



Capital Area Service Committee
Motion Form

Date: 3/4/2018

Motion made by: TUESDAY NIGHT LIVE

Second: Freedom thru Recovery

Motion reads as follows:

CHANGE POLICY, SECTION III, "DESCRIPTION OF
SUBCOMMITTEES", GENERAL SUBCOMMITTEE GUIDELINES
TO ADD A SECTION ON FINANCIAL POLICY FOR
ALL SUBCOMMITTEES. SEE ATTACHED

ALSO
TO BE ADDED TO: CAPITAL AREA TREASURER PROCEDURAL MANUAL
SECTION 4: ITEM 3. TRH

Intent: TO PROVIDE A METHOD OF ENFORCEMENT
AND ACCOUNTABILITY TO ENSURE ALL SUBCOMMITTEES
COMPLY WITH POLICY

Carried _____

Failed _____

Tabled _____

Amended _____

Back to Home Group

Policy Change _____

Yes _____

No _____

Abstain _____

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 suggested 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. Financial Policy for ALL Subcommittees

All subcommittees which handle money are required to provide a Treasurers/ financial report at each ASC meeting and sign a copy of the ASC's misappropriation of funds policy at the beginning of their term. In addition, all subcommittees which have a bank account are required to submit a copy of the bank statement or an account summary (online banking) for the month that is related to the report. Also, receipts are required for all monies paid out to stores, vendors or venues. **There are NO EXCEPTIONS. Failure to provide a FULL Treasurers report will result in the following:**

- a. ALL functions or fundraisers for that subcommittee will be immediately suspended until the FULL report, including bank statements is provided to the ASC. This applies even if it means loss of deposit/ monies for a venue that has been rented for a function, no exceptions. Any subcommittee that ignores this rule will be subject to rule b. below.
- b. If a full report is not provided within 2 weeks or if rule a. is ignored, the Chairperson and Treasurer of that subcommittee will be removed from office immediately. Additionally, they will be barred from ANY Area service positions for at least 1 year.
- c. In the event of removal, both the Chair and the Treasurer will be held personally liable for any money not accounted for or misappropriated.

3. 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