



Autonomy Zone

- CARNA
- C&P
- EASTERN PA
- FREE STATE
- GREATER PHILLY

Includes additions approved in all AZF minutes through November 2019

# TABLE OF CONTENTS

1. MISSION AND VISION STATEMENT
2. PURPOSE
3. REPRESENTATION
4. TRUSTED SERVANTS
5. MEETINGS
6. FINANCIAL/BUDGET
7. BUDGET
8. DECISION MAKING
9. ELECTIONS
10. MISCELLANEOUS
11. ADDENDUM 1

## **Section 1      Mission Statement**

**[7-2018]**

The Autonomy Zone brings all elements of Narcotics Anonymous (NA) from its participating regions together to further the common welfare of NA by providing events which:

- Create an opportunity for Regions to come together to exchange experience, strength, and hope and collectively express itself on matters affecting Narcotics Anonymous as a whole
- Train, mentor and/or inform participants about the fellowship of Narcotics Anonymous

The AZF is ultimately responsible to the groups it serves inspired by the joy of selfless service, and the knowledge that our efforts make a difference.

## **Section 2      Purpose**

*[11/2019]*

We have joined together to discuss issues of mutual concern, address common needs, exchange ideas, and share experiences, in order to further our primary purpose. As a forum for the discussion of common problems and their solutions, we complement the existing service structure of NA by addressing our own specific needs through unity, cooperation, and communication. We identify our member Regions' common needs, to work with member Regions and their respective subcommittees, to plan and facilitate multiregional service efforts that address those needs.

## Section 3 Representation

[9/2019]

Participants at the AZF fall into three (3) categories: Member Regions, AZF trusted servants and observer participants.

1. **Member Regions of the AZF** are: Central Atlantic, Chesapeake and Potomac, Eastern Pennsylvania, Free State, and Greater Philadelphia [11/2019]
2. **AZF Trusted Servants** are those individuals elected by the member participants of the AZF to serve the body by fulfilling the duties associated with their positions.
3. **Observer Participants** comprise all other individuals attending an AZF meeting.

## Section 4 Trusted Servants

The AZF will elect the following trusted servants, and these individuals will assume responsibility for the tasks associated with their commitments. Election to a trusted servant position requires membership in NA and a nomination by an AZF member participant.

### Facilitator [11/2018]

1. Minimum 8 years continuous clean time.
2. Previous service experience in NA at the area, regional, and/or zonal level.
3. Experience and ability to facilitate a meeting.
4. Knowledge of webinar technology, and the ability to conduct electronic meetings.
5. Position is a two-year term coinciding with the cycle, with a maximum of two consecutive terms.
6. Is the single point of accountability and primary contact for the Autonomy Zonal Forum (AZF).
7. Facilitates all meetings of the AZF.
8. Sets the agenda in writing and makes it available to all participants one month before the AZF meeting.
9. The Zonal Facilitator will request participation from NAWS as needed.
10. Ensures a project leader for any projects is agreed on and selected by delegates.

### Secretary/Treasurer [11/2018]

11. Minimum 8 years continuous clean time.
12. Previous service experience as a Secretary ~~and a Treasurer~~ of a committee or subcommittee in Narcotics Anonymous at the area, regional, and/or zonal level.
13. Access to internet email and skilled with operating MS Word.
14. Position is a two-year term coinciding with the cycle, with a maximum of two consecutive terms.
15. Records accurate minutes using the template provided.
16. Provides an accurate summary of the discussions of the meeting as well as the final outcomes of such discussions.
17. Includes all written submissions to the meeting such as reports and proposals.
18. Maintains and updates the AZF contact list.
19. Within two weeks following the meeting/teleconference emails an electronic version of the minutes to every voting member of the AZF.

20. After allowing for one week in which to receive approval or opposition from the voting body (no response indicates approval), sends the minutes to NAWS ([FSTeam@na.org](mailto:FSTeam@na.org)) [9-2019]
21. Sends an approved copy to the Web servant for posting on the website and for archival purposes.
22. When requested, mails a hard copy to anyone who provides a self – addressed stamped envelope and requests hard copy be sent.
23. Maintains and updates the AZF guidelines.

## **Treasurer**

### **Qualifications**

24. Minimum 8 years continuous clean time.
25. Previous service experience as a Treasurer of a committee or subcommittee in Narcotics Anonymous at the Area, Regional, or Zone
26. Able to keep accurate financial information in a clear and concise manner
27. Able to Manage the Autonomy Zonal Forum financial affairs
28. Able to Reconcile bank statement, balance checkbook
29. Skilled with email, word processing and spreadsheets

### **Duties & Responsibilities**

30. Attends each 2-day AZF as schedule
31. Facilitates budget review every July
32. Accounts for income and expenditures between AZF face to face
33. Computer with internet access required.
34. Presents complete written and oral report at each AZF meeting
35. Retains and has available all financial records for members and all new participants of the AZF-Regional, Area, and Group Reps who request that information.
36. Prepares copies of bank statements with a written report
37. Maintains physical custody of the checkbook, receipts, reports and electronic records of the treasury
38. Is a Co-signer on the checking account
39. Is responsible for obtaining a tax ID number
40. Keeps an accurate record of all financial transactions and reconciles bank statements.
41. Disburses monies as per previously-approved expenditures.
42. Deposits all donations from Areas and Committees within 10 working days of receipt.
43. Submits a yearly projected budget,
44. After the budget is approved, the Treasurer will establish a prudent reserve equal to 25% of the combined total of the newly approved budget and the previous year's budget
45. After expenses are paid and prudent reserve is met, all remaining money will be donated to NAWS
46. Takes care of all AZF bills promptly.
47. Treasurer and Facilitator will have sole access to debit/visa card.
48. Debit/Visa card is used for:
  - Bill payments
    - Web services for Zone (Hosting and Domain)
    - Phone line answering services
    - Zoom Licenses
    - Toll free phone-line
    - PO Box (e.g. Postmaster)
    - Pre-approved Travel and Lodging (ie. Gas and hotel with receipts)
    - Miscellaneous approved expenditures
49. Any misuse of Debit/Visa by Treasurer is grounds for immediate termination of Treasurer's Position and cancellation/forfeiture of Debit/Visa card. Recovery of misappropriated funds shall be handled

per World Service bulletin #30.

### Removal from Position

50. Absence from two (2) consecutive meetings without prior notification of reasonable cause

### RD/Representative of Host Region [9/2019]

1. Will communicate with the facilitator and the secretary regarding the meeting space needs, timing requirements, and other pertinent details concerning planning for the meeting.
2. The RD of the Host Region will establish and maintain relationships with the meeting facility.
3. The RD of the Host Region will forward a flyer, containing the site location, hotel options and travel information to the to the AZF secretary at least 90 days prior to the event.

## Section 5 Meetings

1. The facilitator leads zonal meetings.
2. The agenda for each meeting is established at the previous AZF. [1/2005]
3. Our purpose is to support our local communities through the sharing of information and experience.
4. The secretary records the minutes for each meeting.
5. Our goal is to have two events per year. [9/2019]
6. All are welcome to participate in the meetings of the AZF. The facilitator makes the determination about who speaks and when. Priority is always given to the RDs and RD Alternates. [1/2017]
7. Quorum on Zoom calls equals 2/3rds of the existing voting regions. [7/2018]

## Section 6 Financial/Budget

[11/2019]

### Funding of Trusted Servants

1. The 5 member Regions have agreed to fund equally the cost of the AZF Facilitator and Secretary positions. The intent is for each Region to be financially responsible for the expenses for the AZF. The financial impact and annual cost are budgeted at \$750.00, which factors out to be \$300.00 annually per Region.

### Travel Reimbursement- for Facilitator, Secretary, Treasurer Room

1. Two and 1/2 nights (Intent is to share)
2. Budget includes \$35.00 per diem/day
3. Travel Reimbursement based on actual expenses incurred- receipt needed
4. Hotel not reimbursed if event held within 25 miles travel distance from home.

*Current Budget follows*

# AZF Budget

*2020-2021 (December 2020-December 2021)*

| Income          |                      |  |                  |        |
|-----------------|----------------------|--|------------------|--------|
| Income Category | Income From:         |  | 2020-2021 Actual | Budget |
| A               | Central Atlantic     |  |                  |        |
| B               | Chesapeake & Potomac |  |                  |        |
| C               | Eastern Pennsylvania |  |                  |        |
| D               | Free State           |  |                  |        |
| E               | Greater Philadelphia |  |                  |        |
| F               | Misc                 |  |                  |        |
|                 | <b>Total</b>         |  |                  |        |

| Expense         |                                     |                  |                  |            |
|-----------------|-------------------------------------|------------------|------------------|------------|
| Budget Category | Budget Item                         | 2020-2021 Budget | 2020-2021 Actual | Budget     |
| 1               | Zonal Weekend 2 events              | \$4,000.00       | \$0.00           | \$4,000.00 |
| 2               | Facilitator Expenses                | \$375.00         | \$0.00           | \$375.00   |
| 3               | Secretary Expenses                  | \$375.00         | \$0.00           | \$375.00   |
| 4               | Other Trusted Servant Travel        | \$0.00           | \$0.00           | \$0.00     |
| 5               | Website-Hosting and Domain Name     | \$110.00         | \$0.00           | \$110.00   |
| 6               | Zoom Account                        | \$179.00         | \$0.00           | \$179.00   |
| 7               | Domain name                         | \$20.00          | \$0.00           | \$20.00    |
| 8               | Drop box                            | \$0.00           | \$0.00           | \$0.00     |
| 9               | External HD                         | \$20.00          | \$0.00           | \$20.00    |
| 10              | P.O. Box                            | \$70.00          | \$0.00           | \$70.00    |
| 11              | Banking -with ach and mobile        | \$200.00         | \$0.00           | \$200.00   |
| 12              | Treasurer's Expenses                | \$375.00         | \$0.00           | \$375.00   |
| 13              | Events other than 2-day             | \$0.00           | \$0.00           | \$0.00     |
| 14              | Misc                                | \$100.00         | \$0.00           | \$100.00   |
| 15              | Funding of NAWS or WB Participation | \$0.00           | \$0.00           | \$0.00     |
| 16              | Legal and Accounting                | \$0.00           | \$0.00           | \$0.00     |
| 17              | Bank Charges & Misc                 | \$0.00           | \$0.00           | \$0.00     |
| 18              | WB Expenses every 2 years           | \$500.00         |                  | \$500.00   |
|                 |                                     |                  |                  |            |
|                 | <b>Total</b>                        | <b>6,324.00</b>  |                  |            |

Other than Elections, all decisions are made using consensus. Consensus is defined as the decision-making process used by the AZF in which discussion and compromise are used to reach agreement. For example, if a proposal/topic is introduced to change, or create a practice of the AZF and consensus is not reached, the practice will continue as it currently stands or will not be implemented. General guidelines are outlined below.

*Quorum 2/3 of the RDs of the existing voting regions must be present for decision making on Zoom calls. [07/2018]*

- 1) The facilitator opens the dialogue when a proposal or amendment is presented beginning with the maker of the proposal / topic.
- 2) Clarifying questions are taken. This is when questions are asked to ensure that all participants understand the proposal / topic. This is not the time for general discussion.
- 3) Facilitator asks for concerns or reservations (General Discussion). This is when modifications may be made to the proposal / topic to address expressed reservations or concerns
- 4) The Facilitator will conduct a straw poll to measure the initial level of support for the proposal. A straw poll can help to determine if any further discussion is necessary and to determine if the body is ready to decide. These are not binding decisions and are simply a tool to aid in the consensus-based process.
- 5) Facilitator asks for Consensus among voting members. Voting members are defined as the RDs of our participating regions. In the absence of the RD, the AD becomes a voting member.
- 6) A voting member may “Stand Aside”. This means that the member is removed from the vote count and does not affect the vote.
- 7) Consensus is reached when 80% of the voting members are in favor of a proposal/topic.

### Things to Consider

*All delegate team members of our participating regions are full participants in the decision-making process.*

*Consensus is based on the belief that each person has a piece of the truth*

*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.*



**Section 8****Elections**

| <b>Election Timeline 2020. ** Due to the Pandemic</b>  |  |
|--|--|
| August-Sept 2020   | Disburse Resumes throughout Regions- Open Nomination |
| Sunday, November 15, 2020  | **Close Receipt of Resumes and Receipt Nomination    |
| November 15-30, 2020   | Schedule Interviews                                  |
| December-20  | Review interview and Resumes individually            |
| Early January 2021   | Schedule Discussion and Vote via Zoom                |
| Current Position Closes at end of Jan AZF with new members invited to observe their position |  |
|  |  |
|  |  |
| <b>Election Timeline 2023</b>  |  |
| August-Sept 2022   | Dispense Resumes- Open Nomination                    |
| Saturday, October 1, 2022  | End Nominations                                      |
| Saturday, October 15, 2022   | Close Receipt of Resumes                             |
| November-22  | Close Receipt of Resumes/Nomination                  |
| December-22  | Review interview and Resumes individually            |
| Early January 2023   | Schedule Discussion and Vote via Zoom                |
| Current Position Closes at end of Jan AZF with new members invited to observe their position |  |

**Section 9      Miscellaneous**

# **Addendum I**

# Autonomy Zonal Forum Proposal

DATE \_\_\_\_\_

PROPOSAL # \_\_\_\_\_

MAKER \_\_\_\_\_

POSITION OR TITLE \_\_\_\_\_

SECONDED BY \_\_\_\_\_

POSITION OR TITLE \_\_\_\_\_

PROPOSAL \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INTENT \_\_\_\_\_

\_\_\_\_\_

FINANCIAL IMPACT \_\_\_\_\_

\_\_\_\_\_

POLICY AFFECTED \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RATIONALE BY MAKER \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Use back of page if more space is needed