



## **WHAT IS POLICY?**

Policy is defined as the framework of procedures and guidelines used by the ASC to carry on its business. The policies of the ASC are established by the members of the ASC. Each policy in this handbook has either been voted on or approved by this ASC, or has come about by long standing custom and tradition. Further descriptions of officers can be found in the Guide to Local Services.

Policies are established in keeping with the Twelve Traditions, and generally as a result of the experience, strength and hope of the members of the ASC, for the sole purpose of better serving our area and this fellowship.

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## **I. FUNCTION AND PURPOSE**

### **CAPITAL AREA SERVICE COMMITTEE**

#### **1. Function**

The function of an area is to bring cohesiveness among groups in a geographical area. The NA Groups have banded together to create an area to provide services that these groups could not provide by themselves. This area was formed to be directly responsible to the member Groups. Its sole reason for existence is to be of service to its member Groups.

#### **The Group Service Representative**

Each group elects one group representative; even those groups hosting more than one recovery meeting elect just one GSR. These GSR's form the foundation of our service structure. GSR's provide constant, active influence over the discussions being carried on within the service structure. They do this by participating in service committee meetings, attending forums and assemblies at both the area and regional levels and sometimes joining in the work of an ASC subcommittee. If we are vigilant in choosing stable, qualified leaders at this level of service, the remainder of the structure will almost certainly be sound. From this strong foundation, a service structure can be built that will nourish, inform and support the groups in the same way that the groups nourish and support the structure.

Group Service Representatives bear great responsibility. While GSR's are elected by and accountable to the group, they are not mere group messengers. They are selected by their groups to serve as active members of the area service committee. As such, they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own groups' priorities.

As participants in the area committee, GSR's need to be as well informed as they can be concerning the affair of the committee. They study the reports of the committee's officers and subcommittee chairpersons. They read the various handbooks published by the World Service Office on each area of service. After carefully considering their own conscience and what they know about how their group members feel, they take active, critical parts in the discussions which form the group conscience of the entire committee.

Group Service Representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area committee. At group business meetings, the GSR report provides a

summary of area committee activities, often sparking discussions among group members that provide the GSR with a feel for how the area can better serve the group's needs. In group recovery meetings, GSR's make available fliers announcing area and regional activities.

At area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, its GSR can share those problems with the committee during the "Group Concerns" portion of the committee's agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group.

## **2. Description**

An area is a geographical district of NA groups. This area is called the Capital Area of Narcotics Anonymous. The Capital Area belongs to the Carolina Region. The members of the ASC are:

- A. The GSR's (or GSR alternates in the absence of the GSR) from groups in the area.
- B. The following officers: Chairperson; Vice-Chairperson; RCM; RCM Alternate; Secretary; Secretary Alternate; Treasurer; Treasurer Alternate. The ASC may create other offices from time to time as it sees fit. For additional information, see Section II.
- C. The Chairpersons, from the following standing subcommittees (or Vice Chairpersons in the absence of the Chair): Hospitals & Institutions (H & I); Public Relations (PR); Convention; Policy; Outreach. The ASC may create new subcommittees from time to time as it sees fit. The ASC may also create temporary or ad hoc subcommittees from time to time as it sees fit. For additional information, see Section III.
- D. The Finance subcommittee is not a standing committee and does not have a Chair or a vote at the ASC. For further information on this special committee, see Section III, Subsection 5.

## **3. Term of Office**

- A. The term of office for all ASC officers and subcommittee chairpersons is one year (except as noted below), and runs from July 1 to June 30 of each year. Any officer or chair who is elected at any point during a term is elected to finish out only the rest of that term. The Vice Chairperson, Secretary Alternate, RCM Alternate and Policy Alternate move up automatically, unless the ASC allows a challenge. (These are two year commitment positions.)

#### 4. Elections

- A. Elections are held at the June ASC meetings.
- B. As noted in section 3A, the Vice Chair of the ASC, the Secretary Alternate, the RCM Alternate and the Policy Alternate move up automatically unless the ASC allows a challenge. The ASC may, by a majority vote, allow a person slated to move up automatically to be challenged by another nominee.
- C. All of the officers and subcommittee chairpersons (except as noted above) are elected by the ASC. The Vice-Chairpersons of ASC subcommittees, with the exception of the Policy Alternate, do not automatically move up to the position of Chairperson.
- D. All nominees for ASC office (including subcommittee chairpersons) must be present to be elected. The ASC may vote by a simple majority to allow a person who is not present to be nominated for office.
- E. All nominees for ASC offices (including subcommittee chairpersons) must complete a service resume form. The resume will be read prior to any vote.
- F. Upon becoming an ASC Officer or Subcommittee chairperson, that member shall resign as the GSR of his/her home group to avoid conflict of voting procedures and to allow other home group members to participate in service at the ASC.
- G. The Convention Subcommittee Chairperson shall remain in office for 60 days after the close of the convention. This allows them to close old business and the new chairperson to begin service.
- H. Elections are an all vote, that includes the following: GSRs, Alternate GSRs in their absence, member designated proxy by group in the absence of a GSR or Alternate, ASC officers and subcommittee chairpersons.

## II. DESCRIPTION OF OFFICERS

### I. Chairperson

A chairperson arranges an agenda for and presides over the monthly meetings. At committee meetings they can vote only in case of a tie. A chairperson must be capable of conducting a business meeting with a firm, yet understanding hand. For this reason, it is suggested that they have a minimum of two years continuous abstinence from all drugs. The chairperson shall publish a schedule of meetings of the ASC for the coming year.

### 2. Alternate Chairperson

An alternate chairperson coordinates all subcommittee functions. In the absence of the chairperson, the alternate chairperson shall perform the duties of the chairperson. It is suggested that an alternate chairperson have a minimum of one year's continuous abstinence from all drugs.

In addition, the Alternate Chairperson will coordinate and conduct all nomination and election procedures.

### 3. Secretary

A secretary keeps accurate minutes of each ASC business meeting, types and mails/emails copies of these minutes to each GSR, ASC officer and ASC subcommittee chairperson within 2-weeks after the meeting. A complete set of minutes will be emailed to all of the above mentioned for anyone receiving minutes via email. Only the following shall be included in the minutes:

1. Detailed minutes of ASC meeting as typed by the Secretary
  2. A complete Treasurer's Report
  3. A Convention Committee Treasurer's Report
  4. Any other financial information that will not be posted on the Area website
- A. In addition, the Capital Area secretary will develop a "Roll Call" system for each area meeting.
  - B. The secretary will prepare a monthly directory of ASC officers, subcommittee chairs and GSRs addresses and phone numbers for distribution within the ASC.
  - C. The secretary will ensure that a copy of the minutes of the ASC will go to the Policy subcommittee to appear in the archives.
  - D. The PO Box is to be checked weekly, if possible, by the Secretary or Alternate Secretary, and they will inform the Treasurer when the bill is to be paid.

- E. The secretary will present new prospective home groups GSR, a motion form to join the area, the questionnaire for New Home Groups, and the P.I. information form.
- F. The Secretary will ensure that the Minutes are completed and mailed/emailed 2-weeks after the ASC meets.

#### **4. Alternate Secretary**

The Secretary's position is crucial to an effective ASC, and it is also very time consuming. The Alternate Secretary is not only orientated to the position in the first year of this two year commitment, but also provides any assistance needed to the Secretary. One year of abstinence from all drugs is recommended.

#### **5. Treasurer**

The Treasurer shall submit a report of contributions and expenditures at every regular ASC meeting. The Treasurer or Alternate Treasurer must sign all ASC checks. It is recommended that a treasurer have a minimum of two year's continuous abstinence from all drugs.

- A. In addition, the Treasurer will make a monthly donation to the meeting place of the ASC. The donation shall be set by a majority vote of the ASC.
- B. The treasurer shall monthly remit all funds in excess of the prudent reserve of \$1800.00 to the Region (60%) and the World (40%). If the ASC body is made aware that upcoming expenses warrant a higher prudent reserve these donations may not be remitted.
- C. The Treasurer will ensure that a copy of the ASC financial report, the Group Donations Report, and the Monthly Balanced Bank Statement goes to the ASC Secretary by the end of the meeting for inclusion in the ASC minutes.
- D. The Treasurer shall deposit all collected ASC monies into our banking institution on the next business day following the ASC meeting. The Treasurer shall balance the ASC checkbook every month and correct any accounting errors.

*NOTE: The Treasurer is also responsible for all of the functions listed under the section on the Finance Subcommittee and in the section on ASC Financial Policy.*

#### **6. Alternate Treasurer**

The Treasurer bears a tremendous responsibility, and must win the trust of the Committee. For this reason, it is a two-year commitment beginning with a year as Alternate Treasurer. The Alternate Treasurer lends much needed assistance to the Treasurer. It is suggested that an Alternate Treasurer have at least one-year abstinence from drugs.

## **7. Regional Committee Member (RCM)**

A Regional Committee Member (RCM) is to an ASC what a GSR is to a group. As the representative of the area, the RCM's speak for the members and groups within the ASC. The primary responsibility of an RCM is to work for the good of NA, providing two-way communication between the Area and the rest of NA, particularly with neighboring ASC's. They represent the group conscience of an ASC at a regional level and provide the area with the agenda for the RSC at least ten days before the RSC meets. An RCM attends all RSC meetings and takes part in any decisions which affect the region, speaking as the voice of the ASC's group conscience. An RCM may serve on one or more of its ASC and RSC subcommittees, but not as a chairperson. The office of RCM is immensely important, for an RCM is the next link in expressing the will of a loving God. Therefore, in addition to the regular qualifications for GSR's it is recommended that nominees to the post of RCM also have:

1. Service experience.
2. The willingness to give the time and resources necessary for the job.
3. A suggested minimum of three years of continuous abstinence from all drugs.
4. The ASC Treasurer will allow the RCM an advance for expenses accrued in performing his/her duties.

The office of RCM also parallels that of GSR in that it is a two-year commitment. This first year of service is spent as an RCM Alternate.

In addition, the RCM will biannually hold a workshop(s) for the express purpose of covering the Conference Agenda Report (CAR) to familiarize our GSR's with motions in the report and to ease the voting process.

## **8. Alternate RCM**

This is a two-year commitment. The first year of service is spent becoming familiar with the job of RCM, attending all ASC and RSC meetings, and filling in for the RCM if he or she is absent or for any reason unable to complete the term of office. The recommended qualifications are the same for RCM, with one exception: a suggested minimum of two years continuous abstinence.

**9. Other ASC Officers**

The ASC may create other offices when and if the need arises by a majority vote

**10. Attendance Policy for ASC Officers**

All ASC officers are required to attend all ASC meetings. Failure to attend two consecutive meetings or a total of four meetings during a term of office is considered grounds for removal. Officers who are going to be absent are required to notify the ASC Chairperson and to submit a normal written report. The ASC may excuse an absence if it so desires. An RCM or an RCM Alternate may be removed for missing one Regional Service Committee meeting.

**11. Removal of ASC Officers**

Any officer may be removed by a simple majority vote of the ASC. Grounds for removal can include (but are not limited to): failure to perform duties as indicated in this manual (or as assigned by ASC), failure to follow ASC attendance policy, misappropriation or embezzlement of ASC funds, or relapse. A motion to remove an ASC officer shall be handled in accordance with normal ASC procedure. It is recommended that such a step not be taken lightly. The ASC should determine the validity of any charges before voting on a motion to remove any officer.

### III. DESCRIPTION OF SUBCOMMITTEES

#### 1. Hospital & Institutions

Function and Purpose: In general, the function of the H & I subcommittee is to carry the NA message of recovery to addicts who are in various institutions, such as hospitals, treatment centers, jails and prisons. Usually, this message is carried to addicts who do not have the ability to attend regular NA meetings. Responsible for one learning day per year. In order to better understand the function and purpose of the Hospitals and Institutions Subcommittee, it is suggested that you refer to the Guide for Local Service, World Service, Regional and ASC H & I guidelines when available.

#### 2. Public Relations

Function and Purpose: In general, the purpose of the PR subcommittee is to coordinate and provide informational services for NA, such as meeting directories, information lines and the Capital Area website. Usually, the message of recovery in NA is carried to the general public. In order to better understand the function and purpose of the Public Relations Subcommittee, it is suggested that you refer to the Guide to Local Service, World Service, Regional and ASC PR guidelines when available.

- A. The Capital Area P.R. Subcommittee will print one large order of meeting schedules quarterly and there after schedules will be printed as needed. The P.R. chairperson may suspend any printing if there aren't sufficient changes or needs to warrant it. These directories will be printed on a least cost basis.
1. Participation on a quarterly basis is defined as having a representative at one ASC meeting per quarter.
  2. Representative is defined as a GSR or a person appointed by a group at a business meeting to represent it.
  3. Quarters are defined as three-month periods, which begin on January 1, April 1, July 1, and October 1.
  4. If a group does not have a representative at a meeting of the ASC during an entire quarter, the Outreach subcommittee will personally deliver the group minutes in an attempt to address any problems that the group may be experiencing.
  5. The ASC chairperson may suspend this policy in extraordinary circumstances for extraordinary reasons.
  6. The P.R. Chair cannot delete meetings from the directory without direction from the ASC; unless confirmation by P.R. or Outreach has been made by a personal visit by either subcommittee.

7. The P.R. Chair can make changes to a meeting group location, group times and group format at the discretion of the group. P.R. will also inform Outreach of any changes they make to the directory (group location, group times and group format).
  8. It is fully understood that this policy in no way affects a group's ability to be an NA meeting nor does it affect the group's membership in the Area.
  9. For unity and accountability, only Capital Area groups should be listed in the Capital Area Meeting Directory. It is permissible to list phone line numbers for other Areas in the directory.
- B. The Capital Area PR subcommittee will maintain an information phone line. The purpose of this information line is to provide current listings of meeting times and places; it is not a crisis line. If an addict seeking recovery wants to speak directly to another addict, it is our best belief that the best place to do so is at one of our meetings.
  - C. The PR subcommittee shall select a representative to be a contact with the Carolina Freedom Express. This representative will carry information about what is going on in the Capital Area to this publication. Minimum of six months clean time suggested.
  - D. The P.R. Subcommittee will maintain the Capital Area website. They will coordinate with the ASC and subcommittees to acquire current information and minutes as made available to be posted on the website. The website will be public, all changes and updates will be administered by the P.R. subcommittee.
  - E. It is requested that each GSR go back to their group and find a PR representative to attend PR meetings. If one is not found, the GSR is encouraged to attend until one is found.

### **3. Convention**

Function and Purpose: The Capital Area Convention Subcommittee is charged with planning and putting on the convention/celebration of recovery that is known as the NC Capital Area Family Reunion of NA. In order to better understand the function and purpose of the Convention Subcommittee, it is recommended that you refer to the Guide to Local Service, World, Regional and ASC Convention guidelines.

- A. The convention subcommittee shall have funds separate from the Area.
- B. The convention subcommittee shall be allowed to hold functions, fundraisers and events directed at raising money for the convention.

- C. The convention subcommittee shall put aside \$13,000 seed money from each convention toward the next convention. All funds above this amount are to be passed on to the ASC.
- D. The convention subcommittee shall submit, with its monthly written report, a monthly financial statement to the Capital Area Treasurer. This statement shall include a copy of that month's bank statement, if applicable.
- E. The convention subcommittee shall not sign a contract with any hotel for the hosting of the NCCAFRNA until a balance of \$7,000 is in its bank account and copies of the proposed contract have been brought to the ASC meeting for review and input by GSR's and elected ASC trusted servants.

#### **4. Policy**

Function and Purpose: The Policy Subcommittee is charged with helping the ASC better conduct its business. It does this by maintaining, organizing, and explaining the policies that have been voted on by the ASC. These policies are generally concerned with how the ASC conducts the monthly business meeting and how its subcommittees are run. In order to better understand the function and purpose of the Policy Subcommittee, it is suggested that you refer to the Guide to Local Service, Regional and ASC Policy guidelines when available.

- A. The Policy Subcommittee shall be responsible for the upkeep of this Policy Guidelines Manual, with updates and revisions published as necessary.
- B. The Policy Subcommittee shall maintain and update a compilation of all motions passed by the ASC, and shall have these documents available for reference at the monthly business meetings.
- C. The Policy Subcommittee shall have on-hand 5-updated hard copies of the ASC Policy at each ASC meeting; available for attending GSR's, if needed.
- D. The Policy Subcommittee shall make monthly efforts to reach and collaborate with designated Subcommittees' points of contact with the purpose of reviewing and incorporating ASC Policy for consistency.

NOTE: Please note that current Policy Manuals can be obtained from the ASC website.

#### **5. Finance**

Function and Purpose: In order to understand the function and purpose of the Finance Subcommittee, it is suggested that you refer to the Guide to Local

Service, World, Regional and ASC Policy guidelines when available. The Finance Subcommittee is not a standing subcommittee of the ASC. It is an advisory body that the ASC Treasurer may call to assist him/her. It is made up of: all current Treasurers of the ASC and its subcommittees (Convention), any ASC officer or subcommittee chairperson, past ASC Treasurers and any other interested persons. The ASC Treasurer may call the Finance Subcommittee into session at any time. As a non-standing subcommittee, it has no budget and no vote at the ASC. It should be noted that the ASC Treasurer has the responsibility for all of the items listed in this section.

## **6. Outreach**

Function and Purpose: To assist in carrying the NA message to the still suffering addict, thus supporting the continuing growth and unity of the fellowship. It is suggested that additional information about the Outreach Subcommittee may be found in applicable World Service and Regional Service documents. The subcommittee will carry out its function and purpose by:

- A. Acting as a resource and a coordinator in reaching out to: Loners, isolated groups, Loners and isolated groups in institutions and struggling groups.
- B. To locate isolated members, groups, or meetings and to provide these members, groups and meetings with information about NA and its service structure.
- C. To reach out to groups that have not been attending ASC meetings on a regular basis and to encourage participation through education.
- D. To provide orientation, group packets and ASC Policy Manuals to new GSRs.

## **8. Activities**

Function and purpose: The Activities Committee is a self-supporting subcommittee of the ASC. It is responsible for (1) promoting NA unity within the Capital Area of Narcotics Anonymous and (2) attracting members to NA.. The committee will develop and hold two scheduled activities; Capital Area Anniversary and Capital Area Picnic plus the one Area-sanctioned-activity each ASC fiscal year, to promote unity within Capital Area of Narcotics Anonymous and to attract members to NA.

The three events are as follows:

- A. Capital Area Picnic: Will be held at the Biltmore Hills Park if possible, during the first weekend after the Capital Area convention as possible. The Committee will

seek to organize the activity at the end of August or first of September if the park can be secured in a timely, manner. Otherwise, its location is TBD.

- B. Capital Area Anniversary: This Activity's location is dependent on where it can be secured. This event is usually at the end of January and should be planned as early as possible.
- C. A suggested 3<sup>rd</sup> event is the Capital Area Appreciation Day

**9. Literature (Disbanded: 12/16/2015)**

Function and purpose: To make available the sale of Narcotics Anonymous (NA) approved literature and items to the Capital Area.

### **General Subcommittee Guidelines**

The following guidelines apply to all subcommittee chairpersons, and are in addition to the guidelines set forth by the subcommittees themselves.

**1. Clean Time Requirement for Subcommittee Chairpersons**

It is recommended that all chairpersons of ASC subcommittees have a minimum of 1 (one) year of continuous abstinence (or more if recommended by individual subcommittee guidelines) from all drugs.

**2. Attendance Policy for Subcommittee Chairpersons**

All subcommittee chairpersons are required to attend all ASC meetings. Failure to attend two consecutive meetings or a total of four meetings during a term of office is considered grounds for removal. Chairpersons who are going to be absent must notify the ASC Chairperson and submit normal written reports. The ASC may excuse an absence if it so desires

**3. Removal of Subcommittee Chairpersons**

Any subcommittee chairperson may be removed by a 2/3's majority vote of the ASC. Grounds for removal can include (but are not limited to): failure to perform duties as indicated in this manual (or assigned by the ASC), failure to follow ASC attendance policy, misappropriation or embezzlement of ASC funds or relapse. A motion to remove a subcommittee chairperson shall be handled in accordance with normal ASC procedure. It is recommended that such a step not be taken lightly. The ASC should determine the validity of any charges before voting on a motion to remove any chairperson.

**4. Participation of ASC Subcommittee Chairpersons on RSC Subcommittees**

All subcommittees with corresponding RSC subcommittees (H&I, PR, and Policy) are required to participate on those regional subcommittees. Participation shall be

defined as being a voting member of the RSC subcommittee and will require regular attendance at RSC subcommittee meetings. Failure to fulfill this requirement is grounds for removal from office.

**5. Meeting Day/Location/Time of Subcommittee**

All subcommittees have a meeting on the same day/same location, as the ASC meeting.

**6. Transition Meetings**

All outgoing Subcommittee Chairpersons and Area Officers must have a transition meeting with the incoming Subcommittee Chairpersons and Area Officers after the elections in June and before July ASC to discuss responsibilities, concerns, and projects.

**7. Policy Revision (ongoing)**

Subcommittee Chairpersons will serve as the ASC Policy Revision contact. Contact will be made monthly with the ASC Policy Chairperson to ensure clear and timely policy translation and inclusion.

## IV. CAPITAL AREA FINANCIAL POLICIES

- A. The Area shall place all funds in a non-interest earning account, in keeping with our seventh tradition.
- B. There shall be two signatures required on all checks. One signature must be the treasurer or alternate treasurer. The other signature must be that of one of the members of the Administrative Committee (chairperson, alternate-chairperson, secretary, alternate-secretary, RCM or RCM-Alternate, depending on who is included on the signature card).
- C. Reimbursement to subcommittee chairs shall be made by check.
- D. If the ASC or any subcommittee of the ASC states a need to incur debt, it shall require a two-thirds majority vote of the ASC to approve that debt. Debt shall be defined as: 1. The borrowing of funds or 2. The borrowing of goods and/or services.
- E. Anyone needing money from the Treasurer must fill out a check request form. Receipts will be required when requesting reimbursement for approved expenses and/or after an advance has been made. They are to be submitted to the Treasurer at the next ASC meeting after the funds have been spent. Receipts are required for gas or mileage. Whenever an advance is made, the treasurer will not advance any further funds until appropriate receipts are received.
- F. If a subcommittee or member needs more money than the amount in their pre-approved monthly budget, it shall require a two-thirds majority vote of the ASC.
- G. The ASC Treasurer will administer pre-approved subcommittee allocations in the following amounts:
  - H&I - \$190.00 per month/\$200.00 for annual learning day
  - PI - \$75.00 per month
  - Policy - \$30 per month
  - Outreach - \$35 per month

Funds not used in a given month will be added to the next month. No funds will be retroactive past three months unless approved by the ASC. If necessary, the monthly budgets may be decreased on a temporary basis by a simple majority vote of the ASC without affecting pre-approved guidelines.

- H. The ASC fiscal year shall run from July 1 to June 30.

I. ASC Travel Funding Policy (All persons traveling on Capital Area business are urged to be prudent with ASC funds. Any monies not used must be returned to the ASC).

1. The ASC will provide travel funding to the RCM, RCM-Alternate and subcommittee chairpersons that are required by policy or asked by this body to travel to regional or other meetings. Funding for travel will be as follows:

- The actual cost of hotel room when stay is required
- Travel monies be paid by reimbursement of gas receipts, plus \$20 per trip for vehicle usage
- \$40 dollars a day meal per diem

***Requirements:***

- Receipts and return of monies not used are required except for vehicle and gas allotment. Receipts required for gas
- When two or more representatives travel together only one will receive mileage allotment
- Persons not required by their service position or have not been asked by the ASC to travel will not receive any funding
- Monies may be issued in advance when all information is known

2. All travel expenditures are tied to the availability of funds and may be limited or reduced based on such availability.

J. The area shall have a prudent reserve of \$1,800. The ASC treasury shall not be allowed to fall below this amount without a 2/3's majority vote of the ASC. The ASC Treasurer is authorized to reduce or limit pre-authorized budget expenses if such expenses would bring the ASC treasury below the prudent reserve. In the event of a financial emergency (when the treasury falls below the prudent reserve), the Treasurer should attempt to provide funds for critical ASC services such as (not in order of priority): printing meeting schedules, phone line and website expenses, H&I literature expenses, ASC meeting rent, RCM travel, ASC administrative expenses (minutes, etc.), PI information activities (information packets, etc.), and 7<sup>th</sup> Tradition donations to the Carolina Region. The Treasurer shall use good judgement if limitation in funds is required and is encouraged to consult the Finance Subcommittee or the ASC in such matters.

K. It is suggested that a percentage of each group's income, to be determined by the group, shall be donated to the area. The Treasurer must give receipts to GSR's who make donations.

L. Each group is responsible for its own tax liability.

- M. The Treasurer shall submit, with their monthly written report, a monthly financial statement to the Capital Area Service Committee. This statement shall include a copy of that month's bank statement.
  
- N. The appropriate subcommittee chairpersons collaborate to produce an itemized list of expected spending for the Learning Day in order to receive funding. Following Learning Day produce a list of actual spending.

## V. CONDUCTING BUSINESS AT THE ASC

### 1. General

- A. All Officers and Subcommittee Chairpersons must submit written reports at each meeting of the ASC. Vice Chairperson and Alternate Officers are not required to submit reports.
- B. A simple majority vote of the total number of seated groups will be required to pass a motion. It is suggested that the GSR should vote according to his/her group's conscious
- C. The order of business shall be as follows (the ASC Chairperson may change the order of business as needed):

- Opening prayer
- Reading of the Twelve Traditions and the Twelve Concepts
- Minutes of previous months' meeting
- Old Business
- Treasurer's Report
- Subcommittee Reports
- Group Concerns
- New Business
- Officer's Reports
- Closing Prayer

- *At chair persons discretion; can be modified*

- D. All ASC meetings shall be open to any interested member of NA, but closed to the general public as well as friends and family of addicts (excluding dependent children).
- E. The ASC shall meet the first Sunday of each month (or on any date set by the ASC).
- F. The ASC shall select the site of the ASC meeting by a simple majority vote and announce any change in location as far in advance as possible.
- G. If the need should arise, the officers and subcommittee chairs shall meet on the second Monday after each ASC meeting to keep the lines of communication open and keep the area business running smoothly. Attendance is not mandatory, and no motions can be made or voted on outside the presence of the GSR's. The location may be selected on a month to month basis.

- H. Any group requesting membership to the Capital Area must have a GSR present at that time. The GSR of a member group must bring the motion for membership, new group questionnaire, and P.I. information form.

*As a spiritual body, we aim to reach all decisions in the spirit of unanimity found through our collective group conscience as embodied in the sixth concept. We encourage all members who participate to allow the will of the GOD of our understanding to be expressed by actively praying and inviting him into our group conscience. Our goal is to embody the spirit of the program embracing the principles of recovery through our service efforts to aid in the primary purpose of our fellowship, "carrying the message to the addict who still suffers." Our literature points to the idea that a group conscience is found when our members come together striving to fulfill our primary purpose and that same conscience is more than just a voting body. The humility practiced by the individual member will better allow our group conscience to come alive within these walls. Consensus based decision making was introduced as a more effective means of reaching unanimity. We work to responsibly and respectfully consider all other perspectives in the effort to ensure an effective decision-making process as outlined in the ninth concept. At times we may find that Roberts Rules of Order may be more appropriate to reach a decision, though this decision rests on the shoulders of the group conscience. Ultimately the final authority for any and all decisions belongs to the home groups who have allowed us the responsibility to carry out the business that would constrict their fulfillment of their group's primary purpose. We allow all members of the service body to participate in many of our decisions because of the equal responsibility we carry to service as outlined in the seventh concept. When necessary to send a decision to the home group because of the importance we allow having only the GSR's to participate in the outcome in keeping with our second and third concepts. Ultimately we are thrust in here together commonly bonded for the purpose of recovering from a fatal and incurable dilemma, the disease of addiction. As a whole we strive in efforts of service to better carry the message of hope that, "an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live."*

## **2. Decision Making and Voting Procedures**

### **A. Guidelines for Consensus-Based Decisions**

- I. All Area decisions except those listed in B below will first be considered using the consensus-based decision making process. See section 4. On proposals.
- II. For the ASC's purposes, the process for consensus-based decision making allows for all points of view to be heard and fairly considered within the ASC.
- III. If at the end of discussion, and the ASC has not reached agreement; those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. Whether it be a stand aside or a block. (See section 4.)

- IV. If their rationale does not persuade the majority to change their view, the dissenting member(s) will be given the opportunity to support the majority view, or to stand aside.
- V. A 25% proportion of stand asides would indicate that a consensus is too weak to adopt the proposal.
- VI. In matters where the dissenters cannot assent to the majority, a decision will be reached using these guidelines. *In special situations the proposal can be reheard as a motion if the body deems it necessary and then Robert's Rules of Order apply.*

B. Exceptions to Consensus-Based Decisions

- I. Guideline changes, CAR motions, Budget Revisions (money), and Elections will be dealt with according to Robert's Rules of Order.
- II. In rare circumstances and upon discretion of the body a proposal may be reheard as a motion as to where a consensus was not made but the spirit of the proposal would further benefit NA as a whole. Then it could be reintroduced as a motion.
- III. Guideline/Policy changes, CAR motions, and Budget Revision motions shall be sent back to home groups for a vote.

C. Home Groups/ Area Voice and Vote

- I. A Group's vote/voice at the ASC is cast by that Group's GSR or GSR Alternate (in the absence of the GSR). In situations when the GSR or GSR Alternate is not able to attend the ASC meeting, another person may represent and vote for that Group and is said to be carrying the proxy vote for the Group.

- *There are a couple of cases in which proxy votes are appropriate.*

One would be when the GSR and GSR Alternate of a Group are prevented from attending the ASC due in incarceration or commitment. Another case would be when the GSR and GSR Alternate are both unable to attend the ASC by circumstances beyond their control. ***A proxy vote should never be used because of the distance of a Group from the ASC meeting.***

Any person carrying a Group's proxy should attend that Group on a regular basis and should have been asked to act as a proxy (a person should not decide to represent a group on their own). A proxy should present written documentation in order to prevent confusion, but such a written statement is not absolutely required. If there is a question about the validity of a proxy, the other GSR's of the ASC will decide whether or not to allow the proxy.

- II. No ASC member will be permitted more than one vote in any decision, regardless of how many positions they hold, or groups they represent.
- III. All motions sent back to the home groups will be decided by GSR only vote.

3. **Rules of Order**

A. Obtaining the Floor:

- a. Raise hand after floor has been yielded.
- b. Identify yourself after the chair recognizes you.
- c. You now have the floor, direct your business to the Chairperson.
- d. Only the Chairperson may interrupt someone who has the floor.

B. *Making Motions:*

- a. Motions must be in written form and submitted before New Business.
- b. Motions may be made only by:
  - 1. GSR's
  - 2. The Secretary or Treasurer and their Alternates
  - 3. Subcommittee Chairs

*2.5 Motion rules:*

- a. All motions must be submitted in writing prior to New Business. If not, they must be carried over to the next ASC meeting.
  - b. Motions may be amended on the floor. Amendments must be added in writing and read back to the ASC prior to acceptance into the minutes.
  - c. The Chairperson may decide to table a motion, submit it to a committee for review, or just suspend the motion under certain circumstances when there is a need to act immediately.
- C. After a motion has been made and restated aloud by the Chairperson or Secretary, the Chairpersons options are:
- a. Ask for a second. (Only GSR's may second, no second makes it a dead motion).
  - b. Table motion.
  - c. Refer to committee.
  - d. If the motion is out of order or refers to an outside issue, it is then tossed out.

D. Debate:

- a. Obtain the Floor.
- b. State pro or con to motion or amendment.
- c. Debate on divided issues may be limited at any time by the Chairperson.

E. Amendments:

- a. May be made at any time after the motion has been made and seconded.
- b. Must be seconded.
- c. Must be stated aloud by Chairperson or Secretary.

F. Call for Vote:

- a. Call for a vote.
- b. After all viewpoints have been heard, the chairperson may call to a vote or otherwise render a discussion complete.

G. Voting:

- a. Each member has but one vote (the Chairperson only votes in cases of a tie).
- b. Voting will be by a show of hands.
- c. Vote yes, no, or abstain.
- d. Amendments are voted on before the motion itself is voted on.
- e. After an amendment has been voted on, the motion is then voted on. If the motion dies, the amendment also dies.

#### 4. **Consensus Based Decision Making (proposals)**

##### 1. Obtaining the floor (proposals)

- a. The chair will recognize the maker of the proposal according to the manner in which it was received.
  - b. Identify yourself after receiving recognition on the floor.
  - c. You now have the floor, address the body first concerning the intent of your proposal.
  - d. Explain your proposal thoroughly and carefully first and then open the floor for questions from the body.
  - e. The facilitator will open the floor to the body to the discussion of any reservations or concerns after the maker has answered any questions and fully explained the proposal to the body.

##### 2. Making proposals

- a. Proposals can be made by GSR's, subcommittee chairs/ alternate chairpersons, and ASC officers (excluding the Chair and alternate chair).
- b. Like a motion, Proposals must be in written form and submitted to either the chair person, alternate chair person, or the secretary prior to the start of New Business at the ASC meeting. (*Unlike a motion they do not need a second by a GSR*).
- c. Proposals can be amended or "friendly tweaked" on the floor during the discussion. These alterations are approved by the floor in the spirit of unanimity to enhance a proposal to better serve the intended purpose. Additions/alterations must be added to the proposal in writing and then the final version must be read back to the body and then submitted back to the ASC.
- d. The chair person/alternate chair person acts as the facilitator during discussion to ensure a smooth process. This purpose is not to dictate the discussion, only to assist the group and help maintain an atmosphere of recovery.

##### 3. General Consensus

- a. As the discussion comes to a close the facilitator asks body if there has been a consensus made. The body can answer in three ways:
  - *Assent- I support the proposal, even though I may not agree with every aspect.*
  - *Stand aside - I do not support the proposal and do not think it is severe enough to block.*
  - *Block- I believe that the proposal is a direct violation with either*

*our steps, traditions, or concepts. (Be minded that you must be able to support your block according to our steps, traditions, and concepts.) If found that a proposal is in direct violation of our steps, traditions, and/or concepts upon discretion of the body the facilitator then removes the proposal from the floor.*

- b. The facilitator announces the decision. The proposal is then both accepted and recorded, or it is discarded and thrown out. (The body can decide to have a proposal to be reheard using Robert's Rules of order, where the proposal would then be reheard as a motion. This is on rare circumstances where the proposal would greatly benefit our fellowship as a whole.

## VI. TWELVE CONCEPTS

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 of carefully considering all viewpoints in their decision-making process.
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.

## Appendix 1

### **Capital Area Policy on Misappropriation of Funds**

The following suggestions were freely drawn from World Service Board of Trustees Bulletin #30 and the collective experience of NA.

#### **Safeguarding Funds**

The misuse and theft of NA funds is a recurring issue in our fellowship. 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. NA members, serving in positions of financial responsibility for the fellowship, volunteer countless hours to make sure everything adds up.

Many individual trusted servants follow guidelines and pass on funds that are used to further our primary purpose. Misuse and theft can be avoided by consistently and diligently following responsible financial principles and practices. 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.

The Eleventh Concept for NA Service establishes the sole absolute priority the use of NA funds: to carry the message. The 12 concepts give the Capital Area Service Committee a mandate from the NA Groups that calls for total fiscal accountability. Definition of "Misuse of funds" includes, but is not limited to theft, embezzlement, or use of funds for the purpose not expressly authorized by an Activities Committee or Subcommittee. This includes theft of cash, checks, any financial instrument, (i.e. refunds from vendors to the NA fellowship), or asset (i.e. equipment, supplies, soda, inventory.)

#### **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." We should look for honesty, integrity, maturity, and stability, both in recovery and in personal finances. We often avoid asking questions regarding the financial stability of those we are considering for these types of positions. We do this 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. It is okay to ask members standing for election about their qualifications in these areas. It is irresponsible to not ask. Substantial clean time and financial stability should be required for positions where money is handled.

### **Responsible management**

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. All guidelines should include such safeguards as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. To paraphrase one of our sayings, an addict alone with NA money is in bad company.

It is critically important that all processes are 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.

Financial procedures need to be written into guidelines that 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.

### **When safeguards fail**

If someone does misuse NA money or steals 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 misuse or theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future. If the answer is yes, there is often a mixture of reactions. We may say we followed our guidelines to the letter, we did everything in our power to prevent a misuse or theft, and someone misappropriated our money anyway. When this happens, 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 these situations by encouraging the member who has misused or stolen the 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. Nor should a service committee sit and passively wait for a member who has misused or stolen funds to be moved to make an amends.

We should instead encourage a process that is both responsible and spiritual; taking steps of increasing severity should they prove necessary. 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.

**Resolution and recovery**

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 by utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs.

The misappropriation of NA funds affects groups, service committees, and world services in their efforts to carry the message to the still suffering addict. The process necessary to deal with such incidents typically has long-term effects—conflict between members, disunity, disillusioned members—on any NA community, directly affecting the newcomer. The safeguards recommended in this policy not only protect our funds, but protect us from our disease.

We implore our local NA community to approve and practice the following procedures to protect our NA funds. To do so will keep our future secure.

**Misappropriation of Funds (continued)**

**CASC  
Qualification Questionnaire of Candidate  
For Money Handling Position  
September 2011**

**Name:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Home Group:** \_\_\_\_\_

**Clean Date:** \_\_\_\_\_

**Position Applied For:**  
\_\_\_\_\_

**Experience with handling funds:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Are you currently financially stable? Yes** \_\_\_ **No** \_\_\_\_\_

**Explain:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CASC  
Statement of Acknowledgement of Financial Responsibility**

**Procedure for Dealing with Misappropriation of NA funds**

**September 2011**

Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, you will be required to adhere to guidelines regarding the handling of funds. You will be asked to implement standardized accounting practices and auditing procedures that ensure your accountability. These practices may include, but not be limited to, monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements.

These practices may be monitored by another person. You may be accompanied while counting

### **Misappropriation of Funds (continued)**

receipts, making the bank deposit (this should be done immediately, not the following day), reconciling the original bank statements, and most importantly, while any funds are disbursed. Your financial records shall be readily available to other trusted servants.

Misuse or theft of NA funds will not be tolerated. The following is an outline of the process that will be followed if a misappropriation is reported.

1. An immediate and thorough review of all books and financial records shall be conducted to make sure the funds were actually misappropriated.
  - A. What was the amount misappropriated?
  - B. By who was the money misappropriated?
  - C. What failing in the accounting procedures and safeguards allowed this to happen?
2. A special meeting shall be convened within three days of the confirmation of a misappropriation.
  - A. The individual(s) who supposedly took the money shall be informed of the meeting and given the opportunity to present his or her point of view.
    1. If the individual(s) does not appear at the special meeting, the committee shall use registered mail and send a letter explaining that an audit of financial records has been performed, that facts show the individual(s) is responsible for missing money, that repayment is expected, and what the consequences will be if the individual(s) does not respond to the letter. Copies of the letter shall be deposited in a safe place for further reference.
  - B. The format shall allow sufficient time for everyone involved to express their feelings and concerns. This will allow everyone to give their input and may also allow a “defusing process” to occur.
  - C. After all sides have been heard, there shall be a break in the meeting. This will allow all present 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.
  - D. If the individual(s) admits to the misappropriation and agrees to pay back the missing funds, a restitution agreement shall be developed by 2/3<sup>rd</sup> majority vote of the Area’s GSRs; including GSR determination of payment schedules, signature of the restitution agreement by the misappropriating individual and witness signature of the restitution agreement by a designated GSR who shall be elected by 2/3<sup>rd</sup> majority vote of the Area GSRs.
  - E. If the individual(s) defaults on the restitution agreement, a legally binding document shall be drafted, utilizing legal advice if necessary. The individual(s) shall be instructed to sign the restitution agreement and it shall be witnessed. The individual(s) shall be informed that, if the restitution agreement is not adhered to, the committee may take legal action based on the signed and witnessed restitution agreement.

- F. A report on the status of the restitution agreement shall be published at each and every ASC meeting by the Treasurer, and include a copy of the agreed-upon, signed and witnessed Restitution Agreement, until such time as the agreement is satisfied.
- G. Balancing spirituality with responsibility, the individual(s) shall be removed from his or her service position, and shall not be considered for another position until he or she has dealt with the issue through the process of the steps.
- H. If the individual(s) refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person(s) has disappeared, it may be appropriate to take legal action. 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. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be a last resort, opted for only when everything else has been tried. The decision to prosecute shall be thoroughly explored before going ahead, using area and/or regional service committees, the WSB, and the WSO as resources.

**By my signature, I acknowledge the following:**

- 1. I have received a complete copy of these financial standards and practices.
- 2. I have read them and understand them completely.
- 3. I shall adhere to all that is outlined and contained within them as it applies to my position.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witnessed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix 2:

### SUGGESTED FLYER GUIDELINES

**A random viewing of an NA flyer may be the first exposure a potential member or nonmember has to Narcotics Anonymous. If we keep that in mind, we are more likely to present an attractive and effective flyer. Trusted servants can consider the following ideas when preparing a flyer for an NA event or an event open to the public:**

**Remember to include all pertinent information about the time, date, and location of the event.**

**State the purpose of the event as briefly and as clearly as possible.**

**Add information about refreshments, wheelchair accessibility, etc.**

**Prior to distribution, have the committee or trusted servants review the flyer for accuracy of information and typographical errors.**

**Distribute the flyers where they will have the best chance of getting into the hands of the audience you want to reach.**

**Be careful not to include potentially offensive or off-putting material. One person's idea of a joke may be offensive to someone else. Avoiding controversial images, slogans, and comments can help ensure the flyer is not considered offensive. For public events, avoid NA slang or jokes that only NA members would understand. Also, to avoid potential legal conflict, be careful not to include any copyrighted materials such as song lyrics, professional cartoons, etc.**

**When it comes to public events, it helps to use language that will attract that audience. If NA is participating in an event with another organization (such as county fairs, health fairs, etc.), using the words "in cooperation with" on the flyer will help make clear that there is no implied endorsement or affiliation with the other organization.**

**If trusted servants are planning to leave flyers at professional offices, hospitals, etc., be sure to get permission from a person who is authorized to give such permission. This kind of communication can help to ensure that NA flyers are not merely thrown away.**

**Proofread, proofread, and proofread!**

**These suggestions are offered in the spirit of our primary purpose. Creating flyers that portray NA in a positive light can only help us continue to present NA as an attractive choice for still-suffering addicts.**

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