Richmond Area Service Committee of Narcotics Anonymous

Guidelines & Procedures

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RVANA.ORG

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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 (known hereafter as ASC) is to be supportive of our groups, and *their* primary purpose is to carry the message to the addict who still suffers. By bringing together our elected trusted servants to discuss issues affecting our local groups/meetings and assist with any concerns, we maintain the spirit of loving service and foster unity in the Richmond Area of Narcotics Anonymous.

B. **Parliamentary Authority (Guideline)**
The rules contained in the short version of Robert's Rules of Order, as adapted by the WSC, will 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 will allocate $25.00 to the Print Shop Subcommittee for the download and printing of one original copy of the Conference Agenda Report from NA.ORG, on even-numbered years, in the month of September, for printing and distribution to all Area groups and meetings, at the next month's Area Service meeting.
2) All subcommittees' literature shipping and handling fees must 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 escrow reaches $3,500.00, all profits from special events for the rest of the year will be deposited in the Area's account.
4) No ASC trusted servant may serve more than two consecutive terms in any ASC position.
5) ASC maintains a $3,000.00 literature stockpile, which is administered by the Area Literature Subcommittee.
6) Prudent Reserve, Special Events Free Event escrow, and ASC's Regional donation calculation are defined on page 24, in *Section H: Donation to Regional Service Committee*.
7) The Policy Subcommittee will update these guidelines annually and will distribute new guidelines at the July ASC meeting.
8) ASC meets from 3 p.m. to 6 p.m. 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) Financial business (writing or signing checks) is to be conducted only during Area Service.
10) The Area Service Committee in collaboration with Special Events Subcommittee coordinate annual Unity Day Special Event (during the Memorial Day weekend) consisting of all home groups and sponsorship families that wish to participate in remembrance of NA members who transitioned. The Area Service Committee pays for the park reservation.
11) Responsible for a virtual platform with two accounts not to exceed $50.00 monthly in total that will enable home groups, and Area Service to host NA group meetings, subcommittee meetings, virtual speaker jams, workshops, learning days, and Area Service meetings in cases of emergency.

D. **Guidelines for participation in ASC (Guideline)**
Guidelines for participating in ASC for new or 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:
a) Must meet at a regular place and time.
b) Must follow the 12-Steps and 12-Traditions of NA.

2. Groups – What is a group?
*A meeting that has home group members and a duly elected Group Service Representative (GSR).

Criteria:

a) Must meet at a regular place and time.

b) Must follow the 12-Steps and 12-Traditions of NA.

c) Must have home group members and a duly elected GSR.

d) The Outreach Subcommittee will meet with the person(s) representing the meeting or group after ASC to determine the date and time for Outreach to visit and coordinate the delivery of a starter kit when needed.

e) A group is eligible to receive a group starter kit from the outreach subcommittee unless previously received as a meeting.

f) The Outreach Subcommittee gives a report and recommendation at the next ASC.

g) ASC votes on accepting the group into the area.

h) All new groups accepted by the ASC will appear on the meeting schedule.

E. **Area Level Trusted Servants (Guideline)**

***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. <u>Area Chairperson</u>

a. Suggested Requirements of Chairperson

1) Has 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 service.
5) One-year commitment.
6) Willingness to study the reports of the ASC servicers 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) Fulfilled a one-year commitment as ASC Vice-Chairperson or other one-year commitment to ASC service.

b. Duties of Chairperson

1) Sets agenda for and presides over all ASC meetings.
2) Votes only in the case of a tie, only on procedural motions; cannot vote on guideline motions (group conscience issues.)
3) Holds a key to the P.O. box and coordinates 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 the ASC meeting, arrange for the Vice-Chairperson to chair the ASC meeting.
6) 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's duties.
7) When necessary, appoint an Ad Hoc Committee Chairperson for a predetermined period and pro-temp a willing member 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.
10) Leads the search for ASC's new meeting location when necessary and brings the information back to ASC for the Area's approval.
11) Conducts the Biannual Audit of the ASC Treasurer's books.
    a) Determine the Area's beginning balance from the ending balance of the last audit.
    b) Confirm that all checks written for the monthly expenses match the monthly bank reconciliation statement.
    c) Verify the amount and source of each deposit on the bank statement and deposit slip(s) for each month.
    d) Verify that all outstanding and voided checks were 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) Establishes an electronic method for 7th tradition donations and NA literature purchases from RASCNA, in the event of an epidemic or pandemic where in-person recovery and service meetings are unsafe or not allowed by law.
14) In the event that Area Service is unable to meet at its regularly scheduled day and time due to inclement weather or an unforeseen event, Area Service will be rescheduled. The Area Chair must inform the facility point of contact that we will not meet due to the emergency condition(s) and request the use of the facility for the following Sunday. The Area Chair will notify the body of the time and place of the next meeting.

2. Vice-Chairperson

a. Suggested Requirements of Vice-Chairperson

1) Has 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 service.
5) One-year commitment.
6) Willingness to study the reports of the ASC servicers 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 a one-year commitment to ASC Service.

b. Duties of Vice-Chairperson

1) If the service of the Chairperson becomes vacant, assume responsibilities of the Chairperson until a new Chairperson is elected. **The qualifications and responsibilities mentioned under "Chairperson" apply equally here.*
2) Keep up with the activities of all subcommittees by either attending their meetings or contacting their respective chairpersons monthly.
3) Receives all motions (after a review by the Policy Chair) for the introduction on the ASC floor.
4) Conducts ASC business in the event the Chairperson is absent or if the Chairperson wishes to express an opinion on an issue or needs to break a tie on a procedural motion.
5) If unable to attend the ASC meeting, notify the Chairperson in advance, when possible.
6) If the Area Chair and Vice-Chair are absent from the ASC meeting, the Policy Chair will assume the full responsibilities of the chairperson for that ASC meeting as identified under the ASC Chair's duties.
7) One of the three co-signers of the ASC checking account: Chair, Vice-Chair, and Treasurer.
8) Read and submit a written report at each ASC meeting.
9) Serves as the temporary chairperson of any subcommittee when there is no subcommittee chairperson until one is pro-temp or elected.
10) Assists the Area Chairperson in conducting the Biannual Area Treasurer's Audit:
    a. Determine the Area's beginning balance from the ending balance of the last audit.
    b. Confirm all checks written for the monthly expenses match the monthly bank reconciliation statement.
    c. Verify the amount and source of each deposit on the bank statement and deposit slip(s) for each month.
    d. Account for outstanding and void checks for each month.
    e. Determine monthly ending balances.
11) Assumes the duties of the Chairperson when the Chair wishes to express his/her opinion on procedural or nomination issues.

3. <u>Secretary</u>

a. Suggested Requirements of Secretary

1) Has 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 service.
5) One-year commitment.
6) Willingness to study the reports of the ASC servicers 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) Has clerical skills and access to the equipment necessary to carry out the duties of this position; including the ability to take accurate minutes.
10) Fulfilled at least a one-year commitment to ASC Service.

b. Duties of Secretary

1) Conduct roll calls at each month's ASC of all groups, meetings, and elected trusted servants.
2) Keeps an attendance sign-in sheet of all groups, meetings, and elected trusted servants who are present at Area Service to receive the minutes for that month.
3) Upon request, read old minutes at ASC.
4) Adds corrections to the old minutes of each meeting.
5) Take accurate notes of each meeting.
6) Compiles all motions, Area trusted servant reports, and Subcommittee Chair reports and types them into the current monthly minutes.
7) Compiles all group reports prepared and typed by the Assistant Secretary and includes them in the current minutes.
8) Ensures minutes are ready, by two weeks after ASC, for distribution by mail or electronically to all elected area servicers and GSRs.
9) Adheres to the "Basic Format for Minutes".
10) Maintains ASC archives.
11) Attends the Biannual Area Treasurer's Audit.

c. Budget of Secretary

1) $50.00 monthly as a primary bill.
   **Used to buy envelopes, USPS postage, and other expenses to mail the ASC minutes.*
2) Purchase a Chromebook for Secretary

4. <u>Assistant Secretary</u>

a. Suggested Requirements of Assistant Secretary

1) Has 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 service.
5) One-year commitment.
6) Willingness to study the reports of the ASC servicers 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) Has clerical skills and access to the equipment necessary to carry out the duties of this position, including the ability to take accurate minutes.
10) Fulfilled at least a one-year commitment to ASC service.

b. Duties of Assistant Secretary

1) Familiarize yourself with the duties of the secretary.
2) Attend all ASC meetings.
3) Fills in for the secretary in the event they are unable to perform their duties.
4) Compiles and types out all the group reports, to be submitted electronically to the secretary for inclusion in the current area minutes.
5) Assist with having minutes ready, by two weeks after ASC, for distribution by mail or electronically to all elected area servicers and GSRs.

6) Circulates attendance sign-in sheet for contact information updates for all GSRs, Alt-GSRs, Area level trusted servants, meetings, and groups to be used for communicating information via telephone, texting, and/or emails.
7) Adheres to the "Basic Format for Minutes".
8) Attends the bi-annual area treasurer's audit.

5. Treasurer

a. Suggested Requirements of Treasurer

1) Has working knowledge of the 12-Steps, 12-Traditions, and 12-Concepts of NA. 2) Willingness to serve.
2) Active home group participation.
3) Resigns all conflicting service positions upon election and during the term of service
4) One-year commitment.
5) Willingness to study the reports of the ASC servicers and subcommittees.
6) Willingness to read the various handbooks published by WSO on each area of service and NA bulletins.
7) Two years of consecutive clean time.
8) Fulfilled at least a one-year commitment as group treasurer or ASC vice-treasurer.

b. Duties of Treasurer

1) Accurately maintains ASC's checking account.
2) Keeps an accurate record of ASC transactions and brings them to all ASC meetings.
   a. One of the three co-signers of the ASC checking account: Chair, Vice-Chair, and Treasurer.
   b. Distributes all checks for all ASC expenses according to the RASCNA budget amounts (monthly operating expenses) set forth in these guidelines.
   c. Make a deposit within two business days after the ASC meeting.
   d. Receives all money and original receipts from the Special Events Treasurer on the first business day after each event.
   e. Maintains budgeted amounts for money received from Special Events and H&I subcommittees in escrow.
   f. Collects 7th Tradition donations to ASC and literature purchases.
   g. Enter into the computer the donations and announce the total before the end of the ASC meeting.
   h. Reconciles ASC checking account monthly.
   i. Uses the reconciliation format contained in the software provided by ASC.
   j. Reports the previous month's cleared checks, outstanding checks, and deposits at each month's Area Service.
   k. All Regional donations will be calculated according to an established procedure found in the RASCNA Procedures, ***Section G.*** *"Donation to the Regional Service Committee"*, and be reported at each ASC meeting.
   l. Keeps an updated list of groups who purchased literature and made donations at each month's ASC.
   m. Keeps a list of all deposits and checks written for expenses in a check register.
   n. Keeps receipts from all sources who received disbursements for purchases and approved reimbursements.
   o. Return the balance of checks written and not cashed 90 days after issuance to RASCNA's checking account as follows:
      i. Record in the treasurer's report and verbally report on the area floor any checks that have not been cashed in 60 days after issuance.
      ii. Notify all parties to whom checks were issued that if the check is not cashed in 30 days, it will be voided.
      iii. Return the balance of checks not cashed after 90 days to RASCNA's checking account, record them in the report, and verbally report them on the area floor.
   p. Provide an annual report at January's ASC meeting of all contributions, literature purchases, expenses, and donations to the Region for the year.
   q. Make books available for auditing on a semi-annual basis and available at any time for ASC.
   r. If unable to attend an ASC meeting, arrange for the Vice-Treasurer to fill in.
   s. Holds a key to the P.O. box and coordinates mail pickup with the Area Chair prior to ASC.

t. 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.

c. Budget of the Treasurer

1) $10.00 as a secondary bill.
2) Purchase a Chromebook for the Treasurer.

6. <u>Area Vice-Treasurer</u>

a. Suggested Requirements of Vice Treasurer

1) Has 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 service.
5) One-year commitment.
6) Willingness to study the reports of the ASC servicers 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.
9) Fulfilled at least a one-year commitment as group treasurer.

b. Duties of Vice-Treasurer

1) Attend all ASC meetings.
2) Maintains accurate records of ASC donations.
3) Collects donations to ASC and writes the corresponding receipts.
4) Calculate the total of all receipts.
5) Transfers money and original receipts to the treasurer.
6) In the absence of the treasurer, the vice-treasurer gives all money orders and records to the vice-chairperson or chairperson of ASC upon conclusion of ASC.
7) Must assist the treasurer in training 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. <u>Regional Committee Member (RCM)</u>

a. Suggested requirements of Regional Committee Member

1) Has 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 service.
5) One-year commitment.
6) Willingness to study the reports of the ASC servicers 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) Fulfilled at least a one-year commitment as Alt-RCM or other trusted servant position in ASC.

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 ASC's donation.
2) Reads and submits 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) Provides hard copies of all RSC motions for group conscience on the area's literature table.
4) Coordinate the area's voting on World Service Conference Agenda motions and Regional motions and attend 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

c. Budget for RCM

1) $35.00 for travel expenses.

8. <u>Alternate Regional Committee Member (Alt. RCM)</u>

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

1) Has 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 service.
5) One-year commitment.
6) Willingness to study the reports of the ASC servicers and subcommittees.
7) Willingness to read the various handbooks published by WSO on each area of service and NA bulletins.
8) Fulfilled at least a one-year commitment as GSR, Alt. GSR or other trusted servant position in ASC.
9) Three years of consecutive clean time.

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

1) Familiarize themselves with the duties of the Alt. RCM.
2) Attends all RSC and ASC meetings.
3) Assume the RCM's duties if the RCM cannot attend meetings or fulfill their term.
4) Attends the bi-annual area treasurer's audit.
5) Assist the RCM in preparing a written report for ASC.

9. <u>Virginia Regional Convention Corporation (VRCC) Representative</u>

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 service.
5) One-year commitment.
6) Willingness to study the reports of the ASC servicers 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 a one-year commitment as Alt-VRCC or other area or Regional level trusted servant position.

b. Duties of VRCC Representative

1) Attend 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:
6) The name of the Area hosting the upcoming convention with the convention's total budgeted amount, expenses to date, and profit or loss information after the January convention.
7) The name of the Area awarded the next year's convention with the total budget amount.
8) If unable to attend ASC, provide a report to the Alt. VRCC for Area Service. If there is no alternate, provide the Area Chair with a written report.
9) Acquaint Alt. VRCC with duties and responsibilities of VRCC representatives.

10) Attends the bi-annual Area Treasurer's Audit.

c. Budget for VRCC Representative

1) $35.00 for travel expenses.

10. <u>Alternate VRCC Representative (ALT. VRCC)</u>

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 service.
5) One-year commitment.
6) Willingness to study the reports of the ASC servicers 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 a one-year commitment as Alt. VRCC or other area or Regional level trusted servant position.

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

1) Attend 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) Assists the VRCC representative with preparing a written report for the next ASC.

11. <u>Special Events Subcommittee Treasurer</u>

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 service.
5) One-year commitment.
6) Willingness to study the reports of the ASC servicers 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 will provide Area Service with a written report covering the budget for the planned event that includes the estimated cost of all financial requirements for the event in conjunction with the Chair.
2) Request seed money for all events, supplies, gas allowance, and rent.
3) The special events treasurer must turn over all the seed money, all original receipts, and all profits to the ASC treasurer by the next business day following an event.
4) All money and original receipts must be in the possession of the special events treasurer at the close of each event.
5) Disburse all funds by providing the Chair with a money order made out to the facility, vendors, and or persons having a contract with the subcommittee, including the DJ. Original receipts are required from the purchase of all supplies and payments made.
6) Provide a detailed 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's free event.
   e. The total amount to date raised for next year's free event.

12. <u>Subcommittee Chairpersons</u>

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 service.
5) One-year commitment.
6) Willingness to study the reports of the ASC servicers 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 for H&I, which is 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 a one-year commitment as GSR, Alt. GSR or Area Service position.

b. Duties of Subcommittee Chairpersons

1) Schedules and presides over subcommittee meetings.
2) Reports to ASC all activities within the subcommittee.
3) Is accountable to ASC for all activities and expenditures.
4) Submits all subcommittee motions to ASC.
5) Follow their respective handbooks/guidelines.
6) Attends 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 is given in writing to the ASC Chairperson prior to the next ASC meeting.
2) Involuntary resignation - any of the following is a reason for removal:
   a. Absence from two consecutive ASC meetings without contacting the Chairperson or Vice-Chairperson of the ASC, informing them of his/her reason for absence. 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 them that he/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 member.
   c. Failure to perform responsibilities as outlined in these guidelines; to be determined and presented to ASC with input from any interested NA member.
   d. Relapse during their term of service.
3) 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.
4) In the event of a vacant position, the Area 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)

a. <u>General Duties of all Subcommittees</u>

1) 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.
2) These subcommittees are created by the ASC and are directly responsible to the groups.
3) Each subcommittee chairperson will submit a written report to the ASC secretary at each ASC meeting (will be included in the minutes as written).
4) Any actions that concern NA must be approved by the ASC before being carried out by the subcommittee 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.
5) 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.

6) Each subcommittee chairperson will establish lines of communication with the RSC and WSC.
7) Each subcommittee will be represented at the RSC by the RCM.
8) Each subcommittee will follow its respective handbooks/guidelines of policies.
9) All subcommittees must have original receipts for expenditures and give a detailed financial report of money spent at the next ASC meeting.
10) Subcommittee chairpersons or another subcommittee member will remain until the end of the ASC meeting.
11) All subcommittees must conduct at least two area-level workshops and/or learning days per year.

1. <u>Hospitals & Institutions (H&I)</u>

a. Purpose

To carry the 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 approval from RASCNA.
2) Serves as the communications link between local H&I meetings and H&I subcommittee meetings on the Regional and world levels.
3) Selects meeting facilitators who are to conduct H&I meetings.
4) Serves as the 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 subcommittee 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 Servicers

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

1. <u>Chairperson</u> (H&I Subcommittee)

Requirement: Minimum of two years of consecutive clean time.

a) Keeps order in the subcommittee meetings.
b) Keeps discussions on the topic.
c) Prepares an agenda for each subcommittee meeting.
d) Ensures that the traditions are upheld in all matters.
e) 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.
f) Maintains contact with RCM regarding H&I.
g) Responsible for all correspondence to facilities served by the subcommittee using the forms and form letters from the H&I Handbook Appendix.
h) Refers facility residents who are leaving a Richmond H&I setting, for another area, to an NA website for information about the fellowship, meetings, and help-line numbers.
i) Appoints an AD-Hoc Committee for Learning Days or Workshops.

2. <u>Vice-Chairperson</u> (H&I Subcommittee)

Requirement: A minimum of one-year clean time.

a) Helps chairperson keep proceedings orderly.
b) Assumes full responsibilities of the chairperson in the chairperson's absence.
c) In the event the chairperson service position is vacant, assume full responsibility of the chair until confirmed by ASC or another chairperson is elected.

d) Chairs the H&I handbook and other NA book study meetings.
e) Submits a written report at the 4th Sunday subcommittee meetings.
f) Maintains contact with the RCM regarding H&I.
g) May have other responsibilities as delegated.
h) Responsible for contacting facilitators not fulfilling their commitment and obtaining a written report for the subcommittee when needed. Any further action will be at the discretion of the subcommittee as a whole.

3. Secretary (H&I Subcommittee)

Requirement: A minimum of one-year clean time.

a) Records accurate minutes at the 4th Sunday subcommittee meeting
b) Keeps an updated volunteer list of members who would like to speak.
c) Keeps an updated volunteer list of members who want to serve on a panel at H&I meetings.
d) Maintains an ongoing file of all correspondence and minutes.
e) May have other responsibilities as delegated.

4. Literature Coordinator (H&I Subcommittee)

Requirement: A minimum of one-year clean time.

a) Distributes NA conference approved 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".
b) Always be aware of the amount of literature being distributed so that the facilitator's literature requests remain prudent and the subcommittee can fairly distribute the literature without exceeding its budget.
c) Give H&I's literature order to the area treasurer for ordering and fulfillment by the area's literature subcommittee.
d) Distributed facilitator literature on the 4th Sunday at the end of the meeting.
e) Maintain a stockpile (quantity) of NA literature for the subcommittee, as follows:

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 100 each as listed below:

1. White
2. Orange
3. Green
4. Red
5. Blue
6. Yellow

Chips 50 each as listed below:

1. Moon Glow
2. Gray
3. Black

5. Facilitator (H&I Subcommittee)

*Facilitators are members of the H&I subcommittee who take meetings in facilities where addicts cannot get to an outside meeting. This position requires a one-year commitment and nine months of consecutive clean time.

It is their responsibility to:
a) Ensure 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 six months clean to speak and three months clean to participate on a panel).
d) Ensure that the meetings start and end on time.
e) Submit a written monthly report due at the 4th Sunday business meeting 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 subcommittee.
f) A one-year commitment to each facility is suggested. All hospitals and institutions served by the committee will have at least two facilitators assigned and at least one in attendance.
g) In the event facilitators miss three consecutive subcommittee meetings, further action will be at the discretion of the subcommittee as a whole.
h) You may not be a facilitator if you are 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 tags 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 any 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) $337.00 monthly expense for literature as a secondary bill

2. Literature Subcommittee

a. Purpose

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 servants' orders, monitors stock levels, stamps all literature, and reorders materials from the WSO.

b. Servicers of the Literature Subcommittee

The subcommittee has a Chairperson, Vice-Chairperson, and Secretary.

c. Duties of the Literature Subcommittee

1)The Literature Subcommittee has a stockpile of literature valued at $3,000.00. **This money is only used if we do not have literature and no literature and no literature has been or can be ordered from ASC.

2) Conducts two regularly scheduled subcommittee meetings each month.

2a) Before Area Service Subcommittee Meeting activities:

i. Processes incoming RASCNA literature orders from WSO, checking the shipment for accuracy, recording, and reporting any discrepancies to the Area and the WSO.

ii. Sorts all literature, key tags, medallions, etc., in appropriate categories to prepare for distribution at the next ASC meeting.

iii. Stock and stamp new literature, as well as back orders from previous Area Service meetings.

2b) During Area Service Subcommittee Meeting Activities:

i. Process group orders at ASC meetings.

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

iii. Update the order form to increase the 8% handling fee on the literature form to 12%.

2c) After the close of the Area Meeting:

i. Distribute group orders to the GSR, Alt. GSR or an authorized representative from that group.

ii. Distribute back orders from previous ASC meetings to all groups with their new literature orders for that month.

iii. Establish a system that allows group representatives and Area level trusted servants to inventory their order at pickup and sign for it after the close of Area Service.

iv. 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 Chairperson will 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 their service commitment.

d. Budget of Literature Subcommittee

1) $60.00 for supplies - secondary bill.

3. Outreach Subcommittee

a. Purpose

The purpose of the outreach subcommittee is to offer support to new or existing meetings or groups, and orientate new GSR's, ALT. GSR's, and group representatives.

b. Servicers of the Outreach Subcommittee

The servicers of this subcommittee are Chairperson, Vice-Chairperson, and Secretary.

c. Duties of Outreach Subcommittee

1) When home groups close for any reason (pandemic, lack of support, loss of meeting space, etc.) all NA materials must be securely kept and easily accessible to its members for reopening at later date. ASC will not provide starter kits to established home groups that have previously received one.

2) New meetings or groups are eligible to receive a Group Starter Kit (Packaged Bundle) as is from the literature order form, which consists of the following:

i. Group Quick Start Guide
ii. New Group Registration Form
i. Group Treasurer's Workbook
ii. 7th Tradition Collection Box
iii. The Group Booklet
iv. 2-Distruptive & Violent Behavior
v. 2-Principles & Leadership in NA Service
vi. 2-NA Groups & Medication
vii. 2-Group Business Meetings
viii. 2-Group Trusted Servants Roles & Responsibilities
ix. 2-Narcotics Anonymous White Books
x. 2-IP#30 Mental Health in Recovery
xi. 2-IP#29 An Introduction to NA Meetings
xii. 2-IP#28 Funding NA Services
xiii. 2-IP#27 For the Parents or Guardians of Young People in NA
xiv. 2-IP#24 Money Matters Self-Support in NA
xv. 2-IP#22 Welcome to Narcotics Anonymous
xvi. 2-IP#19 Self-Acceptance
xvii. 2-IP#16 For the Newcomer
xviii. 2-IP#14 One Addict's Experience with Acceptance, Faith, and Commitment
xix. 2-IP#13 By Young Addicts, For Young Addicts
xx. 2-IP#12 The Triangle of Self-Obsession
xxi. 2-IP#11 Sponsorship
xxii. 2-IP#9 Living the Program
xxiii. 2-IP#8 Just for Today
xxiv. 2-IP#7 Am I an Addict?
xxv. 2-IP#6 Recovery and Relapse
xxvi. 2-IP#5 Another Look
xxvii. 2-IP#2 The Group
xxviii. 2-IP#1 Who, What, How, and Why
xxix. Add five of each key tag to the starter's kit as part of the starter's kit items.

3) Go to home groups as requested by individual members, home group members, or ASC to assist the group in reaching a consensus for a solution by making suggestions based on approved NA literature, the 12-Steps, 12-Traditions, and 12-Concepts.
4) Attend groups that have missed three or more ASC meetings to determine why and offer suggestions for solutions to their issues and/or concerns based on approved NA literature, the 12-Steps, 12-Traditions, and the 12-Concepts.
5) Provide a monthly report at ASC regarding subcommittee activities.
6) The committee Chair, Vice-Chair, and any other designated subcommittee member will be available to assist and orientate GSRs, Alt. GSRs, and group representatives at Area Service from 2:30 p.m. until 3:00 p.m.

d. Budget of Outreach Subcommittee

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

4. <u>Policy Subcommittee</u>

a. Purpose

The purpose of the policy subcommittee is to keep the Area Guidelines and Procedures updated and provide Area members with training that familiarizes them with its content and how to find specific information within the document.

b. Servicers of Policy Subcommittee
The servicers 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 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 GSRs with one copy of the July 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 will be recorded in an addendum document as they occur.
7) A PDF copy of the updated addendum will 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 will 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 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 chairperson for that ASC meeting as identified under the chair's duties.

d. Budget of Policy Subcommittee
1) $35.00 monthly for rent - primary bill.

5. <u>Print Shop Subcommittee</u>
a. Purpose
The Print Shop 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. Servicers of Print Shop Subcommittee
The servicers of this subcommittee are Chairperson, Vice-Chairperson, and Secretary.

c. Duties of Print Shop Subcommittee
1) Conducts two regularly scheduled subcommittee meetings each month. One on the 2nd Sunday of each month and the other during the fourth week of each month. This schedule coordinates the printing of the Area minutes and the Area meeting schedules within the timeframe requirements of the Public Relations and Secretary duties in the Guidelines and Procedures.

1a) Before Area Service Subcommittee Meeting Activities:
- i. Print the Area minutes received from the Area Secretary.
- ii. Print the Area meeting schedule received from Public Relations.
- iii. Inventory subcommittee supplies for ordering at Area Service.
- iv. Print the Area Guidelines and Procedures as needed from the Policy subcommittee.
- v. Print all Area level forms needed at Area Service, as needed.
- vi. Print any single items of 150 pages or more at the subcommittees' meeting, scheduled during the 4th week of each month, following Area Service.
- vii. Print the CAR Report received from the RCM in even-number years.

1b) During Area Service Subcommittee Meeting Activities:
- i. Will be available for printing at Area Service by 2:00 p.m.
- ii. Print the Area Treasurer Report received from the Treasurer.
- iii. Print copies of trusted servant's literature orders each month to include backorder information.
- iv. Print group and Area level trusted servant's flyers, not to exceed 150 copies per item.

1c) Set up and stock the Area literature table with the following forms needed by trusted servants to fulfill their duties at Area Service:
- i. Group Report Forms

ii. Guidelines Motion Forms
iii. Procedure Motion Forms
iv. Money Matter Motion Forms
v. Blank Area Agenda Forms
vi. Literature Order Forms
vii. Subcommittee Report Forms

1d) After Area Service Subcommittee Activities:

i. 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) $160.00 monthly for maintenance and printing supplies
2) To have the service fee for the printer paid for the year instead of having to do it every month. Fee is $522.83.

6. <u>Public Relations</u> (PR)

a. Purpose

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

b. Servicers of the Public Relations Subcommittee and their General Duties The services of this subcommittee are:

1) **PR Chairperson**, nominations in April, elected at ASC in June. *All other positions are elected within the Subcommittee.*

a) The Richmond Area is to have a shared phone line and website, to include area web pages with any area who are willing to support the cost of service.
b) Recruit volunteers for the phone line.
c) Provide training for the volunteers.
d) Contact the H&I subcommittee chairperson encouraging their participation in the Public Relations subcommittee.
e) Develop materials to use in presentations for 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) Assume the chair's responsibilities when the chairperson is not available for subcommittee meetings or Area Service.
b) Must attend Area Service monthly with the chairperson and present the subcommittee's written report at Area once per quarter for training purposes.
c) Assist the PR chair in maintaining and monitoring the activities of the shared phone line and website.
d) Assist the PR chair in recruiting volunteers for phoneline.
e) Assist the PR chair in providing training for all volunteers.
f) Assist the PR chair in contacting the H&I subcommittee chairperson to encourage their participation in the Public Relations subcommittee.
g) Assist the PR chair in developing materials to use in presentations to people in the helping professions.
h) Assist the PR chair in planning a learning day or workshop at least twice a year; can be done with H&I.
i) Assist the PR chair in providing the web servant with the names and email addresses of all newly elected trusted servants at Area Service monthly or as elected.

3) **PR Secretary:**
a) Must take accurate notes of all business conducted at subcommittee meetings, in person or virtually and provide all members with a copy.
b) Minutes should include written reports from all positions reporting at the meeting.

4) **Phoneline Coordinator:**
a) Update phoneline information with the phoneline provider at the Area, Regional, and World levels when a change occurs.
b) Answer questions about the phoneline.
c) Contact phoneline volunteers, once quarterly, to determine if they want to remain on the volunteer list and that they are still clean. Determine if the phone number is still working and update the volunteers on matters of continued training and PR issues.
d) Keep a list of community services and referrals from outside service groups. (We now use 211 Service)
e) Provide a written report at all subcommittee meetings.

5) **Web Servant:**
a) Maintain the Richmond page of the RVANA.ORG website as hosted by the Unified Public Relations subcommittee.
b) Update the 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) Update email addresses for all Area level trusted servants elected at Area Service monthly upon their election.
e) Update group information to the region and the WSO as it occurs monthly.
f) RASCNA mailing address will be used by all Area trusted servants and groups. (P.O. Box 26249, Richmond, Virginia 23260-6249)
g) Ensure the subcommittee information, contact name, and email addresses are available and correct.

6) **ASC Zoom Account**

Purpose

The Richmond Area Service Committee of Narcotics Anonymous (RASCNA) shall maintain two (2) Zoom accounts for use by Richmond Area Subcommittees, Area-sponsored events, and Narcotics Anonymous home groups when virtual meeting space is needed. The purpose is to provide centralized scheduling, prevent scheduling conflicts, and ensure continuity during trusted servant transitions.

Ownership

The Zoom accounts are the property of the Richmond Area Service Committee of Narcotics Anonymous and shall remain Area assets regardless of changes in trusted servants.

Administration

The Public Relations Subcommittee shall administer the Zoom accounts under the direction of its Chairperson, who may designate another trusted servant to assist with scheduling and maintenance.

Scheduling Priorities

1. Richmond Area NA Home Groups
2. Area Subcommittees
3. Richmond Area Service Committee
4. Area-sponsored events
5. Executive Body
6. Other approved uses

Request Procedure
Requests should include the group or subcommittee name, contact person, email, phone number, requested date and time, estimated ending time, purpose of the meeting, and whether the request is recurring or one-time.

Reservation Timeframes
One-time requests should be submitted at least 24 hours in advance. Recurring requests should be submitted at least 14 days before the first meeting whenever possible.

Conflict Resolution
Requests shall be approved according to scheduling priority and then on a first-come, first-served basis.

Cancellation
Users should notify the facilitator as soon as possible if a reservation is cancelled.

Security
Users shall not modify passwords, account settings, security features, waiting room settings, recording permissions, or host privileges without authorization.

Password Control
Passwords and recovery information shall be maintained only by authorized PR trusted servants.

Email Accounts
Associated email accounts shall remain under the control of the Public Relations Subcommittee and be transferred during trusted servant transitions.

Record Keeping
The PR Chairperson shall maintain an up-to-date reservation schedule and make it available to the Executive Committee upon request.

Transition
Within 14 days of a change in Chairperson, all Zoom credentials, email accounts, passwords, recovery information, schedules, and documentation shall be transferred.

Prohibited Uses
The accounts shall not be used for personal, commercial, political, religious, or other activities contrary to the Twelve Traditions of Narcotics Anonymous.

User Responsibilities
- Request access through the designated facilitator.
- Use the account only for the approved purpose and time.
- Do not share login credentials.
- Do not change account settings.
- Do not transfer reservations without approval.
- End meetings promptly.
- Report technical issues.

Meeting Host Responsibilities
The host shall start and end meetings on time, maintain meeting security, admit participants, remove disruptive attendees when necessary, and report technical issues.

Area Ownership Statement
No individual member shall own or maintain exclusive control of either Zoom account. All credentials, recovery information, email accounts, and administrative access remain the property of the Richmond Area Service Committee of Narcotics Anonymous.

7) **Social Media Coordinator:**

a. Purpose

The purpose of the Social Media Coordinator is to 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.

b. Servicers of the Social Media Coordinator:

1) Post information received at the Public Relations subcommittee meetings on NA-related events, workshops, or service opportunities, as announced in NA meetings.
2) Post about new literature or a look at existing literature.
3) Do not post pictures of individuals. Keep photos restricted to NA-approved artwork, flyers, literature, and memes.
4) For contact information, use the service title and email address with an approved method of contact.
5) Disable the comments option.
6) Must brief the subcommittee monthly of all changes and updates to our Social Media outlets' rules and regulations.
7) Develop best practices and share them with the subcommittee before posting to NA worldwide.
8) Always consider the quality and correctness of the content and focus less on quantity.
9) Be creative in posts but get the point across succinctly, with few words.
10) Be aware of the graphics used in posts and be aware of the size so that it shows up correctly.
11) Remember to post "how to find a meeting" or "how to visit our website" information.
12) Post once per day, per account.
13) Must provide the subcommittee with a written report for each meeting.

8) **Meeting Verification**

Purpose

1) To have new and existing meetings and/or groups complete a Meeting Validation Form with any updates and/or changes prior to making changes to the meeting list.
2) To verify all the information with the new meetings and/or groups contact person prior to publishing their information on the meeting schedule, website or helpline.
3) To assist new and existing meetings and/or groups moving to new locations with the NA way of hosting a meeting within their facility.

c. Budget of Public Relations Subcommittee

1) $35.00 monthly rent - primary bill.
2) $20.00 monthly for the phone service provider - primary bill. *The actual monthly expense is $10.00*. The check should be made out to the New Dominion Area since the account is in their name.
3) $20.00 twice per year for the website - secondary bill. The check should be made out to the New Dominion Area upon receipt of an invoice.
4) $100.00 supplies for subcommittee literature and mailing projects - secondary bill.
5) $126.80 for PSAs.
6) Meeting Verification:
   a) To have new and existing meetings and/or groups complete a meeting validation Form with any updates and/or changes prior to making changes to the meeting list.
   b) To verify all the information with the new meetings and/or groups contact person prior to publishing their information on the meeting schedule, website, or helpline.
   c) To assist new and existing meetings and/or groups moving to new locations with the NA way of hosting a meeting within their facility.

7. <u>Richmond Area Convention Corporation</u> (RACC)

a. Purpose

1.The Richmond Area Service Committee of Narcotics Anonymous (RASCNA) has established the Richmond Area Convention Corporation (RACC) 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 biannual Recovery Convention per its policies and procedures as created by RASCNA. RACC will always conform to the 12-Traditions of NA. All meetings, workshops, and activities will be scheduled to effectuate our primary purpose and encourage unity and fellowship amongst NA members.

*RACC will function as a separate entity to protect our Area and fellowship from legal liability. Neither RASCNA nor any other service body of NA will be held responsible for any debts or lawsuits against RACC. The distribution of RACC funds will be per its Policies and Procedures as established by RASCNA.

b. Servicers of RACC
The servicers of this committee are Chairperson, Vice-Chairperson, Treasurer, and Secretary.

c. Chairperson Duties
1) Attends RASCNA's monthly ASC meeting and provides a written report on the floor to include the current committee meeting treasurer's report.
2) Coordinates the internal audit, at the close of the convention, for reporting at January's ASC.
3) Responsible for overseeing the retrieval of RACC 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 Corporation to allow objective input and 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**).

8. <u>Special Events</u> (Guidelines)
a. Purpose of Special Events
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. Servicers of Special Events (guidelines)
The servicers of this subcommittee will be Chairperson, Treasurer, Vice-Chairperson, and Secretary.

c. Duties of Special Events Subcommittee (guidelines)
c1. Chairperson of Special Events Subcommittee
1) 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 the 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 the event. Once approved, the chair will transmit a digital copy to the Public Relations subcommittee for posting on the Richmond calendar of events.
   b. Requests for money should have a contract (at least 3 vendors and, if not, why).
   c. If a contract cannot be given before 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 canceled.
   d. Hiring details of all paid workers, such as DJs, bands, security, or coordinators.
   e. Security requirements and their responsibilities.
   f. Provide a forecast of ticket sales in advance: the number of tickets, the price of tickets, the at-the-door price of tickets, plus the ticket price after a certain time, and ticket accountability.
   g. Provide a list of crews hired for cleanup.
4) 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, including the DJ. Original receipts are required for all payments and the purchasing of all supplies.

c2. Treasurer of Special Events Subcommittee
1) The Treasurer will provide Area Service with a detailed report covering the budget for the planned event that includes the estimated cost of all financial requirements for the event in conjunction with the Chair.
2) Requests the seed money for all events, supplies, gas allowance, and rent.

3) Will provide a detailed financial report after each event at the next Area Service.
4) The Special Events Treasurer must turn over all the seed money, all original receipts, and all profits to the ASC Treasurer, by the next business day, following an event.
5) All money and original receipts must be in the possession of the Special Events Treasurer at the close of each event.
6) Will disburse all funds by providing the SE Chair with money orders made out to the facility, vendor, and or persons having a contract with the subcommittee, including the DJ. Original receipts are required for all payments and the purchasing of all supplies.
7) The Treasurer will 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's free event.
   e. The total amount to date raised for next year's free event.

c3. Subcommittee Members Duties
1) Find suitable facilities for functions.
2) Plan, support, and carry out at least one free event per year.
3) Submit written plans for the 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 June ASC.
5) All funds deposited on behalf of special events between January 1st and December 31st of a calendar year must be spent on a free event by September 1st of the following year.
6) All funds received after Dec 31st must be applied to the following year's free event budget escrow.
7) All funds donated after Dec. 31st must be applied to the free event scheduled to occur in September, (20) twenty months from Dec. 31st for that calendar year which is in the month of September.
8) Only the Richmond Area Special Events Subcommittee can spend free event funds.
9) If a motion was not passed to extend the date, any free events' funds not spent by September 1st must be transferred from the Special Events' Free Event account and deposited into the RASCNA's account.
10) Richmond Area Special Events Subcommittee in collaboration with the Area Service Committee is responsible for seeking park location for Unity Day Special Event (during Memorial Day weekend) and creating food/item donation list for distribution among the home groups and sponsorship families.
11) To have the Richmond Area Free Event in the month of September, which is "Recovery Month.

d. Budget of Special Events Subcommittee
1) The seed money for each month is $1,600 distributed based on the availability of funds: $800.00 from primary bills and $800.00 from secondary bills.
*Note: The subcommittee can allot the seed money to events, as needed or desired, but it cannot exceed $1,600 total per month. An example would be four events with a budget of $400.00 each.
2) The subcommittee can make a request for additional funds from the ASC
3) $50.00 will be the monthly budget for such expenses as flyers & cleaning supplies. Brooms and mops may be purchased periodically, as needed.
4) 50% of the profit from each event goes into an escrow account for the free event.
5) In the event that the $1,600 seed money is not produced due to lack of support, the Area will restore the $1,600 seed money from monthly donations.
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 $3,500.00 all profit goes into the Area account.
8) $20.00 monthly rent - primary bill.
9) $25.00 gas allowance for approved events - secondary bills.
10) $75.00 for storage space rental for supplies.

2. <u>Forming/Dissolving Standing Subcommittees</u> (Guideline)
1) **Forming a standing Subcommittee**:
a) A representative of that committee will be appointed pro-temp.
b) Create guidelines with duties, goals, and means of said committee.

c) Address ASC with a letter explaining the need for this committee - 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 reserve, and this year's and next year's special events free event escrow have been retained. One check is written and given to the RCM.

1) **Procedure for the calculation of donation to the Region** is as follows:
a. Ending balance of all bills paid (including cleared and not cleared transactions)
b. Minus (-) 2 months prudent reserve (operating expenses)
c. Minus (-) this year's Special Events Free Event escrow
d. Minus (-) next year's Special Events Free Event escrow
e. Equals (=) the available fund's balance
f. Equals (=) the 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 motion 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, then a closed 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. **Area Agenda (Procedure)**
RASCNA Agenda
1213 Porter Street, Richmond, VA 23224 (no mail at this address)

Date _____ Start time _____ End time _____

1. ASC Chairperson:
Open RASCNA with the Serenity Prayer

2. Purpose:
The purpose of the Area Service Committee is to be supportive of our groups, and their primary purpose is to carry the message to the addict who still suffers. By bringing together our elected trusted servants to discuss issues affecting our local groups/meetings and assist with any concerns, we maintain the spirit of loving service and foster unity in the Richmond Area of Narcotics Anonymous.

12 Traditions _____

12 Concepts _____

3. Chairperson Reads:

a. Are there any new GSR's? If so, please state your name and home group so we can welcome you, then please go to the Outreach table.

b. It is a privilege for NA to use this facility for ASC. There is no eating or drinking in this room. We ask that all children remain under adult supervision at all time. The space that has been rented to us consists of this meeting room, the bathrooms on this floor only, and the back space that the literature and printshop space is located.

c. 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 holiday; Any problem with addicts' behavior that could jeopardize the meeting space; Meetings closing for any reason; Hime 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.

Changes to the order of day Yes ☐No ☐

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

4. Attendance Roll Call by Secretary:

Groups: Voting _____ Reporting_____ Absent _____ Meetings Present _____ Absent _____

Trusted Servants: Present _____ Absent _____ Vacant _____

5. Review and Approve Old Minutes: (5 – 8 minutes)

6. Reports from Area Level Trusted Servants:
a) Chairperson Report (3-5 minutes)
b) Vice Chairperson Report (3-5 minutes)
c) Secretary Report
d) Treasurer Report (10-15 minutes)
e) (RACC) Richmond Area Convention Chair

7. Group Reports (3-5 minutes each)

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

8. Subcommittee Reports 5-8 minutes each)
FOR REPORTS LONGER THAN 8 MINUTES, PLEASE HAVE A COPY FOR ALL THE GSRs, and report only the information that should be taken back to Home Groups. PLEASE email YOUR REPORT TO THE SECRETARY IF YOUR REPORT IS A PAGE OR MORE.

9. Attendance Sheet Has everyone signed up? If not, please do so now.

Start time _____ End time _____

a) (H & I) Hospital & Institutions
b) Literature
c) Outreach
d) Policy
e) Print Shop
f) Public Relations (PR)
g) (RCM) Regional Committee Member
h) Special Events
i) Special Events Treasurer
j) VRCC

k) Ad Hoc Committee (if any)

10. Money Matter Motions: At this time, all request for money will be dealt with.

11. Old Business (NOTE: pros and cons on motions to be added in minutes) (30 minutes maximum; 5-8 minutes per motion)
a) Vote on all motions including tabled motions, which were not heard at the last ASC meeting.
b) Report on Nominations and Elections of Officers.

12. Nominations and Elections
a) The Recognition/Thank you to the 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.

13. New Business Motions (15 minutes before the close of ASC, all business will end). NOTE: Pros and Cons on motions are to be added in minutes.
a) Policy Procedure Motions (to be voted on today)

14. Motions (Area, Regional, and VRCC) going back to Home Groups to be voted on. 15. Next ASC meeting Date, Time, and Location: _____ 3:00 PM 1213 Porter Street

Literature orders will be collected between 2:30 – 3:00PM ONLY / NO EXCEPTIONS Literature order pick up is AFTER ASC

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

17. Motion to close with the Serenity Prayer: Time ____ Motioned by: _____ and seconded by _____

B. **Motions (Procedure)**

1. Types of Motions:

Money Matter Motions 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.
1) ASC can approve reimbursement money requested by any trusted servant who has original receipts.
2) ASC can approve reimbursement money requested by a subcommittee with original receipts.
3) A Money Matter Motion Form must be used to request reimbursement.

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) Guideline motions must be sent back to home groups for a group conscience, and the GSRs will bring back to the Area floor a closed ballot yes or no vote. This vote will determine the group's collective conscience on the issue, which represents the Area's conscience on the motion.
2) A Guideline Motion Form must be used to write a motion, including the intent.

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 Service Committee of NA (RASCNA).
1) A simple majority is needed to pass a procedural motion.
2) The motion takes effect immediately when passed.
3) A Procedure Motion Form must be used to write a motion, including the intent.

2. Voting on motions:

a) A quorum is not required to conduct business at ASC.
b) **Procedure motions** require a simple majority (1/2 the votes plus 1 vote) to pass on the Area floor.
c) **Guideline motions** require two-thirds (2/3) of the votes to pass on the Area floor.

3. How votes count and types of votes:

Yes - the member/group agreed with the motion.

No - the member/group disagreed with the motion.
Abstention – these votes will not count as "cast" votes.
a) 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.
b) After the second group conscience attempt has been made, and the number of **abstentions** is still greater than 20% of the voting members, the Area Chair will move forward with the vote: a 2/3 vote is required to pass the guideline motion.
c) 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.
d) If **abstentions** are less than 20% of the members voting, the motion defaults to the majority vote
e) 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 second a motion:
a) GSRs can vote, make a motion, or second a motion.
b) Alt. GSRs 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 Alt. GSR may cast more than one vote on any motion.
f) The Area chairperson may vote only in the case of a tie for 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 home 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 Alt. 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 a designated member of the subcommittee would act as the motion maker and can accept amendments to the motion.
i) A motion can be amended only with the permission of the motion maker. An amendment to a motion must be seconded by a GSR or a duly elected Alt. 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 only ask up to two questions per motion if time permits. If clarity has yet to arrive within the allotted timeframe, the motion is tabled and sent back for clarity. The 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 GSRs 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 the issue back to the home groups.
c) Only GSRs or duly elected Alternate GSRs (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 end that their position will be open.
2) Nominations will start two months before the election. (see calendar of nominations, elections, and events) *p.29.*
3) Nominations are only considered in the two months before the election unless there are no nominations; then, there 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 GSRs 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 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/her qualifications on the Area floor.
c) Answer 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/her qualifications on the Area floor.
c) Answer all questions on the Area floor.

6. Acceptance of Nomination Procedures at Area Service:

a) The Chair asks: Are there any nominations for the open position(s)? If none, all open 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:
b) The Chair asks the nominee if he/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/her to state his/her qualifications.
c) The Chair asks if there are any questions about the qualifications of the nominee.
d) After the questions and answers period, the chair asks the nominee to leave the room to allow for discussion, which includes objections.
e) After receiving two pros and two cons on each nominee being considered for the position, a vote is taken to send the name of the nominee back to home groups for consideration of that position.
f) 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.

g) The chair will send back to home groups only the names of those nominees that the voting members present at the Area Service meeting have approved for consideration.

7. Elections of Nominees, Voting Procedures, Closed Ballot Voting, or Election by Acclamation:

a) 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.
b) The chair announces the trusted servant position to be voted on and asks all nominee(s) for that position to leave the room.
c) The chair then asks if there is a point of information that would disqualify the nominee for this position.
d) On election day, when there is only one nominee, the nominee leaves the room, and the chairperson asks if there are any objections to electing this nominee by acclamation. If not, the

nominee is elected by acclamation.

e) If there is an objection, the chair proceeds with a closed ballot vote for that Area level trusted servant position.
f) To be elected, a simple majority vote by closed ballot is required.
g) If there are no previously approved nominee(s) for that position present during the election month, 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.
h) 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 fulfill the term) for that trusted servant position or until a nominee is elected.
i) This decision may be waived by the chairperson, in which case, the ASC will request nominations from the home groups for the newly vacant position.
j) Upon election, all newly elected trusted servants will begin their terms at the end of that ASC.

8. Pro-temp Procedures

1) All vacant Area level trusted servant positions not filled within the calendar of nominations and election dates will 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)

January

Nominations:	Elections	Events
H&I Chairperson	Chairperson	Audit of Treasury Books
Treasurer	Vice Chairperson	
Vice Treasurer	Print Shop Chairperson	

February

Nominations	Elections	Events
Special Events Treasurer	H&I Chairperson	Regional Service Committee meets 3rd Saturday
	Area Treasurer	
	Vice Treasurer	

March

Nominations	Elections	Events
Special Events Treasurer	None	Conference Agenda Report Workshop (in even years)

April

Nominations	Election	Events
Secretary	Special Events Treasurer	Regional GSR Assembly on 3rd Sunday
Assistant Secretary		
Public Relations Chairperson		Regional Service Committee meets 3rd Saturday

May

Nominations	Elections	Events
Secretary	None	
Assistant Secretary		
Public Relations Chairperson		

June

Nominations	Elections	Events
Outreach Chairperson	Secretary Assistant Area Secretary Public Relations Chairperson	

July

Nominations	Elections	Events
Outreach Chairperson RCM, Alt RCM	None	Audit of Treasury Books Distribute New Area's Guidelines and Procedures

August

Nominations	Elections	Events
RCM, Alt RCM Special Events Chairperson Literature Chairperson	Outreach Chairperson	Regional Service Committee meets 3rd Saturday Pay P.O. Box Bill

September

Nominations	Elections	Events
Literature Chairperson Special Events Chairperson	RCM Alt RCM	Unified Unity Fest, World Unity Day, Special Events Free Event

October

Nominations	Elections	Events
VRCC Director Alt VRCC Director Policy Chairperson	Literature Chairperson Special Events Chairperson	Regional Service Committee meets 3rd Saturday

November

Nominations	Elections	Events
VRCC Director Alt VRCC Director Chairperson Policy Chairperson Print Shop Chair Vice Chairperson	None	Conference Agenda Report in odd years,

December

Nominations	Elections	Events
Chairperson Vice Chairperson H&I Chairperson Area Treasurer Area Vice Treasurer Print Shop Chair	VRCC Director Alt. VRCC Director Policy Chairperson	Regional Service Committee meets 3rd Saturday

E. Amendment of Procedures (Procedure)
**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's signature, with the intent of the motion stated, and seconded by a GSR signature required.
2) Subcommittee motions do not need a second.
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 has 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 the existence of any Ad-Hoc committee are specifically designated by the ASC at the time of appointment.

G. Instructions for GSRs and Alt. GSRs for ASC Service (Procedure) Orientation for Area Service GSRs & Alt. GSRs/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 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 the Area Service Meeting:**

✓ To get yourself a 2" binder, so you can carry all necessary documents for Area Service organized and readily available to you.

✓ The previous month's Area minutes. How else will you know if all old and new business issues are being addressed on the Area floor?

✓ Current RASCNA Guidelines and Procedures.

✓ A Guide to Local Services in Narcotics Anonymous. Learn how to apply the Guidelines and Procedures at Area Service.

✓ Motion forms.

✓ GSR report forms.

✓ Literature order form.

✓ Writing paper

✓ *Pen or Pencil*

✓ 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 conscience on all motions sent back to home groups and any questions.

✓ Motions from the home group.

✓ Nominations for Area trusted servant positions (nominees must be present at Area Service to be elected).

✓ Purchase **only one** money order that equals the total of your group's Area donation and literature order, including the 8% cost for handling. Address it to RASCNA; on the Memo line, write the donation/literature amounts separately.

✓ Ensure your calculations are correct for the literature order and donation to the Area.

✓ Complete your GSR report at your home group business meeting before Area Service, including your home groups' conscience. Have a copy ready to read on the Area floor before presenting it

to the secretary to include in the minutes.

✓ New GSRs, Alt. GSRs and group representatives must meet with the Outreach subcommittee members for orientation at 2:30 pm. Area Service begins promptly at 3:00 pm. Ask any questions you may have.

✓ Get assistance with completing literature order forms.

During the Area Service Meeting:

❖ **Arrive between 2:30 pm - 3:00 pm**

✓ So, you can turn in your order forms. 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 money orders received. All Area level forms are also available on our Area's website,* www.rvana.org.

✓ Pick - up an agenda and other Area level forms from the literature table before 3:00 pm. How else will you know what the order of business is for today? *You may also check your current RASCNA Guidelines and Procedures for an Agenda (pages 24-26).*

✓ Answer the roll call from the secretary. Remember, this is how the "count for votes" on motions and elections is established.

▪ Voting - I am voting on all Area business today.

▪ Report Only - I am participating in all non-group conscience business today.

✓ Review "Voting on Motions" and "How Voting is Conducted" in your current RASCNA Guidelines and Procedures. Also, see "Sample Rules of Order" in your policy. "A Guide to Local Services in Narcotics Anonymous" as well.

✓ Sign in on the attendance sheet located at the secretary's table to receive the minutes from Area Service. Provide the following information:

▪ Your Name

▪ Address (if you want a printed copy mailed to you).

▪ Phone Number

▪ Email (if you want a printable copy e-mailed to you).

✓ Pick up the new meeting schedules from the PR subcommittee. The unified meeting schedule is updated every two months. How else will you have the most current meeting schedule for your home groups literature table?

✓ Provide changes in your group's meeting times and locations to the phone line and public relations

subcommittee.

✓ Collect flyers from the 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?

✓ Your vote on money matters issues is needed at 5:45 p.m.

✓ Area Service ends at 6:00 p.m. unless the business is dealt with in a timely fashion.

✓ Help put up chairs and tables and clean up any trash, so we can keep our valuable meeting space.

❖ **After Area Service Meeting:**

✓ Pick up your literature order after the Area Service meeting ends. ▪ Sign for your literature order.

▪ Inventory your order.

▪ Verify back-ordered items highlighted on your order form.

▪ If you have a backorder, bring your copy of your literature order forms with the highlighted items to the next month's Area Service meeting to receive your items.

H. Operating Expenses for One Month (Procedure)

Primary Bills are to be paid first:

Name:	Amount:
Outreach Rent	$30.00
H&I Rent	$20.00
Print Shop (supplies & maintenance)	$160.00
Policy Rent	$35.00
Phone Line Provider ($20.00 monthly total-split w/other Area)	$10.00
Public Relations Rent	$35.00
ASC & Literature Rent	$150.00
Secretary	$50.00
Special Events (1/2 seed money)	$800.00
Special Events Rent	$20.00
Joint Administrative Conference Calls (when needed)	$20.00
Area Service Group Facility Insurance (annual cost)	$639.06
Area Service Zoom Account (2 platforms/annual cost)	$319.80
Printer Service Fee (annual cost)	$522.83
Primary Subtotal:	**$2,811.69**

Secondary Bills are to be paid after the Primary Bills:

Name:	Amount:
H&I Literature	$337.00
Outreach Literature & Supplies	$60.00
Special Events (1/2 Seed Money)	$800.00
Special Events Supplies	$50.00
Special Events Gas	$25.00
Special Events Storage w/Insurance	$75.00
Area Treasurer (clerical)	$10.00
Public Relations Website (twice yearly)	$20.00
Public Relations Literature	$100.00
Public Relations PSA's	$126.80
Literature Supplies	$60.00
RCM (travel)	$35.00
VRCC (travel)	$35.00
Subcommittee Workshops (up to 3 per year)	$600.00
P. O. Box Rental	$204.00
Secondary Subtotal:	**$2,537.80**
Grand Total of Primary and Secondary Bills:	**$5,349.49**

I. RASCNA Property (Procedure)

The literature chair will be responsible for issuing, managing, monitoring, collecting, and storing all items purchased by the Area for use by area level trusted servants and subcommittee chairpersons upon their election.

J. Basic Format for Minutes (Procedure)

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

1. Date and location of meeting with start and end times.
2. Meeting opened by Chairperson-Serenity Prayer, Purpose, 12 Traditions, and 12 Concepts read.
3. Attendance roll call report containing the presence or absence of all trusted servants. Home groups that were voting or reporting only. A list of new GSRs and Alt. GSRs, meetings, and changes to meetings.
4. Old minutes reviewed, any 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 need to be added in the minutes).
18. Votes on all motions, including tabled motions, which were not heard at the last ASC meeting.
19. Report on Nominations and Elections.
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 need to be added in the minutes).
23. Motions (Area, Regional, and VRCC) going back to home groups to be voted on.
24. Date, Time, and Location of the next ASC meeting.
25. Tentative ASC Agenda, Nominations, and Elections for the next ASC.
26. Other pertinent announcements.
27. Close 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 subcommittee chairs with their reports, to reduce the time needed for them giving reports at Area Service.

B. Servicers of the (JAC)

The members of this committee will consist of the Area Chair, Vise-Chair, Policy Chair, Area Secretary, RCM, VRCC, Area Treasurer, Special Events Chair, Special Events Treasurer, H&I Chair, Outreach Chair, Public Relations Chair, Literature Chair, and the Print Shop Chair.

C. Duties of the Joint Administration Committee (JAC)

1. Area Chair:

a) The Area Chair will facilitate (when necessary) 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 Area Chair will follow the roll call agenda in allowing each trusted servant position to give its report.

2. Area Vice-Chair:
a) The vise-chair will assist the chair in conducting the monthly conference call meeting.
b) The vise-chair will serve as the Area Chair when the chair is unable to facilitate the meeting.
3. Policy Chair:
a) The policy chair will answer questions about the trusted servant's reports according to the requirements identified in the Area's Guidelines and Procedures.
4. All Other Area-Level Elected Trusted Servants:
a) All elected Area level trusted servants will give the report of their committee or service position to allow for assistance and or corrections to reduce discussion of their report at Area Service due to a lack of clarity or mistakes.
5. Conference Call Phone Number: (_ _ _) _ _ _- _ _ _ _
6. Budget: $20.00 per month

D. Roll Call and Conference Call Agenda for Reports
Date _ _ _ _ _ _ _ _
Phone Number for Conference Call (_ _ _) _ _ _- _ _ _ _
Code: _ _ _ _ _ _ _ _ _ _
1. Roll Call Statement and Procedures:
Good evening, everyone!
Please call into the conference call five minutes before the meeting starts. 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.

I am going to conduct a roll call now. Please, answer the roll then 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: (if any)
4. New Business
5. Close with Serenity Prayer

Appendices
Appendix A - Financial Policy

1) Retrieval of NA Funds

Theft of NA Funds:

▪ When the theft/mismanagement of NA funds/merchandise occurs at the Area level, the Area's chair will appoint an Ad-Hoc subcommittee to investigate the matter and suggest a course of action.

▪ When the theft/mismanagement of NA funds/merchandise occurs at the group level, the home group is responsible for the retrieval of the group's funds/merchandise and may use this retrieval procedure and forms at the home group level.

▪ When a home group lacks the ability to retrieve NA funds/merchandise and ask the ASC for assistance in the retrieval, 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 for assistance in the retrieval of group funds/merchandise, a report of such request will 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 misappropriated.

2. How much? _____

3. By whom? _____

4. Determine the failure in the accounting procedures and safeguards that allowed this to happen?

_____
_____
_____

B. If it becomes clear that theft/mismanagement has happened:

1. The group or service committee should schedule a meeting.

2. The person in question should promptly be informed of the meeting and given the opportunity to present his or her point of view.

3. There should be a format that allows 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 the 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 should be used.

2. Let the individual know that if the restitution agreement is not adhered to, legal action will be taken in accordance with the signed and witnessed restitution agreement.

3. A report about the situation and regular reports on the status of the restitution agreement should

be published in the Area's minutes from the group/committee reports until the agreement is satisfied.

4. Protecting the identity of the person involved is secondary to being accountable to the Fellowship for its funds/merchandise 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 only consider the person for another position once 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 are 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 found responsible for the theft and/or misuse of NA funds and refuses to accept his/her responsibility, he/she should be made aware that legal action will be taken against him/her 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 meeting 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/MISHANDLING OF NARCOTICS ANONYMOUS FUNDS (The "Agreement") BETWEEN RICHMOND AREA SERVICE Committee OF NARCOTICS ANONYMOUS "RASCNA" AND MEMBER:_____:

WHEREAS:_____ ____ has admitted to theft or mishandling of RASCNA funds; _____ and RASCNA hereby agree that: 1. _____ will 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 will be held in trust by the Chairperson of the RASCNA. In the absence of a Chairperson, the Vise-Chair will 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 Vise-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 Services 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 Service 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 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

TYPE OF MOTION	PURPOSE OF MOTION	INTERRUPT	REQUIRE SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting	No	Yes	No	Simple
Amend	To change part of the language in a main motion	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules of order	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, not to offer information	Yes	No	No	None
Main motion	An idea a committee member wants the committee to put into practice	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken	Yes	No	No	None
Parliamentary Inquiry	To ask the chair about how to do something according to the rules of order	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand	No	Yes	No	Two-Thirds
Privilege, personal	To make a personal request of the chair or the committee	If Urgent	Np	No	None
Reconsider	To reopen for debate a motion previously passed	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote	No	Yes	Yes	Simple

Remove from the table	To resume consideration of a motion previously tabled before the time set	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed	No	Yes	Yes	Two-Thirds
Table	To put off further consideration of a motion until a later date and time	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun	Yes	No	No	Unanimous

SAMPLE RULES OF ORDER

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

DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among participants. These rules are meant to be used as tools to help us make orderly collective decision in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly. Once the meeting is under way, only one matter will be before the Committee at any one time and no other discussion is in order. Please respect the Chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

DEBATE, LIMITS

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

MOTIONS

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

MAIN MOTIONS

A motion is a statement of an idea a committee member wants the committee to put into practice. After being recognize by the Chairperson, the member says, "I move that such and such be done by (this committee, one of its Subcommittee s, 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, tat 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 is 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: