

New Dominion Policy Guide 2016

December	Literature Chair Area Secretary Area Chair
January	Regional Committee Member (RCM) Regional Committee Member (RCM) Alternate Special Events Chair Hospital & Institutions Chair
February	VRCC Director VRCC Director Alternate Area Treasurer
March	Outreach Chair Policy Chair
August	Campout Committee Chair

Note: The length of a term goes as follows; for example the Secretary position is Sept.-to-Sept. This means that their term starts after an election has been held in Sept. of one year and they are elected, and their term is completed after an election (or a call for nominations) is taken in the Sept. of the next year.

- m) **VRCC Discussion** That all V.R.C.C. issues brought back to NDANA A.S.C. for a group conscience vote - be thoroughly discussed on A.S.C. floor before going back to Home-groups for a vote.
- n) **Agenda** The NDANA Chairperson shall direct the proceedings for A.S.C. by using the ASC Agenda - Appendix I.
- o) **Logo** NDANA has approved logo seen on the cover of this handbook.
- p) **Literature Orders** Literature orders must be called in - or delivered in person to the NDANA Literature committee - by no later than the Sunday before the start of the A.S.C. unless an extended deadline is provided by the literature chair during their monthly report.
 - i) All literature orders must be submitted on a fully completed literature order form. These will be made available to all GSRs via electronic mail and hardcopies will be available at ASC.
 - ii) Literature orders not completed on appropriate forms will (may) not be filled. GSRs will be asked to complete the form and resubmit.
 - iii) Hours of operation for receiving literature orders and distribution will be between 3:00-4:00PM (3:30) on the Sunday of ASC.
 - iv) Orders received after 4:00PM will not be processed until the following ASC.
 - v) Any corrected forms will not be received before 4:00PM.
 - vi) All orders over \$100.00 must be confirmed via phone or email at least one week prior to ASC by the Literature Chair via e-mail or phone.
 - vii) Any out-of-stock items will have to be re-submitted at the next ASC. Literature orders will not be carried over. Remaining balance of unused literature funds will be donated to 7th tradition unless otherwise specified by GSR.

add

add

Remove

viii) Any un-filled emergency orders or orders not received per the above policy can be processed through Free State (www.fsrsc.com)

Remove

In summary, please get to ASC early to ensure that your order is received and processed that day. Submit large orders early.

- q) **GSR/ASC Positions** N.A. members may hold a G.S.R position and one other NDANA A.S.C. Executive committee, except A.S.C. Chairperson or Committee Chair position, simultaneously.
- r) **Policy** The NDANA Policy committee will keep an on-line version of the NDANA Policy Handbook updated after each A.S.C. It will be reviewed by all A.S.C. participants (Ex. Comm., Comm. Chairs & G.S.R's) at each November's A.S.C. for review - and input. This policy handbook will include any policy changes from the previous 12 months. Then at the Dec. A.S.C. after all ASC participants and home-groups have reviewed it - a vote will be taken on whether or not to approve this version of the NDANA "Policy Handbook". If an individual or group is physically or financially unable to obtain a hard copy but needs one, than an exception can be made on a case by case basis. Upon an approval vote, all other policy will be superseded.

2) Area Service Procedural Policy – "Monetary"

- a) **Checking Account** A debit card shall be issued to the Treasurer for the purposes of conducting area business. The Treasurer shall track all expenses charged to the card and submit receipts for all transactions, each accompanied by a Funds Request Form, at area service the month following the date of the transaction. No personal expenses may be charged to the debit credit card, and any "points" earned on card expenditures will be retained by the area. Abuse of any portion of this policy will result in cancellation of the debit card and penalties up to and including dismissal from their position. The Treasurer shall cancel and surrender the debit card to the Chair at the end of their term. All checks written by the area will have dual signatures from the Treasurer, Chair, and/or Vice Chair.
- b) **Treasurer Report** Each month the area treasure shall provide a financial report to area service. See Appendix for Sample Report. The report shall, at minimum, contain the following pieces of information: SEE APPENDIX VI
 - i) Income
 - (1) 7th Tradition received from each group
 - (2) 7th Tradition received from any individual members
 - (3) The total 7th Tradition received during that ASC
 - (4) The literature amount ordered from each group.
 - (5) The total Literature purchased.
 - ii) Expenses
 - (1) Any expenses paid out during that ASC, detailed per line item within the area policy budget.
 - (2) The method that expenses were paid out (Cash / Check)
 - (3) The total amount of expenses paid out

MOTION: _____

Edits to NDANA Policy Handbook, Literature Orders, pg. 6 items a,iii), iv), v), vi) and summary statement.

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INSERT: unless an extended deadline is provided by the literature chair.
- i) All literature orders must be submitted on a fully completed literature order form. These will be made available to all GSRs via electronic mail and hardcopies will be available at ASC.
 - ii) Literature orders not completed on appropriate forms will not be filled. GSRs will be asked to complete the form and resubmit.
 - iii) Hours of operation for receiving literature orders and distribution will be between 3:00-4:00PM on the Sunday of ASC. **EDIT: 3:30PM**
 - ~~iv) Orders received after 4:00PM will not be processed until the following ASC.~~
 - ~~v) Any corrected forms will not be received before 4:00PM.~~
 - ~~vi) All orders over \$100.00 must be confirmed via phone or email at least one week prior to ASC by the Literature Chair via e-mail or phone.~~
 - vii) Any out-of-stock items will have to be re-submitted at the next ASC. Literature orders will not be carried over. Remaining balance of unused literature funds will be donated to 7th tradition unless otherwise specified by GSR.
 - viii) Any un-filled emergency orders or orders not received per the above policy can be processed through Free State (www.fsrsc.com)

~~— In summary, please get to ASC early to ensure that your order is received and processed that day. Submit large orders early.~~

Motion: _____

Edit to NDANA Policy Handbook, Literature, page 9, item i).

- a) **Literature**
- i) The NDANA Literature Committee shall maintain a N.A. Literature stockpile \$750.00 worth of N.A. literature items. **Edit: up to \$2500**