

Richmond Area Service Committee Narcotics Anonymous Guidelines & Procedures

July 2016

RASCNA
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Guidelines

A. Purpose (Guideline)

The purpose of this area service committee is to be supportive of its groups and their primary purpose. This is to carry the message to the addict who still suffers by associating the group with other groups locally and by helping a group deal with its day to day situations and needs when discussing issues that affect our groups. It is in the spirit of loving service a human thing for emotions to be bought out because each of us here cares enough about Home Group and our Home Area to be here. Please remember that our purpose here is to help not to hinder. Your cooperation and input is welcomed, but let's do it in a way which is conducive to our purpose here.

B. Parliamentary Authority (Guideline)

The rules contained in the short version of Robert's Rules of Order, as adapted by the WSC, shall be utilized to expedite the business of the committee in cases to which they are applicable and in which they are not inconsistent with the 12 traditions, these guidelines and any special rules the committee may adopt.

C. Area Policy (Guideline)

- 1) Area Service Committee (ASC) will subscribe to the Conference Report and the World Service Conference (WSC) Conference Agenda Report (CAR) (\$75 appropriated bi-annually).
- 2) All subcommittees' literature shipping and handling fees are to be paid by their respective budgets.
- 3) 50% of the proceeds from all special events will be held in escrow for our annual free event. After the Free Event and Escrow reaches \$2,500.00, all of the profit from special events for the rest of the year will be deposited in the Area account. **(Changed on August 14, 2011.)**
- 4) No ASC trusted servant may serve more than two consecutive terms in any ASC position.
- 5) ASC maintains a \$1,750 literature stockpile, which is administered by the area literature committee.
- 6) RASCNA prudent reserve/seed money/escrow accounts ASC regional donation policy
- 7) Policy Subcommittee will update these guidelines annually and will distribute new guidelines at the July ASC meeting.
- 8) ASC meets from 4pm to 7pm on the 2nd Sunday of each month except in January when it meets the 1st Sunday due to the state convention and in May when it meets the 1st Sunday due to Mother's Day.

C. Guidelines for participation in Area Service Committee (Guideline)

1. Meetings – What is a meeting?

A meeting is two or more addicts caring and sharing to help each other stay clean

- New/Existing

a) Criteria

- 1) must meet at a regular place and time
- 2) must follow the 12 steps and 12 traditions of NA

2. Groups – What is a group?

A meeting which has home group members and duly elected GSR

- New/Existing

a) Criteria

- 1) must meet at a regular place and time
 - 2) must follow the 12 steps and 12 traditions of NA
 - 3) must have Home Group members and a duly elected GSR
- b) Outreach Subcommittee will meet with the person(s) representing the group after ASC.
- c) A new group is eligible to receive a group starter package from the Outreach Subcommittee, unless one has been received as a meeting.
- d) Outreach Subcommittee gives a report at the next ASC and gives a recommendation
- e) ASC votes on accepting the group into Area.
- f) New groups accepted by the ASC will appear on the meeting schedule only in the New Meeting Section for 4 months.

D. Area Level Trusted Servants (Guideline)

NOTE: *A conflicting service position is defined as:*

- 1) *Being a GSR or Alt. GSR holding any Area, Regional or World Trusted Servant position.*
- 2) *Holding more than one elected trusted servant position on the Area, Regional or World Level.*

1. Chairperson

a. Suggested Requirements of Chairperson

- 1) Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA.
- 2) Willingness to serve.
- 3) Active Home Group participation.
- 4) Resigns all conflicting service positions upon election and during the term of office. One year commitment.
- 5) Willingness to study the reports of the ASC Officers and subcommittees. Willingness to read the various handbooks published by WSO on each area of service and NA bulletins.
- 6) Three years of consecutive clean time.
- 7) Experience as ASC Vice Chairperson or having fulfilled at least one year or more commitment in ASC work.

b. Duties of Chairperson

- 1) Sets agenda for and presides over all ASC meetings.
- 2) Votes only in case of a tie – cannot vote on group conscience issues.
- 3) Has key to P.O. Box and checks it weekly.
- 4) One of the co-signers of the ASC checking account.
- 5) If unable to attend ASC meeting, arranges for the Vice Chairperson to chair ASC meeting.
- 6) Appoints, when necessary, Ad Hoc committee chairpersons and pro-temp positions. (This may be waived by the chairperson)
- 7) Participates in Policy Subcommittee meetings.
- 8) Submits written report at each ASC meeting.
- 9) Find place for the ASC meeting and bring back to ASC for area's approval.
- 10) Conducts the semi-annual audit of the ASC Treasurer's books. The Monthly Bank Statement Reconciliation Form on page 7 of the Group Treasurer's Workbook Revised copyright © 1988, 2003, will be the guiding information for the audit. The receipts will be matched to the checks written. The source of the deposits will be given. See attached Page 7 of the Group Treasurer's Workbook Revised copyright © 1988, 2003. The passed motion was sent back to the Home Groups and passed at the **March 9, 2015** Area Service Committee Meeting
- 11) If Chairperson wishes to express his/her opinion on issues, they must relinquish the Chair to the Vice Chairperson for the duration of the issue.

2. Vice Chairperson

a. Suggested Requirements of Vice Chairperson

- 1) Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA.
- 2) Willingness to serve.
- 3) Active Home Group participation.
- 4) Resigns all conflicting service positions upon election and during the term of office
- 5) One year commitment.
- 6) Willingness to study the reports of the ASC Officers and subcommittees. Willingness to read the various handbooks published by WSO on each area of service and NA bulletins.
- 7) Two years of consecutive clean time.
- 8) At least having fulfilled one year or more commitment in ASC work.

b. Duties of Vice Chairperson

- 1) If the office of the Chairperson becomes vacant, assumes responsibilities of the Chairperson until a new Chairperson is elected. Therefore, the qualifications and responsibilities mentioned under "Chairperson" apply equally here.
- 2) Keeps up with activities of all subcommittees by either attending their meetings or contacting their respective chairpersons on a monthly basis.
- 3) Receives and reviews all motions at ASC before they are introduced on the floor of the ASC.
- 4) Conducts business at ASC in the event the chairperson is absent or the chairperson wishes to step down for the remainder of an issue to express an opinion.

- 5) One of the co-signers of the ASC checking account.
- 6) Submits a written report at each ASC meeting.
- 7) Serves as Chairperson of any subcommittee when there is no subcommittee chairperson.
- 8) Assist the Area Chairperson with the semi-annual audit of the ASC Treasurer's books. The Monthly Bank Statement Reconciliation Form on page 7 of the Group Treasurer's Workbook Revised copyright © 1988, 2003, will be the guiding information for the audit. The receipts will be matched to the checks written. The source of the deposits will be given. See attached Page 7 of the Group Treasurer's Workbook Revised copyright © 1988, 2003. The passed motion was sent back to the Home Groups and passed at the **March 9, 2015** Area Service Committee Meeting.

3. Secretary

a. Suggested Requirements of Secretary

- 1) Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA.
- 2) Willingness to serve.
- 3) Active Home Group participation.
- 4) Resigns all conflicting service positions upon election and during the term of office
- 5) One year commitment.
- 6) Willingness to study the reports of the ASC Officers and subcommittees. Willingness to read the various handbooks published by WSO on each area of service and NA bulletins.
- 7) Two years of consecutive clean time.
- 8) Able to take accurate minutes, clerical skills and access to equipment necessary to carry out the duties of the position. At least having fulfilled one year or more commitment in ASC work.

b. Duties of Secretary

- 1) Keeps an attendance sheet and takes roll call at ASC.
- 2) Read old minutes at ASC upon request.
- 3) Adds corrections of old minutes of each meeting.
- 4) Takes accurate minutes of each meeting.
- 5) Compiles and types minutes and distributes copies no later than two weeks after ASC by mail and electronically to the following: all elected area officers and GSR's. All reports to be typed and included in the minutes. **(Approved Sept. 12, 2015).**
- 6) Adheres to "Basic Format for Minutes" delete
- 7) Maintain ASC archives.
- 8) One of the co-signers of the ASC checking account.
- 9) Attends the bi-annual Area Treasurer's audit. **(Changed March 2016)**

c. Budget of Secretary

- 1) \$100.00 monthly as a primary bill.
- 2) This is used to buy envelopes, USPS postage, and other expenses to mail the Area Service Committee minutes.

4. Assistant Secretary

a. Suggested Requirements of Assistant Secretary

- 1) Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA.
- 2) Willingness to serve.
- 3) Active Home Group participation.
- 4) Resigns all conflicting service positions upon election and during the term of office.
- 5) One year commitment.
- 6) Willingness to study the reports of the ASC Officers and subcommittees. Willingness to read the various handbooks published by WSO on each area of service and NA bulletins.
- 7) Two years of consecutive clean time.
- 8) Able to take accurate minutes, have clerical skills and access to equipment necessary to carry out the duties of the position.
- 9) At least having fulfilled one year or more commitment in ASC work.

b. Duties of Assistant Secretary

- 1) Becomes familiar with the duties of secretary.
- 2) Attends all ASC meetings.
- 3) Fills in for secretary if secretary is unable to perform such duties.
- 4) Attends the bi-annual Area Treasurer's audit. **(Changed March 2016)**

5. Treasurer

a. Suggested Requirements of Treasurer

- 1) Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA.
- 2) Willingness to serve.
- 3) Active Home Group participation.
- 4) Resigns all conflicting service positions upon election and during the term of office delete
- 5) One year commitment.
- 6) Willingness to study the reports of the ASC Officers and subcommittees. Willingness to read the various handbooks published by WSO on each area of service and NA bulletins.
- 7) Two years of consecutive clean time.
- 8) Having fulfilled at least one year commitment as a group treasurer.

b. Duties of Treasurer

- 1) Maintains ASC checking account.
- 2) Keeps an accurate record of ASC transactions and brings them to all meetings.
 - ✓ Keeps a listing of home groups who made donations and the amount at each ASC.
 - ✓ Keeps a listing of home groups who purchase literature and the amount at each ASC.
 - ✓ Keeps a listing of all deposits, checks, and transfers in a check register. **Changes made on July 8, 2012**

- 3) One of the co-signers of the ASC checking account.
- 4) Follows RASCNA budget policies set forth in these guidelines (See: Section H. Prudent Reserve (Procedure) on page 23.
- 5) Distributes all checks for all ASC expenses.
- 6) Collects donations to ASC and literature purchases.
 - ✓ The Treasurer gives receipts in the absence of the Vice Treasurer.
 - ✓ These donations will be entered into the computer and a total of donations will be announced before the end of the ASC meeting. **Changes made on July 8, 2012**
- 7) Makes a report of contributions, literature purchases, expenses and balances at every ASC meeting, along with an annual report.
 - ✓ The report of contributions, literature purchases, expenses, and balances for each ASC meeting will be handed out at the beginning of the next ASC meeting.
- 8) The annual report will be handed out at the January ASC meeting. **Changes made on July 8, 2012.** Keeps all receipts for items that a check is written for. **Changes made on July 8, 2012**
- 9) Reconciles ASC checking account on a monthly basis.
 - ✓ The Monthly Bank Statement Reconciliation Form on page 7 of the Group Treasurer's Workbook Revised copyright © 1988, 2003, will be the guiding information for the reconciling of the ASC checking account. See attached Page 7 of the Group Treasurer's Workbook Revised copyright © 1988, 2003.
 - ✓ All checks and all deposits will be listed. **Change made on March 9, 2015.**
 - ✓ The reconciling of the ASC accounts will be part of the report given out at the next ASC meeting.
 - ✓ The timing of bank records and ASC meetings might mean that a month might not have any reconciling reports while another month has two reconciling reports.
 - ✓ The amount of the Regional Donation will be figured out and be a part of each report given at the ASC meeting. **Changes made on July 8, 2012**
- 10) After paying bills, follows guidelines for donation to ASC.
- 11) Make books available for auditing on a semi-annual basis and also make books available at any time for ASC.
- 12) If unable to attend ASC meeting, arranges for Vice Treasurer to fill in.
- 13) Makes deposit within two business days after ASC meeting.
- 14) Will receive all money and receipts from Special Events Subcommittee Treasurer on the first business day after each event. **Changes made on July 8, 2012**
- 15) Has key to P.O. Box.
- 16) Maintain an escrow account for H&I for \$232.00 monthly and on the third month issues H&I, a check in the amount \$696.00 (quarterly/every three months for literature).
- 17) Must train the incoming Area Chairperson, incoming Vice Chairperson, incoming Treasurer, and incoming Vice Treasurer on the software that is used to keep the Area's financial records. **Changes made on March 9, 2015**

c) **Budget of the Treasurer** is \$10.00 as a secondary bill.

6. Vice Treasurer

a. Suggested Requirements of Vice Treasurer

- 1) Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA.
- 2) Willingness to serve.
- 3) Active Home Group participation.
- 4) Resigns all conflicting service positions upon election and during the term of office delete
- 5) One year commitment.
- 6) Willingness to study the reports of the ASC Officers and subcommittees. Willingness to read the various handbooks published by WSO on each area of service and NA bulletins.
- 7) One year of consecutive clean time.

b. Duties of Vice Treasurer

- 1) Maintains accurate records of ASC donations.
- 2) Collects donations to ASC and writes appropriate receipts.
- 3) Totals receipts.
- 4) Transfers money and receipts to Treasurer.
- 5) In the absence of the Treasurer, upon conclusion of ASC, Vice Treasurer will give all Money Orders and records to Vice Chairperson or Chairperson of ASC. Attends all ASC meetings.
- 6) Help the Treasurer train the incoming Area Chairperson, incoming Vice Chairperson, Incoming Treasurer, and incoming Vice Treasurer on the software that is used to keep the Area's financial records. The motion was sent back to Home Groups and passed at the March 9, 2015 Area Service Committee Meeting.
- 7) Attends the bi-annual Area Treasurer's audit. **(Changed March 2016)**

7. Regional Committee Member (RCM)

a. Suggested requirements of Regional Committee Member

- 1) Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA.
- 2) Willingness to serve.
- 3) Active Home Group participation.
- 4) Resigns all conflicting service positions upon election and during the term of office delete
- 5) One year commitment.
- 6) Willingness to study the reports of the ASC Officers and subcommittees. Willingness to read the various handbooks published by WSO on each area of service and NA bulletins.
- 7) Three years of consecutive clean time.
- 8) Willingness to give time and resources necessary for the job.
- 9) One year's experience at Alt-RCM or RSC participation.

b. Duties of Regional Committee Member

- 1) Communicates with Regional Service Committee (RSC).

- 2) Attends all RSC conferences, provides a report to RSC of activities within the area, provides an updated 12 step list and meeting list and takes ASC donations to RSC.
- 3) Attends all ASC meetings. Gives a report at all ASC meetings as to RSC events and sends information back to groups for group feedback and/or group conscience.
- 4) Attends at least one area group and subcommittee business meeting per month in addition to Home Group meetings.
- 5) Is an active participant in at least one subcommittee on the area level.
- 6) Keep the area informed of activities within the region and keep the region informed of activities within the area.
- 7) Is responsible for coordinating the areas voting on World Service Conference agenda motions, regional motions, attends area and regional workshops on the Conference Agenda Report (C.A.R.).
- 8) Helps Alt. RCM get acquainted with duties and responsibilities of RCM.
- 9) Attends all meetings on the regional level.
- 10) Attends the bi-annual Area Treasurer's audit. **(Changed March 2016)**
- 11) Budget for Travel is \$35.00

8. Alternate Regional Committee Member (Alt. RCM)

a. Suggested Requirements of Alternate Regional Committee Member (Alt. RCM)

- 1) Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA.
- 2) Willingness to serve.
- 3) Active Home Group participation.
- 4) Resigns all conflicting service positions upon election and during the term of office delete
- 5) One year commitment.
- 6) Willingness to study the reports of the ASC Officers and subcommittees. Willingness to read the various handbooks published by WSO on each area of service and NA bulletins.
- 7) Two years of consecutive clean time.
- 8) Willingness to give time and resources necessary for the job.
- 9) Fulfilled commitment as Group Service Representative (GSR), Alt GSR or one year experience in area level service work.

b. Duties of Alternate Regional Committee Member (Alt. RCM)

- 1) Become familiar with duties of RCM.
- 2) Attends at least one group business meeting in addition to Home Group.
- 3) Attends all RSC and ASC meetings.
- 4) Fills in for RCM if RCM is unable to attend meetings or fulfill term.
- 5) Is an active participant in at least one subcommittee on the area level.
- 6) Attends all meetings on the regional level.
- 7) Attends the bi-annual Area Treasurer's audit. **(Changed March 2016)**

9. Virginia Regional Convention Corporation (VRCC) Representative

a. Suggested Requirements of VRCC Representative

- 1) Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA.
- 2) Willingness to serve.
- 3) Active Home Group participation.
- 4) Resigns all conflicting service positions upon election and during the term of office delete
- 5) One year commitment.
- 6) Willingness to study the reports of the ASC Officers and subcommittees. Willingness to read the various handbooks published by WSO on each area of service and NA bulletins.
- 7) Two years of consecutive clean time.
- 8) Fulfilled commitment in area/regional level trusted servant position.

b. Duties of VRCC Representative

- 1) Attends all VRCC meetings.
- 2) Carries this area conscience on matters pertaining to VRCC actions.
- 3) Reports to ASC all activities of the VRCC.
- 4) Attends all ASC meetings.
- 5) Will submit a written report at each ASC.
- 6) If unable to attend ASC, will provide above information to Vice Chairperson.
- 7) Help acquaint alternate with duties and responsibilities of VRCC.
- 8) Attends the bi-annual Area Treasurer's audit. **(Changed March 2016)**
- 9) Budget for Travel is \$35.00.

10. Alternate VRCC Representative (ALT. VRCC)

a. Suggested Requirements of Alternate VRCC Representative (ALT. VRCC)

- 1) Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA.
- 2) Willingness to serve.
- 3) Active Home Group participation.
- 4) Resigns all conflicting service positions upon election and during the term of office.
- 5) One year commitment.
- 6) Willingness to study the reports of the ASC Officers and subcommittees.
- 7) Willingness to read the various handbooks published by WSO on each area of service and NA bulletins.
- 8) Two years of consecutive clean time.
- 9) Fulfilled commitment in area/regional level trusted servant position.

b. Duties of Alternate VRCC Representative (ALT. VRCC)

- 1) Attends all VRCC meetings.
- 2) In the absence of the VRCC representative, perform the duties of the VRCC representative.
- 3) Attends the bi-annual Area Treasurer's audit. **(Changed March 2016)**

11. Special Events Subcommittee Treasurer

a. Suggested Requirements of Special Events Subcommittee Treasurer

- 1) Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA.
- 2) Willingness to serve.
- 3) Active Home Group participation.
- 4) Resigns all conflicting service positions upon election and during the term of office
- 5) One year commitment.
- 6) Willingness to study the reports of the ASC Officers and subcommittees. Willingness to read the various handbooks published by WSO on each area of service and NA bulletins.
- 7) Two years of consecutive clean time.
- 8) Working knowledge of Special Events policy and active participation in the Special Events Subcommittee.

b. Duties of Special Events Subcommittee Treasurer

- 1) Keeps an accurate record of Special Events Subcommittee transactions.
- 2) Makes a report of income and expenses and balances to be handed out at the beginning of every ASC meeting for each event. Receipts will be turned in to the Area Treasurer. **Changes made on July 8, 2012**
- 3) Follows the Special Events Subcommittee Policy as set by the RASCNA.
- 4) Attends all ASC meetings and if unable to do so, sends report to ASC.
- 5) Treasurer is to receive all funds for Special Events' events.
- 6) Attends the bi-annual Area Treasurer's audit. **(Changed March 2016)**

12. Subcommittee Chairpersons

a. Suggested Requirements of Subcommittee Chairpersons

- 1) Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA.
- 2) Willingness to serve.
- 3) Active Home Group participation.
- 4) Resigns all conflicting service positions upon election and during the term of office
- 5) One year commitment.
- 6) Willingness to study the reports of the ASC Officers and subcommittees. Willingness to read the various handbooks published by WSO on each area of service and NA bulletins.
- 7) One year consecutive clean time except H&I which has a two year consecutive clean time requirement.
- 8) Working knowledge of appropriate subcommittee policy and active participation in the subcommittee they will be chairing.

- 9) Fulfilled commitment as GSR, Alt GSR or one year experience in area level service work.

b. Duties of Subcommittee Chairpersons

- 1) Schedules and presides over subcommittee meetings.
- 2) Reports to ASC all activities within the subcommittee.
- 3) Will be accountable to ASC for all activities and expenditures.
- 4) Will submit all subcommittee motions to ASC.
- 5) Will follow their respective handbooks/guidelines.
- 6) Attend workshops and learning days presented by other subcommittees.
- 7) Attends the bi-annual Area Treasurer's audit. **(Changed March 2016)**

E. Removal of Trusted Servants (Guideline)

- (1) Voluntary resignation given in writing to the ASC Chairperson prior to the next ASC meeting.
- (2) Involuntary – any of the following is reason for removal
 - (a) Nonattendance at two consecutive ASC meetings without contacting the Chairperson or Vice Chairperson
 - (b) After 2nd meeting is missed, effective the second meeting, the Chairperson will try to present a letter to the trusted servant at least 7 days prior to the next ASC.
 - (c) Breach of Traditions – to be determined and presented to ASC with input from any interested NA members.
 - (d) Failure to perform said responsibilities as outlined in these guidelines, to be determined and presented to ASC
 - (e) Relapse during term of office

Notes:

The trusted servant will be allotted time on the floor to state their position and then a two thirds majority vote by closed ballot is necessary for removal.

In the event of a vacant position the chairperson may appoint a pro-temp Chairperson/Trusted servant to fulfill the remainder of the term or this may be done by the ASC if the Chairperson so desires.

F. Subcommittees of the Area Service Committee (Guideline)

1. General Duties of all Subcommittees (Guideline)

- a) The purpose of these subcommittees is to minimize time spent debating subcommittee matters and to provide additional time and effort for special matters on ASC floor.
- b) These subcommittees are created by the ASC and are directly responsible to the groups.
- c) Each subcommittee chairperson will submit a written report to the ASC secretary at each ASC meeting (will be included in the minutes as written).
- d) Any actions that concern NA must be approved by the ASC before being carried out by the subcommittee in order to ensure that our traditions are being upheld. Administrative functions can be handled within the subcommittee which includes planning and scheduling meetings, typing reports, etc.

- e) Each subcommittee will hold at least two meetings per month, to be announced at all ASC meetings and to be included in the calendar of events.
 - f) Each subcommittee chairperson will establish lines of communication with the RSC and WSC.
 - g) The subcommittee will be represented at the RSC by the RCM.
 - h) The subcommittee will follow their respective handbooks/guidelines of policies.
 - i) All subcommittees must have receipts for expenditures and give a financial report of money spent at the next ASC meeting.
 - j) Subcommittee chairpersons or another subcommittee member will remain until the end of the ASC meeting.
- K). Subcommittees to conduct at least two area level workshops and/or learning days per year.

1. Hospitals & Institutions

A. Purpose

To get our message of recovery to any addict whose attendance at regular NA meetings is restricted. It initiates, coordinates and conducts all local NA Hospital & Institutions meetings and activities within the area. The area H&I committee is a subcommittee of the Richmond Area Service Committee of Narcotics Anonymous (RASCNA). It meets regularly on the 2nd and 4th Sundays of each month and its Chair reports to and is accountable in all matters to the ASC.

- 1) The subcommittee is composed of an H&I Chairperson (elected at ASC)
- 2) Subcommittee Chairpersons (guideline) Calendar of Nominations/Elections /Events (procedure)
- 3) Vice Chairperson, Secretary and Literature
- 4) Coordinator as elected Trusted Servants as well as other members of the fellowship who wish to get involved.
- 5) Each member of H&I is required to have a Hospitals & Institutions Handbook.

B. Subcommittee Responsibilities (H&I Subcommittee)

- 1) Provides forum to poll experiences ("I Can't, We Can")
- 2) Prepares H&I policies and guidelines for the H&I subcommittee and with the approval from RASCNA.
- 3) Serves as a communications link between local H&I meetings and H&I subcommittee meetings on the regional and world levels.
- 4) Selects the members who are to conduct H&I meetings.
- 5) Serves as a distribution point for literature for the meetings and reports these transactions to ASC.
- 6) In cooperation with PR (P.I.) makes all initial contact with facilities.
- 7) Conducts four learning days a year to be held quarterly (March, June, September and December) as well as workshops and orientations on relevant topics.
- 8) Is responsible for all H&I oriented services within the area.

C. Agenda (H&I Subcommittee)

1. 2nd Sunday-Chaired by H&I Vice Chairperson

- a) Moment of Silence for the still suffering addict.
- b) Serenity Prayer.
- c) Read Traditions and Concepts.

- d) Welcome new members.
- e) Take attendance.
- f) Questions from previous handbook study.
- g) H&I Handbook study and discussion.
- h) Schedule next meeting.
- i) **Serenity Prayer². 4th Sunday-Chaired by H&I Chairperson**
 - a) Moment of Silence for the still suffering addict.
 - b) Serenity Prayer.
 - c) Read Traditions and Concepts.
 - d) Welcome new members.
 - e) Take attendance.
 - f) Read the approved minutes of the previous meeting.
 - g) Report of budget expenditures including literature disbursement.
 - h) Old business.
 - i) Reports
 - 1) Chairperson's report on monthly activities if any.
 - 2) Vice Chairperson's report including 2nd Sunday report and attendance.
 - 3) Facilitators read and submit written reports.
 - j) Elections if needed.
 - k) New business.
 - l) Schedule next meeting.
 - m) Serenity Prayer.

D. Responsibilities of Area H&I Officers

The responsibilities of the subcommittee officers are listed below but the list is only a summary. The success of the subcommittee depends upon the dedication and leadership of good officers.

1. Chairperson (Elected at ASC, Guideline), Calendar of Nominations/Elections/Events (Procedure

- a) Minimum clean time requirement of two years (1-year term).
- b) Keeps order in the meeting.
- c) Keeps discussion on topic.
- d) Prepares an agenda for each subcommittee meeting.
- e) Ensures that the "Traditions" are upheld in all matters.
- f) Maintains a link of communication between the H&I subcommittee and the ASC including giving a monthly report to the ASC along with subcommittee minutes for the archives.
- g) Maintain contact with RCM regarding H&I.
- h) Responsible for all correspondences to facilities served by the subcommittee using the forms and form letters from the H&I Handbook Appendix.

- i) Maintains meeting referral information about the fellowship so that facilitators can refer those leaving an H&I setting for another area to a meeting or help-line number.
- j) Appoints AD Hoc Committee for quarterly learning day.

2. Vice Chairperson (H&I Subcommittee)

- a) Minimum clean time requirement of one year.
- b) Helps Chairperson keep proceedings orderly.
- c) Acts as Chair in Chairperson's absence.
- d) If the office of Chairperson becomes vacant, serves as the chair until confirmed by ASC or another Chairperson elected.
- e) Chairs the 2nd Sunday Handbook study meeting.
- f) Submits a written report at 4th Sunday subcommittee meeting.
- g) Maintain contact with the RCM regarding H&I.
- h) May have other responsibilities as delegated.

3. Secretary (H&I Subcommittee)

- a) Minimum clean time requirement of one year.
- b) Takes an accurate set of minutes at the 4th Sunday subcommittee meeting.
- c) Keeps an updated volunteer list of members who would like to speak.
- d) Keeps an updated volunteer list of members who want to serve on a panel at H&I meetings.
- e) Maintains an ongoing file of all correspondences and minutes. (f) May have other responsibilities as delegated.

4. Literature Coordinator (H&I Subcommittee)

- a) Minimum clean time requirement of one year.
- b) Distributes NA Conference approved literature and any other items the subcommittee uses in carrying the message, such as copies of "Reaching Out" and "The NA Way". This person should always be aware of the amount of literature being distributed so that the facilitator's literature requests remain prudent and the subcommittee can fairly distribute the literature without exceeding its budget.
- c) Literature is distributed on the 4th Sunday at the end of the meeting.

5. Facilitator (H&I Subcommittee)

Facilitators are members of H&I Subcommittee who take meetings into facilities where addicts cannot get to an outside meeting. This position requires a one-year commitment and 9 months clean time. It is their responsibility to:

- a) See that the meetings are conducted in accordance with the policies of the H&I Subcommittee and the rules of the facility.
- b) Select the type of format.
- c) Invite speakers or panel members from the fellowship to share (at least 6 months clean to speak and 3 months clean to participate on panel).
- d) Ensure that the meetings start and end on time.

- e) Submit a written monthly report due on the 4th Sunday using the report form provided by the Secretary. Any problems should be reported to the H&I Chairperson and then included in the regular report to the H&I.
- f) Commitment to each facility is suggested to be one year. All hospitals and institutions served by the committee will have at least two facilitators assigned and at least one in attendance.
- g) Facilitators are required not to miss three consecutive subcommittee meetings (2nd& 4th Sundays). It is the Vice Chairperson's responsibility to contact facilitators and if necessary, obtain a written report for the subcommittee. Any further action will be at the discretion of the subcommittee as a whole.
- h) You may not be a facilitator and a resident of that facility. You may not sponsor residents, patients, or inmates of the facility. You may only give out our area help-line number. You may not participate in any activity at the facility other than the H&I meeting. In the following, the 6th Tradition-NA's name in the institution should only be used for the H&I meeting. Refer to the Do's and Don'ts for both Treatment and Correctional Facilities in the H&I Handbook. Key chips are only provided at institutions that request them.

F. Budget of H&I Subcommittee

- 1) The budget is \$20.00 for monthly rent as a primary bill.
- 2) \$232.00 monthly expense for literature as a secondary bill
- 3) Check issued quarterly for \$696.00

2. Literature

A. Purpose of Literature Subcommittee

The purpose of the literature subcommittee is to maintain a stock of NA books, pamphlets key tags, medallions, and other items offered through WSO. This subcommittee processes group orders, monitors stock levels, stamps all literature, and reorders materials from the WSO.

B. Officers of Literature Subcommittee

The subcommittee has a chairperson, Vice Chairperson and Secretary.

C. Duties of Literature Subcommittee

- 1) Regular subcommittee meetings (at least 2 per month).
- 2) Process incoming RASCNA literature order from WSO, checking the shipment for accuracy.
- 3) Sort literature, key tags, medallions, etc. in appropriate categories to prepare for distribution at the next ASC meeting.
- 4) Process group orders at ASC meetings.
- 5) Accurately record back orders for each group.
- 6) Distribute group orders to the GSR, Alt. GSR or an authorized representative from that group orders will not be distributed until after the ASC meeting has adjourned.
- 7) Orders are to be paid for with a money order made out to RASCNA that can also include your donation to RASCNA.
- 8) Sale of literature will be conducted prior to Area Service. Your order and money order must be turned in prior to the start of Area.
- 9) Distribute back orders from previous ASC meetings during subcommittee meetings.

- 10) Literature has a stockpile of literature valued at \$1,750.
- 11) The guidelines and procedures received from Policy Subcommittee will be held for the groups that did not pick them up. All guidelines and procedures that are not marked for a group or trusted servant will be made available for sale by the Literature Subcommittee. The cost will be the average price to print one copy minus 8%.
- 12) The Literature Chairperson will provide the Area Chairperson and Area Vice Chairperson with a starter kit that contains the handbooks for each subcommittee. This starter kit will be passed down from the Area Chairperson and Area Vice Chairperson to the incoming Area Chairperson and incoming Area Vice Chairperson. **Change made March 9, 2015.**

D. Budget of Literature Subcommittee

- 1) \$15.00 is for supplies as a secondary bill.

3. Newsletter

A. Purpose of Newsletter Subcommittee

The subcommittee publishes a monthly newsletter, which contains listing of area and regional events. The newsletter also carries articles on local service activities and members' recovery experiences.

B. Officers of Newsletter Subcommittee

The officers of this subcommittee are chairperson (elected at ASC Chairpersons (Guideline), Calendar of Nominations/Elections/Events (Procedure) Vice Chairperson and Secretary.

C. Duties of Newsletter Subcommittee

- 1) Solicit articles, poems, cartoons, drawings, etc. from the fellowship.
- 2) Type, proof and layout the monthly newsletter.
- 3) Copy and distribute the newsletter at each ASC meeting.

D. Budget of Newsletter Subcommittee

- 1) Until the Newsletter Subcommittee becomes active there is no listing in the Prudent Reserve.

4. Outreach

A. Purpose of Outreach Subcommittee

The purpose of the Outreach subcommittee is to offer support to new or existing meetings or group and orientate new GSRs.

B. Officers of Outreach Subcommittee

The officers of this subcommittee are chairperson (elected at ASC, (guideline), Calendar of Nominations/Elections/Events (Procedure) Vice Chairperson and Secretary.

C. Duties of Outreach Subcommittee

- 1) New meetings or groups are eligible to receive a group starter package, which consists of following:
 - a) Five copies of each pamphlet (IP#1 Who, What, How and Why; IP#6 Recovery and Relapse; IP#7 Am I an addict?; IP# 8 Just for Today; IP#11 Sponsorship; IP# 22 Welcome to NA; IP# 24 Hey!
 - b) What's the basket for?

- c) Five of each of the nine different key tags
 - d) Literature order form
 - e) One copy of IP#2 The Group
 - f) Group Readings (set of 6)
 - g) Area guidelines and procedures
 - h) Group Treasurer's Handbook
 - i) Guide to local service
 - j) Sample Home Group meeting format
 - k) Sample Home Group business meeting format
- 2) Go to home groups as requested by individual members, home group members, or ASC to assist at business meetings.
 - 3) Attend groups that have missed three or more ASC meetings.
 - 4) Offer support to meetings as requested by individual members, home group members, or ASC.
 - 5) Provide monthly report at ASC regarding subcommittee activities.
 - 6) That Outreach committee is in the room for Area Service at 3:30 pm to meet with new GSRs or GSRs who need help.

D. Budget of Outreach Subcommittee

- 1) \$30.00 monthly rent as a primary bill
- 2) \$60.00 monthly for literature supplies as a secondary bill

5. Policy

A. Purpose of Policy Subcommittee

The purpose of this subcommittee is to Keep the area guidelines and procedures updated, provide area members with training that familiarizes them with its content, and how to find specific information within the document.(Approved Sept. 12, 2015).

B. Officers of Policy Subcommittee

The officers of this subcommittee are chairperson (elected at ASC

Chairpersons (Guideline) Calendar of Nominations/Elections /Events (Procedure) Vice Chairperson and Secretary.

C. Duties of Policy Subcommittee

- 1) This committee reviews motions submitted to area for clarity and grammatical correctness.
- 2) The Chairperson, Vice Chairperson, or a designee sits at the executive body table and helps the Area follow its guidelines and procedures.
- 3) To update the guidelines and procedures annually and distribute new guidelines and procedures at July ASC meeting. Copies that are leftover will be turned over to the Literature Subcommittee by the end of the August ASC meeting.
- 4) An amendment page will be updated monthly and given to GSRs.
- 5) Conduct a workshop that provides all area members with an overview of RASCNA's guidelines and procedures within 60 to 90 days of issuance of the July's current year guidelines and procedures. (Passed April 2009)

D. Budget of Policy Subcommittee

- 1) The budget is \$35.00 monthly for rent as a primary bill.

6. Print Shop Subcommittee

A. Purpose of Print Shop Subcommittee

The subcommittee publishes all publications of the Richmond Area.

B. Officers of Print Shop Subcommittee

The members of this subcommittee are representatives from each subcommittee, Area Secretary, Area Treasurer and any interested member of NA. The Print Shop Subcommittee Chairperson will be elected in January.

C. Duties of Print Shop Subcommittee

- 1) The meeting schedules will be ready by the Thursday after the third Monday of the month when they can be printed. The Public Relations Subcommittee will determine the number of meeting schedules to be printed.
- 2) The Area minutes will be printed when received from the Area Secretary. The Area Secretary will determine the number of copies to print.
- 3) The minutes of the H & I Subcommittee will be printed when received from the H & I Subcommittee.
- 4) The H & I Subcommittee will determine the number of copies required.
- 5) The Print Shop Subcommittee will provide the Area Secretary with electronic files of items printed that are needed for the Area Minutes.
- 6) The Policy Subcommittee will provide the electronic file to the Print Shop Subcommittee for any of their documents to be printed two weeks before Area Service Committee meeting or the event that they are required for.
- 7) Subcommittees will present electronic files of documents that are needed at least two weeks in advance.

D. Budget of Print Shop Subcommittee

- 1) \$150.00 monthly for maintenance package and printing supplies
(Print Shop Subcommittee added on September 9, 2012)

7. Public Relations (major rewrite in Dec. 2008)

A. The purpose of Public Relations

The purpose of Public Relations Subcommittee is to work together in the spirit of unity and cooperation to carry the message of recovery. Develop and maintain valuable relationships with professional and public. Provide information about NA and to inform the public that NA exists and offers recovery from the disease of addiction, as well as how and where to find us.

B. Officers of Public Relations Subcommittee

The officers of this subcommittee are chairperson (elected at ASC Chairs (Guideline)_Calendar of Nominations/Elections/Events (Procedure) Vice Chairperson for Phone Line, Vice Chairperson for Public Relations, Secretary and Web Servant.

C. Duties of Public Relations Subcommittee

- 1) The Richmond Area to have a shared phone line and website, to include Area web pages with any area that is willing to support the cost of service.

- 2) The Vice Chairperson for Phone Line shall serve as the phone line coordinator within the subcommittee and will update phone line with phone line provider at both area and regional levels regularly (at least once a month).
- 3) The Vice Chairperson for Public Relations shall serve as the meeting list coordinator within the subcommittee and will maintain a current unified meeting schedule.
- 4) To recruit volunteers to the phone line.
- 5) Provided training for the volunteers.
- 6) Answer questions for the phone line.
- 7) Keep a list of community service and referrals of outside service. (*We now use 211 Service*)
- 8) Contact H&I subcommittee chairperson encouraging their participation in the Public Relations Subcommittee.
- 9) Be sure that the subcommittee information contact name and phone numbers are available throughout the area/region (be prepared to serve as a communication point with other areas, regions and the world).
- 10) Develop materials to use in presentation to people in the helping professions.
- 11) Remember that other 12 step fellowships are part of the public we are informing.
- 12) To have a learning day or workshop at least once a year, this can be done with H&I.
- 13) Will update trusted servants and group information to World Services Office (WSO).
- 14) RASCNA mailing address will be used by all area trusted servants and groups.
- 15) (P.O. Box 26249, Richmond, Virginia 23260-6249)
- 16) To publish a monthly unified meeting schedule.
- 17) The Web Servant shall update Area's website and webpage, monthly, to include approved ASC and Subcommittee documents and forms.

D. Budget of Public Relations Subcommittee

- 1) \$35.00 monthly rent as a primary bill.
- 2) \$20.00 monthly phone service provider fee as a primary bill. Check made out to New Dominion Area since account is in their name.
- 3) \$20.00 website as a secondary bill . Check made out to New Dominion Area upon receipt of invoice.
- 4) \$100.00 supplies for subcommittee literature and mailing projects as a secondary bill.
- 5) \$87.00 for PSAs.

8. Special Events

A. Purpose of Special Events (guidelines)

The purpose of Special Events, in accordance with our 7th tradition, is to provide unity through social and recreational activities as well as raise funds to further carry the message of recovery.

B. Officers of Special Events (guidelines)

The officers of this subcommittee shall be Chairperson, and Treasurer (elected at ASC Chairpersons (Guideline) Calendar of Nominations/Elections/_Events (Procedure) Vice Chairperson, and Secretary.

C. Duties of Special Events (guidelines)

- 1) Regular subcommittee meetings (at least 2 per month required).

- 2) Find suitable facilities for functions.
- 3) Special Events Subcommittee will prepare and present a written plan for an event so that it can be presented at Area at least three months in advance (if not possible then not less than two months). Special Events Subcommittee will submit a motion with the printed plan to the Chair, Vice Chair, or Policy Subcommittee representative prior to the start of Area and the plan will include the following: **(changes to this Section were made on July 8, 2012)**
 - a) Detailed fliers to be approved at ASC to include the location, address, and directions to event.
 - b) Request for monies should have a contract (3 vendors and if not, why) and if contract cannot be given until money is received then the subcommittee will get a commitment in writing from the vendor(s) detailing the expenses and what will happen if the event is cancelled.
 - c) Hiring details of all paid workers, such as, DJ's, bands, security or coordinators.
 - d) Security and its responsibilities.
 - e) Ticket sales in advance, at the door, price after a certain time and ticket accountability.
 - f) Cleanup crews (a list)
- 4) Plan at least one free event per year, the plans will be submitted just like any other event.
- 5) All funds deposited in the Special Events Escrow Account as of December 31 must be spent on a free event by July 1. The plan for this event must be submitted to the Area Service Committee at or before the April ASC. All funds deposited in the account after December 31 cannot be added to the money that was in the account on December 31. Only the Richmond Area Special Events Subcommittee can spend these funds. The records must be kept as this year's amount and last year's amount. The unspent funds on July 1 from last year's amount will be transferred from the Special Events account and will be deposited into the RASCNA bank account.

D. Budget of Special Events Subcommittee

- 1) The seed money for each month is \$800.00 distributed based on availability of funds, \$400.00 from primary bills and \$400.00 from secondary bills.
*Note: The subcommittee can allot the seed money to events just as long as they do not exceed the seed money. An example would be four events with a budget of \$200.00 each. The subcommittee can make a request for additional funds from the ASC. **Motion passed January 2010.***
- 2) The seed money, all receipts, and all profits must be turned over to ASC treasurer by the next business day, by the Special Events Treasurer. All money and receipts must be in the possession of the Special Events Treasurer at the close of the event.
- 3) \$50.00 shall be the monthly budget for such expenses as flyers & cleaning supplies, brooms and mops may be purchased periodically
- 4) 50% of the profit from each event goes into an escrow account for free events,.
- 5) In the event that the seed money for Special Events (\$800.00) is not returned because of lack of support, the Area will return the seed money from monthly donations **(Changed in May 07)**.
- 6) All requests for Special Events Escrow money must be sent to the Special Events, until the escrow account for that year reaches \$2,500.00. After the escrow account for that year reaches \$2,500.00, all profit goes into the Area account. **(Changed on August 14, 2011.)** Subcommittee to be discussed and they must return a recommendation to the ASC prior to the request being voted on at ASC.
- 7) \$20.00 monthly rent as a primary bill.

2. Forming/Dissolving Standing Subcommittees (Guideline)

- 1) Forming a standing subcommittee:
 - a) A representative of that committee to be appointed pro-temp.
 - b) Guidelines with duties, goals, and means of said committee.
 - c) Letter to ASC explaining needs for this committee, this letter to be given to all Home Groups.
 - d) A two-thirds majority vote by closed ballot is necessary for this to be approved.
- 2) Dissolving a standing subcommittee
 - a) A two-thirds majority vote by closed ballot is necessary for group conscience approval at ASC

G. Donation to Regional Service Committee (Guideline)

After the Treasurer figures the monthly expenses, deal with money matters and sees that ASC maintains its prudent reserve (two months operating expenses) the remainder of the funds will be donated to the RSC via the RCM. Only write one check at the Area before the Regional meets. **(Passed June 2009)** *Note: The prudent reserve includes the Special Events seed money and escrow money for Special Events and H&I.*

An example of meeting the prudent reserve is below.

Two months Prudent Reserve, H&I Literature Escrow, this year's Special Events Free Event Escrow, next year's Special Events Free Event Escrow, are added together and the Area can only send money if they have any money above that amount. The ASC expenses and income for that days deposit must be considered plus outstanding checks.

H. Amendment of Guidelines (Guideline)

Note: All motions that will change RASCNA guidelines and procedures are to be referred to the Policy Subcommittee.

- 1) These guidelines may be amended at a regular ASC meeting.
- 2) The amendment must be written on a motion sheet with a motion maker and seconded by a GSR.
- 3) The amendment is then announced, discussed and voted on by closed ballot.
- 4) A simple majority is needed to send back to the groups for approval/disapproval.
- 5) At the next scheduled ASC, a two-thirds majority is needed in order to pass the amendment.

Procedures

A. Agenda (Procedure)

1. 3121 Moss Side Avenue, Richmond, VA 23222 (no mail at this address)
Date _____ Start time _____ End time _____

2. ASC Chairperson:

Open RASCNA with the Serenity Prayer

Purpose _____

12 Traditions _____

12 Concepts _____

Chairperson Reads

a. It is a privilege for NA to use this facility for ASC. We must ask that all children remain under adult supervision at all times. The space that has been rented to us consists of the meeting room and the rest rooms.

b. Any home groups here today that has information to present about their home group that can affect our primary purpose? Examples: Changing of meeting time and/or location; Meetings changing due to holidays; Any problem with addicts behavior that could jeopardize the meeting space; Meetings closing for any reason; Home Group Functions.

Notes:

a. All motions to change the order of the day must be turned in prior to the start of the business to be considered. Motions to change the order of the day turned in after the start of business must be approved by the Chairperson to be considered. All changes to the order of the day must be heard and receive a majority vote of the GSRs before the change to the order of the day can happen.

b. I appoint _____ to keep track of the time (5 – 8 minutes) that a motion is being discussed.

See note under 3. How Voting is Conducted found on page 20.

3. Attendance Roll Call by Secretary: Groups Voting _____, Report Only _____, Absent _____

Attendance of Trusted Servants: Present _____ Absent _____

(Please stand and state your name; this is not to embarrass you, just so we can get to know you better.) Secretary will report official counts

4. Old minutes reviewed, corrections listed and approved

5. Chairperson Report

6. Vice Chairperson Report

7. Treasurer Report

Report will be handed out at the beginning of ASC Mtg. 5. (7) Duties of the Treasurer found on page 4.

Record information and study previous month's report and bring forward totals for next month's ASC.

Review ASC Minutes to determine what entry information is needed here for actual account of ASC.

8. Secretary Report

9. Group Reports (3-5 minutes each)

Financial information should be included in Group Report, but NOT TO BE READ on ASC floor (read and turn in Group Report to Secretary).

10. Subcommittee Reports (5 to 8 minutes)

FOR REPORTS LONGER THAN 8 MINUTES, PLEASE HAVE A PRINTED COPY OF THE REPORT FOR EACH GSR AND REPORT ONLY ON INFORMATION THAT SHOULD BE TAKEN BACK TO HOME GROUP.

Start time _____ End time _____

a. Policy

b. Public Relations

c. Literature

d. H & I Report

e. Printshop

f. Newsletter (vacant)

g. Special Events Reports (25 minutes with Reports and Voting)

h. Special Events Treasurer Report

i. Ad-Hoc Committee Report (if any)

j. RCM Report (Alt RCM)

k. VRCC Director Report (Alt VRCC)

l. Outreach

m. Other Subcommittees (if any)

11. Attendance Sheet (determining location, has everyone signed in?)

12. Old Business (NOTE: pros and cons on motions to be added in minutes) (30 minutes maximum; 5-8 minutes per motion)

a. The voting on all motions including tabled motions which were not heard at last ASC meeting.

b. Report on Nominations and Elections of Officers.

NOMINATIONS: _____ ELECTIONS: _____

c. The Recognition/Thank you to past Trusted Servants.

d. Report on Group conscience issues voting on Area motions, Regional motions, and VRCC motions which were sent back to Home Groups.

e. Tabled Motions:

13. New business motions and money matter motions (15 minutes before the close of ASC, all business will end. At this time, all requests for money will be dealt with, if time permits, the ASC will return to business).

NOTE: pros and cons on motions to be added in minutes

a. Policy Procedure Motions (to be voted on today)

14. Motions (Area, Regional and VRCC) going back to Home Groups to be voted on

15. Next ASC meeting: _____

Date _____ Time _____ Location _____

Literature orders will be collected between 3:30pm-4:00pm only.

Order pickup is AFTER ASC unless permissioned by the Chair (Vice)

16. Tentative ASC Agenda nominations and elections for the next ASC.

Nominations: _____ Elections: _____

17. Other pertinent announcements (a written or spoken statement that tells people about an upcoming event)

18. Motion to close with the Serenity Prayer: Time _____ Motioned by: _____ 2nd _____

B. Motions (Procedure)

1. Types of motions

“Money matters” is a request for money to be reimbursed to any trusted servant to further carry the message of recovery (must have a receipt). ASC can approve money requested by a subcommittee (Receipt to be provided later). Use the procedural motion form in the guidelines and procedures.

- a) Guideline motion is to change the guidelines.
- b) Procedure motion is to change the procedures.

2. Voting on motions

- a) A quorum is not required to conduct business at ASC.
- b) A simple majority (50% and 1 vote) of voting members in attendance who vote is needed to pass/fail a motion at ASC unless otherwise specified in Section H of the guidelines, page 19.
- c) How votes count
 - 1) Yes – member/group agreed with motion
 - 2) No- member/group disagree with motion
 - 3) Abstention – votes will not count as “cast” votes. If abstentions are equal to or greater than 20% of the number of members present, discussion will be reopened until the motion passes or fails with less than 20% of the members abstaining or it is tabled. It is tabled until the next ASC. (This can occur only on motions that do not require group consciences, those motions must be sent back to home groups for a yes or no vote) this will help in obtaining a better group conscience of ASC issues.
 - 4) Blank – A vote not to vote, the member/group removes themselves from the final total of votes and goes with conscience of the ASC.
- d) Who can vote, make a motion or a second motion
 - 1) GSR's can vote, make a motion or second a motion
 - 2) Alternate GSR's can make a motion and if their GSR is not present then the Alternate GSR can vote and second motions.
 - 3) A member of NA can make a motion but cannot vote or second a motion.
 - 4) The motion and the intent of the motion will be written on a motion slip by the motion-maker and given to the Vice Chairperson.
 - 5) No GSR or Alternate GSR may cast more than one vote on any motion.
 - 6) The Chairperson may vote (see page 5, #2 under duties) only in the case of a tie except on group conscience issues. If there is a tie vote on group conscience issue, the issue is sent back to the groups.
 - 7) Any motion can be withdrawn before it is voted on by the person who originally made the motion. The person who seconded a motion can withdraw their second at any time at which point the motion must be seconded again by a GSR or duly elected alternate GSR (if their GSR is not present) in order for the motion to be a live motion.
 - 8) A motion made by a subcommittee is not required to be seconded. The Chairperson, Vice Chairperson or designated member of the subcommittee would serve as the motion maker and could accept amendments to the motion
 - 9) A motion can be amended only with permission of the motion maker. An amendment to a motion must be seconded by a GSR or a duly elected Alternate GSR (whose GSR is not present)

3. How voting is conducted

Note: To limit any discussion on the area floor to a maximum of 5-8 minutes. If no clarity has been arrived at within the time frame the motion is to be tabled and sent back for clarity. Chairperson is to appoint someone to keep track of the time.

- a) Vice Chairperson reads the motion and the intent of the motion.
Chairperson asks if there are any questions on the motion. The questions are to be answered by the Chairperson or the motion maker, unless otherwise directed by the Chairperson.
- b) The Chairperson will ask for two pros and two cons on the motion.
- c) Chairperson asks if there are any amendments to the motion: -
If there are any amendments, then back to step "a".
If there are not any amendments, continue with step "e".
- d) Chairperson asks if the GSR's are ready to vote:
If they are not ready, return to step "a"
If they are ready, continue with step "f"
- e) A moment of silence is observed and then the vote is taken. A guideline motion is voted on by closed ballot.
- f) When the vote comes back from the home groups, there is not further discussion on the motion. A vote must be taken, but a new motion can be made to take an issue back to the home groups.
- g) Only GSR's or duly elected Alternate GSR's (whose GSR is not present) may ask for a recount of the vote.

C. Nominations and Elections (Procedure) (Changed on Jan 2, 2011)

- 1) Trusted Servants will announce two ASC meetings prior to their term ending that their position will be open. Nominations will be taken two months before the election. If no nominations are received in those two months then it will be nominations instead of an election on election month.
- 2) This information will be carried back to groups for nominations.
- 3) Nominations will come from groups or floor of ASC at ASC one or two months prior to the election.
- 4) Nominees must be present at ASC. Qualifications will be given once when nominated.
- 5) On election, when only one nominee then the nominee leaves the room and GSR's are asked if anyone does not want this person for the position. If no objections the person is elected by acclamation. If there is one objection, proceed with two pros/cons etc.
- 6) 6. When there are two or more nominees, questions may be asked by the ASC body of each nominee, then they leave the room.
- 7) Chair will ask for two pros and two cons on nominations.
- 8) To be elected, a simple majority vote by closed ballot In the event of a position opening prior to the end of the trusted servant's term, the ASC Chairperson may appoint an officer pro-temp (i.e. to fulfill the term). This decision may be waived by the Chairperson in which case ASC shall elect someone to fulfill the term.
- 9) Upon election, trusted servants will begin their terms at the end of ASC.

D. Calendar of Nominations/Elections/Events (Procedure)

January

Nominations-H&I Chairperson, Treasurer, Vice Treasurer,

Elections-Chairperson, Vice Chairperson, Print Shop Chairperson

Events-**Audit of Treasury Books**

February

Nominations-Special Events Subcommittee Treasurer

Elections-H&I Chairperson, Treasurer, Vice Treasurer

Events- Regional Service Committee meets 3rd Saturday

March

Nominations-Special Events Subcommittee Treasurer,

Elections-None

Events-Conference Agenda Report Workshop (in even years)

April

Nominations-Secretary, Assistant Secretary, Public Relations Chairperson

Election-Special Events Subcommittee Treasurer

Events-Regional GSR Assembly on 3rd Sunday, Regional Service Committee meets 3rd Saturday

May

Nominations- Secretary, Assistant Secretary, Public Relations Chairperson

Elections- None

Events-None

June

Nominations- Outreach Chairperson,

Elections- Secretary, Assistant Secretary, Public Relations Chairperson

Events-

July

Nominations- Outreach Chairperson, RCM, Alt RCM, Newsletter Chairperson

a. **Elections**-None

i. **Events**-Audit of Treasury Books, Distribute New Area's Guidelines and Procedures (Approved August 9, 2015), Special Events Free Event

August

Nominations-RCM, Alt RCM, Newsletter Chairperson, Literature Chairperson, Special Events Chairperson

Elections- Outreach Chairperson

Events- Regional Service Committee meets 3rd Saturday

September

Nominations-Literature Chairperson and Special Events Chairperson

Elections-RCM, Alt RCM and Newsletter Chairperson

Events-Unified Unity Fest, World Unity Day,

October

Nominations-VRCC Director, Alt VRCC Director, Policy Chairperson

Elections- Literature Chairperson and Special Events Chairperson

Events- Regional Service Committee meets 3rd Saturday

November

Nominations-VRCC Director, Alt VRCC Director, Chairperson, Vice Chairperson, Policy Chairperson, Print Shop Chairperson

Elections-None

Events-Pay Area Post Office Box Rent, Conference Agenda Report in odd years,

December

Nominations-Chairperson, Vice Chairperson, H&I Chairperson, Treasurer, Vice Treasurer, Print Shop Chairperson

Elections-VRCC Director, Alt. VRCC Director, Policy Chairperson

Events- Regional Service Committee meets 3rd Saturday

E. Amendment of Procedures (Procedure)

- 1) Procedures may be amended by a majority vote at a regular ASC meeting, providing that the motion and its intent have been written down.
- 2) The motion and the intent are then announced, discussed and voted on at the meeting.
- 3) The motion to take effect after being adopted.

F. Ad-Hoc Committee (Procedure)

The Chairperson of the ASC shall have the authority to appoint Ad-Hoc committees from available volunteers for such special purposes as may, from time to time, be deemed necessary by the ASC to fulfill specific functions. The purpose, membership and duration of existence of any Ad-Hoc committee shall be specifically designated by the ASC at the time of appointment.

G. Instructions for GSR's and Alt. GSR's for ASC Service (Procedure) (Added on Feb. 2011)

1. Literature Instructions for GSR's.

- a) Sale of Literature will be conducted on the 2nd Sunday of each month prior to ASC Service (between 3:00pm and 4:00pm).
- b) All Literature Order Forms are to be completed, including 8% Shipping and Handling (an example of the order form is attached) prior to ASC between the hours indicated above.
- c) Upon turning in the order form and money order to purchase the literature, receipts will be issued.
- d) Literature Orders WILL NOT be distributed until AFTER ASC has adjourned.
- e) Literature orders are to be picked up ONLY by the GSR, Alt. GSR or an authorized representative from the Home Group.
- f) Literature sales are paid for with a money order that can also include your donation. Money order to be made out to RASCNA.

2. Before ASC Service Meeting.

- a) Get yourself a notebook so you can carry all necessary documents for ASC Service organized and readily available to you.
 - 1) Previous month ASC service minutes.
 - 2) RASCNA Guidelines and Procedures, most recent edition.
 - 3) A Guide to Local Service in Narcotics Anonymous.
 - 4) Motions Forms
 - 5) GSR Group Report Form
 - 6) Literature Order Form
 - 7) Writing Paper, pencil and pen.
- b) The previous month's ASC minutes should be reviewed in your home group business meeting so that members can be informed on all issues.
- c) Obtain and bring your group's conscious on all motions sent back to home groups. Also bring to ASC any questions from your home group, motions from the group and nominations for ASC trusted servant positions.
- d) Complete your Group Report Form before you arrive at ASC because:
 - 1) It will report your home group conscious.
 - 2) It ensures your calculations will be correct for the literature order, donation, and the right amount for the money order.
 - 3) The Group Report Form is read on the ASC floor and then given to the Secretary to be included in the ASC minutes.
- f) GSRs and Alt. GSRs shall contact the members of Outreach Subcommittee between 3:30PM to 4:00PM for orientation and assistance if needed.

3. During ASC Service Meeting.

- a) All literature order forms and donations to ASC must be turned in to the Treasurer by 4:00PM Follow ASC agenda found in the Area Guidelines and Procedures most recent edition or web page at www.rvana.org
- b) When the **Secretary calls the Roll Call**, answer with either Voting or Report Only.
 - 1) **Voting** means several things.
 - a) A GSR or Alt. GSR who is voting on all motions and is voting the home group conscience if the home group had a group conscience on a motion.
 - b) A GSR or Alt. GSR who is voting on all motions except group conscience issues.
 - 2) **Report Only** means several things:
 - a) I am only carrying the Group Report Form of a home group which is not my home group.
 - b) I am a home group member who was only charged with bringing the Group Report Form to the ASC meeting.
 - c) Put a name and address on the Attendance Roster so that the home group that you are representing will receive ASC minutes.
 - d) Pick-up meeting schedules from the Public Relations Subcommittee.
 - e) Pick-up Newsletter from the Newsletter Subcommittee.

- f) Pick-up only flyers for ASC approved upcoming events.
- 3) All GSRS and ALT GSRS need to remain at the ASC meeting until 7:00pm or closing to hear and vote on area business for their home group.

4. After ASC meeting Adjourn.

- a) Help put up chairs, tables and clean-up so we can keep our valuable meeting space.
- b) Pick-up your literature order after the ASC service meeting adjourns

H. Operating Expenses for One Month (Procedure)

Print shop changed on March 13, 2016 from \$300.00 to \$150.00

Primary Bills are paid first and in full		
<u>Name</u>	<u>Amounts</u>	<u>Totals</u>
Outreach Rent	\$30.00	
Hospitals and Institutions Rent	\$20.00	
Print Shop (Supplies and Maintenance)	\$150.00	
Policy Rent	\$35.00	
Phone Line Provider (other Area Donations reduce)	\$20.00	
Public Relations Rent	\$35.00	
Rent (ASC, Literature)	\$150.00	
Secretary	\$100.00	
Special Events (1/2 seed money)	\$400.00	
Special Events Rent	\$20.00	
Primary Subtotal		\$960.00
Secondary Bills which are paid after the Primary Bills		
<u>Name</u>		
H&I (literature from WSO) (quarterly \$696/in escrow)	\$232.00	
Outreach Literature Supplies	\$60.00	
Special Events (1/2 seed money)	\$400.00	
Special Events Supplies	\$50.00	
Area Treasurer, Clerical	\$10.00	
PR-Website	\$20.00	
PR-Literature	\$100.00	
PR PSAs	\$87.00	
Literature Supplies	\$15.00	
Travel for RCM	\$35.00	
Travel for VRCC	\$35.00	
Secondary Subtotal		\$1044.00
Grand Total		\$2004.00

I. RASCNA Property (Procedure)

All elected RASCNA officers and all RASCNA subcommittee members will provide a list of items to be returned to RASCNA upon resignation, termination, or completion of service commitment.

J. Basic Format for Minutes (Procedure), (changed in 2-2011)

Note: The Chairperson, Vice Chairperson, Treasurer, Subcommittee Chairs, Special Events Treasurer, RCM, Alt. RCM, VRCC Director, Alt. VRCC Director, Ad-Hoc Committee Chairs, and all GSRs will submit a written report to be included in the minutes as written.

- 1) Date and location of meeting and time started and ended
- 2) Meeting opened by Chairperson-Serenity prayer, Purpose, 12 Traditions, and 12 Concepts read
- 3) Attendance roll call report containing what trusted servants were present or absent. Home groups that were voting or report only. The listing of new meetings, GSRs and Alt. GSRs.
- 4) Old minutes reviewed, corrections listed and approved
- 5) Chairperson Report
- 6) Vice Chairperson Report
- 7) Treasurer Report
- 8) Group Reports
- 9) Subcommittee Reports
- 10) Special Events Treasurer Report
- 11) Ad Hoc Committee Report (if any)
- 12) RCM Report
- 13) Alt RCM Report
- 14) VRCC Director Report
- 15) Alt VRCC Director Report
- 16) Attendance Sheets
- 17) Old business (NOTE: pros and cons on motions to be added in minutes)
- 18) The voting on all motions including tabled motions which were not heard at last ASC meeting.
- 19) Report on Nominations and Elections of Officers.
- 20) The Recognition/Thank you to past trusted servants.
- 21) Report on Group conscience issues voting on Area motions, Regional motions, and VRCC motions which were sent back to home groups.
- 22) Report of new business motions and money matter motions (NOTE: pros and cons on motions to be added in minutes)
- 23) Motions (Area, Regional, and VRCC) going back to Home Groups to be voted on
- 24) Date, Time and place of next ASC meeting
- 25) Tentative ASC Agenda nominations and elections for the next ASC.
- 26) Other pertinent announcements
- 27) Closed with the Serenity prayer

Appendices

Appendix A - Financial Policy

(1) Retrieval of NA Funds

Richmond Area of Narcotics Anonymous

Theft of NA Funds Retrieval Procedures

When the theft of NA funds occurs at the area level, the area's chair shall appoint an ad hoc committee to investigate the matter and suggest a course of action if the theft did occur. When the theft of NA funds occurs at the group level, the home group is responsible for the retrieval of group NA funds and may use this retrieval procedure and forms at the home group level.

When a home group lacks the ability to retrieve NA funds and ask the ASC for assistance in the retrieval of group funds, the area's chair or representative may assign the Outreach Subcommittee the task of assisting the group in the retrieval process.

When a member of a home group or group asks the Outreach Subcommittee assistance in the retrieval of group funds, a report of such request shall be included in both the group and Outreach Subcommittee reports at the next ASC meeting.

Retrieval Procedures

A. Determining if theft has occurred:

1. A thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated.
2. How much? _____
3. By whom? _____
4. Determine what failing in the accounting procedures and safeguards allowed this to happen?

B. If it becomes clear that money has indeed been taken:

1. Group or service committee should schedule a meeting.
2. The person who took the funds should be informed of the meeting and given the opportunity to present his or her point of view.
3. There should be a format that allow everyone involved time to express their feelings and concerns. See the Retrieval of NA Funds Meeting Format.
4. After all sides have been heard; a break in the meeting format is encouraged to allow all present enough time to get in touch with their Higher Power.
5. After break the best course of action should be determined and taken.

C. If the individual admits to the theft and agrees to pay back the missing funds:

1. The Richmond Area of Narcotics Anonymous Contract for the Retrieval of NA Funds may be used.
2. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed repayment agreement.
3. A report about the situation should be published and regular reports on the status of the restitution agreement should be published until the agreement is satisfied in groups and/or area reports.
4. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.
5. It is best to remove the person from his or her service position and not consider the person for another position until he or she has dealt with the issue through the process of the Steps.

D. If the individual does not show up at the special meeting:

1. You will need to ensure that every effort to contact the person has been made.
2. Use registered mail to send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter.
3. Copies of the letter should be put in a safe place for further reference.
4. If the individual's response to the letter is in a positive manner, you should return to section C and follow the procedures.

E. If the individual refuses to repay the money or agrees to a plan but does not follow through with agreement or if the person has disappeared, it may be appropriate to take legal action:

1. The decision to take legal action is an option that does not compromise traditions or spiritual principles but it should be our last resort.
2. It is suggested that the decision to prosecute be thoroughly explored before going ahead, using an area and regional service committees and world services resources.
3. If a decision to take legal action is reached, a member or members from the group, subcommittee, or service structure in which the theft occurred, not as a representative of NA, can take legal action on the behalf of the group, subcommittee, or service structure.

**Retrieval of NA Funds Meeting Format
Richmond Area of Narcotics Anonymous
Guidelines and Procedures**

Purpose

The purpose of this meeting is to make the or persons founded to be responsible for the theft and/or misuse of NA funds, aware of the charges against them, and to allow them to offer a defense, as well as, to allow those from whom the theft occurred to ask questions and offer solutions and courses of action to retrieve the misappropriated funds within the spirit of their Higher Power and the spirit of the program of NA. Our purpose here is to help not to hinder. Your cooperation and input is welcome, but let's do it in a way that is conducive to our purpose here.

Agenda

1. Open the meeting with a moment of silence followed by the serenity prayer.
2. Ask someone to read the 12 Traditions of NA.
3. Ask someone to read the 12 Concepts of NA Service.
4. Pass the attendance sheet.
5. Present the evidence against the accused.
6. Allow the accused to offer a defense.
7. Open the floor up for questions from whom the theft occurred or their representative(s) and allow the accused to respond to all questions.
8. After the question and answer section, take a 5 minute break.
9. After the break determine the appropriate course of action based on the evidence.
10. If it is determined that the accused is responsible for the theft of NA funds determine the amount and offer a restitution repayment plan or allow the accused to offer a restitution repayment plan.
11. Have the accused fill in the terms of the agreement on the contract form, sign it and have all witnesses also sign and date it. The Richmond Area of Narcotics Anonymous Contract for the Retrieval of Misused NA Funds may be used as a legal agreement between all parties.
12. If the accused is present at the meeting and founded responsible for the theft and/or misuse of NA funds and refuses to except his/her responsibility, they should be made aware that legal action will be taken against them in accordance with the Richmond Area of Narcotics Anonymous Guidelines and Procedures for the retrieval of stolen or misused NA funds.
13. Close the meeting with the Serenity Prayer.
14. Submit a written report at the next area service giving the name(s) of the accused, the findings of facts and terms of restitution if appropriate.
15. Proceed as suggested by area policy.

The entire contract was replace on May 5, 2013

**RESTITUTION AGREEMENT FOR THEFT OF
NARCOTICS ANONYMOUS FUNDS
(The "Agreement")**

BETWEEN:

RICHMOND AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS

"RASCNA"

AND:

_____ (MEMBER)

WHEREAS:

_____ has admitted to theft of RASCNA funds;

_____ and RASCNA hereby agree that:

1. _____ shall provide RASCNA with _____ monthly money orders of \$ _____ each commencing on _____. Each money order is to be turned into the Treasurer of RASCNA by the 4th Friday of each month.

2. Should this agreement, which is made in good faith of both parties, be breached by _____ for failure to make two consecutive payments, RASCNA reserves the right to commence Legal Action against _____, and RASCNA will move forward with Legal Proceedings for the theft of NA funds from RASCNA. Should RASCNA exercise that right, RASCNA is entitled to provide the authorities with a copy of this Agreement, any other documentation obtained by means of a financial audit, and the proof of payments already remitted by _____.

3. This signed and witnessed Agreement shall be held in trust by the Chairperson of the RASCNA. In the absence of a Chairperson, the Vice Chair shall hold the document in trust until the Agreement has been fulfilled and all monies remitted by _____; the ongoing status of which will be documented in the Richmond Area Service Committee Treasurers report at the monthly ASC meeting of RASCNA.

4. To be paid by the end of _____.

Signed in Richmond, Virginia on _____, _____.

_____, Member

Print: _____

Signature: _____

Richmond Area Service Committee of Narcotics Anonymous Chairperson

Print: _____

Signature: _____

Richmond Area Service Committee of Narcotics Anonymous Vice Chair

Print: _____

Signature: _____

Richmond Area Service Committee of Narcotics Anonymous Treasurer

Print: _____

Signature: _____

NOTARY PUBLIC
COMMONWEALTH OF VIRGINIA

City / County of _____ Commonwealth of Virginia.

Sworn and subscribed before me this _____ day of _____. Witness my hand and
Official seal.

_____ (Notary Public)

My commission expires on _____.

2. Bulletin #30 Theft of NA funds

The following paper was written in 1996 and revised in 2002 in response to a number of letters indicating that theft of NA funds is a recurring issue in our fellowship. In preparing this paper, we have relied on the experience of many groups, area and regional service committees, convention corporations, and service offices as shared with us in correspondence and at workshops on the issue. We encourage you to make use of this valuable and often painfully learned experience in your management of NA funds. Substantial donations are contributed by the NA Fellowship every year. These funds are given by NA members who trust that they will somehow help other addicts get clean. While this money is precious, the member's trust is even more so. We need to keep the image of that one member and that one donation in mind whenever we make decisions about handling NA's money.

Most of NA's money gets where it is supposed to go. NA members serving in positions of financial responsibility for the fellowship volunteer countless hours to make sure everything adds up. Services such as local phonelines are paid for; literature is purchased and available to members at meetings; tens of thousands of meetings take place every week in rooms for which NA pays rent. Many individual trusted servants follow guidelines and pass on funds that are used to further our primary purpose. All of these things happen because NA communities utilize responsible accounting practices.

SAFEGUARDING FUNDS

Theft can be avoided by consistently and diligently following responsible financial principles and practices. The pain and conflict caused when one of our members steals from us, as well as the loss of funds that might have gone to help the still-suffering addict, point to our responsibility to prevent theft from happening in the first place.

Most theft of fellowship funds occurs when precautionary measures are not in place or are in place but not used. Some of us have hesitated to either institute or use these measures because they make us uncomfortable--we believe that they are somehow insulting to the people we ask to serve, or they seem too troublesome to follow. However, the very best safeguard against theft is to remove the opportunity to steal. It is far more uncomfortable and troublesome to deal with a theft after it has taken place than to take measures to prevent it from happening in the first place.

SELECTING TRUSTED SERVANTS

Our Fourth Concept tells us how to select our trusted servants: "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."

So what exactly are these "leadership qualities" the Fourth Concept tells us to look for? Honesty, integrity, maturity, and stability, both in recovery and in personal finances, are but a few. We often avoid asking questions regarding the financial stability of those we are considering for these types of positions, because those questions may be uncomfortable for us or we somehow feel they are inappropriate, given the spiritual nature of our program. We sometimes ignore evidence that a person is having a difficult time with his or her personal finances and should not have the additional burden of responsibility for NA's money. Not only is it okay to ask members standing for election about their qualifications in these areas, it is irresponsible not to.

Substantial clean time and financial stability should be required for positions where money is handled. Many NA communities have found it helpful to develop a list of questions regarding employment, service experience, experience with handling funds, and financial stability. These questions are then asked of all nominees as a matter of course, so that people do not feel singled out based on personalities.

RESPONSIBLE MANAGEMENT

"NA funds are to be used to further our primary purpose, and must be managed responsibly." Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, guidelines regarding the handling of funds should be developed and adhered to. The guidelines should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants.

The Treasurer's Handbook is an excellent resource for groups and service committees to use in instituting accounting procedures. All guidelines should include appropriate safeguards, such as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. For groups without checking accounts, many of these practices can still be incorporated into the handling of NA funds.

To paraphrase one of our sayings, an addict alone with NA money is in bad company. It is critically important that all processes be monitored by another person: two people count receipts; two people make the bank deposit (and this should be done immediately, not the following day); two people reconcile the original bank statements; and most importantly, two people are always present when any funds are disbursed. Financial records should be readily available to other trusted servants. It is important to note that other assets, such as convention merchandise, literature, and office equipment, should be treated as carefully as money.

Financial procedures need to be written into guidelines to require a review and signature of those responsible for handling funds before they are put into positions of responsibility. Members who know they will be held to standardized accounting and auditing procedures will most likely behave in a responsible manner. Include a statement that theft will not be tolerated, and outline the process that will be followed if a theft occurs. If you are unsure about how to write adequate financial guidelines, please contact the World Service Office for assistance.

WHEN SAFEGUARDS FAIL

If we develop and follow these procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future.

But suppose the answer is yes, we followed our guidelines to the letter. We did everything in our power to prevent a theft, and someone stole from us anyway. When this happens, there is often a mixture of reactions, ranging from, "Let's forgive and forget;" after all, we're addicts who are prone to acting out on our disease. We don't want to run the individual out of meetings and into a possible relapse, to "Let's throw the thief in jail!" But whatever it is, we don't want our initial emotional reaction to dictate the outcome of the situation.

Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all involved.

This is not to say that the disappearance of NA funds should be taken lightly or that a service committee should sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a process that is both responsible and spiritual; taking steps of increasing severity should they prove necessary.

First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?

If it becomes clear that money has indeed been taken, the group or service committee should then schedule a meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action. If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best not to drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid. We strongly suggest drafting a legally binding document, utilizing legal advice if possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement.

A report about the situation should be published, and regular reports on the status of the restitution agreement should be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position and not consider the person for another position until he or she has dealt with the issue through the process of the steps.

If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail to send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.

If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees and world services as resources.

RESOLUTION AND RECOVERY

Even if a successful resolution is reached, many of us will still be angry and hurt and may want to shun the person involved. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery. As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery, utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs.

The misappropriation of NA funds affects groups, service committees, and world services in their efforts to carry the message to the still-suffering addict. The process necessary to deal with such incidents typically has long-term effects--conflict between members, disunity, disillusioned members--on any NA community, directly affecting the newcomer. The safeguards recommended in this bulletin not only protect our funds, but protect us from our disease. We implore NA communities worldwide to develop and follow procedures that protect NA funds; doing so will keep our future secure.

Appendix B - Forms

Note: *Items 1-6 are on the Richmond page of Web Site www.rvana.org*

1. Meeting verification form (*adopted in November 2006*)
2. Group Report Form
3. Subcommittee Report Form
4. Motion Form
5. Guideline Motion Form
6. Literature Order Form

Appendix C – Short Version of Roberts Rules of Order

MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting	No	Yes	No	Simple
Amend	To change part of the language in a main motion	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules of order	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, not to offer information	Yes	No	No	None
Main motion	An idea a committee member wants the committee to put into practice	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken	Yes	No	No	None
Parliamentary Inquiry	To ask the chair about how to do something according to the rules of order	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand	No	Yes	No	Two-thirds
Privilege, personal	To make a personal request of the chair or the committee	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun	Yes	No	No	Unanimous

SAMPLE RULES OF ORDER

On the following pages, you'll find a simple set of rules of order. They have been adapted from Robert's Rules of Order, Newly Revised, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some details from Robert's Rules; to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative. In countries where Robert's Rules of Order are not in common use and where some other body of parliamentary rules is more commonly used by deliberative assemblies, service committees may want to consider adapting these rules so that they conform to those commonly in use in their own lands.

DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among participants.

These rules are meant to be used as tools to help us make orderly collective decision in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

DEBATE, LIMITS

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

MOTIONS

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are main motions and parliamentary motions.

MAIN MOTIONS

A motion is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such and such be done by (this committee, one of its subcommittees, or a particular individual) under these terms". The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions.

Every motion requires a second—the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place.

After one person makes a motion, the chairperson will ask whether the motion has a second.

The secondary simply raises a hand and, when recognized by the chair, says, "I second that." If nobody seconds a motion, the chair will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on other business.

Once a motion has been made, the chairperson may rule it out of order. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee's standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. Robert's Rules of Order can be consulted for more specific examples of motions, which are out of order at any given time.

Any member of the committee who wished to challenge a ruling made by the chairperson may appeal that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

PARLIAMENTARY MOTIONS

Parliamentary motions can be best understood as "sub-motions" made during debate on a main motion that affect that motion in some way. There are many more of these than space practicality permit us to include here, but a few that seem to be the most practical are discussed below:

1. Motion to **AMEND**

Simple majority required

Is debatable

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say "I move to amend the motion..." and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for and no vote need be taken on the amendment' debate proceeds as if the main motion had been formally amended. This is called making a friendly amendment .

2. Motion to call the **PREVIOUS QUESTION**

Two-thirds majority required

Is not debatable

For our purposes, this may be the most important parliamentary motion. Use it often.

This motion is made by a member saying, "I call for the question," or "I move the previous question." It is another way of saying, "I move that debate stop right now and that we vote immediately." This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on. One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote "no" to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-bake

decisions about half understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.

3. Motion to **TABLE**

Simple majority required

Is not debatable

One way of disposing of a motion that is not ready for a vote is to table it. This is done by saying, "I move we table this motion until such-and-such a date/meeting." This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

4. Motion to **REMOVE FROM THE TABLE**

Simple majority is required

Is debatable

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, "I move to remove from the table the motion to such-and-such." If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

5. Motion to **REFER**

Simple majority is required

Is debatable

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, "I move to refer the motion to the such-and-such subcommittee."

If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it.

The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report on what it has come up with at the next meeting of the full committee.

6. Motions to **RECONSIDER** or **RESCIND**

Majority required varies

Is debatable

Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind

The motion must have been passed in either the last or the current meeting

The member making the motion must have information on the issue that was not available in the original debate on the motion

The member must have been with the winning side in the original vote

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order. The motion to reconsider requires a simple majority.

The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

7. Request to **WITHDRAW A MOTION**

Unanimous consent required

Is not debatable

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there are any objections, if there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

8. Offering a **SUBSTITUTE MOTION**

Simple majority is required

Is debatable

A substitute motion is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

9. Motion to **ADJOURN**

Simple majority required

Is not debatable

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

OTHER PROCEDURES

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

Order of the day

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, "I call for order of the day." This means, "I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require a second, is not debatable and does not even require a vote-the chairperson is obligated to enforce the request unless two-thirds of the body tells the chair otherwise.

Point of Information

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, "Point of Information." This means, "I have information to offer." One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body

Point of order

If it appears to a committee member that something is happening in violation of the rules of order and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, "Point of order." The chairperson then says, "What is your point of order?" The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says, "Your point is well taken" and restate the appropriate rule. If the chair does not agree, the chair says, "Overruled". This decision, as all others, can be appealed.

Point of appeal

Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "I appeal the decision of the chair." If the appeal is seconded, the chair then asks, "On what grounds do you appeal my decision?" The member states the reasons. That chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chairperson.

Parliamentary inquiry

If a committee member wants to do something but doesn't know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, "Point of parliamentary inquiry." The chairperson must immediately recognize the member so that person may ask how to do such-and such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

Point of personal privilege

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, "Point of personal privilege" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second and the chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chair will accommodate you.

VOTING PROCEDURES

There are several ways that votes can be taken. The most commonly used method is the show of hands. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chairperson should ask for all three categories every time, just to be thorough, even when the majority is overwhelming

These are only brief notes on rules of order for business meetings.

For further information, see Robert's Rules of Order-Newly Revised

Appendix D - 12 Traditions and 12 Concepts

Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate 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 only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA 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, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Twelve Concepts for NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. 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 God 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. Our service structure depends on the integrity and effectiveness of our communications.
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. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

NOTES

