

Richmond Area Service Committee of Narcotics Anonymous Guidelines & Procedures

Website Address

RVANA.ORG

NA Helpline
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July 2022

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5th Concept Responsibilities: “For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined,” for each trusted servant.

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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 are 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) The Area Service Committee (ASC) will allocate \$25.00 for the download and printing of one original copy of the Conference Agenda Report from NA.org— in even number years— in the month of September— for printing and distribution to all area home groups and meetings by the area's print shop subcommittee at the next month area service meeting.
- 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 profit from special events for the rest of the year will be deposited in the Area account.
- 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 subcommittee.
- 6) Prudent reserve, Special Events Free Event Escrow and ASC regional donation calculation are defined in Section H, Donation to Regional Service Committee.
- 7) Policy Subcommittee will update these guidelines annually and will distribute new guidelines at the July ASC meeting.
- 8) ASC meets from 3 pm to 6 pm on the 2nd Sunday of each month except in January when it meets the 3rd Sunday due to the state convention and in May when it meets the 3rd Sunday due to Mother's Day.
- 9) No financial business (writing or signing checks) should be conducted outside of Area Service.

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

Guidelines for participating in Area Service Committee (Guideline) for new and existing meetings and groups that want to join the Richmond Area.

1. Meetings – What is a meeting?

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

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 a duly elected GSR.

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.
 - a) The Outreach Subcommittee will meet with the person(s) representing the meeting or group after ASC to determine the date and time of the outreach visit and to coordinate the delivery of a starter kit when needed.
 - b) A new group is eligible to receive a group starter package from the Outreach Subcommittee, unless one has been received as a meeting.
 - c) The Outreach Subcommittee gives a report at the next ASC and gives a recommendation.
 - d) ASC votes on accepting the group into the Area.
 - e) New groups accepted by the ASC will appear on the meeting schedule.

E. Area Level Trusted Servants (Guideline)

NOTE: A conflicting service position is defined as:

- 1) Being a GSR or Alt. GSR and 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. Area 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.
- 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) Three years of consecutive clean time.

9) 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, only on procedural motions, cannot vote on guidelines motions (group conscience issues.)

3) Has a key to the P.O. Box and coordinate mail pickup with the treasurer prior to ASC.

4) One of the three co-signers of the ASC checking account: chair, vice chair, and treasurer.

5) If unable to attend ASC meeting, arrange for the Vice Chairperson to chair ASC meeting.

6.) If the area chair and vice chairs are absent from the ASC meeting, the policy chair will assume the full responsibilities of the chair for that ASC meeting as identified under the chair duties.

7) Appoints, when necessary, Ad Hoc committee chairpersons for a predetermined period of time and pro-temp a person for a vacant area position until a nominee has been accepted and elected on the area floor.

8) Participates in Policy Subcommittee meetings in person, by phone or on zoom.

9) Read and submit a written report at each ASC meeting for the minutes.

10) Lead the search for the ASC new meeting place location when necessary and bring-back to ASC for area's approval.

11) Conducts the semi-annual audit of the ASC Treasurer's books.

a) Determine the area's beginning balance from the ending balance of the last audit.

b) Match all checks written against the monthly bank reconciliation statement to expenses to determine all expenses for that month, or each month.

c) Verify the amount and source of each deposit on the bank statement and deposit slip(s) for each month.

d) All outstanding and voided checks must be accounted for monthly.

e) Determine monthly ending balances.

12) If the Chairperson wishes to express his/her opinion on procedural or nomination issues, they must relinquish the Chair to the Vice Chairperson for the duration of the issue.

13.) Under the social conditions of an epidemic or pandemic the area shall purchase a monthly virtual account of some brand, Zoom Business Plan at \$35.00 per month, to conduct Area Service, Subcommittee meetings and/or periodic daily meetings until the issue is properly addressed and social gathering requirements return to normal.

14.) To establish an electronic method to donate 7th tradition funds and/or purchase NA literature to and at RASCNA under the conditions of an epidemic or pandemic when in person recovery and service meetings are unsafe or not allowed by law.

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.
- 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) 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 all motions after a review by the Policy Chair for introduction 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) If unable to attend the ASC meeting, notify the Chairperson in advance when possible.
- 6.) If the area chair and vice chairs are absent from the ASC meeting, the policy chair will assume the full responsibilities of the chair for that ASC meeting as identified under the chair duties.
- 7) One of the three co-signers of the ASC checking account, area's chair, vice chair, and treasurer.
- 8) Read and submit a written report at each ASC meeting for the minutes.
- 9) Serves as the temporary Chairperson of any subcommittee when there is no subcommittee chairperson until one is pro-temp or elected.
- 10) Assist the area chairperson conduct the area's bi-annual audits and or as needed.
 1. Determine the area's beginning balance from the ending balance of the last audit.
 2. Match all checks written against the monthly bank reconciliation statement to expenses to determine all expenses for that month, or each month.
 3. Verify the amount and source of each deposit on the bank statement and deposit slip(s) for each month.
 4. All outstanding and voided checks must be accounted for monthly.
 5. Determine monthly ending balances.

- 11) The vice-chair will assume the duties of the chairperson when the chair wishes to express an opinion on any guideline or procedural, or nomination issues beyond the duties of conducting area service.
- 12) If Area Service is unable to meet at its regular scheduled time and day due to inclement weather or an unforeseen event, area service will be rescheduled. The chair will notify the body of the time and place of the next meeting. The Area Chair must inform the facility point of contact that we will not meet due to the emergency condition(s) and request use of the facility for the following Sunday.

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.
- 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) Able to take accurate minutes, clerical skills and access to equipment necessary to carry out the duties of the position.
- 10) At least having fulfilled one year or more commitment in ASC work.

b. Duties of Secretary

- 1) Conduct a roll call each month of all home groups, meetings, and area level trusted servants.
- 2) Keeps an attendance sign-in sheet of all groups, meetings, and area level trusted servants present at area service for the minutes.
- 3) Read old minutes at ASC upon request.
- 4) Adds corrections to old minutes of each meeting.
- 5) Takes accurate notes of each meeting.
- 6) Compiles all motions, area trusted servant reports, and subcommittee chair reports and include them into the current monthly typed minutes.
- 7) Compile all group reports prepared and typed by the Assistant Secretary and include them into the current minutes.
- 8) Have minutes ready no later than two weeks after ASC for distribution by mail or electronically to all elected area officers and GSRs.

- 9) Adheres to “Basic Format for Minutes”
- 10) Maintain ASC archives.
- 12) Attends the bi-annual Area Treasurer’s audit.

c. Budget of Secretary

- 1) \$50.00 monthly as a primary bill.

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.
- 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) Able to take accurate minutes, have clerical skills and access to equipment necessary to carry out the duties of the position.
- 10) At least having fulfilled one year or more commitment in ASC work

b. Duties of Assistant Secretary

- 1) Become 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) Compile, prepare, and type all group reports so they can be submitted electronically to the Secretary to be included into the current minutes.
- 5) Assist with having minutes ready no later than two weeks after ASC for distribution by mail or electronically to all elected area officers and GSRs.
- 6) Circulate attendance sign-in sheet for contact information update for all GSRs, Alt-GSRs, Area Level Trusted Servants, meetings and groups to be used for communicating information via telephone, texting, and/or emails.

- 6) Adheres to “Basic Format for Minutes”
- 7) Attends the bi-annual Area Treasurer’s audit.

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
- 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) Having fulfilled a one-year of commitment as a group treasurer.

b. Duties of Treasurer

- 1) Maintains ASC’s checking account.
 - a) One of the three co-signers of the ASC checking account, area’s chair and vice chair, treasurer.
 - b) Distributes all checks for all ASC expenses according to the RASCNA budget amounts (monthly operating expenses) set forth in these guidelines.
 - c) Makes deposit within two business days after the ASC meeting.
 - d) Receives all money and receipts from Special Events Subcommittee Treasurer on the first business day after each event.
 - e) Maintain moneys received from Special Events Subcommittee and budgeted amounts for H&I in escrow.
 - f) Collects donations to ASC and literature purchases.
 - g) These donations will be entered into the computer and a total of donations will be announced before the end of the ASC meeting.
 - h) Reconciles ASC checking account on a monthly basis.
 - i) The Treasurer will reconcile ASC checking account on a monthly basis using the reconciliation format contained within the Software used by the area treasurer.
 - j) The previous month’s cleared checks, outstanding checks, and deposits will be listed and reported at each month’s area service.
 - k) The Regional Donation will be calculated according to an established procedure found in the RASCNA Procedures, Section G, “Donation to the Regional Service Committee” and be a part of each report given at the ASC meeting.
- 2) Keeps an accurate record of ASC transactions and brings them to all meetings.
 - a) Keeps an updated list of home groups who purchased literature and made donations at each month’s area ASC.
 - b) Keeps a listing of all deposits and written checks in a check register.

- c) Keeps receipts from all sources that received disbursements for purchases from the Area Treasurer and reimbursements of approved purchases.
- d) Shall return the balance of checks written and not cashed 90 days after insurance to RASCNA checking account as follows:
 - I. If a check has not been chased 60 days after insurance, it shall be recorded in the treasurer's report and verbally reported on the floor of area service.
 - II. Next, all parties to whom these checks were issued shall be notified that if the check is not chased in 30 days it will be voided.
 - III. The balance of checks not cashed after 90 day shall be returned to RASCNA checking account, recorded in the treasurer's report and verbally reported on the area floor.

3) Provide an annual report at January's ASC meeting of contributions, literature purchases, expenses, and donations to the region for the year.

a) Make books available for auditing on a semi-annual basis and make books available at any time for ASC.

4) If unable to attend ASC meeting, arrange for the Vice Treasurer to fill in.

5) Has a key to P.O. Box.

6) 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. Area 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.
- 7) Willingness to read the various handbooks published by WSO on each area of service and NA bulletins.
- 8) One year of consecutive clean time.

b. Duties of Vice Treasurer

- 1) Attends all ASC meetings.
- 2) Maintains accurate records of ASC donations.
- 3) Collects donations to ASC and writes appropriate receipts.
- 4) Total receipts.
- 5) Transfers money and receipts to Treasurer.
- 6) Upon conclusion of ASC, in the absence of the Treasurer, the Vice Treasurer gives all Money Orders and records to the Vice Chairperson or Chairperson of ASC.
- 7) Helps 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.
- 8) Attends the bi-annual Area Treasurer's audit.

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.
- 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) Three years of consecutive clean time.
- 9) One year's experience as Alt-RCM or another area level elected trusted servant position.

b. Duties of Regional Committee Member

- 1) Attends all RSC meetings; provides the RSC with an area report, twenty copies of the meeting schedules, and the area's donation.
- 2) Read and submit a written report at all ASC meetings including RSC events and pertinent business information sent back to groups for feedback and/or group conscience.
- 3) Provide hard copies of all RSC motions for group conscience on the area's literature table.
- 4) 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 with the Regional Delegate.
- 5) Attends the bi-annual Area Treasurer's audit.
- 6) Provide a printed copy of the regional treasurer's report as a part of the RCM report every two months
- 7) 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.
- 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) 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 the duties of RCM.
- 2) Attends all RSC and ASC meetings.
- 3) Fills in for RCM if RCM is unable to attend meetings or fulfill term.
- 4) Attends the bi-annual Area Treasurer's audit.
- 5) The ALT RCM will assist the RCM in preparing a written report for ASC.

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.
- 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 one- year commitment in an area or regional level trusted servant position, which includes ALT VRCC.

b. Duties of VRCC Representative

- 1) Attends all VRCC meetings.
- 2) Carries the area's conscience on matters pertaining to VRCC actions.
- 3) Report to ASC all activities of the VRCC.
- 4) Attends all ASC meetings.
- 5) Read and submit a written report at each ASC meeting including the following:
 - (a) Pertinent business on the VRCC floor
 - (b) Give a financial report on the AVCNA's annual convention to include:
 - The name of the area hosting the upcoming convention with the convention total budgeted amount, expenses to date, and profit or loss information after the January convention.
 - The name of the area awarded the next year's convention with the total budget amount.
- 6) If unable to attend ASC, will provide a report to the alternate VRCC for area service. If there is no alternate, provide the area chair with a written report.
- 7) Help acquaint alternate VRCC with duties and responsibilities of VRCC.
- 8) Attends the bi-annual Area Treasurer's audit.
- 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 one-year commitment in an area or regional level trusted servant position, which includes ALT VRCC.

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.
- 4) Will assist the VRCC with preparing a written report for the ASC

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.
- 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) Working knowledge of Special Events policy and active participation in the Special Events Subcommittee.

b. Duties of Special Events Subcommittee Treasurer

- 1) The treasurer shall provide area service with a written report covering the budget for the plan event that include the estimated cost of all financial requirements for the event in conjunction with the chair.
- 2) Request the seed money for all events, supplies, gas allowance, and rent.
- 3) Shall provide a financial report after each event at the next area service.
- 4) The Special Events Treasurer must turn over all the seed money, all receipts, and all profits to the ASC treasurer by the next business day following an event.

- 5) All money and receipts must be in the possession of the Special Events Treasurer at the close of the event.
- 6) Treasurer shall disburse all funds by providing the chair with a money order made out to the facility, vendor, and or persons having a contract with the subcommittee, and or provide cash to the chair for payment to the DJ, receipt required, and or for purchasing all supplies.
- 7) The treasurer shall provide a financial report to ASC after each event that includes:
 - a) the total amount of profit or loss,
 - b) the total amount of the donation to ASC
 - c) the total amount donated to the free event
 - d) the total amount to date for this year free event
 - e) the total amount to date raised for next year free event

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.
- 7) Willingness to read the various handbooks published by WSO on each area of service and NA bulletins.
- 8) One-year consecutive clean time except H&I which has a two-year consecutive clean time requirement.
- 9) Working knowledge of appropriate subcommittee policy and active participation in the subcommittee they will be chairing.
- 10) 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.

F. 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. The nonattendance of the trusted servant at two consecutive ASC meetings without contacting the Chairperson or Vice Chairperson of the ASC informing them of his or her absence is reason enough to effect involuntary removal of the trusted servant. After the 2nd meeting is missed, effective at the second meeting, the Chairperson will try to present a letter to the trusted servant at least 7 days prior to the next ASC informing that trusted servant that he or she is subject to be removed from that service position for one of the reasons given here.

- b. Breach of Traditions – to be determined and presented to ASC with input from any interested NA members.
- c. Failure to perform said responsibilities as outlined in these guidelines, to be determined and presented to ASC
- d. Relapse during term of office.

Notes:

- a) 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.
- b) 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.

G. Subcommittees of the Area Service Committee (Guidelines)

1. General Duties of all Subcommittees (Guidelines)

- 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 the 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 must conduct at least two area level workshops and/or learning days per year.

1. Hospitals & Institutions

A. Purpose

To carry 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.

- 1) The subcommittee is composed of an H&I Chairperson (elected at ASC), Vice Chair, Secretary, Literature Coordinator, Meeting Facilitators, and members in training for heretofore-mentioned positions.

2) Each member of H&I is required to have a Hospitals & Institutions Handbook.

B. Subcommittee Responsibilities (H&I Subcommittee)

- 1) Update H&I policies and guidelines for the H&I subcommittee when needed with the approval from RASCNA.
- 2) Serves as a communications link between local H&I meetings and H&I subcommittee meetings on the regional and world levels.
- 3) Selects meetings facilitators who are to conduct H&I meetings.
- 4) Serves as a distribution point for literature for the meetings and reports these transactions to ASC.
- 5) In cooperation with PR, make all initial contact with facilities.
- 6) Conducts two learning days or workshops a year, and is responsible for all H&I oriented services within the area.
- 7) The Richmond area's H&I can co-facilitate any hospital or institution facility, male or female, with any other area's H&I subcommittee when needed.

C. 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 (H&I Subcommittee)

- a) Minimum clean time requirement of two consecutive years.
- 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) Refer facility residences who are leaving an H&I setting for another area to a NA website for information about the fellowship, meetings, and help-line numbers.
- j) Appoints AD Hoc Committee for learning days or workshops.

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 is elected.
- e) Chairs the H&I Handbook and other NA Books 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.
- i) It is the Vice Chairperson's responsibility to contact facilitators who are not fulfilling their commitment and if necessary, obtain a written report for the subcommittee. Any further action will be at the discretion of the subcommittee as a whole.

3. Secretary (H&I Subcommittee)

- a) Minimum clean time requirement of one year.
- b) Records accurate 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 Approve Literature starter kits to assigned facilitators and any other items the subcommittee uses in carrying the message, such as copies of "Reaching Out" and "The NA Way".
- c) 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.
- d) The subcommittee's literature order should be given to the area treasurer for ordering and fulfillment by the Area Literature Chair Subcommittee.
- e) Literature is distributed on the 4th Sunday at the end of the meeting.
- f) The literature coordinator shall maintain a stock pile (quantity) of NA literature for the subcommittee:

Booklets 50 each of the following:

1. NA White Book
2. Behind The Wall

IP'S 150 each of the following:

1. IP #1 Who, What, How, and Why
2. IP #5 Another Look
3. IP #17 For Those In Treatment
4. IP#6 Recovery and Relapse
5. IP#7 Am I An Addict
6. IP#8 Just For Today
7. IP#9 Living The Program
8. IP#11 Sponsorship, revised
9. IP#12 The Triangle of Self-Obsession
10. IP#16 For The New Comer
11. IP#19 Self-Acceptance
12. IP#22 Welcome To NA
13. IP#23 Staying Clean On The Outside
14. IP#30 Mental Health In Recovery

Chips as listed below:

1. White, Orange, Green, Red, and Yellow 100 each.
2. Moon Glow, Gray, and Black 50 each.

Facilitators Administrative Literature 10 copies each.

1. Facility Recovery Meeting Format
2. Do's and Don'ts of H&I
3. Decorum Statement
4. 5 Sets of Group Readings
5. 100 ea. Facilitator Report Form

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 Business meeting 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. 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.

- i) Any facilitator absent for one year from serving as a facilitator must retrain before serving as a facilitator at a facility.

Booklets 10 each of the following:

1. NA White Book
2. Behind The Wall

IP'S 20 each of the following:

1. IP #1 Who, What, How, and Why
2. IP #5 Another Look
3. IP #17 For Those In Treatment
4. IP#6 Recovery and Relapse
5. IP#7 Am I An Addict
6. IP#8 Just For Today
7. IP#9 Living The Program
8. IP#11 Sponsorship, revised
9. IP#12 The Triangle of Self-Obsession
10. IP#16 For The New Comer
11. IP#19 Self-Acceptance
12. IP#22 Welcome To NA
13. IP#23 Staying Clean On The Outside
14. IP#30 Mental Health In Recovery

Chips as listed below:

1. White, Orange, Green, Red 20 each.
2. Blue, Yellow, Moon Glow, Gray, and Black 5 each.

Facilitators Administrative Literature 1 copies each.

1. Facility Recovery Meeting Format
2. Do's and Don'ts of H&I
3. Decorum Statement
4. One Set of Group Readings
5. 10 ea. Facilitator Report Form

D. 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

2. Literature Subcommittee

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, subcommittees' orders, area level trusted servant's 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) Literature has a stockpile of literature valued at \$1,750.
- 2) Conducts two regularly scheduled subcommittee meetings each month.
 - 2a) Before Area Service Subcommittee Meeting Activities
 - Process incoming RASCNA literature order from WSO, checking the shipment for accuracy. recording and reporting any discrepancy to area and the WSO.
 - Sort literature, key tags, medallions, etc. in appropriate categories to prepare for distribution at the next ASC meeting.
 - The subcommittee will fill, stock, and stamp new literature, as well as, back orders from previous Area meetings.
 - 2b) During Area Service Subcommittee Meeting Activities

- Process group orders at ASC meetings.
- Accurately record back orders from each group to be filled at the next subcommittee meeting, and provide home groups with copies of their back orders when they pick up their literature order at the ASC.

2c) After the close of the Area meeting

- Distribute group orders to the GSR, Alt. GSR or an authorized representative from that group.
- Distribute back orders from previous ASC meetings to all groups with their new literature orders for that month.
- Establish a system that allows Group representatives and area level trusted servants picking up literature to inventory their order and sign for it after the close of area service.
- No item later determined missing will be replaced after that month's area service meeting.

3) 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.

4) The literature chair shall be responsible for the issuance, management, monitoring, collection, and storage of all items purchased by the area for use by area level trusted servants and subcommittee chairs upon their election, resignation, removal, or completion of service commitment.

D. Budget of Literature Subcommittee

1) \$60.00 for supplies as a secondary bill.

3. Outreach

A. Purpose of Outreach Subcommittee

The purpose of the Outreach subcommittee is to offer support to new or existing meetings, groups, orientate new GSR's, ALT. GSR's, and Group Representatives.

B. Officers of Outreach Subcommittee

The officers of this subcommittee are Chairperson, 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!, What's the basket for?)
- b) Five of each of the nine different key tags
- c) Literature order form (1 ea.)
- d) Group Booklets (3 ea.)
- e) Group Readings (set of 7)
- f) Area guidelines and procedures
- g) Group Treasurer's Handbook
- h) A Guide to Local Service in Narcotics Anonymous Version 2002

- i) Sample Home Group meeting format
 - j) Sample Home Group business meeting format (2 ea.)
 - k) Disruptive Behavior---Service Pamphlets (3 ea.)
 - l) By Young Addicts For Young Addicts IP#13 (3 ea.)
 - m) Social Media and Our Guiding Principles---Service Pamphlets (3 ea.)
- 2) Go to home groups as requested by individual members, home group members, or ASC to assist the group to reach a consensus for a solution by making suggestions based on approved NA literature, the 12 Steps, 12 Traditions, and 12 Concepts.
 - 3) Attend groups that have missed three or more ASC meetings to determine why they have missed three consecutive areas and offer suggestions for solutions to their issues and/or concerns based on approved NA literature, the 12 Steps, 12 Traditions, and 12 Concepts.
 - 4) Provide the monthly report at ASC regarding subcommittee activities.
 - 5) The Outreach committee Chair and Vice Chair and any other designated subcommittee member shall be available to assist and orientate GSR's, ALT GSR's, and group representatives at Area Service from 2:30 pm until 3:00 pm.

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

4. Policy Subcommittee

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.

B. Officers of Policy Subcommittee

The officers of this subcommittee are Chairperson, Vice Chairperson, and Secretary.

C. Duties of Policy Subcommittee

- 1) This committee reviews motions submitted to the 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) Update the guidelines and procedures annually and distribute new guidelines and procedures at July's ASC meeting.
- 4) Provide all area level trusted servants and GSR's with one copy of the July's Guidelines and Procedures.
- 5) 30 additional copies of the area's guidelines and procedures should be printed each year for sale to all others.
- 6) All changes made to the guidelines and procedures starting in the month of July shall be recorded in an addendum document as they occur.

7) A PDF copy of the updated addendum shall be submitted to the Public Relations Subcommittee for posting to the area's web site. A print copy of the addendum with all changes to date shall be placed on the area's literature table when changes occur.

8) 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.

9) If the area chair and vice chair are absent from the ASC meeting, the policy chair will assume the full responsibilities of the chair for that ASC meeting as identified under the chair duties.

D. Budget of Policy Subcommittee

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

5. Print Shop Subcommittee

A. Purpose of Print Shop Subcommittee

The subcommittee will provide printed copies of NA related requested items from home groups, subcommittees, and all area level trusted servants only after receiving a printed copy. All material given to the print shop subcommittee will be printed exactly as received.

B. Officers of Print Shop Subcommittee

The members of this subcommittee shall consist of a Chairperson, Vice Chairperson, and Secretary.

C. Duties of Print Shop Subcommittee

1) Conduct two regularly scheduled subcommittee meetings each month: one during the fourth week of each month, and one on the second Sunday of each month. This schedule coordinates the printing of the area minutes, and area meeting schedules within timeframe requirements of the Public Relations and Secretary Duties within the Guidelines and Procedures.

1a) Before Area Service Subcommittee Meeting Activities

- Print the area minutes received from the Area Secretary
- Print the area meeting schedule received from Public Relations
- Inventory subcommittee supplies for ordering at area service
- Print the area guidelines and procedures as needed from the Policy Subcommittee
- Print as needed all area level forms needed at area service
- Print any single item with 150 pages or more at the subcommittee's meeting scheduled during the fourth week of each month following area service.
- Print CAR report received from the RCM in even number years

1b) During Area Service Subcommittee Meeting Activities

- Shall be available for printing at area service by 2:00 pm
- Print Area Treasurer Report received from the Treasurer
- Print copies of trusted servant's literature orders each month to include back-orders information
- Print group and area level trusted servant's flyers not to exceed 150 copies per item

Set up and stock the area literature table with the following forms needed by trusted servants to fulfill their duties at area service:

- Group Report Forms
- Guidelines Motion Forms
- Procedure Motion Forms
- Money matter motion forms
- Blank Area Agenda Forms
- Literature Order Forms
- Subcommittee Report Forms

1c) After Area Service Subcommittee Activities

- Retrieve all unused area level forms at the close of area service each month and return them to the print shop storage area

D. Budget of Print Shop Subcommittee

- 1) \$150.00 monthly for maintenance and printing supplies

6. Public Relations (Motion Updates for 2021)

A. The purpose of Public Relations

The purpose of the 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 professionals and the public. Provide information about NA and to inform the public that NA exists and offer recovery from the disease of addiction, as well as how and where to find us.

B. Officers of Public Relations Subcommittee and their General Duties

The officers of this subcommittee are:

- 1) **Chairperson**, elected at ASC in June and Nominations in April. All other positions are elected within the subcommittee.
 - a) 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.
 - b) Recruit volunteers for the phone line.
 - c) Provided training for the volunteers.
 - d) Contact H&I subcommittee chairperson encouraging their participation in the Public Relations Subcommittee.
 - e) Develop materials to use in presentation to people in the helping professions

- f) To have a learning day or workshop at least once a year, this can be done with H&I.

2) PR Vice Chairperson:

- a) The Vice-Chair shall act as the chair when the chair-person is not available for subcommittee meetings or area service.
- b) Must attend area service monthly with the chair-person and present the subcommittee's written report at area once per-quarter for training purposes.
- c) Assist the chair in maintaining and monitoring the activities of the shared phone line and website, to include the Area web pages with any area that is willing to support the cost of service.
- d) Assist the chair recruit volunteers for the phone line.
- e) Assist the chair in providing training for the volunteers.
- f) Assist the chair in contacting the H&I subcommittee chairperson to encourage their participation in the Public Relations Subcommittee.
- g) Assist the chair in developing materials to use in presentation to people in the helping professions
- h) Assist the chair in planning a learning day or workshop at least twice a year, this can be done with H&I.
- i) Assist the chair in providing the web servant with the name and email addresses for all newly elected trusted servants at area service monthly or as elected.

3) Secretary:

- j) Must take accurate notes of all business conducted at subcommittee meetings in person or virtually and provide all members with a copy.
- k) Minutes shall include written reports from all positions reporting at the meeting.

4) Phone Line Coordinator:

- a) Shall update phone line information with phone line provider at the area, regional and world levels when a change occurs.
- b) Answer questions about the phone line.
- c) Shall contact phonenumber volunteers once quarterly to determine if they want to remain on the volunteer list, are still clean, determine if the phone number is still working, and to update volunteers on matters of continued training and PR issues.
- d) Keep a list of community services and referrals of outside service groups. (We now use 211 Service)
- e) Shall provide a written report at all subcommittee meetings.

5) Web Servant:

- a) Shall maintain the Richmond Page of the rvana.org website as hosted by the Unified Public Relations Subcommittee.
- b) The Web Servant shall update Area's website and webpage when necessary to include unapproved and approved ASC minutes, Subcommittee documents, Events Flyers and announcements plus update all meeting changes.
- c) Remember that other 12 step fellowships are part of the public we are informing.
- d) Shall update email addresses for all area level trusted servants elected at area service monthly or upon their election.
- e) Will update group information to the region and the World Service Office (WSO) as it occurs monthly.
- f) RASCNA mailing address shall be used by all area trusted servants and groups. (P.O. Box 26249,

Richmond, Virginia 23260-6249)

- g) Be sure that the subcommittee information contact name and email addresses are available and correct.

6) Social Media Coordinator:

Purpose:

- 1) The Social Media Coordinator will identify and maintain the Unified Public Relations Social networking sites to post upcoming and current NA events to help carry our message to NA members about various events and other pertinent NA information.
 - a) Post information received at the Public Relations Subcommittee meetings on NA related events, workshops, or service opportunities, as announced in NA meetings
 - b) Post about new literature or a look at existing literature.
 - c) Do not post pictures of individuals. Keep photos restricted to NA approved artwork, flyers, literature, and memes.
 - d) For contact information use service title and email address with approved method of contact e. Disable comment option
 - e) Must brief the subcommittee monthly of all changes and updates to our social media outlets rules and regulations
 - f) Develop best practices and share with the subcommittee before posting to NA worldwide.
 - g) Always consider the quality and correctness of the content and focus less on quantity.
 - h) Be creative in posts but get the point across succinctly, with few words
 - i) Be aware of the graphics used in a particular post, be aware of its size so that it shows up correctly.
 - j) Remember to post “how to find a meeting” or “how to visit our website”
 - k) Post once per day per account
 - l) Must provide the subcommittee with a written report each meeting.

C. Budget of Public Relations Subcommittee

- 1) \$35.00 monthly rent as a primary bill.
- 2) \$20.00 monthly phone service provider as a primary bill. Actual monthly expense is \$10.00. Check made out to New Dominion Area since the account is in their name.
- 3) \$20.00 website as a secondary bill paid twice per year. 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) \$126.80 for PSAs.

7. Richmond Area Convention Corporation (RACC)

A. Purpose of the Richmond Area Convention Corporation

The Richmond Area Service Committee of Narcotics Anonymous (RASCNA) has established the Richmond Area Convention Association (RACA) as a separate legal organization to act as its fiduciary and service entity. Its' purpose is to plan, coordinate, schedule, and conduct the area's biennial recovery convention per its policies and procedures as created by RASCNA. RACA shall always conform to the 12 Traditions of NA. All meetings, workshops, and activities shall be scheduled to effectuate our primary purpose and encourage unity and fellowship amongst NA members. RACA shall function as a separate entity to protect our area and fellowship from legal

liability. Neither RASCNA nor any other service body of NA shall be held responsible for any debts or lawsuits against RACA. The distribution of RACA funds shall be per its policies and procedures as established by RASCNA.

B. Officers of the COMMITTEE

The officers of this committee are Chair-person, Vice-Chair-person, Treasurer, and Secretary.

C. Chairperson Duties

1. Attends RASCNA monthly ASC meeting and provides a written report on the floor to include the current committee meeting treasurer report.
2. Will coordinate the internal audit (at the close of the convention for reporting in January).
3. Is responsible for overseeing the retrieval of RACA funds when theft or misuse occurs.

D. FUND DISTRIBUTION:

1. It is extremely important that all convention matters concerning prudent reserve be voted on by both the Convention Association, in order to allow objective input **and** from the Area Service Committee whose concerns are separate from the functional aspects of the convention.
2. Once the prudent reserve has been established, the next consideration will be the surplus funds over and above the prudent reserve (**60/40 convention/area split**).

7. 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, Treasurer, Vice Chairperson, and Secretary.

C. Duties of Special Events Subcommittee (guidelines)

C1. Chairperson Duties

- 1) Shall schedule two regular subcommittee meetings per month at an established location.
- 2) Prepare and present a written plan for each event in the chair's report at area service in conjunction with the subcommittee's treasurer's report no later than two months before the event for area's approval.
- 3) The written plan should include the following:
 - a) Detailed fliers to be approved at ASC to include the location, address, and directions to event, and once approved the chair shall transmit a digital copy to the Public Relations Subcommittee for posting on the Richmond Calendar of Events.
 - b) Request for monies should have a contract (3 vendors and if not, why).
 - c) 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.

- d) Hiring details of all paid workers, such as, DJ's, bands, security or coordinators.
 - e) Security requirements and its responsibilities.
 - f) Provide forecast of Ticket sales in advance, number, and price of tickets: at the door price of tickets, plus ticket price after a certain time and ticket accountability.
 - i) Cleanup crews (a list).
- 4) Shall negotiate all contracts and agreements with facilities and vendors.
 - 5) Request and receive money orders from the subcommittee's treasurer to cover the cost made out to the facility, vendor, or person providing the service or pay in cash with contract and receipt for DJ

C2. Special Events Treasurer Duties

- 1) The treasure shall provide area service with a written report covering the budget for the plan event that include the estimated cost of all financial requirements for the event in conjunction with the chair.
- 2) Request the seed money for all events, supplies, gas allowance, and rent
- 3) Shall provide a financial report after each event at the next area service.
- 4) The Special Events Treasurer must turn over all the seed money, all receipts, and all profits to ASC treasurer by the next business day following an event...
- 5) All money and receipts must be in the possession of the Special Events Treasurer at the close of the event.
- 6) Treasurer shall disburse all funds by providing the chair with a money order made out to the facility, vendor, and or persons having a contract with the subcommittee, and or provide cash to the chair for payment to the DJ, receipt required, and or for purchasing all supplies
- 7) The treasurer shall provide a financial report to ASC after each event that includes:
 - a. the total amount of profit or loss,
 - b. the total amount of the donation to ASC
 - c. the total amount donated to the free event
 - d. the total amount to date for this year free event
 - e. the total amount to date raised for next year free event

C4. Subcommittee Members Duties

- 1) Find suitable facilities for functions.
- 2) Plan, support and carry-out at least one free event per year.
- 3) The written plans will be submitted to Area just like any other event.
- 4) The plan for the free event must be submitted to the Area Service Committee at or before the April ASC.
- 5) All funds deposited on behalf of Special Events between January 1 and December 31st of a calendar year must be spent on a free event by July 1st of the following year.
- 6) All funds received after Dec 31 must be applied to the following year free event budget, escrow.
- 7) All funds donated after Dec. 31 must be applied to the free event scheduled to occur in July---(18) eighteen months from Dec. 31st for that calendar year which is the month of July.
- 8) Only, the Richmond Area Special Events Subcommittee can spend free event funds.
- 9) All free events' funds not spent by July 1, if a motion has not passed to extend the date, must be transferred from the Special Events' free event account, and deposited into the RASCNA's account.

D. Budget of Special Events Subcommittee

- 1) The seed money for each month is \$1,100 distributed based on availability of funds, \$550.00 from primary bills, and \$550.00 from secondary bills.

Note: The subcommittee can allot the seed money to events as needed or desired but cannot exceed \$1,100 total per month. An example would be four events with a budget of \$275.00 each.

- 2) The subcommittee can make a request for additional funds from the ASC.
- 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 (\$1,100) seed money for a Special Events is not produced because of lack of support, the Area will restore the \$1,100 seed money from monthly donation.
- 6) All requests for Special Events Escrow money must be sent to the Special Events Subcommittee to be discussed and they must return a recommendation to the ASC prior to the request being voted on at ASC.
- 7) After the escrow account for that year reaches \$2,500.00, all profit goes into the Area account.
- 8) \$20.00 monthly rent as a primary bill.
- 9) \$25.00 gas allowance secondary bills, for approved events
- 10) \$75.00 for storage space rental for supplies

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

H. Donation to Regional Service Committee (Guideline)

The regional donation cannot exceed 50% of the area's available funds balance, not to exceed \$500 after all bills are paid, two months prudent reserved; and this year and next year's Special Events Free Event escrow have been retained. One check is written and given to the RCM. The procedure for the calculation is as follows:

Ending Balance (All Bills Paid includes cleared and not cleared transactions)

Minus (-) 2 months Prudent Reserve (Operating Expenses)

Minus (-) This Year's Special Events Free Event Escrow

Minus (-) Next Year's Special Events Free Event Escrow

= Available Funds Balance

= Regional Donation (50% of Available Funds Balance) not-to-exceed \$500.

I. Amendment of Guidelines (Guideline)

A Guideline motion is used to change any item listed in the guidelines section of the Guidelines and Procedures that may affect the Area's service structure and delegation of authority by the groups.

1. All motions to change the guidelines must be sent back to home groups for a vote.
2. A motion to amend the guidelines must be written on a guideline form, including its intent with the signatures of the motion maker and the GSR who seconded it.
3. Subcommittee motions do not need a second.
4. A simple majority is needed to send the motion back to the home groups for approval/disapproval.
5. Upon the return of the motion from home groups, the motion is announced on the area floor, a close ballot yes or no vote is taken.
6. A two-thirds majority vote is needed for the motion to pass. If the motion passes, it takes effect immediately.

Procedures

A. Agenda (Procedure)

1. 1211 Porter Street, Richmond, VA 23224 (no mail at this address)
Date _____ Start time _____ End time _____

2. ASC Chairperson:

Open RASCNA with the Serenity Prayer

Purpose

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 to 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 are welcomed, but let's do it in a way which is conducive to our purpose here.

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 group 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:

- 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.
- I appoint to keep track of the time _____ (5 – 8 minutes) that a motion can be discussed

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

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. Review and Approve Old Minutes: (5-8 minutes)
5. Chairperson Report (3-5 minutes)
6. Vice Chairperson Report (3-5 minutes)
7. Treasurer Report (10 to 15 minutes) will be passed out at the beginning of area service
8. Secretary Report
9. Group Reports (3-5 minutes each)
 - Financial information should be included on the Group Report form, 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. Print Shop
- f. Special Events Reports (25 minutes with Reports and Voting)
- g. Special Events Treasurer Report
- h. Ad-Hoc Committee Report (if any)
- i. RCM Report (Alt RCM)
- j. VRCC Director Report (Alt VRCC)
- k. Outreach
- l. 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. Voting on all motions including tabled motions, which were not heard at the last ASC meeting.
 - b. Report on Nominations and Elections of Officers.
13. NOMINATIONS: ELECTIONS:
 - a. The Recognition/Thank you to past Trusted Servants.
 - b. Report on Group conscience issues voting on Area motions, Regional motions, and VRCC motions, which were sent back to Home Groups.
 - c. Tabled Motions:
14. 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)
15. Motions (Area, Regional, and VRCC) going back to Home Groups to be voted on
16. Next ASC meeting Date Time Location _____
 - Literature orders will be collected between 3:30 pm to 4:00 pm only.
 - Literature Order pickup is AFTER ASC
17. Tentative ASC Agenda nominations and elections for the next ASC.
 - Nominations: _____
 - Elections: _____
18. Other pertinent announcements (a written or spoken statement that tells people about an upcoming event)
19. Motion to close with the Serenity Prayer: Time _____ Motioned by: _____ 2nd _____

B. Motion (Procedure)

1. Types of motions

- a) **Money matter motion** is a request for money to be reimbursed for NA related activities/events used to further carry the message of recovery by any area level elected trusted servant.
 - a. 1) ASC can approve reimbursement money requested by any trusted servant who has receipts
 - a. 2) ASC can approve reimbursement money requested by a subcommittee with receipts
 - a. 3) Use a money matter motion form to request the reimbursement.
- b) **Guideline motion** is used to change any item listed in the guidelines section of the Guidelines and Procedures that may affect the Area's service structure and delegation of authority by the groups.
 - b. 1) Guideline motions must be sent back to home groups for a group conscience, and the GSR's will bring back to the area floor a close ballot yes or no vote. This vote will determine the group's collective consciousness on the issue, which represents the area's consciousness on the motion.
 - b. 2) Use a guideline motion form to write the motion with an intent.
- c) **Procedure motion** is used to change any item listed in the procedures section of the Guidelines and Procedures that will affect the day-to-day operations of the Richmond Area Subcommittee of NA (RASNA).
 - c. 1) A simple majority is needed to pass a procedural motion.
 - c. 2) The motion take effect immediately if passed
 - c. 3) Use a procedure motion form to write the motion with an intent

2. Voting on motions

- a) A quorum is not required to conduct business at ASC.
- b) A **procedural motion** requires a simple majority (1/2 the votes plus 1 vote) to pass on the area floor
- c) Two third (2/3) of the votes is required to pass a **guideline motion** at ASC

3. How votes count and types of votes:

Yes – member/group agreed with motion

No- member/group disagree with motion

Abstention – votes will not count as “cast” votes.

- c. 1) If abstentions on guideline motions are equal to or greater than 20% of the number of voting members present, the motion will be sent back to home groups for a second consideration
- c. 2) After the second group conscience attempt has been made, and the number of abstentions is still greater than 20% of the voting members, the chair shall move forward with the vote: a 2/3 vote is required to pass the guideline motion
- c. 3) If abstentions on procedure motions are equal to or greater than 20% of the number of voting members present, the motions will be sent back to the motion maker for clarity.
- c. 4) If abstentions are less than 20% of the members voting, the motion defaults to the majority vote
- d. Blank – A vote “not to vote” The member/group removes themselves from the final total of votes and goes with the conscience of the ASC.

4. Who can vote, make a motion or a second motion

- a. GSR's can vote, make a motion, or second a motion.
- b. Alternate GSR's can make a motion, second a motion, and vote if their GSR is not present.
- c. A member of NA present at ASC can make a motion but cannot vote or second a motion.
- d. The motion and the intent of the motion must be written on a motion form by the motion-maker, and given to the Vice Chairperson to be read on the area floor
- e. No GSR or Alternate GSR may cast more than one vote on any motion.
- f. The Chairperson may vote only in the case of a tie on procedure motions, but cannot vote on guideline motions. If there is a tie vote on a group conscience issue, the issue is sent back to the groups.
- g. 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... for the motion to be a live motion.
- h. 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 can accept amendments to the motion
- i. 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
- j. All motion makers must be present for the initial vote on the motion, and once the motion has been approved, it becomes the responsibility of the area.

5. How voting is conducted

Note: To limit any discussion on the area floor to a maximum of 5-8 minutes and to allow more than one person to ask questions, each person may not ask more than two questions per motion if time permits. If no clarity has been arrived within the timeframe, the motion is tabled and sent back for clarity. Chairperson is to appoint someone to keep track of the time.

a. Vice Chairperson

- 1) Read the motion
- 2) Read the intent of the motion.

b. Chairperson

- 1) Asks if there are any questions on the motion.
- 2) The questions are to be answered by the Chairperson or the motion maker unless otherwise directed by the Chairperson.
- 3) The Chairperson will ask for two pros and two cons on the motion.
- 4) Chairperson asks if there are any amendments to the motion
 - If there are any amendments, then back to step "a".
 - If there are no amendments, continue with step "5".
- 5) 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 "c"

a. A moment of silence is observed and then the vote is taken. A guideline motion is voted on by closed ballot.

- b. When the vote comes back from the home groups, there is no 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.
- c. Only GSR's or duly elected Alternate GSR's (whose GSR is not present) may ask for a recount of the vote.

C. Nominations, Acceptance of Nominations, and Election of Nominees (Voting Procedures):

- 1) Trusted Servants will announce two ASC meetings prior to their term ending that their position will be open.
- 2) Nominations will start two months before the election. (See calendar of nominations, elections, and events)
- 3) Nominations are only considered in the two months before the election unless there are no nominations; then, it will be nominations instead of an election in the scheduled election month or until the vacant position is filled.
- 4) For nominations from home groups, the GSR'S will take the name of all open area and regional level trusted servant positions back to their home groups, inform the group members that these positions are open, and ask if anyone one in the home group wishes to fill any of the open positions at the group's business meeting. If so, then,
 - a. The person who accepts the nomination must be present at area service to accept the nomination on the area floor
 - b. State his or her qualifications on the area floor
 - c. Answer any and all questions on the area floor
- 5) Nominations of area level trusted servants on the area service floor must also meet the following criteria:
 - a. The person who accepts the nomination must be present at area service to accept the nomination on the area floor
 - b. State his or her qualifications on the area floor
 - c. Answer any and all questions on the area floor

C. 2 Acceptance of Nomination Procedures at Area Service:

- 1) The chair asks: are there any nominations for all open position(s). If none, all position(s) will be announced each month at area service until the position(s) is filled. If there are nominees, the chair continues as follows:
 - a. The chair asks the nominee if he or she accepts the nomination, if the answer is no, the chair calls on the next nominee. When one accepts the nomination, the chair asks him or her to state his or her qualifications.
 - b. The chair asks are there any questions about the qualifications of the nominee?
 - c. After the questions and answers period, the chair asks the nominee to leave the room to allow for discussion, which includes objections.
 - d. After receiving two pros and two cons on each nominee being considered for the position at the Area service, a vote is taken to send the name of the nominee back to the home group for consideration of that position.
 - e. Call for the Vote, Show of Hands Voting: "To Go Back to Home Groups"
 - All in favor of the nomination going back to home groups for consideration for the area or regional level trusted servant position.
 - All against the nomination going back to home groups for consideration for this area, or regional level trusted servant position.

- All abstentions, those who choose not to vote on the nomination as well not count as cast votes
- Blank votes--a vote not to vote--the group or meeting will allow the conscience of the area to represent their vote.

f. The chair will send back to home groups only the names of those nominees, which the voting members present at the area have approved for consideration.

C. 3 Elections of Nominees Voting Procedures Close Ballot Voting or Election by Acclamation:

- 1) Nominees must be present at area service on the day of the election to be voted into the area or regional level trusted servant position.
- 2) The chair announces the trusted servant position to be voted on and asks all nominee(s) for that position to leave the room.
- 3) The chair then asks if there is a point of information that would disqualify the nominee for this position?
- 4) On Election Day, when there is only one nominee, the nominee leaves the room and the chairperson asks are there any objections to electing this nominee by acclamation. If not, the nominee is elected by acclamation
- 5) If there is one objection, the chair proceeds with a closed ballot vote for that Area level trusted servant position.
- 6) To be elected, a simple majority vote by closed ballot is required.
- 7) If there are no previously approved nominee(s) for that position present during the election month or they voluntarily withdraw or they disqualify themselves because they no longer meet the clean time requirement, a new nomination can be taken, considered, and sent back to home groups.
- 8) In the event a position becomes open, prior to the end of the trusted servant's term, the ASC Chairperson may appoint someone pro-temp (to fulfil the term) for that trusted servant position or until a nominee is elected.
- 9) This decision may be waived by the Chairperson; in which case, the ASC shall request nominations from the home groups for the newly vacant position.
- 10) Upon election, all newly elected trusted servants will begin their terms at the end of that ASC.

C. 4 Pro-Temp Procedures

- 1) All vacant area level trusted servant positions not filled within the calendar of nominations and election dates shall be pro-temp until the next nomination and election cycle.
- 2) Pro-Temp trusted servant time does not count toward the one term of service commitment nor the two consecutive years of service in any one position.

D. Calendar of Nominations/Elections/Events (Procedure) to announce all vacant-position(s) current or prior.

January

Nominations:

H&I Chairperson
Area Treasurer
Area Vice Treasurer

Elections

Chairperson
Vice Chairperson
Print Shop Chairperson

Events

Audit of Treasury Books

February

Nominations

Special Events Treasurer

Elections

H&I Chairperson
Area Treasurer
Vice Treasurer

Events

Regional Service Committee meets
3rd Saturday

March

Nominations

Special Events Treasurer

Elections

None

Events

Conference Agenda Report
Workshop (in even years)

April

Nominations

Secretary
Assistant Secretary
Public Relations Chairperson

Election

Special Events Treasurer

Events

Regional GSR Assembly on 3rd
Sunday
Regional Service Committee meets
3rd Saturday

May

Nominations

Secretary
Assistant Secretary
Public Relations Chair

Elections

None

Events

June

Nominations

Outreach Chairperson

Elections

Secretary
Assistant Area Secretary
Public Relations Chairperson

Events

July

Nominations

Outreach Chairperson
RCM, Alt RCM

Elections

None

Events

Audit of Treasury Books
Distribute New Area's Guidelines
and Procedures
Special Events Free Event

August

Nominations

RCM,
Alt RCM
Special Events Chairperson
Literature Chairperson

Elections

Outreach Chairperson

Events

Regional Service Committee meets
3rd Saturday
Pay P.O. Box Bill

September

Nominations

Literature Chairperson
Special Events Chairperson

Elections

RCM
Alt RCM

Events

Unified Unity Fest, World Unity Day

October

Nominations

VRCC Director
Alt VRCC Director
Policy Chairperson

Elections

Literature Chairperson
Special Events Chairperson

Events

Regional Service Committee meets
3rd Saturday

November

Nominations

VRCC Director
Alt VRCC Director
Chairperson
Policy Chairperson
Print Shop Chair
Vice Chairperson

Elections

None

Events

Conference Agenda Report in odd
years,

December

Nominations

Chairperson
Vice Chairperson
H&I Chairperson
Print Shop Chair
Area Vice-Treasurer
Area Treasurer

Elections

VRCC Director
Alt. VRCC Director
Policy Chairperson

Events

Regional Service Committee meets
3rd Saturday

E. Amendment of Procedures (Procedure)

Definition: A procedure motion is a motion used to change any item listed in the procedures section of the Guidelines and Procedures that will affect the day-to-day operations of the Richmond Area Service Committee of NA (RASCNA).

- 1) A motion to amend the procedures must be written on a procedures motion form with the motion maker signature, with the intent of the motion stated, and seconded by a GSR signature required.
- 2) Subcommittee motions do not need to be seconded.
- 3) Procedures may be amended by a simple majority vote at a regular ASC meeting.
- 4) The motion and the intent are announced, discussed, and voted on at the meeting.
- 5) The motion will take effect after being approved.

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)

ORIENTATION FOR AREA SERVICE

GSR/ALT-GSR/GROUP REPRESENTATIVE CHECKLIST

The purpose of the Outreach Subcommittee is...to offer support to new or existing meetings or groups and orientate new GSRs, ALT GSRs, and Group Representatives as stated in the current RASCNA Guidelines and Procedures. This supports our Tradition #1 "Our common welfare should come first; personal recovery depends on NA unity"; Tradition #5 —"Each group has but one primary purpose - to carry the message to the addict who still suffers"; and Concept #2 - "The final responsibility and authority for NA services rests with the NA groups"

So, Did You Remember

BEFORE AREA MEETING

- To get yourself a 1 1/2 – 2 inches notebook so you can carry all necessary documents for Area service organized and readily available to you
 - ✓ Previous month's Area minutes
 - ✓ Current RASCNA Guidelines and Procedures
 - ✓ A Guide to Local Services in Narcotics Anonymous
 - ✓ Motion forms
 - ✓ GSR Report form
 - ✓ Literature Order Form

- ✓ Writing paper
- ✓ Pen or Pencil
- To review the previous month's area minutes in your home group business meeting so members can be informed on all issues.
 - ✓ Obtain and bring your group's conscious on all motions sent back to home groups
 - ✓ Questions from your home groups
 - ✓ Motions from the home group
 - ✓ Nominations for Area trusted servants' *positions* (Nominees must be present at area service to be elected).
- Purchase and address **only** one money order to the RASCNA that equals the total of your group's area donation and literature order to include 8% cost for handling
- Complete your GSR Report at your home group business meeting before area service
 - ✓ Ensures your calculations will be correct for the literature order and donation to the area.
 - ✓ Also, it will carry your home group conscious.
 - ✓ So, you may have a copy ready to present to area so that it may be included in the Minutes and read on the Area floor.
- Bring last month's Area Service minutes with you.
 - ✓ How else will you know if all old and new business issues have been addressed on the Area floor?
- Bring a copy of the current RASCNA's Guidelines and Procedures.
 - ✓ Learn how to apply area's guidelines and procedures at Area service?
 - ✓ New GSRs, ALT GSRs, and Group Representatives must Contact the Outreach Subcommittee members for orientation between 2:30 pm - 3:00 pm at area service
 - Get assistance with completing literature order forms
 - GSR Reports
 - Questions and Answers

DURING THE AREA MEETING

- **Should arrive between 2:30 pm - 3:00 pm**
 - ✓ So, you can turn in your orders since RASCNA begins promptly at 3 pm.
 - ✓ Give your literature order and money order to the Treasurer before 3 pm.
 - ✓ The Literature Subcommittee needs time to fill your order.
 - ✓ The Treasurer needs time to account for all monies received.
- Pick - up an Agenda and other Area Level Forms from the literature table before 3:00 pm.
 - ✓ How else will you know what is the order of business for today?
 - ✓ You may also check your current RASCNA Guidelines and Procedures for an agenda.
 - ✓ All area level forms are also available on the area's website www.rvana.org
- Answer the Roll Call from the Secretary
 - ✓ Remember this is how the "count for votes" for motions and elections are established.

- Voting – I am voting on all area business today
 - Report Only – I am voting on all non-group conscious business today
- ✓ Review Voting on Motions and How Voting is Conducted in your current RASCNA Guidelines and Procedures, also see "Sample Rules of Order. Plus, "A Guide to Local Services in Narcotics Anonymous as well.
- Sign-in on the Attendance Roster
 - ✓ In order to receive the minutes from Area Service provide the following information:
 - Your Name
 - Address
 - Phone Number
 - Email
- Pick – up new meeting schedules from the PR Subcommittee
 - ✓ The unified meeting schedule is updated each month.
 - ✓ How else will you have the most current meeting schedule for your home group literature table?
 - ✓ Provide changes in your group's meeting times and locations to the phone line and public relations subcommittee.
- Collect flyers from Subcommittees and home groups announcing upcoming events
 - ✓ How else will you have knowledge and copies of upcoming events for your home group members and visitors?
- Need your vote on money matter issues at 5:45 pm
 - ✓ Area Service does not end until 6 pm
- Help put up chairs, tables and clean-up so we can keep our valuable meeting space.

AFTER AREA SERVICE

- Pick-up your literature order after the area meeting
 - ✓ Sign for your literature order
 - ✓ Inventory your order
 - ✓ Verify all back ordered items highlighted on your order form
 - ✓ If you have a back order, bring your copy of your literature order forms with the highlighted items to the next month's area service to receive your back order

H. Operating Expenses for One Month (Procedure)

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) (\$10.00 Monthly)	\$20.00	
Public Relations Rent	\$35.00	
Rent (ASC, Literature)	\$150.00	
Secretary	<u>\$50.00</u>	
Special Events (1/2 seed money)	<u>\$550.00</u>	
Special Events Rent	\$20.00	
Joint Administrative Conference Calls	<u>\$20.00</u>	
Area's Group Facility Insurance-yearly Cost	<u>\$639.06</u>	
Area's Virtual Account	<u>\$35.00</u>	
Primary Subtotal		<u>\$1,754.06...</u>

<u>Secondary Bills which are paid after the Primary Bills</u>		
<u>Name</u>		
H&I-Literature	\$232.00	
Outreach Literature Supplies	\$60.00	
Special Events (1/2 seed money)	\$550.00	
Special Events Supplies	\$50.00	
Special Events Gas	\$25.00	
Special Events Storage with Insurance	\$75.00	
Area Treasurer, Clerical	\$10.00	
PR-Website (twice/year)	\$20.00	
PR-Literature	\$100.00	
PR PSAs	\$126.80	
Literature Supplies	\$60.00	
Travel for RCM	\$35.00	
Travel for VRCC	\$35.00	
Subcommittee Workshops (up to 3 workshops)	\$600.00	
Post Office Box Rental	\$226.00	
Secondary Subtotal		\$2,204.80
Grand Total Primary and Secondary Bills		\$3,958.86

I. RASCNA Property (Procedure)

The literature chair shall be responsible for the issuance, management, monitoring, collection, and storage of all items purchased by the area for use by area level trusted servants and subcommittee chairs upon their election, resignation, removal, or completion of service commitment.

J. Basic Format for Minutes (Procedure),

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

K. Joint Administrative Committee (JAC)

A. Purpose of the Joint Administrative Committee

To conduct a monthly phone conference call on the fourth _____ of each month, two weeks before area service, at _____ am/pm; to assist all area-level elected trusted servants and subcommittees chairs with their reports and to reduce the time needed for them giving reports at area service.

B. Officers of the (JAC)

The members of this committee shall consist of the Area Chair, Vice-chair, Policy Chair, Area Secretary, RCM, VRCC, Area Treasurer, Special Events Chair, Special Events Treasurer, Hospital & Institutions Chair, Outreach Chair, Public Relations Chair, Literature Chair, Print Shop Chair.

C. Duties of the Joint Administration Committee (JAC)

1. Area Chair:

- a) Area Chair shall facilitate a monthly conference phone call meeting consisting of all area-level elected trusted servants to identify, omissions, procedural requirements and correct errors in their reports.
 - b) The chair shall follow the roll call agenda in allowing each trusted servant position to give its report.
2. Area Vice-chair:
- a) The vice-chair shall assist the Chair in conducting the monthly conference call meeting.
 - b) The vice-chair shall serve as the area chair when the chair is unable to facilitate the meeting.
3. Policy Chair:
- a) The policy chair shall answer questions about trusted servant's reports requirements as identify in the area's guidelines and procedures.
4. All Other Area-Level Elected Trusted Servants:
- a) All elected area-level trusted servants shall give the report of their committee or service position to that date to allow for assistance and or correction to reduce unneeded discussion on their report at area service due to a lack of clarity or mistakes.
5. Conference Call Number (____) _____
6. Budget \$_____ per month

D. Roll Call and Conference Call Agenda for Reports

Date _____

Phone Number for Conference Call _____

Code: _____

1. Roll Call Statement and Procedures:
- a) Good evening everyone!
 - b) Please call into the conference call five minutes before the meeting start.
 - c) I am the administrator for this call—please place your phone on mute until you have something to say and return to mute when you finish speaking.
 - d) I am going to conduct a roll call now. Please –after you answer the roll place your phone back on mute.
2. Area-Level Elected Trusted Servants:
- a) Area Chair
 - b) Area Vice-chair
 - c) Policy Chair
 - d) Area Secretary
 - e) RCM
 - f) VRCC
 - g) Area Treasurer
 - h) Special Events Chair
 - i) Special Events Treasurer
 - j) Hospitals and Institutions Chair

- k) Outreach Chair
- l) Public Relations Chair
- m) Literature Chair
- n) Print Shop Chair

- 3. Old Business:
- 4. New Business

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 questions 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.

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 his or her feelings and concerns. This allows everyone to give his or her 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, and disillusioned members--on any NA community, directly affecting the newcomer. The safeguards recommended in this bulletin not only protect our funds, but also 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 – Area 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. Procedural 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	INTERRU PT	SECO ND	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	To allow a motion's maker to take back that	Yes	No	No	Unanimous

motion	motion after debate has begun				us
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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 permits 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: