

**Guidelines of the
Chattanooga Area Service Committee
of Narcotics Anonymous
(CASCNA)**

Revised, Dec. 2025

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A Vision for NA Service

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of the groups we serve. Upon this common ground we stand committed.

Our vision is that one day:

- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;
- NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.

*Taken from: A Vision for NA Service © 1989,1990,1991

Section I: The Chattanooga Area Service Committee of Narcotics Anonymous

A. Name

1. The Name of this Committee Shall be the Chattanooga Area Service Committee of Narcotics Anonymous hereafter called the CASCNA or Committee.

B. Service Area

1. The service area shall include but not limited to the following cities: Chattanooga, TN; East Ridge, TN; Cleveland, TN; Athens, TN; Dayton, TN; Fort Oglethorpe, GA; Ringgold, GA; and Rainsville, AL.

C. Purpose and Function

1. The purpose of the Committee is to be supportive to a Narcotics Anonymous Area and its primary purpose, by associating with Groups within the Area and helping deal with its situations and needs.
2. The Chattanooga Area Service Committee (CASCNA) serves 3 basic functions: (a) the primary function of this committee is to serve and unify the Groups within its Area and to provide help and support to individual Groups. (b) The secondary function of the CASCNA is to carry the message of recovery through its various Sub-Committees. (c) The third function of the CASCNA is to contribute to the growth of and enhance the quality of Narcotics Anonymous, as a whole, by helping to support the Volunteer Region Service Committee (VRSC).

*Taken and modified from the VRSC Guidelines and A Vision for NA Service

D. Spiritual Guidelines, Order of Guiding Documents

1. The 12 Traditions of NA
2. The 12 Concepts of NA Service

3. A Guide to Local Service in NA
4. The CASCNA Guidelines
5. The rules contained in the current edition of "Robert's Rules of Order," newly revised
6. CASCNA shall not make any action that conflicts with Guiding Documents

E. the CASCNA consists of:

1. Elected Group Service Representatives (GSR) from the Member Groups of Chattanooga Area of Narcotics Anonymous.
2. Administrative Committee (i.e., Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member (RCM), and Alternate RCM)
3. Sub-Committee Chairpersons.

F. All Groups in the Chattanooga Area of Narcotics Anonymous must adhere to the Six Points, based on our Traditions, which describe an NA Group:

1. All members of a Group are drug addicts and all drug addicts are eligible for membership. (Tradition 3)
2. As a Group, they are self-supporting. (Tradition 7)
3. As a Group, their single goal is to help drug addicts recover through application of the 12 Steps of Narcotics Anonymous. (Tradition 5)
4. As a Group, they have no affiliation outside of Narcotics Anonymous. (Tradition 6)
5. As a Group, they express no opinion on outside issues. (Tradition 10)
6. As a Group, their public relations policy is based on attraction rather than promotion. (Tradition 11)

**These Six Points are found in "The Group Booklet Revised"*

Section II Administrative Committee

A. Chairperson

1. Qualifications
 - a. One year commitment
 - b. Four (4) years continuous abstinence from all drugs
 - c. Two years active area service position in Narcotics Anonymous
2. Responsibilities
 - a. Handle and/or direct all correspondence of CASCNA
 - b. To be one of the two co-signers on the CASCNA bank account
 - c. Enforce the "rules of decorum and discipline" at the Committee Meetings
 - d. Maintenance of the CASCNA files, archives, and property
 - e. May call vote to change time, date, and location of CASCNA meetings and may call a vote to have "Special" CASCNA Meetings as necessary
 - f. May in times of inclement weather and threatening travel conditions affecting any part or all of this Area, postpone an CASCNA Meeting and inform members thereof
 - g. Appoint all AD-Hoc Committee Chairpersons as needed
 - h. Train the Vice-Chair in the performance of the Chairperson's

duties

- i. Call and chair Administrative Committee Meetings as needed

B. Vice-Chairperson

1. Qualifications

- a. Requires a minimum of three (3) years clean time
- b. One year of active area service in Narcotics Anonymous

2. Responsibilities

- a. Assists the Chairperson in duties relating to CASCNA
- b. Chairs and assumes the Chairperson's duties at the CASCNA Meeting in the absence of the Chairperson
- c. Assumes responsibility of all Sub-Committees with no elected Trusted Servants (i.e. Chair or Vice-Chair)
- d. Lead group reports

C. Secretary

1. Qualifications

- a. Minimum of three (3) years clean time
- b. Minimum of one (1) year service involvement in Narcotics Anonymous

2. Responsibilities

- a. Keep an accurate record of the proceedings at all CASCNA Meetings to include: regular, special, and Administrative Meetings
- b. Maintain a file of all CASCNA and Sub-Committee Reports submitted
- c. Mail and/or distribute copies of all the minutes to each member of the CASCNA, Sub-Committee Chairs, and Administrative Committee no later than fourteen (14) days after CASCNA meeting
- d. Maintains an updated list of all Trusted Servants of the CASCNA, Administrative Committee, GSRs, Sub-Committee Chairs, including phone numbers, emails addresses and mailing addresses
- e. Make available all blank forms in regard to registration, motions, and reports at every CASCNA Meeting
- f. Maintain and update all CASCNA approved changes to policy and communicate the changes to the Chattanooga Area Website coordinator
- g. Train the Alternate Secretary as to the performance of his/her duties

D. Alternate Secretary

1. Qualifications

- a. A minimum of two (2) years clean time
- b. One (1) year of participation in Narcotics Anonymous

2. Responsibilities

- a. Assume the duties of the Secretary in his/her absence at the CASCNA Meeting
- b. Assists the Secretary in the performance of his/her duties
- c. Assists the Vice-Chair and record information, as needed in regard to his/her liaison duties with Committee

E. Treasurer

1. Qualifications

- a. Have a minimum of four (4) years clean time
- b. Have at least two (2) years active service involvement in Narcotics Anonymous

2. Responsibilities

- a. To be the custodian to the Committee's Funds, as received from the Groups, Sub- Committees, and other NA Sources
- b. To be co-signer of the Committee's bank account and always one of the signers on any CASCNA check
- c. To make a report of receipts and disbursements at each regular Meeting from the Groups, Sub-Committees, or other NA sources
- d. Provide the current Bank Statement at each CASCNA meeting
- e. To make a full financial report at the end of his/her term
- f. To disburse funds as necessary in accordance with Committee decisions when funds are available
- g. Maintain the CASCNA financial record book and have current information on hand at the CASCNA Meeting for verification and review when requested
- h. Train the Alternate Treasurer as to the performance of the Treasurer's duties

F. Alternate Treasurer

1. Qualifications

- a. Have at least three (3) years clean time
- b. Have at least two (2) year active service involvement in NA service

2. Responsibilities

- a. Be prepared to assume the duties of the Treasurer in his/her service
- b. Assist the Treasurer in the performance of his/her duties as requested

G. Regional Committee Member

1. Qualifications

- a. Requires a minimum of four (4) years clean time
- b. Two year active area service in Narcotics Anonymous

2. Responsibilities

- a. Carries Area Conscience and concerns to Region
- b. Carries business and concerns from Region to Area for consideration
- c. Submits a written report at each Area Meeting
- d. Trains RCM Alternate in the performance of duties of

H. Regional Committee Member Alternate

1. Qualifications

- a. Requires a minimum of three (3) years clean time
- b. One year of active area service in Narcotics Anonymous

2. Responsibilities

- a. Assists RCM in duties
- b. Carries out RCM duties in the absence of RCM on the Area or Regional level

I. Subcommittee Chairs

1. Refer to CASCNA approved Subcommittee Guidelines for Chairperson Qualifications and Responsibilities. (See Appendix A for Subcommittee Guidelines)
2. If no Guidelines are established then the Group Conscience of the Chattanooga Area of Narcotics Anonymous members will prevail.
3. Subcommittees with their own standing bank accounts should provide a bank statement with their report to the CASCNA each month.

Section III Elections of CASC of Narcotics Anonymous

A. Nominations for Administrative Committee Trusted Servants (see section 1.E.2) shall be made in the January CASCNA Meeting. All persons nominated are to submit a written service resume to be included in Area Minutes to provide groups with information with which to form a vote.

B. Voting of these Trusted Servants positions will be in the February CASCNA meeting with service beginning in the March CASCNA Meeting.

C. Trusted Servants positions, with the following exceptions, are a one (1) year term:

1. Ad-Hoc, Special, and Appointed Sub-Committee chairs.

D. A Trusted Servant of CASCNA may serve a second consecutive year in that position if nominated and elected. A Trusted Servant can serve no more than two consecutive terms and can not serve that position for one year after the two consecutive terms.

E. All nominees of a Trusted Servants position must be present at nomination and voting either in person or online

F. RCM Alternate and Vice-Chair may move into RCM and Chairpersons position respectively in case of resignation or removal upon a vote of no confidence by the CASCNA.

G. Anyone elected mid-term (with the exception of temporary Committee Chairs) will serve the remainder of the regular term of office.

Section IV Resignation and removal of Trusted Servants

A. Resignation of Trusted Servants.

1. Trusted Servants may resign at any time during their term. It is suggested that a written letter of resignation be submitted to the CASCNA Chair prior to, or at the time of resignation.

B. Removal of Trusted Servants.

1. Area Trusted Servants may be removed from office for any of the following reasons: (a) 2 Absences (b) Neglect of duties (c) Disregard/Disrespect for Area Conscience (d) Disregard/Disrespect for the Guiding Documents (e) Misuse of funds (f) Falsification of financial reports (g) Any act of theft or violence in the Committee or towards NA Members

C. Procedure for Removal from Office

1. A request for removal from office must be presented to the CASCNA in the form of a motion and be accompanied by an explanation.
2. The Trusted Servant in question will be notified in writing by two (2) CASCNA Administration Members 21 days prior to impending action.
3. In the event of resignation or removal of Sub-Committee Chairpersons, the CASCNA Vice Chair shall assume the duties and responsibilities of the removed Sub Committee Chair until a new Subcommittee Chair is elected.

D. Automatic Removal

1. Relapse, Theft or Violence is an automatic removal from a Trusted Servants position.

Section V Voting Procedures

A. Voting and Quorum

1. Voting members of the CASCNA are: GSR's, GSR Alternates, in the absence of GSR, or official proxy representative.
2. Quorum
 - a. A quorum is 1 more than half of the previous month's ASC meeting. Roll call is established from the number of Active voting Participants (GSR's or their Alternates in attendance at the ASC meeting.
 - b. A quorum must be established to deal with motions at the ASC.
 - c. Any group missing its second consecutive ASC will be removed from Roll Call and will not be counted for quorum. They will be counted in Roll Call upon return for participation at the ASC.
 - d. Any new group may be added to Roll Call by declaring its willingness to become a member of the ASC. They will be added to quorum and receive voting privileges after attending two complete ASC meetings.
3. Business of the CASCNA shall be conducted by CASCNA Policy in accordance with the Guiding Documents. (See Section I.D)
4. All motions that make or change Policy shall be sent back to the Groups and requires a two thirds (2/3) majority of voting members present to pass.
5. An abstention does not count in the total number of present voting members from whom a needed percentage is derived, unless a situation occurs when there are more abstentions than the total of yes and no voted. The motion will then be returned to the floor for further deliberation and clarification. (In the event of a tie, abstentions count as a 'No' vote.)
6. In case of a tie vote, the Area Chairperson breaks the tie.

7. All members of the CASCNA, except Chairperson, may make motions. Only GSR's, GSR Alternates, or proxy representatives may second motions.
8. In accordance with the 9th Tradition of Narcotics Anonymous, the CASCNA is directly responsible to those they serve and shall be respectful of the Guiding Documents in all its affairs and matters of business, keeping the interest of Narcotics Anonymous fellowship in the Chattanooga Area and Surrounding Areas ever in heart and mind.
9. A vote of Confidence requires a simple majority of voting members.

Section VI Establishment of Sub-Committees

- A. The CASCNA may establish Sub-Committees as necessary to perform certain duties. Sub-Committees will be formed upon approval of the members of CASCNA. Sub-Committees may include, but are not limited to: H&I, Fellowship Development, Surrender Under the Stars, Chillout on Chilhowee, Activities and any other Sub-Committees deemed necessary to carry out the work of the CASCNA.
- B. All Sub-Committees of CASCNA shall create, adopt, and keep current guidelines that are consistent with the 12 Concepts, CASCNA Guidelines, and World Service Conference approved Handbook of Guidelines.
- C. Annual Subcommittee Budgets
 1. Each Sub-Committee Chairperson shall submit an itemized annual budget to the CASCNA in March.
 2. Itemized Budgets shall include a clear line-item description and amount for each projected expense, as well as a single total budget amount for the budget year. Fundraising targets should be included as a line item for transparency. (Example Categories include but are not limited to: Venue Rental, Food, Printing, Literature)
 3. The submitted budgets will be sent out for review and approval by the area homegroups.
- D. All expenditures, outside of approved standing budgets, for any CASCNA Sub-Committee must be approved by a majority vote of the CASCNA

Section VII FUNDING

- A. Prudent Reserve And Expenditures
 1. The Treasurer of the CASCNA shall maintain a prudent reserve of \$500.00. A two-third (2/3) vote of all Home Groups is needed to change the prudent reserve.
 2. After all area expenditures are met and pending project funding, approved/anticipated expenses or additional reserves are allocated; all remaining funds above prudent reserve will automatically be donated to the Volunteer Region.
 3. All expenditures for the CASCNA shall be paid by bank instruments. Only approved expenses should be paid by debit transaction.
 4. All Expenditures over \$150.00 must go back to groups for approval.
- B. Auditing
 1. The ASC administrative committee (chairperson, vice chairperson, secretary)

- should determine when an audit is to take place.
2. We recommend that no more than 24 hours notice be given before the audit.
 3. Those conducting the audit *must* take physical possession of all records, statements, inventories, and petty cash.
 4. The treasurer should be available to the audit committee in order to assist and answer questions, if necessary.
 5. An audit should be seen as a tool that can keep a minor error from becoming a major one. *It is not intended to be an inquisition.*
 6. Audits should not be predictable, but should be varied as to time and place.
 7. The Audit Ad-Hoc committee should report the audit findings to the CASCNA.

** Numbers 1-7 are found in the "Treasurer's Handbook *Revised*"

C. Treasurer Budget

1. In order to provide supplies such as stamps, envelopes, receipt booklets, paper, and printing material a budget of \$10.00 a month as needed will be available to the treasurer. Any unused funds will remain in the account.

D. Automatic Payments

1. The phone line expenditures, website expenditures, and CASCNA monthly meeting space rent shall be an automatic payment upon receipt of bill.

Section VIII Inventory

An Area Inventory shall be taken annually in the month of July, to be organized by the Area Chairperson.