



Policy and Procedures

January 2026

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KEY

NA	Narcotics Anonymous
BASC	Badgerland Area Service Committee
GSR	Group Service Representative
GSRA	Groups Service Representative Alternate
SC	Subcommittee
AC	Administrative Committee
RCM	Regional Committee Member
ARCM	Alternate Regional Committee Member
WRSC	Wisconsin Regional Service Committee
ASC	Area Service Committee
P&P	Policy and Procedure, a subcommittee
H&I	Hospitals and Institutions, a subcommittee
PR	Public Relations, a subcommittee
FD	Fellowship Development, a subcommittee

BADGERLAND AREA SERVICE COMMITTEE (BASC)

BASC is made up of: Group Service Representatives (GSRs); Group Service Representative Alternates (GSRAs); Subcommittee (SC) Chairpersons; the Administrative Committee (AC): Facilitator A, Facilitator B, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member (RCM), and the Alternate Regional Committee Member (ARCM); and any interested or concerned Narcotics Anonymous (NA) members. Everyone is welcome.

The BASC meets once a month to serve the needs of its groups by conducting BASC business. An NA group supports the BASC through participation and donations. Whenever a group has a specific problem, it can come to the Area meeting for guidance. Active participation from each GSR is essential for a successful BASC. GSRs keep their groups informed about BASC actions, and represent their group's conscience in all BASC decisions. The monthly BASC meeting is an ongoing process of giving back what we are so freely given. Policy and procedures subcommittee meets quarterly in March, June, September and December.

PURPOSE

The purpose of the Badgerland Area Service Committee (BASC) is to administer and coordinate the business common to the welfare of Narcotics Anonymous (NA) groups within the geographic boundaries of the Badgerland Area; to support the needs of these groups; to serve as a link between these groups and the Wisconsin Regional Service Committee (WRSC) of NA and to form subcommittees (SCs) as needed. In addition, BASC supports these SCs in their endeavors and fosters unity as guided by the Twelve Traditions of Narcotics Anonymous.

HOW DOES THE BADGERLAND AREA SERVICE COMMITTEE WORK?

General: The BASC meets the second Sunday of the month at noon. Every reasonable effort will be made to hold our meetings and activities at wheelchair accessible locations. This body recognizes itself as a service committee of NA and thereby adheres to the 12 Steps, 12 Traditions and 12 Concepts of NA.

1. Trusted servants of the BASC: The Administrative Committee and Subcommittee Chairpersons.
2. GSRs and GSRA are trusted servants of their groups. For this document, GSR and GSRA are defined as stated in the approved A Guide to Local Services in NA (GLS). Trusted servants of BASC may serve as a GSR or a GSRA. To ensure all groups have equality of representation each GSR or GSRA may only represent one group.
3. The BASC closely follows **CONSENSUS FORMAT**.
4. **Voting Members:** While everyone is welcome at the area meeting, not everyone may vote. There will be only one vote per group. GSRs form the voting body of the BASC.
 - a. In the absence of the GSR, that group's duly appointed GSRA shall have all of the rights and responsibilities of the GSR.
 - b. In the absence of the GSR and GSRA, a duly appointed representative shall have all of the rights and responsibilities of the GSR. A duly appointed representative is one that has been voted in by a group at a group business meeting.

HOW DO WE FACILITATE THE DECISION-MAKING PROCESS?

Decisions take two forms: motions for action in need of consensus and elections/procedural motions using simple majority. Some examples of procedural motions are straw polls, motions to break for lunch, motion to close. Procedural votes shall be cast by voice and substantiated by a show of hands, if necessary. Other than elections (using simple majority-ballots) we make all decisions thru the consensus process described below.

CONSENSUS PROCEDURES / GROUND RULES

Stay open minded
Listen and share the time.
Remember to play well with others.
Don't forget why we're here.
Stay focused on the subject at hand.
Lively conversation is productive.
To agree and to disagree... that's the process.
One more time- Avoid rreeppeettiittiioonn.
It's important to start and stop on time.
NO KICKING, SCRATCHING.OR BITING ALLOWED...!

A quorum must be established for business to proceed at any BASC meeting.

A quorum shall consist of a simple majority of active member groups. If a member group is not represented at two consecutive BASC meetings, it shall be accorded "inactive" status for the sake of quorum computation at the end of the second meeting. Active status shall be returned upon said Area's next representation at the BASC.

BASC CONSENSUS DEFINITION

Consensus exists when each member of the group can say:

- I have had the opportunity to voice my opinions.
- I believe the group has heard me.
- I can actively support the group's decision as the best possible action at this time, even if it is not my first choice.

GROUND RULES FOR PARTICIPANTS IN CONSENSUS

1. Begin and end on time
2. One speaker at a time
3. Speak only for yourself
4. No put-downs
5. No blaming
6. No interrupting
7. Everyone may participate
8. No one may speak twice on a subject until everyone who wants to speak for the first time has spoken
9. Silence equals assent

CONSENSUS PROCESS

- A. Motion presented, Read out loud by facilitator.
- B. Motion seconded by a voting member of the committee. In the event that there is no second, the motion fails.
- C. Discussion

Procedure for discussion:

1. Define the problem or decision.
2. Figure out what must be done to reach a solution.
3. Brainstorm possible solutions

Brainstorming Guidelines

- One good idea leads to another... Good idea.
- "No" and "Can't" do not exist
- Creativity has no limits.
- Be part of-participate.
- Think fast, analyze later...
- Judging and criticizing are NOT brainstorming...

When we have other issue discussion session(s)

- 1) A facilitator is chosen and generally speaking we divide the topic into three sessions.
- 2) Document what is working and what needs changing.
- 3) Brainstorm (see decision making/ consensus) possible solutions.
- 4) Prioritize list of solutions and implement changes.

4. Discuss pros and cons attempt to narrow down the list of ideas/solutions.
5. Adjust compromise and fine tune so all members are satisfied.
6. Go back to C. If consensus not reached repeat steps 1-5

- D. Facilitator asks for Action Options on the motion.

GSR's Action Options

1. **To Give Consent** (Yes): When everyone in the group (except those standing aside), says, "yes" to a motion, consensus is achieved. To give one's consent does not necessarily mean that one loves every aspect of the motion, but it does mean that one is willing to support the decision and stand in solidarity with the group, despite one's disagreements.

or

2. **To Stand Aside** (Abstain): An individual stands aside when he or she cannot personally support a motion, but feels it would be all right for the rest of the group to adopt it. Standing aside is a stance of principled nonparticipation, which absolves the individual from any responsibility for implementing the decision in question. If there are more than a few stand asides, consensus has not yet been reached. The Facilitator will determine this.

or

3. **To Block** (No): This step prevents the decision from going forward, at least for the time being. Blocking is a serious matter, to be done only when one truly believes that the pending proposal, if adopted, would violate the morals, ethics or safety of the whole group. ***Some would say one probably has a lifetime limit of three to four blocks, So... If you frequently want to block or continually find yourself being the only one blocking, you may wish to reconsider your continuing participation in the group.***

- E. Without objection the motion passes
- F. Once the decision has been made, act upon what you decide.
- G. All proposals and amendments are submitted as they arise.
- H. Only Group reps and BASC trusted servants make or endorse proposals at BASC meetings.
- I. Procedural votes shall be cast by voice and substantiated by a show of hands, if necessary.
- J. Only reaching another consensus can change a consensus decision.

BASC MEETING AGENDA

Priority business is at the discretion of the facilitator. However, the following agenda will be the normal order of business (Goal: Complete business by 3:00 pm):

1. Moment of Silence
2. Reading of the Servant Worker's Prayer:
Higher Power, grant us the knowledge that we may serve according to your Divine Precepts. Instill in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness that this may truly be your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction
3. Roll Call
4. 7th Tradition
5. Reading of Concept_____
6. Review-Adjust Agenda
7. Special Business (Time sensitive issues/things needing attention before proceeding)
8. Trusted Servant Reports
 - A. Facilitator A
 - B. Facilitator B
 - C. Secretary - Approve Previous Month Minutes
 - D. Alternate Secretary
 - E. Treasurer
 - F. Alternate Treasurer
 - G. Regional Committee Member
 - H. Alternate Regional Committee Member
9. Subcommittee / Ad hoc Reports
 - A. Activities
 - B. Additional Needs
 - C. Hospitals and Institutions
 - D. Literature
 - E. Fellowship Development
 - F. Policy & Procedures
 - G. Public Relations
 - H. Web/Social Media coordinator
10. GSR Reports, questions, concerns and comments
11. BASC Services
 - A. Elections
 - i. Open Positions
 - B. Financial Services;
 - i. Budgets
 - ii. Disbursements / \$- Motions
12. Work on the prioritized topic / issue board
 - A. Brainstorming ideas for action.
13. Closing business:
 - A. Read topics and other business for next cycle.
 - B. Announcements.
 - C. Closed with a group hug & prayer.

GUIDELINES FOR NA TRUSTED SERVANT POOLS

NA TRUSTED SERVANT POOL ELIGIBILITY REQUIREMENTS

NA trusted servant pool members must have a minimum of one year clean

CRITERIA FOR SELECTION OF NOMINEES

Each of the respective service committees may develop qualifications of their own not presented here.

The BASC secretary will keep updated qualifications on file. The following circumstances and qualities will be considered by the ASC when electing to the NA trusted servant pool. The need for balance between rotation (new people/fresh experience) and continuity in NA service efforts

1. Recovery experience
2. Service interests and experience

Pool members fall under election guidelines for trusted servants. Geographic diversity will be an important factor only if all other considerations are equal.

ADMINISTRATIVE POLICY FOR NA TRUSTED SERVANT POOLS

The ASC administers the pool. ASC guidelines are the criteria for election and removal of Trusted Servants. All information in the NA trusted servant pool is kept in the strictest confidence

Increasing the membership of the NA service pool is high priority

Pool members must be re-elected every two years

The ASC policy committee is responsible for creating and maintaining the NA trusted servant pool resume

The ASC provides a current list of all NA trusted servant pool members to the ASC on a yearly basis.

ADMINISTRATIVE COMMITTEE

FACILITATOR A

REQUIREMENTS

1. Three-years clean time with previous AREA SERVICE COMMITTEE (ASC) experience.
2. Strong working knowledge of the 12 steps, 12 Traditions and 12 Concepts of NA.
3. Willingness to give the time and resources necessary to do the job.
4. Familiarity with Consensus Process.

DUTIES

1. **Update the cosigners (Facilitator A, Facilitator B, Secretary and RCM) on the bank account before the January BASC meeting.** (1) Obtain a copy of the December BASC minutes (required by the bank) that states the full legal

- first name and first initial of the last name of **both** the outgoing and newly elected cosigners. (2) Arrange to meet at the bank with the newly elected cosigners (bring two forms of ID). (3) Add new cosigners to (and remove the old from) the account.
2. Open the meeting at the appointed time.
 3. Establish a quorum as necessary to conduct business.
 4. Announce in proper sequence the business that is to come before the BASC and exercise discretion in setting priority business.
 5. Recognize members who are entitled to the floor.
 6. Enforce CONSENSUS relating to debate and order within the meeting.
 7. State and put to a vote all motions that come before the BASC or that otherwise arise in the course of the proceedings, and announce the result.
 8. If a motion that is not in order is made, rule it out of order.
 9. Settle a tied vote by postponing or tabling the motion.
 10. Conduct the meeting with impartiality and fairness.
 11. Declare the meeting adjourned at the end of business, or when a vote to adjourn passes.
 12. Attend BASC meetings, and maintain contact with Administrative Committee members throughout the month, as needed.
 13. Attend Subcommittee meetings whenever possible and, along with the rest of the AC, provide leadership for any Subcommittee without a chairperson.
 14. Serve as a co-signer of the BASC bank account.
 15. Welcome newcomers to the meeting.
 16. Prepare and submit a written report each month to the BASC including expenses & activity to be included in the BASC meeting minutes.
 17. MAKE SURE THE APRIL AREA IS MOVED TO 1ST SUNDAY IF IT CONFLICTS WITH EASTER SUNDAY. MAKE SURE MAY AREA IS SCHEDULED ON THE 3RD SUNDAY INSTEAD OF SECOND SUNDAY DUE TO MOTHERS DAY AND AVOIDING A CONFLICT WITH THE WRSC CONFERENCE.
 18. Facilitator A may, with a 2/3 vote of the Active Administrative Committee members and Subcommittee Chairs, change the time and place of the Area meeting. The Facilitator must notify Area thru an e-mail or others means.
 19. If the Policy and Procedure Chair is vacant then inform the Area members of the changes in January through a printed document flyer or calendar.

FACILITATOR B

REQUIREMENTS

1. Two-years clean time with previous ASC experience.
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. Willingness to give the time and resources necessary to do the job.
4. Familiarity with Consensus process.

DUTIES

1. In the absence of the Facilitator A serve as Facilitator.
2. Attend Subcommittee meetings whenever possible and along with the rest of the AC, provide leadership for any Subcommittee without a chairperson.
3. Attend BASC meetings.
4. Serve as a co-signer of the BASC bank account. Prepare and submit a written report each month to the BASC including expenses & activity to be included in the BASC meeting minutes.

SECRETARY

REQUIREMENTS

1. One-year clean time with previous service experience.
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. Willingness to give the time and resources necessary to do the job.

DUTIES

1. In the absence of Facilitator A, Facilitator B, and the RCM, calls the meeting to order and presides until the immediate election of Facilitator Pro-tem.
2. Maintain a file in which this document and BASC minutes are kept with any amendments to these documents properly recorded, and have the current file(s) on hand at every BASC meeting.
3. Check the BASC post office box and distribute the mail.
4. Type and mail correspondence of the BASC, which is not a proper function of other members of the ASC or SCs.
5. Distribute minutes electronically via email within 14 days following the BASC meeting. The secretary to provide 2 hard copies of the minutes to the BASC.
6. Attends BASC meetings and maintain an up-to-date BASC mailing list.
7. Attend Subcommittee meetings whenever possible and along with the rest of the AC, provide leadership for any Subcommittee without a chairperson.
8. Update and maintain the Area archives.
9. Serve as a co-signer of the BASC bank account.
10. Prepare and submit a written report each month to the BASC including expenses & activity to be included in the BASC meeting minutes.

ALTERNATE SECRETARY

REQUIREMENTS

1. One-year clean time with previous service experience.
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. Willingness to give the time and resources necessary to do the job.

DUTIES

1. In the absence of the Secretary, Facilitator A, Facilitator B, and the RCM, calls the meeting to order and presides until the immediate election of Facilitator Pro-tem.
2. Shall learn the duties of the Secretary and assume these duties in the absence of the secretary.
3. Attend BASC meetings
4. Attend Subcommittee meetings wherever possible.

TREASURER

REQUIREMENTS

1. Three-years clean time with previous BASC experience.
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.

- 1
3. Willingness to give the time and resources necessary to do the job.
- 2
4. Must be financially secure and able to maintain the BASC's financial records.

3

DUTIES

- 4
1. Custodian of all the BASC's funds.
- 5
2. Disburse funds in accordance with BASC decisions and this policy. When the funds are available supply
- 6
- RCM/ARCM with BASC donation.
- 7
3. Collect all receipts.
- 8
4. Submit a full written report each month to include; monthly beginning balance, all monthly income, expense
- 9
- items, a month end balance and a copy of that month's bank statement. The report will be included in the
- 10
- monthly BASC meeting minutes.
- 11
5. Deposit all money received at the BASC and functions within three business days.
- 12
6. Attend BASC meetings.
- 13
7. Attend Subcommittee meetings whenever possible and along with the rest of the AC, provide leadership for any
- 14
- Subcommittee without a chairperson.
- 15
8. Hold all blank checks.

16

ALTERNATE TREASURER

17

REQUIREMENTS

- 18
1. Two-years clean time with previous BASC experience.
- 19
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
- 20
3. Willingness to give the time and resources necessary to do the job.
- 21
4. Must be financially secure and able to help maintain the BASC's financial records.

22

DUTIES

- 23
1. Work closely with the BASC Treasurer to gain a working knowledge of the BASC's financial records and
- 24
- procedures.
- 25
2. Attend BASC meetings.
- 26
3. Attend Subcommittee meetings whenever possible and along with the rest of the AC, provide leadership for any
- 27
- Subcommittee without a chairperson.
- 28
4. Assume duties of the Treasurer if the Treasurer is absent or resigns.

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REGIONAL COMMITTEE MEMBER

30

REQUIREMENTS

- 31
1. Two-years clean time with previous BASC and GSR experience.
- 32
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
- 33
3. Willingness to give the time and resources necessary to do the job.
- 34
4. Familiarity with CONSENSUS PROCESS.

35

DUTIES

- 36
1. Attend any Badgerland Area group meeting when requested and possible.

- 2. In the absence of Facilitator A and Facilitator B, acts as Facilitator of the BASC.
- 3. Attend and represents the BASC at WRSC meetings. Deliver BASC donation to WRSC.
- 4. Attend BASC meetings and prepare and submit a report regarding the business of the WRSC, expenses and activity to be included in the BASC meeting minutes.
- 5. Maintains a current mailing list of other Areas and WRSC trusted servants.
- 6. Attend Subcommittee meetings whenever possible and along with the rest of the AC, provide leadership for any Subcommittee without a chairperson.
- 7. Serve as a co-signer of the BASC bank account.

ALTERNATE REGIONAL COMMITTEE MEMBER

REQUIREMENTS

- 1. One-year of clean time with previous BASC and/or GSR experience.
- 2. Working knowledge of the 12 Steps, the 12 Traditions and 12 Concepts of NA.
- 3. Willingness to give the time and resources necessary to do the job.
- 4. Familiarity with CONSENSUS PROCESS.

DUTIES

- 1. In the absence of the RCM serve as RCM.
- 2. Attend WRSC meetings. Delivers BASC donation to WRSC.
- 3. Attend BASC meetings.
- 4. Attend any Badgerland Area group meeting when requested and possible.
- 5. Attend Subcommittee meetings whenever possible and along with the rest of the AC, provide leadership for any Subcommittee without a chairperson.

SUBCOMMITTEES

GENERAL PURPOSE

The purpose of BASC subcommittees is to do the work necessary to carry out the directives of the BASC. Each subcommittee will deal with specific service and is bound by the policy set forth by BASC. A copy of the appropriate handbook will be provided to the newly elected chairpersons of BASC subcommittees. Each subcommittee is directly responsible to the BASC. Each subcommittee consists of a chairperson (or in the case of H & I, co-chairpersons), a vice chairperson and volunteers. All subcommittee chairpersons will be elected during the annual BASC elections, except ad hoc committees whose chairperson is appointed by the BASC Facilitator A and which committee consists of a chairperson and volunteers.

POLICY

Each Subcommittee follows the policies presented in this document. Any changes to any subcommittee policy will be considered a policy change.

ALL SUBCOMMITTEE CHAIRPERSONS

REQUIREMENTS

1. One-year clean time with previous experience on the Subcommittee.
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. Willingness to give the time and resources necessary to do the job.
4. Familiarity with CONSENSUS PROCESS
5. Familiarity with any current approved handbook particular to their service.

DUTIES

1. Attend BASC meetings and quarterly policy procedure meetings
2. Hold monthly scheduled meetings at a specified time and place and these meetings will be open to the fellowship at large.
3. Gives the Subcommittee report at BASC in writing. The report includes minutes of Subcommittee meetings, plans, proposals, and provides financial accountability.
4. Suggested attendance at respective subcommittee meetings and WRSC meetings.
5. Maintain awareness of WRSC subcommittee issues.
6. Attempt to hold learning days and/or workshops to promote awareness of and participation in their subcommittee.

POLICY AND PROCEDURE (P&P)

This Subcommittee is comprised of the AC, all Subcommittee Chairpersons, and any other interested addicts. Its purpose is to deal with policy matters.

DUTIES

1. Determine how prudent reserve is established and accounted for once all AC members and Subcommittee budgets are accepted.
2. Look at each AC members and Subcommittee's financial accountability.
3. Consider policy changes submitted to the BASC.
4. Periodically review and update policy and procedure for the BASC and make document available on the Badgerland website: <https://badgerlandna.org/committees/>
5. Informs Area members of Annual schedule of BASC Meetings through a printed document flyer or calendar at January Area meeting.

ACTIVITIES

The purpose of this Subcommittee is to promote fellowship within NA through the coordination of a variety of activities. It is one of two Subcommittees to generate funds to further achieve our primary purpose of carrying the message to the addict who still suffers. These functions are designed to enhance NA's primary purpose, not to replace group contributions in funding BASC service.

DUTIES

1. Plan, provide, and coordinate the following required activities:
 - Hearts and Hugs (**Budgeted for by outgoing Chairperson**)
 - Hug a Fool (**Budgeted for by outgoing Chairperson**)
 - Bowling for Newcomers (**Budgeted for by outgoing Chairperson**)
 - Badgerland Family Holiday
 - New Year's Function
1. Obtain the necessary funds and/or approval of funds to put on the event.
2. Announce the activities by appropriate means such as flyers.
3. Print and distribute flyers for functions two area cycles prior to date of event.
4. Provide the necessary information and publicity at least two months in advance of the activity throughout Badgerland and at the WRSC by emailing a PDF formatted copy to webservants@wisconsinna.org and badgerlandwebmaster@gmail.com.
5. Be aware of other Area's functions to attempt to avoid scheduling conflicts.
6. Complete a financial report for each function & submit at the BASC meeting following the function to be included in the monthly BASC meeting minutes.
7. Act as administrator of Badgerland Area Activities Facebook page.

ADDITIONAL NEEDS

The purpose of this Subcommittee is finding solutions for, and educating, the BASC and the local fellowship about circumstances that make it difficult for all addicts to receive the NA message. These circumstances may include such issues as accessibility to meetings and activities; childcare; foreign language and American Sign Language translations.

DUTIES

1. Attend Area groups and activities and become aware of any additional needs

HOSPITALS & INSTITUTIONS (H&I)

This Subcommittee is a group of addicts from the fellowship of NA who believe in the concept "To assure that no addict in a hospital or institution, seeking recovery need die without having a chance to find a better way of life"... This concept should always be H&I's primary concern so that when an addict who is housed in a correctional institution, hospital or recovery house reaches out for recovery. NA is there.

DUTIES

1. Establish and maintain communication between the Subcommittee and the facilities it serves by phone, in person or in writing and keep records of the same.
2. Ensure that all Subcommittee members have a working knowledge of, and comply with, all BASC policies, rules of the individual facilities, and approved H&I handbooks.
3. Maintain an updated list of facilities being served, their rules, the contact person and Subcommittee members who are providing service at each.
4. The H&I Chairpersons work closely with the Public Relations (PR) Chairperson to coordinate responses from hospitals and institutions for NA information and services.

LITERATURE

This Subcommittee is responsible for maintaining an inventory of NA approved recovery and service-related literature for distribution and/or sale at the BASC. It serves as a communication link in all matters of literature between the groups and literature Subcommittees on all levels, by providing a forum where members may contribute to the development and creation of NA literature.

DUTIES

1. Inform the area of any NA literature that is up for review and input.
2. Review any proposed literature for NA and makes recommendations to the area.
3. Hold regular meetings to review and prepare input on review-form literature.
4. Purchase and resell literature to the groups in the area.
5. Setup and maintain an accurate bookkeeping system for this function.
6. Give a monthly report to the BASC to include income, expense, inventory, accounts receivable and cash on hand.
7. Literature on hand at Badgerland will not exceed \$2500 in value.
8. The Literature Chair will be reimbursed for Mileage when they travel more than 50 miles to pick up literature at the rate of 65 cents per map mile.

FELLOWSHIP DEVELOPMENT AND PUBLIC RELATIONS (PR)

The purpose of these Subcommittees is to strengthen relations and promote unity among the groups in the BASC and strengthen the relationships between the public and NA within the boundaries of the Badgerland Area. They will provide Badgerland Area printed meeting lists quarterly in March, June, September and December through the Public Relations subcommittee. If the Public Relations Subcommittee chairperson position is vacant then those duties for meeting lists would fall under administrative committee's responsibility.

FELLOWSHIP DEVELOPMENT

DUTIES

1. Promote awareness of and adherence to the NA service structure by attending targeted groups to share on this topic.
2. Provide website location (<https://badgerlandna.org/>) of this document and hardcopy only when asked for.
3. Promote attendance at new groups by registering them with the WSO and BASC.
4. Maintain monthly contact with any groups not represented at BASC.
5. Try to recruit a GSR from every group not having one
6. To support startup of new meetings:
 - a. Notify Public Relations chairperson of new meetings.
7. Give GSR, GSRA or Representative website information for www.badgerlandna.org, www.wisconsinna.org, and www.na.org and training how to obtain information needed. A hardcopy of GSR Guide will be provided only when asked for.
 - a. Facilitate \$75 startup literature order for up to three groups per fiscal year.
8. Update the men and women's phone lists twice a year (March and September) and provide area 600 copies of each. If there is no Fellowship Development chair this duty will be that of the executive committee.

PUBLIC RELATIONS

DUTIES

1. Update Badgerland Area meeting list quarterly as follows:
 - a. Ask GSRs at each BASC meeting if they have any changes or additional meetings for their groups that they want to be included on the Badgerland Area meeting list. Provide a meeting change form or add, update, change meeting immediately using BMLT.
 - b. Check updated meeting list PDF on the Badgerland Area Website to make sure it is printable on two pages (if not, contact the Badgerland Area webservant to correct the PDF). Notify or send to printer and ask printer to print (approximately 1500 copies). Distribute copies to H&I and Fellowship Development subcommittees, and make available to groups at the BASC meetings.
 - c. Update meeting list on the Wisconsin Region website www.wisconsinna.org using BMLT Admin login on the meetings pull down menu. The login and password to be given by the previous PR Chairperson or contact the Wisconsin Region BMLT Coordinator or IT Chairperson. at bmlt@wisconsinna.org or webservant@wisconsinna.org
 - d. Updated meeting list on the Badgerland Area and Wisconsin Region websites should be viewable almost immediately. Notify Wisconsin Region BMLT Coordinator or IT Chairperson if the PDF isn't correct on the Wisconsin Region website. Call or email and ask that the PDF or printable regional meeting list be updated.
2. Keep meeting list and other information accurate and available to the public.
 - a. Check the accuracy of BASC meeting information on NAWS website monthly.
3. Develop contingency plan to respond to all requests for information from individuals, agencies, or media within the boundaries of the Badgerland Area. Check badgerlandpublicrelations@gmail.com at minimum weekly to respond to professionals and public as needed.
4. Inform public and addicts about NA meetings through television and radio PSA's, signage of any kind, public information events and presentations.
5. Maintain archives on past PR experiences and efforts, copies of letters sent, news releases and news print listings.

OPERATION POLICIES AND PROCEDURES

ELECTIONS

1. Annual nominations will occur in October.
2. All nominees must qualify at the regular BASC meeting in November in person.
3. Voting on nominees will take place at the regular business meeting in November, by written ballot.
4. Newly elected trusted servants take office at the end of the December meeting.
5. Newly elected trusted servants will be mentored by the current position holder until the January cycle of the BASC.
6. All terms of office are for one year unless otherwise stated. No individual may hold a position for more than two consecutive terms.
7. An election to fill a vacancy in an office shall occur within two (2) regular meetings of the BASC after the vacancy arises. In the case of a vacancy in the office of the Facilitator A, Facilitator B shall assume the duties of Facilitator until the start of the next regular meeting, following the election of a new Facilitator. In the case of a vacancy in the position of RCM, the ARCM shall assume the duties of RCM at the start of the next regular meeting following the vacancy.

FINANCIAL ACCOUNTABILITY AND BUDGETS

FINANCIAL ACCOUNTABILITY

- A. The BASC's prudent reserve shall be \$2000
- B. There are four signers on the BASC checking account (Facilitator A, Facilitator B, RCM, and Secretary), two of which must sign each check. The two individuals signing checks may not be members of the same household.
- C. All BASC expenditures shall be paid by check unless extenuating circumstances exist.
- D. A receipt for all expenditures must be presented to the Treasurer in order to be reimbursed. Any advances must be accounted for in the month immediately following the advance. Any excess funds must be returned to the BASC.
- E. Budgets – Standing
 - 1. Administrative Committee \$100 Monthly
 - 2. Literature: \$700 Monthly
 - 3. Hospitals and Institutions: \$500 Quarterly
 - 4. Website Administration: up to \$200 Annually payable to Insanitygone LLC, Web Services (current holder of domain and server) upon receiving invoice.
- F. The following subcommittees are required to submit budgets, as outlined in the budgets section of the BASC policy. Forms available in the appendix of this document. If a budget has not been submitted, expenses will not be dispersed.
 - 1. Activities
 - 2. Public Relations
- G. Expenses not explicitly stated in standing budgets (section E) or outlined in a subcommittee budget (section F) must be approved by the BASC, and follow the decision-making process as defined in BASC policy.
- H. If an expense is outlined in an approved budget, and area funds are above the prudent reserve, the expense is considered approved by BASC.
- I. In the case of low funds, as defined by the prudent reserve, standing budgets (section E) will be suspended and BASC will prioritize spending as follows:
 - 1. Post Office Box
 - 2. BASC meeting space rent
 - 3. Website costs
 - 4. Outstanding bills
 - 5. Literature
 - 6. H&I
 - 7. Remaining administrative costs
- J. Literature on hand must not exceed \$2500 in value.
- K. Twenty percent of the monthly BASC group donations will be donated to Wisconsin Region Service Committee (WRSC) and Narcotics Anonymous World Services (NAWS) as follows:
 - 1. WRSC: 80%
 - 2. NAWS: 20%
- L. Two area trusted servants must count and verify all funds received at area activities and the BASC meeting. Funds must be deposited within three business days of the activity or BASC meeting.
- M. Mileage will be reimbursed at the rate of 65 cents per map mile for the following:
 - 1. RCM and/or RCMA for travel to WRSC from their home address.
 - 2. Literature chair for travel to pick up literature if the distance traveled exceeds 50 miles.
 - 3. Fellowship Development Chairperson from their home address.
- N. BASC will pay for one room, up to \$100 dollars a night during WRSC weekends.
 - 1. If the meeting is more than 70 miles from the RCMs home address, up to 1 night will be reimbursed.

2. If the meeting is more than 150 miles from the RCMs home address, up to 2 nights will be reimbursed.
3. The RCM is required to find the most economical room in the area.
4. The room is for WRSC participants from BASC.
- O. BASC will offer \$75 startup literature order for up to three new groups per fiscal year.
 1. A GSR (not necessarily the same person) for the new meeting must attend three consecutive BASC meetings.
- P. An audit of the BASC financial records will be completed annually, in January, by a committee of:
 1. Policy & Procedure Chair
 2. Facilitator A or Facilitator B
 3. At least one of the following:
 - a. Voting member
 - b. Trusted servant
 - c. Any member of Badgerland Area

BUDGETS

- A. Budgets are annual, and include the entire fiscal year, defined as February 1st to January 31st.
- B. The budget process shall be inclusive, allowing all members of a subcommittee to participate. *The chair is required to make reasonable accommodations to members of their subcommittee.*
- C. Subcommittee chairs are responsible for providing a copy of their budget to the area treasurer.
- D. A budget must be approved by BASC members for funds to be dispersed.
- E. Budget approval does not guarantee funds will be available or dispersed. If BASC funds are below the prudent reserve, the request must be approved by the BASC, and follow the decision-making process as defined in BASC policy.
- F. A budget shall include both projected expenses and projected revenue unless revenue isn't applicable such as H & I, PR, or unknown attendance at activities, etc.

REMOVAL OF TRUSTED SERVANTS

1. A relapse while serving as a BASC Trusted Servant shall constitute an automatic resignation.
2. *A Member of the AC or a Subcommittee Chairperson may be removed from their position for noncompliance. A vote based on the current quorum of active groups registered within the Badgerland Area is required for removal. Noncompliance includes but is not limited to:*
 - a. Non-fulfillment of the duties of the position.
 - b. Absence at two (2) regular meetings of the BASC without prior notification to the BASC Facilitator.
 - c. In the case of Subcommittee Chairpersons, absence at two [2] consecutive Subcommittee meetings shall also constitute non-compliance.
 - d. Found unfit as determined by the BASC.
 - e. Theft of misuse of BASC resources.

ACCOUNTABILITY

1. If an AC member or Subcommittee Chairperson will be absent from the BASC meeting, it is his/her responsibility to arrange for a replacement, and to provide said replacement with the materials and information needed to fulfill the position.
 - A. No BASC member (with the exception of Web/Social Media coordinator) should hold more than one (1) BASC position.
2. New meetings may be listed on the BASC website after GSR attends one (1) BASC meeting.

- 1 3. New meetings will be added to the printed meeting list after GSR has attended two (2) consecutive BASC
- 2 meetings
- 3 4. New meetings need to have a GSR attend three (3) consecutive BASC meetings in order to receive new meeting
- 4 startup literature totaling \$75.
- 5 5. For the protection of the BASC domain name (badgerlandna.org), any changes to website hosting must be
- 6 approved at the BASC through consensus.

APPENDIX

FINANCIAL REPORT FORM

Date: _____

BASC Report Month: _____

Budgeted or Approved Amount: \$ _____

Reason For Funds: (i.e., function, service to BASC, literature)

Amount Requested: \$ _____

Amount Used: \$ _____

(Receipts must be provided when turning in form except for mileage which is based on distance traveled from Trusted Servant home)

Breakdown of how funds were used: (Can refer to previously approved budget or separate report provided when submitting this form).

FUNCTION FINANCIAL REPORT FORM

Event: _____

Subcommittee / Host: _____

Trusted Servant: _____

Expenses

Facility: \$ _____

Entertainment: \$ _____

Food: \$ _____

Drink: \$ _____

Plates, Bowls, service ware: \$ _____

Decorations / Table clothes: \$ _____

Misc. Supplies / Tickets etc.: \$ _____

Printing, Paper, ink: \$ _____

Total Expenses: \$ _____

Total 7th. Tradition

Pre-sale, Door, Donations: \$ _____

50/50 Raffle: \$ _____

Auction: \$ _____

7th Tradition Basket: \$ _____

Soda, Water & Coffee: \$ _____

Total 7th Tradition \$ _____

- Total Expenses \$ _____

= Final 7th. Tradition \$ _____

Trusted Servants Verification _____

BADERLAND AREA PUBLIC RELATIONS BUDGET

YEAR:

ITEM	NUMBER	COST	TOTAL
Storefront signs for display in Communities within Badgerland Area without buses			
Signs			
Sign set up			
Business cards			
Tax (approximate)			
Literature for P.R. events			
IP's; #7, #16, #19, #22, #29			
IP's; #13, #17, #21, #27, #30			
Booklets; Information about NA			
Booklets; A Resource in your Community			
Bus signs (internal or external) for Madison, Janesville and Beloit Payable in December (end of the year) for Installation in the upcoming year.			
Bus Sign install and space rental			
Other costs (Name below)			
Billboards. Payable in December (end of the year) for Installation in the upcoming year.			
TOTAL			

BADERLAND AREA ACTIVITIES BUDGET

YEAR:

	Required					Optional				
Events to be budgeted for by outgoing Chairperson	Hearts and Hugs	Hug a Fool*	Bowling for Newcomers *	Badgerland Family Holiday	New Year's Function	Picnic 1	Picnic 2	Campout	Halloween	TOTAL
REVENUE										
Door										
7 th Tradition										
TOTAL										
EXPENSES										
Facility										
Food/Drink										
Decorations										
Entertainment										
Printing										
Paper Plates										
Cups										
Utensils										
Condiments										
Campout site reserved for next year										
TOTAL										