | |
| Multiple Years - Black | | x | \$ 0.45 | \$ - | | |
| Medallions: (Bronze) | | | | | | |
| 1 Year _____ | 6 Years _____ | 12 Years _____ | 18 Years _____ | | | |
| 18 Mos. _____ | 7 Years _____ | 13 Years _____ | 19 Years _____ | | | |
| 2 Years _____ | 8 Years _____ | 14 Years _____ | 20 Years _____ | | | |
| 3 Years _____ | 9 Years _____ | 15 Years _____ | ____ Years _____ | | | |
| 4 Years _____ | 10 Years _____ | 16 Years _____ | ____ Years _____ | | | |
| 5 Years _____ | 11 Years _____ | 17 Years _____ | Eternity _____ | | | |
| Total Qty. | | x | \$ 2.35 | \$ - | | |
| Literature Tapes and CDs | Quantity | | Price ea. | | | |
| It Works Tape Set | | x | \$ 17.00 | \$ - | | |
| Basic Text + IPs Tape Set | | x | \$ 14.00 | \$ - | | |
| Basic Text 3 Tape Set | | x | \$ 10.00 | \$ - | | |
| Basic Text Audio CD | | x | \$ 9.70 | \$ - | | |

\$ _____ Donation \$ _____

| | | | | | | |
|------------------------------------|----------------|---|--------------|------|--|--|
| Step Working Guide Audio CD | | x | \$ 21.60 | \$ - | | |
| Basic Text CD ROM | | x | \$ 18.85 | \$ - | | |
| It Works CD ROM | | x | \$ 18.85 | \$ - | | |
| Step Working Guide CD ROM | | x | \$ 18.85 | \$ - | | |
| Just For Today CD ROM | | x | \$ 18.85 | \$ - | | |
| N.A. Wallet Cards | Quantit | | Price | | | |
| | y | | ea. | | | |
| Set A (100) - Overdose or Jail | | x | \$ 1.50 | \$ - | | |
| Set B (100) - Recovery is Possible | | x | \$ 1.50 | \$ - | | |
| Set C (100) - 3rd Step Prayer | | x | \$ 1.50 | \$ - | | |
| Set D (100) - Serenity Prayer | | x | \$ 1.50 | \$ - | | |
| Wallet Readings, Set of 10 | | x | \$ 1.00 | \$ - | | |
| N.A. Posters | Quantit | | Price | | | |
| | y | | ea. | | | |
| Twelve Step Poster | | x | \$ 2.50 | \$ - | | |
| Twelve Tradition Poster | | x | \$ 2.50 | \$ - | | |
| Twelve Concepts Poster | | x | \$ 2.50 | \$ - | | |
| My Gratitude Speaks Poster | | x | \$ 1.00 | \$ - | | |
| Serenity Prayer Poster | | x | \$ 1.00 | \$ - | | |
| 3rd Step Prayer Poster | | x | \$ 1.00 | \$ - | | |
| Just for Today Poster | | x | \$ 1.00 | \$ - | | |
| Miscellaneous | Quantit | | Price | | | |
| | y | | ea. | | | |
| 16 Pocket Literature Rack | | x | \$ 25.00 | \$ - | | |
| 25 Pocket Literature Rack | | x | \$ 40.00 | \$ - | | |
| Group Readings (Set of 7) | | x | \$ 2.50 | \$ - | | |
| Newcomer Envelope | | x | \$ 0.10 | \$ - | | |
| Group Starter Kit | | x | \$ 6.00 | \$ - | | |
| | | x | | \$ - | | |
| | | x | | \$ - | | |
| | | x | | \$ - | | |

Subtotal \$ -

Make Checks payable to:

Greater Smokey Mountain Area NA (GSMA NA)

7% S&H

\$ -

Total Order Cost \$ -