



Bay Area Guidelines

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Reference Guides

The Bay Area recognizes the Bay Area Guidelines and refers to the following Nar-Anon Family Group (NFG) Guidelines: •Guide to Local Services (GLS) •Guide to World Services (GWS) •Event Planning Handbook •Narateen Safety Policy & Guidelines •Newsletter Handbook •Outreach Handbook •Website Handbook. These documents are available on <https://naranonfl.org> and <https://nar-anon.org> websites.

Acronyms & Abbreviations

ASC.....	Area Service Committee: registered area GSRs, Officers & Subcommittee Chairs	FY.....	Fiscal Year
ASR	Area Service Representative (Chair)	NA	Narcotics Anonymous
Alt-ASR.....	Alternate Area Service Rep (Vice-Chair)	NFG.....	Nar-Anon Family Groups
Alt-GSR	Alternate GSR (Group Service Representative)	NSO.....	National Service Office
BA	Bay Area	NT	Narateen
BAM.....	Bay Area Meeting (Bay ASC business meeting)	NTPP.....	Narateen Process Person
BASC.....	Bay Area Service Committee	P&G	Policy and Guidelines
Bay ASC ...	Bay Area Service Committee	RRO.....	Robert's Rules of Order
BAG	Bay Area Guidelines	RSC.....	Region Service Committee
BAGS	Bay Area Guidelines Subcommittee	RD.....	Regional Delegate
CAL.....	Conference Approved Literature	SESH	Sharing Experience, Strength, & Hope in Nar-Anon (our daily reader)
CAR	Conference Agenda Report	S/H	Shipping & Handling
GLS.....	NFGs' Guide to Local Services	TOC.....	Table of Contents
GWS.....	NFGs' Guide to World Services	WRF & WRFNFG	World Representative Forum NFG
GSR	Group Service Representative	WSB	World Service Board (was Board of Trustees)
F2F.....	Face-to-Face (Region in-person Assembly)	WSC	World Service Conference
FLRG	Florida Region Guidelines	WSO	World Service Office



Section 1. Bay Area Structure

The Bay Area of FL Nar-Anon is part of the Florida Region and was established on January 4th of 2014. The Bay Area is currently (2023) comprised of the following counties: Hernando, Hillsborough, Manatee, Pasco and Pinellas.

The Bay Area recognizes the principles of the Nar-Anon Family Groups' Concepts & Traditions, Mission and Vision Statements, the Guide to Local Service (GLS), the Guide to World Services (GWS), the Narateen Safety Policy & Guidelines and the Florida Region Guidelines (FLRG) are our reference guidelines. Any issue not covered by the aforementioned documents will be decided at the Bay Area Service Committee (Bay ASC) Meeting by the voting members. The final responsibility and authority for Nar-Anon services rests with the Bay Area Nar-Anon Family Groups.

The Bay ASC works for the common good of Nar-Anon as a whole, bearing in mind that the membership's group conscience at the meeting level is our ultimate authority, and that we must strive to place principles above personalities. All actions of members and officers shall be bound by Nar-Anon's Twelve Traditions and Nar-Anon's Twelve Concepts of Service.

The purpose of the Bay ASC is to plan for the general support of groups and area by holding regular business meetings which are open to all Nar-Anon members.

The Bay ASC supports the groups by providing opportunities for them to communicate with each other, acting on behalf of their common interest and encouraging growth of the fellowship. Members of the Bay ASC are Officers of the ASC, Subcommittee Chairs, and the GSRs (ALT GSR or Substitute) of Groups that have registered to belong to the Bay Area. Officers of the Bay ASC are the Area Service Representative (ASR), the Alternate ASR, Secretary, and Treasurer. The ASR is the area chair and represents the area as a member of the Regional Service Committee.

Section 2. Bay Area Groups

The Bay Area acknowledges the autonomy of each group to choose the area in which the group's conscience indicates it will be best served.

Item 1: Joining or leaving the Bay Area

Groups may choose to become part of the Bay ASC by registering to join the Bay Area using the "Group Registration Form - Bay Area" included in these Guidelines (see [BAG Attachments #2](#)) and online at <https://naranonfl.org/bayarea.html>. Groups that wish to no longer belong to the Bay Area will use the same registration form.

Item 2: New/Changed/Closed Meetings & Service Positions

The Bay Area follows the FLRG in starting, editing or disbanding groups and changes in the group service representatives (GSR, Treasurer, Secretary, ALT GSR). When groups are started, changed or disbanded, the Nar-Anon World Service Office (WSO) and the Florida Region are notified. Notification for group meeting and group service representative changes/additions/closures online at <https://naranonfl.org/edit-group.html>.

Item 3: Group Orders for Meeting Literature

Only Bay ASC groups may order through the Bay Area. Alternatively, Groups may order CAL literature anytime through the NFG Webstore, <https://nar-anon-webstore.myshopify.com>.

1. Literature Orders must be placed by the 14th of the month to the Bay Area Literature Rep for stocked literature pickup at the subsequent Bay Area meeting. Non-stocked literature will be ordered when the BA orders next from WSO (see Section 6. Literature for list of stocked literature).
2. Orders must include: Group ID#, city and meeting day and the item# and item name found on the NFG Literature Order Form (i.e. B-202 SESH book).
3. Literature Payment & Delivery: Place check, money order or cash (exact amount), in an envelope and write the date, the purpose (literature order), the Group ID# and city. Checks/money orders are made payable to Bay Area of FL Nar-Anon. Receipts provided upon request. Groups pick up their literature at Bay Area meetings.



4. If payment for a literature order is made through Zelle (to **ba.treasurer@naranonfl.org**), in the Zelle memo/note section, please indicate Group City & ID# and the purpose (some groups add a donation to the literature purchase).

Item 4: Group Donations

All group donations to the Bay Area should be according to that group's conscience.

1. Checks/money orders are made payable to **Bay Area of FL Nar-Anon**.
2. Donations may be made through Zelle to **ba.treasurer@naranonfl.org**. In the Zelle memo/message/note section, please indicate Group City & ID# and the purpose (if the funds are for a literature purchase and/or donation).
3. Place the checks/cash/money orders in an envelope with the Group ID#, city, day, and contact information and purpose noted on the front of the envelope and submitted to the Treasurer at the BAM. Receipts will be provided upon request.
4. Groups may send their donation to the Bay Area Treasurer. Contact the Bay Area Treasurer or a Bay Area Officer for the address. Receipts will be provided upon request. Groups requesting a mailed receipt are asked to provide a stamped self-addressed envelope.

Item 5: Flyers, News, Sharing Meeting Events

Bay Area Events: Send Flyers for events or news to be shared within the Bay Area to the Bay Area Secretary which will be reviewed by the officers, refer to the FLRG.

Region-Wide Events: Send Flyers for events and news to be shared with the FL Region to the Website Chair (website@naranonfl.org) and to the webmaster (webmaster@naranonfl.org). The Flyers will be reviewed by Region Website Committee before posting to the website.

Section 3. Bay ASC Meetings (BAM)

Area Service Committee (ASC) business meetings are usually held on the first Saturday of the month to hear reports and to discuss area and group matters. These meetings are sometimes referred to as BAM (Bay Area Meetings). Bay ASC meetings are attended by Area Officers, Area Subcommittee Chairs, and GSRs (or Group designee), and open to all Nar-Anon members. BA meetings may be held in-person, virtually (audio/visual/teleconference) or as a hybrid meeting as determined by the Bay ASC meetings. The Bay Area meetings currently are held at the United Methodist Church, 208 Buckingham Ave East, Oldsmar, FL. The schedule is determined by registered Bay Area GSRs at the last meeting of the year for the subsequent year and is posted online: <https://naranonfl.org/bayarea.html>. Area meetings give groups an opportunity to do the following:

1. Elect area officers
2. Hear GSR group reports
3. Discuss area and group matters
4. Review, discuss, and disseminate information from WSO and the region, such as - The NFG Guide to Local Services (GLS) - The NFG Guide to World Services (GWS) - steps, traditions, and concepts - new conference approved literature (CAL) - Conference Agenda Report (CAR)
5. Establish subcommittees as deemed necessary
6. Coordinate area events
7. Organize workshops for sponsorship, service positions, and step/tradition study
8. Share resources for outreach.
9. Encourage submission of writings to the World Service Literature Committee, and articles of interest to World Service Newsletter Committee and region newsletters
10. Discuss and seek to resolve group concerns
11. Elevate unresolved concerns or issues to region
12. Hears subcommittees' reports and reviews their activities
13. Develop policies and guidelines for the area
14. Develop the area's budget



Item 1: Minutes

All meetings will be recorded (documented), and the resulting minutes distributed to the contact representatives for registered Bay Area groups and officers. Upon request, any Nar-Anon member can be given a copy of the minutes. No official business will be conducted without a written record of the transaction. A motion may be made and passed for general discussions to be off the record. Minutes, agendas, reports and meeting schedule are available online, <https://naranonfl.org/bayarea.html>.

Item 2: Voting Members

Voting members shall consist of those groups who wish and have registered with the Bay Area to take an active voting role in the area and who are represented by a GSR, Alt-GSR or a Group Substitute as described in the next paragraph (One vote per Group). Bay Area Subcommittee Chairs and the Literature Representative are voting members of the Bay ASC providing they are not also GSRs (or ALT-GSR or Substitute). The Bay Area Service Rep (ASR) is a non-voting Bay Area member and may no longer serve as a GSR.

Recognized GSRs/ALT-GSR/Substitutes are considered voting members at the Bay ASC meetings. If a GSR or Alternate GSR is not able to attend a Bay ASC meeting (BAM) and a group elects to send a substitute, the [Bay Area Meetings: Voting Form](#), (BAG Attachment #4) must be filled out and presented to the ASR or ALT-ASR prior to the meeting before that representative can be recognized as a voting member (see Bay Area Guidelines, 9. Attachments & Forms).

Item 3: Motions & Voting Procedures

Motions may originate from any of the following bodies of the Bay Area of Florida Nar-Anon: •GSRs/ALT GSRs/Group Substitute •BA Literature Rep •BA Subcommittees •BA Subcommittee Chairs. Any Motions must have a second. Motions may be amended at any time prior to voting. Discussion will occur immediately prior to voting. Any voting member who thinks the groups should be consulted before voting on a motion can make a motion to table until the next Bay Area Meeting. A [Bay Area Motion Form](#) may be used to present a motion (see [BAG Attachment #3](#)).

Item 4: Tie Breakers

In case of a tie vote on any motion, a body of three (ASR/Chair, Treasurer, and Secretary) shall cast one vote each to decide the issue. If one or more of these officers are absent, the Alt-ASR (Vice-Chair) shall replace the missing officer. Tie breaker privileges do not apply in actions requiring a two-thirds majority.

Item 5: Special Rules of Order

New business from a subcommittee or member's report or recommendation is to be taken up in "New Business".

At the discretion of the ASR, Alt ASR (Chair) or the request of any Bay ASC member, BA meeting discussions shall adhere to the following meeting protocol: members will have 2 minutes to state their thoughts on an issue. A member may readdress the issue (a second time) for an additional 2 minutes. Further readdress, after twice speaking, will require a majority vote from the Bay ASC. Once members have the opportunity to share, the Chair will call for a consensus or vote. If consensus can't be reached; then the issue will be decided with a majority vote of the members.

Section 4. Financial Policy

Item 1. Fictitious Name Registration

The Official name is Bay Area of FL Nar-Anon. The Bay Area filed the fictitious name under the umbrella of WSO using their tax ID number. The Bay Area does not have to file separate documents for non-profit corporation. Initial registration was 4/10/2014 and the registration number is G14000035675. The Bay Area must reregister every 5 years, next renewal 12/31/2024. The renewal fee is \$50.00. See FL State registration "Sunbiz," <https://dos.myflorida.com/sunbiz/search/>.

Item 2. Bank Account

The Bay Area bank account will be set up at Synovus, Oldsmar using NFG tax ID. Bay Area of FL Nar-Anon is a non-profit entity, therefore Synovus does not assess monthly fees.

- a. There are 3 signatories listed on the bank account. The Treasurer is primary signatory. The ASR and the ALT ASR can sign checks only in the absence of the Treasurer.
- b. Funds shall be maintained in a bank account. The account shall be readily available to officers with signature authority.



- c. Funds from donations, literature sales, proceeds from fundraisers and area conventions shall be deposited in the account no later than 7 days from date of receipt by the treasurer.

Item 3. Finances

A. **Fiscal Year**

The Bay Area fiscal year uses a calendar year; January 1 through December 31.

B. **Expenditures**

All expenditures made by the ASC shall be recorded. No expenditure shall be made from the treasury without receipt or proof of payment.

C. **Urgent Financial Expenditures**

Financial decisions that occur between Bay Area meetings that are time sensitive may be determined by majority vote, among the Treasurer and the ASR and ALT-ASR. Secretary may serve as a substitute for the ASR or ALT-ALR. At the subsequent Bay Area meeting, the nature, amount spent, and receipts will be shared and discussed with the Bay Area members.

D. **Prudent Reserve**

The Bay Area Prudent Reserve is currently (2023) \$600.00

A prudent reserve is an agreed upon amount to be held in reserve for Area Operating Expenses. Operating expenses are just those costs that will allow operations to continue, not budget items. The Area Prudent Reserve will equal at least three (3) months of the area expenses, which may include the following:

- area meeting room costs
- photocopying, postage, office supplies
- renewal fictitious name
- literature for meetings
- committed outreach projects
- travel expense for ASR to assembly and other required meetings

E. **Budget Changes**

Modification to the budget must be approved by ASC members.

F. **Budget Categories**

New categories may be decided by the Area through a motion.

1. Prudent Reserve category
2. Donations category (incoming)
Group donations (see Section 2, Item 3 for details on Group Donations), convention net proceeds and Bay Area "Potluck Dinners" with Nar-Anon speakers are considered 7th Tradition donations.
3. Donations to FL Region category
Donations will be made to the FL Region of Nar-Anon a minimum of twice (at least 2x) a year. The BASC will determine the amount to be forwarded as a donation to the FL Region. The goal of the BASC is to donate 100% of available spendable funds over the Prudent Reserve, special funds, subsequent literature order and 1-month budget as a donation to the Florida Region. Checks and/or money orders are made payable to the "Florida Region Nar-Anon Family Groups" and sent (or directly given) to the FL Region Treasurer.
4. General category & budget
General (Operational) expenses include rent, photocopying, postage & shipping, office supplies, checking account expense, fictitious name renewal, travel expenses for the ASR to attend Assemblies and other required meetings, and other miscellaneous expenses.
 - Travel Policy: current USA Federal standard mileage rate for charity plus any tolls & parking fees
5. Subcommittee categories & budgets
 - Each Subcommittee is a category (Convention, Guidelines and Outreach)
 - Subcommittee annual budgets: Each subcommittee submits an annual budget request 60 days before the end of the Bay Area calendar year.
 - Expenditure of funds: The Subcommittee chairs will coordinate with the Treasurer to get approval before expending funds.



- Subcommittee purchase of CAL Literature: When CAL Literature is ordered by a subcommittee, it is reflected in the individual subcommittee budget/categories.
 - Convention: "Distribution of Proceeds Funds derived from conventions or other events are contributed to the region or area treasury, as appropriate. The region or area may set aside a reasonable sum to seed the next convention or event."
6. Literature Outgoing category
Literature Outgoing category is the purchase of group meeting literature from WSO. Literature purchases for the Subcommittees are reflected in the individual subcommittee budget categories. The Treasurer Report will show the literature purchase amount and S/H as separate amounts.
 7. Literature Incoming category
These are funds from Groups to pay for their group meeting literature order. If the amount from a Group for a literature order is more than the amount exceeding the order will be reflected in the Donations category.
 8. Special Fund category
Proceeds from events that are open to the public that are not advertised or promoted using the Nar-Anon or Narateen name may be considered as a "Non 7th Tradition" special event (i.e. Rummage Sale) and are used for the good of the Fellowship.
 9. Unbudgeted Expenditures category
Unbudgeted expenses will not be paid without approval of the Bay ASC members and documented in the minutes. Non-budgeted expenditures are one-time purchases and/or outside a budget category.

Section 5. Bay ASC Officers

Officer terms are 3 years. Elections are held in January every 3 years or as needed to replace officers by the Bay ASC registered GSRs (or registered group substitute). The First Bay Area election was held 1/4/14. Those wishing to serve as officers need to submit a letter of willingness prior to the elections. The recommended experience for Area Officers positions is three (3) years continuous service in Nar-Anon.

Area Officers are non-voting members unless they are Group GSRs (ALT-GSR or Substitute). An ASR may not serve as a GSR. (BAG, Section 3. Item 3.)

All Officer and Subcommittee Chairs will turn over all pertinent documents (minutes, templates, reports, checkbooks, ledger, etc.) to the incoming service representative.

Item 1. ASR (Chair)

ASRs are GSRs elected by the other GSRs in each area prior to the area elections. When GSRs are elected ASRs, they no longer serve as GSRs. The ASR is the area chair and represents the area as a member of the RSC.

1. Chairs the ASC meetings
2. Attends all RSC meetings and assemblies
3. Votes their area's group conscience at the RSC
4. Brings the area's viewpoint to the RSC on situations or problems concerning their groups or Nar-Anon as a whole
5. Reports on activities within their area
6. Reports the region's activities to the area
7. Aids members starting new groups
8. Works with groups to understand and apply the Twelve Traditions and the Twelve Concepts as needed in regard to fellowship activities
9. Urges groups to promptly complete and return group registration forms to WSO to ensure accuracy of WSO group directory and website
10. Assists the delegate by keeping the GSRs informed of world service activities and World Service Conference (WSC) decisions
11. An ASR may be an officer of their region. If an ASR holds office at the regional level, they may only vote as an ASR at the RSC meetings. An ASR may not vote at an assembly.



Bay Area ASR/Chair Specifics

12. Is a Signatory of the ASC bank account
13. ASR's duties may be shared with the Alt-ASR, upon request
14. The [Group Registration Form – Bay Area](#) is used to register groups to become members of the Bay Area and is recommended to be included in welcoming new groups through email or other means.
15. Review Event Flyers, as applicable, before distribution to area groups to ensure that the flyer reflects the Nar-Anon Traditions, Concepts, and guidance through the GLS, GWS, and other Nar-Anon references.

Item 2. ALT-ASR (Vice-Chair)

If the chair is unable to fulfill the position, the vice chair assumes the chair's position for the duration of the term or until an election is held.

1. ALT-ASR will lead as Chair in the absence of the Chair at a Bay Area Meeting
2. Is a Signatory of the ASC bank account
3. Alt-ASR may assist the ASR upon request
4. Meeting Room: The Alt-ASR will coordinate with United Community Methodist Church, 207 Buckingham Ave E, Oldsmar, FL 34677 (Tel. 813-855-1567) for approval of the annual meeting schedule as well as approval for any other events (such as Potluck or Rummage Sale).
5. Review Event Flyers, as applicable, before distribution to area groups to ensure that the flyer reflects the Nar-Anon Traditions, Concepts, and guidance through the GLS, GWS, and other Nar-Anon references.

Item 3. Treasurer

1. Maintains the ASC's finances and keeps an accurate record of financial transactions
2. Makes disbursements to cover ASC expenditures
3. Reports the ASC financial status at each regular ASC meeting
4. Prepares a special appeal letter to be sent to all groups, as needed, asking them to contribute to the ASC treasury to cover expenses
5. Issues receipts for any contributions received
6. Presents an annual summary of income and expenses to the ASC for budget planning
7. Presents the ASC's proposed budget at the end of the fiscal year for ASC approval

Bay Area Treasurer Specifics

8. Resignation/Removal of the Treasurer: In the Treasurer's absence the ASR, Alt-ASR, or Secretary shall obtain the check book and take custody of all monies collected.
9. Bank Account: The Treasurer maintains Bay Area check book, debit card and online access to Synovus Bank account and is the Primary Signatory of the account. Treasurer shall reconcile the records of the Bay Area to the bank statement after the receipt of the bank statement monthly.
10. Rent: Mail rent (\$20) check to United Community Methodist Church after each Bay Area monthly meeting. United Community Methodist Church, 207 Buckingham Ave E, Oldsmar, FL 34677 (Tel. 813-855-1567)
11. Group Donations: Receive donations (electronic donations/cash/check/money order) from Area Groups, documents the donations on a receipt ledger and sends electronic receipts to Groups accordingly.
12. Deposits: The treasurer deposits incoming literature, group donations and other funds within 7 days of receipt.
13. Group Literature Orders: Coordinate with Bay Area Literature Rep, approve funding and document all literature orders and payments for literature from Groups and Subcommittees before purchasing from WSO.
14. Subcommittee Expenditures: Coordinate with Subcommittee Chairs before subcommittee expenditures are made.
15. Treasurer Reports: The Treasurer maintains records of income, expenses, etc. and submits a report in writing to Bay Area Nar-Anon once a month using the [Bay Area Treasurer Ledger & Report form](#) (see [Attachment #5, Treasurer Report](#)). The report should be available to the Bay Area groups one week in advance of BAM.
16. Record Retention: The Treasurer keeps a backup of receipts and statements for two years.



17. Review Event Flyers, as applicable, before distribution to area groups to ensure that the flyer reflects the Nar-Anon Traditions, Concepts, and guidance through the GLS, GWS, and other Nar-Anon references.

Item 4. Secretary

1. Takes minutes of the ASC meetings and distributes them to its members
2. Works with area officers to plan the meeting agenda
3. Submits the agenda to GSRs, and Group contact(s), in time for them to add items under new business
4. Notifies ASC members of upcoming meetings
5. Maintains a current contact list of all GSRs in their area
6. Informs the RSC of any changes in ASC officers

Bay Area Secretary Specifics

7. Record Retention: The Secretary will be responsible for maintaining redundant backups containing area records. Records retained will include the current Bay Area Guidelines, approved Motions & Minutes, with the Treasurer Report attached. Contact List, Subcommittee Reports and any other documents will be retained for 2 years. Backups may be a paper "hard copy" or multiple digital copies. It is recommended that one backup be retained with another Bay Area Officer. If "Cloud-based" file retention is used; it is recommended that it be accessible by the BA Officers using a Bay Area Account with shared username & password.
8. BA Motions: The Secretary is responsible for maintaining a record of the Bay Area motions at Bay Area Meetings and is responsible for submitting approved motions to the BA Guidelines Subcommittee. A [Bay Area Motion Form](#) may be used to present a motion (see [BAG Attachment #3](#)).
9. Contact List: The Secretary is responsible for maintaining and distributing the Contact List to registered Area GSRs
10. Group Distribution: The Secretary distributes the Area Contact List, Flyers and other documents to registered Area Group contacts (if using email, bcc (blind copy) is recommended, keeping with Tradition Twelve).
11. Group Event Flyers: The Secretary will coordinate and review with the Bay Area Officers event flyers prior to distribution to area groups to ensure that the flyer reflects the Nar-Anon Traditions, Concepts, and guidance through the GLS, GWS, and other Nar-Anon references. The secretary, as an alternative, may link directly to the event flyer on the Bay Area webpage or the Region Events webpage. The "[Website Posting Checklist](#)," found online <https://naranonfl.org/website.html>, may be useful to assist the officers and secretary in the review process for flyers and documents.
12. BAM Agenda, Minutes, Reports: The Secretary distributes one week prior to Bay ASC meeting, the meeting agenda, draft minutes, treasury report and any submitted subcommittee reports to area groups and to the FL Region Webmaster for posting on the Bay Area webpage (see Section 5. Item 4. #7. "Bay Area Webpage" below).
 - a. Minutes: Secretary may record minutes for the purpose of transcribing minutes. Minutes document the Bay Area business and reflect the Nar-Anon Principles. The Treasurer Reports, and other written reports from Subcommittees, will be included in the Bay Area Minutes as an attachment. Attachment #6 ([BA Minutes Guideline](#)) provides guidance in writing minutes (using RRO and Nar-Anon Principles). Draft Minutes and Approved Minutes should be distributed as soon as possible after BAMs, to area Groups and sent to the FL Region Webmaster (see #13. Bay Area Webpage below).
 - b. Minutes, Agendas, etc.: In keeping with Nar-Anon Principles (Traditions Six, Ten, Eleven and Twelve) minutes may not include full names or contact information (email addresses, home addresses or phone numbers). Minutes should not name other organizations (Outreach Events) but may use event details (address, day, time and other general information). Facilities names may be used if it is a Nar-Anon regular meeting place or a Nar-Anon convention name (FACNA for example). If naming a hotel where the event is held, a disclaimer may be necessary; "Being held in the spirit of cooperation not affiliation with Narcotics Anonymous" or "Nar-Anon is not affiliated with nor endorses any facility." This information may be shared through an email to Bay Area groups.
13. Bay Area Webpage: The Bay Area Secretary coordinates with the Region Website Committee agendas, reports, minutes and flyers to be available to members on the Bay Area webpage, <https://naranonfl.org/bayarea.html>. Documents must be submitted as an attachment to the Region Website Chair and the Webmaster using the program native file format (Word, Rich Text, Pages etc.).



Item 5. Removal of ASC Officers

If an area officer resigns or is removed from that position, the position shall be filled on an interim basis at the next Bay Area meeting. Area officers may be removed from their positions after written notification of noncompliance. A two-thirds (2/3) majority of the voting Bay Area members is required for removal of any Area officer. Non-compliance includes, but is not limited to, failure to fulfill portions of their duties and/or failure to attend three (3) consecutive Bay Area meetings without prior notification to the chair or an area officer. A written report in lieu of attendance is acceptable.

Section 6. Literature

Bay Area Literature was established on February 1st, 2014 to assist **registered** Bay Area groups in ordering NFG literature and to encourage groups to attend Bay Area Meetings to pick up their group literature (CAL, Conference Approved Literature).

1. The Bay Area currently stocks Blue Booklets small (B-200), Blue Booklets large (B-201), SESH books (B-202), Newcomer's Packets (P-100) and Nar-Anon 36 Workbooks (B-206). The Bay ASC may determine to add additional CAL literature to keep in stock for area groups.
2. All Literature will be sold at the price listed on the WSO Literature Order Form or listed on the WSO website.

Literature Representative (Rep)

The purpose of the Bay Area Literature Rep is to oversee and order meeting literature from WSO.

1. Maintains appropriate amount of Nar-Anon (CAL) meeting literature stock of SESH, Blue Booklets, Newcomer's Packets and Nar-Anon 36 Workbooks. SESH books are ordered by the case.
2. The Literature Rep may order literature once (1x) a month for Groups and Subcommittees. Subcommittee totals should be reflected separately for budgeting purposes. Literature orders of non-stock items from Bay ASC groups will be included in the subsequent WSO literature order.
3. The Literature Rep will coordinate with the Bay Area Treasurer for all literature orders. Literature orders exceeding current available balance will be delayed until funds are available. The Bay Area of FL Debit Card may be used by the literature rep to make direct purchases from WSO.
4. Maintains record of group literature orders and purchases and submits a verbal or written report once a month at BAM.
5. Receives payments for literature from Bay Area Groups, forwards the monies collected to the Treasurer, and emails an electronic receipt or gives a written receipt as requested.
6. If the amount from a Group for a literature order is more than the total cost, the amount exceeding the order will be reflected as a donation in the donation category.

Section 7. Subcommittees

The Bay ASC "may establish subcommittees to carry out the work within the Bay Area at its discretion and/or to support Area priorities. Subcommittee chairs shall be elected at an ASC business meeting (BAM). Subcommittee Chairs and/or Co-Chairs will hold office for a 3-year term which can be renewed by vote. Once a chair is chosen, the committee may elect its own officers. Any Bay Area Nar-Anon member may volunteer to serve on any subcommittee.

1. Regular meetings: are usually held virtually. Minutes are recommended for subcommittee meetings.
2. Reports: It is recommended that each subcommittee submits written reports, including budget reports of their activities and finances, at ASC meetings as needed."
3. Budget: Responsible for preparation of an itemized yearly budget which will be submitted 60 days prior to the end of the Bay Area Fiscal Year for ASC approval. (see financial policies section). Subcommittee chairs will coordinate with the Treasurer before expending funds.



4. Subcommittees may need to order Literature from WSO. When literature is ordered by the subcommittees, it will be reflected in the individual subcommittee budget. The Treasurer will be consulted prior to the literature order for approval.

Item 1. Convention Subcommittee

The Bay Area Convention Subcommittee complies with the Bay Area Guidelines (BAG) and may reference the GLS, GWS, the NFG Event Planning Handbook and the FL Region Guidelines (FLRG). This subcommittee plans, organizes, and hosts area conventions.

The Convention Chair will coordinate with the Treasurer to get approval before expending funds. The Convention Subcommittee will submit an annual budget request 60 days before the end of the Bay Area calendar year.

Distribution of Proceeds Funds will be determined by the Bay ASC.

Item 2. Guidelines Subcommittee

The purpose of the standing Bay Area Guidelines Subcommittee (BAGS) is to guide our area trusted servants in the service elements of our Area that make us distinct and unique from other areas by capturing past and future motions; by

- aligning with the Principles and Guides to Local and World Services and other CAL Literature,
- ensuring that existing guidelines remain relevant,
- editing (updating) the BA Guidelines with motions approved at Bay ASC meetings
- writing, suggesting, proposing, and making motions to the Bay ASC.

The revised Guidelines will be sent to BA Secretary for record keeping.

Any issue not covered by the aforementioned documents will be decided at the Bay Area Service Committee Meeting by the voting members. The final responsibility and authority for Nar-Anon services rests with the Nar-Anon Family Groups.

The Guidelines Chair will coordinate with the Treasurer to get approval before expending funds. The Guidelines Subcommittee will submit an annual budget request 60 days before the end of the Bay Area calendar year.

Item 3. Outreach Subcommittee

Outreach Subcommittee complies with the Bay Area Guidelines (BAG) and may reference the GLS, GWS, the NFG Event Planning Handbook and the FL Region Guidelines (FLRG).

1. The Outreach Chair facilitates participation in area outreach events (i.e. health, family support, recovery). They coordinate volunteers for those events and do not have to attend outreach events. Travel expenses for outreach events may be reimbursed. Outreach events help us to carry the message to others.
2. Maintains current information for the Bay Area Contact Cards which includes a QR code that links to the FL Region find-a-meeting webpage
3. Keeps a supply of (O-406) Nar-Anon Offers Hope (aka 'HOPE' pamphlet) pamphlets and Bay Area contact cards for area groups and outreach events which may be printed on colored paper.
4. Keeps the Outreach literature rack stocked with 25 each of the following CAL pamphlets:
 - P-103 Passport to Freedom
 - P-105 Do You Need Nar-Anon?
 - P-108 To the Concerned Family
 - P-109 Open Letter to My Family
 - P-114 Helping
 - P-115 The Nar-Anon Twelve Tools of Recovery
 - P-118 Information for the Narateen Newcomer
 - O-407 What Is Nar-Anon
 - O-431 To the Concerned Teenaged Family Member or Friend
5. Keeps Outreach stocked with 100 copies each of following CAL [Service Literature](#) & [Outreach Literature](#) pamphlets. These pamphlets are available for purposes of outreach and service and may be printed on colored paper.
 - O-406 Nar-Anon Offers Hope
 - O-432 Narateen Outreach
 - S-322 New to Nar-Anon or Thinking About Attending a Meeting?
 - S-309 No Nar-Anon Group?



6. Keeps the Bay Area tent, table, banner, Nar-Anon tablecloth, literature rack, and a document stand for Outreach use.
7. Keeps a written record/calendar of Outreach Events throughout the year for planning purposes

The Outreach Chair will coordinate with the Treasurer to get approval before expending funds. The Outreach Subcommittee will submit an annual budget request 60 days before the end of the Bay Area calendar year.

Section 8. Policies & Procedures

The Bay Area shall comply with the Bay Area Guidelines and may reference the GLS, GWS, and the FLRG.

Item 1: Spiritual Guidance of the Bay ASC

The area shall be guided by the principles of unity, group conscience, and the spiritual nature of our fellowship.

Item 2: Compliance of the ASC

In all of its actions the Area shall comply with the following: The Twelve Traditions, The Twelve Concepts of Service, the Mission and Vision Statements and the Bay Area Guidelines.

The Area references the NFG Guides to Local and World Services, Narateen Safety Policy & Guidelines, and other CAL Guidelines (Handbooks, Booklets etc.), the Florida Region Guidelines (FLRG), and Robert's Rules of Order.

When the BA Guidelines are absent guidance, not clear, or there is conflicting language within the BA Guidelines, the BA will abide by a group conscience at a Bay Area meeting.

Item 3: Amendment of Bay Area Guidelines

Amendments to these Guidelines may originate from any of the following Bay Area of Florida Nar-Anon members:

•GSRs/ALT-GSR/Substitute •BA Literature Representative •BA Subcommittees and •BA Subcommittee Chairs. Motions will be entered into the Bay Area Motion Form, specifying section and item #.

Motions shall be presented to Bay Area Groups thirty (30) days prior to a Bay Area Meeting for a vote. This 30-day waiting period will allow adequate time for BA Group's input, and for the Bay Area Guidelines Subcommittee to comment.

Once approved, this will be included in the Bay Area Guidelines. The waiting period of 30 days may be waived with a 2/3 majority vote at a scheduled BA meeting (of members present).



Section 9. Attachments & Forms

1. Bay Area: Group Registration Form



The Bay Area supports the Groups by providing opportunities for them to communicate with each other, acting on behalf of their common interest and encouraging growth of the fellowship. Groups located within the boundaries of the Bay Area may choose to become part of the Bay Area by registering with the Bay Area using this form (www.naranonfl.org/bayarea).

Join the Bay Area

Leave the Bay Area

Date: _____

Group ID#: _____

Meeting Day: _____

Meeting Time: _____

Meeting Location (name of facility): _____

Meeting address: _____

City: _____ County: _____

Primary contact information (name, email, phone# & position):

Position: GSR ALT-GSR Secretary Treasurer Other: _____

Contact info (name, email, telephone#): _____

Secondary contact information (name, email, phone# & position):

Position: GSR ALT-GSR Secretary Treasurer Other: _____

Contact info (name, email, telephone#): _____

Date received by the Bay Area: / /

Officer Initials _____



2. Bay Area: Motion Form



Motion Title:

Motion Maker:

Please place an X in the box next to the area(s) to which the motion applies:

Literature

Outreach

Narateen

Policy & Guidelines

Website

Other _____

Motion (What is the action being requested?):

Intent (What will this action accomplish?):

Rationale (Why is this desirable?) (Limited to 150 words):

Financial Impact (What will this cost or what income will it generate?):

Date motion approved by Bay Area: / /

Officer Initials _____



3. Bay Area Meeting: Voting Form



Bay Area Meeting Date: _____

Group# _____ submits the following names to the Area for acknowledgment as an authorized voting Group Service Representative (GSR), Alternate Group Service Representative (ALT-GSR), or Group Substitute at the above dated Bay Area Meeting (BAM).

Group city, meeting day: _____

Member Name (first name and last name initial): _____

Email: _____ Telephone#: _____

GSR Alternate GSR Group Substitute Permanent 1x Meeting

Group# _____ submits the following names to the Area for acknowledgment as an authorized voting Group Service Representative (GSR), Alternate Group Service Representative (ALT-GSR), or Group Substitute at the above dated Bay Area Meeting (BAM).

Group city, meeting day: _____

Member Name (first name and last name initial): _____

Email: _____ Telephone#: _____

GSR Alternate GSR Group Substitute Permanent 1x Meeting

Group# _____ submits the following names to the Area for acknowledgment as an authorized voting Group Service Representative (GSR), Alternate Group Service Representative (ALT-GSR), or Group Substitute at the above dated Bay Area Meeting (BAM).

Group city, meeting day: _____

Member Name (first name and last name initial): _____

Email: _____ Telephone#: _____

GSR Alternate GSR Group Substitute Permanent 1x Meeting

Date received by the Bay Area: / /

Officer Initials _____

5. Bay Area: Minutes Guidelines

Bay Area Meeting Minutes

Date, Time, Place

Draft / Approved/ Amended

Roll Call: (xx present; xx voting; xx-nonvoting). Divide by voting and non-voting members using only first names, or initials or by meeting city/day.

Call to Order: "The Chair opened the meeting with the Serenity Prayer. The Twelve Traditions and Concepts were read."

Approval of Minutes: GLS, Bay Area Policy and Roberts Rule of Order (RRO)

1. When minutes are approved, minutes should clearly reflect that the minutes are now approved.
2. Amendments are made through a motion by a voting member, voted upon and made official.
3. Corrections/Changes/Amendments are made on the original minutes and the minutes of the meeting voting on those minutes and reflected in a way (font, italics, colors) to easily see what was added/changed/amended.
4. If wording is to be expunged, a line is drawn through the words that are to be expunged.
5. To correct minutes previously approved require a 2/3 vote (RRO).

Minutes (what goes in the minutes): GLS, Bay Area Policy and RRO

1. Anonymity & the Principals of Nar-Anon: First name, last initial or Group City & Day. No contact (phone, address, email) information shall be in minutes; this can be shared through email. Outreach events: may use address, day, time. The name of the organization and other details may be shared through email.
2. The minutes provide a permanent record, provide a reference to check commitments, decisions and motions, and provide a record of results for those who were or were not present at the meeting. Record what is done, not what is said.
3. Motions: The Bay Area may use a Bay Area Motion Form to ensure accurate wording of all motions. Minute wording takes precedence over the motion form wording. Record the first names of members or their group who make the motion. Record the outcome of the motion.
4. Each page of the minutes should include the page number and meeting date (i.e. "footer").
5. Minutes should be distributed as soon as possible after the meeting.
6. Minutes (draft and approved) are sent to the FL Region Webmaster in native program (Word, WordPerfect, Rich Text, Pages etc.) for inclusion on the Bay Area webpage.
7. Minutes & the GLS & Bay Area Guidelines:
 - a. "All meetings will be recorded, and the resulting minutes distributed to members of the RSC and assembly. Upon request, any Nar-Anon member can be given a copy of the minutes. No official business will be conducted without a written record of the transaction. A motion may be made and passed for general discussions to be off the record."
 - b. "Only voting members may make motions. Motions may be amended at any time prior to voting. A motion to amend must have a second."
 - c. Motions resulting in a tie: see [Bay Area Guidelines, Section 3, Item 5](#).

Reports: Attach long resolutions, reports or other material to the minutes

ASR Report

Treasurer Report

Literature Representative Report

Convention Subcommittee Report

Guidelines Subcommittee Report

Narateen Subcommittee Report

Outreach Subcommittee Report

Old Business:

New Business:

Announcements:

Next Meeting Date & Time:

Meeting Adjournment:

Submitted by: First name of recorder, position (secretary, substitute, etc.) and approval date



6. Literature Orders: Nar-Anon WSO

Document created 7/27/2015, discussed 8/1/2015 minutes, motion passed 9/5/2015



NAR-ANON HEADQUARTERS

WORLD SERVICE OFFICE

FAMILY GROUPS

The Bay Area of Florida Region enters into this agreement for the purpose of purchasing Nar-Anon literature specifically for the Bay Area with Nar-Anon WSO.

Currently - items that may be purchased and distributed by the Bay Area are:

1. Blue Booklets - Small (B-200)
2. Blue Booklets - Large (B-201)
3. SESH Books (B-202)
4. Newcomer's Packets (P-100)

These items will be sold to the groups in the Bay Area for no less than the price listed on the Nar-Anon WSO Literature Order Form - plus Shipping and Handling (S/H).

Shipping and Handling fees: Order totals up to \$40.00 will incur 1.5% of total amount and Orders \$41.00 and above will incur 3% of total amount.

If the Bay Area would like to order other literature in bulk for groups in their Area, they may do so by following the above mentioned formula.

The Area literature person will complete the order form for any literature orders other than the four items listed above - adding in the space for notes a list of each group that is placing an order. This way, WSO can enter into their database groups that are placing orders.

Tradition 4 states "Each group should be autonomous, except in matters affecting other Nar-Anon family groups.....".

Nar-Anon WSO is the clearing house for all Nar-Anon literature. Therefore, it would affect Nar-Anon as a whole if groups sell Nar-Anon literature for less than the listed price on the Nar-Anon Literature Order Form. No area or region should establish a literature depot. Any alteration to this agreement without written permission from Nar-Anon WSO - would violate this agreement.

Bay Area of Florida Region

Area / Region

Area Literature Chair

We hereby grant permission to the Bay Area of the Florida Region to purchase and distribute said literature per conditions of this agreement.

NAR-ANON FAMILY GROUP HEADQUARTERS, INC.
(NAR-ANON WSO)

By: _____

Date: _____

23110 Crenshaw Blvd. • Suite A • Torrance, CA 90505 • Telephone: (800) 477-6291 • (310) 534-8188 • Fax: (310) 534-8688
World Service Office for the families and friends of addicts Non-Profit



7. Nar-Anon Traditions & Concepts

Nar-Anon's Twelve Traditions

Our group experience suggests that the unity of the Nar-Anon Family Groups depends upon our adherence to these traditions.

1. Our common welfare should come first; personal progress for the greatest number depends on unity.
2. For our group purposes there is but one authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants - they do not govern.
3. The relatives of addicts, when gathered for mutual aid, may call themselves a Nar-Anon Family Group, provided that as a group, they have no other affiliation. The only requirement for membership is that there be a problem of addiction in a relative or friend.
4. Each group should be autonomous except in matters affecting other Nar-Anon Family Groups, or NA as a whole.
5. Each Nar-Anon Family Group has but one purpose; to help families of addicts. We do this by practicing the Twelve Steps of Nar-Anon, by encouraging and understanding our addicted relatives, and by welcoming and giving comfort to families of addicts.
6. Our Family Groups ought never to endorse, finance or lend our name to any outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim; but although a separate entity, we should always cooperate with Narcotics Anonymous.
7. Every group ought to be fully self-supporting, declining outside contributions.
8. Nar-Anon Twelfth Step work should remain forever non-professional, but our service centers may employ special workers.
9. Our groups, as such ought never to be organized, but we may create service boards or committees directly responsible to those they serve.
10. The Nar-Anon Family Groups have no opinion on outside issues; hence our name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, internet and other forms of mass media. We need guard with special care the anonymity of all NA members.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles above personalities.

Nar-Anon's Twelve Concepts

Just as freedom for the individual comes from the Twelve Steps and freedom for the group springs from the Twelve Traditions, so freedom for the service structure flourishes from the Twelve Concepts.

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

