



Capital Area Service Committee

Policy Manual

Revised September 30, 2022

'Policy' is defined as the framework of procedures and guidelines used by the Capital Area Service Committee (CASC) for conducting its business. The policies of the CASC are established by the members of the CASC. Each policy in this handbook has either been voted on or approved by the CASC, or represents long standing custom and tradition within Narcotics Anonymous. 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 CASC, for the sole purpose of better serving our area and this fellowship.

**For the latest version of the Capital Area Service Committee Policy Manual
please visit: [www. https://capitalareancna.com/area-service-committee](https://capitalareancna.com/area-service-committee).**

Table of Contents

Article I. Function & Purpose of the CASC	5
Section 1.04 What Is the Capital Area Service Committee (CASC)?.....	5
o CASC Members.....	5
o Election of CASC Officers.....	5
o Term of CASC Officers.....	6
Section 1.05 The Group Service Representative (GSR)	6
Article II. Description of CASC Officers	7
Section 2.04 Description of CASC Officer Roles.....	7
o Chairperson.....	7
o Alternate Chairperson.....	7
o Secretary	7
o Alternate Secretary	8
o Treasurer	8
o Alternate Treasurer	9
o Regional Committee Member (RCM).....	9
o Alternate Regional Committee Member (Alternate RCM).....	10
o Other CASC Officers.....	10
Section 2.05 Attendance Policy for CASC Officers	10
Section 2.06 Removal of CASC Officers.....	10
Article III. CASC Subcommittees	12
Section 3.04 Function and Purpose of Subcommittees	12
o Hospital & Institutions Subcommittee (H&I)	12
o Public Relations Subcommittee (PR).....	12
o Convention Subcommittee.....	13
o Policy Subcommittee	13
o Finance Subcommittee.....	14
o Outreach Subcommittee.....	14
o Activities Subcommittee	15
o Other Subcommittees	15
Section 3.05 Financial Policy for ALL Subcommittees.....	15
o Suspension of Functions and Fundraisers	15
o Removal from CASC Office	15
o Personally Liable	15
Section 3.06 General Subcommittee Guidelines.....	16
(a) Suggested minimum clean-time for Subcommittee Chairpersons.....	16
(b) Attendance Policy for Subcommittee Chairpersons.....	16
(c) Removal of Subcommittee Chairpersons	16
(d) Participation of CASC Subcommittee Chairpersons on RSC Subcommittees	16
(e) Meeting Day/Location/Time of Subcommittee	16
(f) Transition Meetings.....	16
(g) Policy Revision (ongoing).....	16
Article IV. CASC Financial Policies.....	17

Section 4.04	General Guidance on CASC Financial Policies.....	17
(a)	Fiscal Year.....	17
(b)	Treasurers Report.....	17
(c)	Prudent Reserve.....	17
(d)	Incurrence of Debt.....	17
(e)	Subcommittee Allocations Exceeding Budget.....	17
(f)	Group Donations.....	17
(g)	Tax Liability.....	17
Section 4.05	Financial Account.....	17
(a)	Account Type.....	17
(b)	Signing Checks.....	18
Section 4.06	Misappropriation of Funds.....	18
(a)	Safeguarding Funds.....	18
(b)	Selecting trusted servants.....	18
(c)	Responsible management.....	19
(d)	When safeguards fail.....	19
(e)	Resolution and recovery.....	19
(f)	Process for when Misappropriation of Funds is Reported.....	20
Section 4.07	Receipts and Payments.....	21
(a)	Requesting CASC Treasury Monies.....	21
(b)	Reimbursements to Subcommittees.....	21
(c)	Payment of Subcommittee Allocations.....	21
(d)	Travel Funding.....	22
Article V.	Conducting Business at the CASC.....	23
Section 5.01	General Guidelines for Conducting Business at the CASC.....	23
(a)	Monthly Reports.....	23
(b)	Majority Vote.....	23
(c)	Order of Business.....	23
(d)	CASC and CASC Subcommittee Meetings.....	24
(e)	Groups Requesting Membership.....	24
(f)	CASC Policy Manual Updates.....	24
Section 5.02	Decision Making and Voting Procedures.....	24
(a)	Guidelines for Decisions.....	24
(b)	Home Groups/ Area Voice and Vote.....	25
Section 5.03	Rules of Order - <i>Motions</i>.....	25
(a)	Obtaining the Floor.....	25
(b)	Making Motions.....	25
(c)	Motion rules.....	26
(d)	Debate.....	26
(e)	Amendments.....	26
(f)	Call for Vote.....	26
(g)	Voting.....	26
Section 5.04	Rules of Order – <i>Proposals</i>.....	26

(a) Obtaining the floor26

(b) Making proposals27

Appendix A: CASC Policy Manual Change History.....28

Appendix B: Twelve Concepts for NA Service29

Appendix C: Qualification for Money Handling Positions.....31

Appendix D: Flyer Guidelines35

Appendix E: CASC NA Service Resume36

Appendix F: NEW CASC Home Group38

ARTICLE I. FUNCTION & PURPOSE OF THE CASC

Section 1.04 What Is the Capital Area Service Committee (CASC)?

An 'area', in the context of Narcotics Anonymous (NA), is a geographical district of NA Groups. An Area Service Committee is the service committee that, per our Ninth Tradition, is directly responsible to those groups and the NA Members that attend them. This area is called the Capital Area Service Committee, and belongs to the North Carolina Region of NA.

(a) CASC Members

The CASC is comprised of its members, as follows:

- The GSR's (or GSR Alternates in the absence of the GSR) from groups in the area, representing CASC member home groups.
- CASC Officers: Chairperson, Alternate Chairperson, Regional Committee Member (RCM), Alternate RCM, Secretary, Alternate Secretary, Treasurer, and Alternate Treasurer. The CASC may create other offices from time to time, as per Section 2.04 (i).
- The Chairpersons from the following standing Subcommittees (or Alternate Chairpersons in the absence of the Chair): Hospitals & Institutions (H&I), Public Relations (PR), Convention, Policy, Outreach and Activities. The CASC may create new Subcommittees from time to time as it sees fit. The CASC may also create temporary or ad hoc Subcommittees from time to time as it sees fit, as per Section 3.04 (h).

Note: The Finance Subcommittee (see Section 3.04 (e)) is not a standing committee and does not have a Chair or a vote at the CASC.

(b) Election of CASC Officers

CASC Officers become that via regularly held elections.

- (i) Elections are held at the June CASC meetings.
- (ii) All election nominations must go back to the groups one month before elections unless the position has been vacant for three or more consecutive months.
- (iii) As noted in Section 1.04 (c), the Alternate Chairperson of the CASC, the Alternate Secretary, the Alternate RCM and the Policy Alternate move up automatically unless the CASC allows a challenge. The CASC may, by a majority vote, allow a person slated to move up automatically to be challenged by another nominee.
- (iv) All of the officers and Subcommittee Chairpersons (except as noted above) are elected by the CASC. The Vice-Chairpersons of CASC Subcommittees, with the exception of the Policy Alternate, do not automatically move up to the position of Chairperson.
- (v) All nominees for CASC officer or sub-committee chairperson service positions should have previous experience in that position or the related alternate position, and that experience should be denoted on their service resume. When a nominee for a CASC officer or sub-committee chairperson service position doesn't have such experience, it is strongly suggested that they consider the related, alternate position instead.
- (vi) All nominees for CASC Offices (including Subcommittee Chairpersons) must complete a service resume form. The resume will be read prior to any vote. See Appendix E: CASC NA Service Resume.
- (vii) All nominees for CASC Offices (including Subcommittee Chairpersons) must be present to be elected. The CASC may vote by a simple majority to allow a person who is not present to be nominated for CASC Office.

- (viii) Upon becoming an CASC 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 CASC.
- (ix) 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.
- (x) 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, CASC Officers and Subcommittee Chairpersons.

(c) Term of CASC Officers

The term of office for all CASC Officers and Subcommittee Chairpersons is one year, from July 1 to June 30 of each year. If an CASC Officer or Chair is elected in the middle of a term is elected only to finish out the rest of that term. The Alternate Chairperson, Secretary Alternate, RCM Alternate and Policy Alternate move up automatically, unless the CASC allows a challenge. (These positions are two-year commitment.)

Section 1.05 The Group Service Representative (GSR)

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 CASC 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 CASC 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.

ARTICLE II. DESCRIPTION OF CASC OFFICERS

Section 2.04 Description of CASC Officer Roles

(a) Chairperson

Commitment: 1 year
Term: 1 year
Suggested minimum clean-time: 2 years

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. The Chairperson shall publish a schedule of meetings of the CASC for the coming year.

In the absence of a Policy Subcommittee Chair, a CASC Secretary, and a CASC Alternate Chairperson then the CASC Chairperson shall be responsible for making CASC Policy manual updates, in accordance with Section 5.01 (f).

In the absence of an Alternate Chairperson, the Chairperson shall perform the duties of the Alternate Chairperson. It is suggested that the Chairperson has first served as an Alternate Chairperson prior to becoming Chairperson.

(b) Alternate Chairperson

Commitment: 2 years
Term: 1 years
Suggested minimum clean-time: 1 year

An Alternate Chairperson coordinates all Subcommittee functions. In the absence of the Chairperson, the Alternate Chairperson shall perform the duties of the Chairperson. In addition, the Alternate Chairperson will coordinate and conduct all nomination and election procedures.

In the absence of a Policy Subcommittee Chair or a CASC Secretary then the CASC Alternate Chairperson shall be responsible for making CASC Policy manual updates, in accordance with Section 5.01 (f).

The Alternate Chairperson will move up automatically unless the CASC allows a challenge. See Section 1.04 (b)(ii), hence this service position is considered a 2-year commitment.

(c) Secretary

Commitment: 1 year
Term: 1 year
Suggested minimum clean-time: 2 years

A Secretary keeps accurate minutes of each CASC business meeting, types and mails/emails copies of these minutes to each GSR, CASC Officer and CASC 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:

- Detailed minutes of CASC meeting as typed by the Secretary
- A complete Treasurer's Report
- A Convention Committee Treasurer's Report
- Any other financial information that will not be posted on the Area website

Additionally:

- (i) The CASC Secretary will develop a "Roll Call" system for each area meeting.
- (ii) The Secretary will prepare a monthly directory of CASC Officers, Subcommittee Chairs and GSRs addresses and phone numbers for distribution within the CASC.
- (iii) The Secretary will ensure that a copy of the minutes of the CASC will go to the Policy Subcommittee to appear in the archives.
- (iv) 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.
- (v) The Secretary will present the designated home group member for new home groups, along with a completed New CASC Home Group Motion (Appendix F).
- (vi) The Secretary will ensure that the Minutes are completed and mailed/emailed 2-weeks after the CASC meets.
- (vii) In the absence of a Policy Subcommittee Chair then the CASC Secretary shall be responsible for making CASC Policy manual updates, in accordance with Section 5.01 (f).

In the absence of an Alternate Secretary, the Secretary shall perform the duties of the Alternate Secretary. It is suggested that the Secretary has first served as an Alternate Chairperson prior to becoming Secretary.

(d) Alternate Secretary

Commitment: 2 years

Term: 1 years

Suggested minimum clean-time: 1 year

The Secretary's position is crucial to an effective CASC, and it is also very time consuming. While becoming orientated to the job of Secretary, the Alternate Secretary also provides any assistance needed to the Secretary.

The Alternate Secretary will move up automatically unless the CASC allows a challenge. See Section 1.04 (b)(ii) , hence this service position is considered a 2-year commitment.

(e) Treasurer

Commitment: 1 year

Term: 1 year

Suggested minimum clean-time: 2 years

The Treasurer shall submit a report of contributions and expenditures at every regular CASC meeting. The Treasurer is a signatory on the CASC financial account, and signs all CASC checks in accordance with applicable policy.

Additionally:

- (i) The Treasurer will make a monthly donation to the meeting place of the CASC. The donation shall be set by a majority vote of the CASC.

- (ii) The Treasurer shall monthly remit all funds in excess of the prudent reserve of \$1,800.00 to the Region (60%) and the World (40%). If the CASC body is made aware that upcoming expenses warrant a higher prudent reserve these donations may not be remitted.
- (iii) The Treasurer will ensure that a copy of the CASC financial report, the Group Donations Report, and the Monthly Balanced Bank Statement goes to the CASC Secretary by the end of the meeting for inclusion in the CASC minutes.
- (iv) The Treasurer shall deposit all collected CASC monies into our banking institution on the next business day following the CASC meeting. The Treasurer shall balance the CASC checkbook every month and correct any accounting errors.
- (v) The CASC Treasurer will allow the RCM an advance for expenses accrued in performing his/her duties.
- (vi) The CASC Treasurer shall ensure, at the start of each service cycle or at any point of transition, that all auto-draft payments concerning the CASC or its subcommittees are updated to reflect any new account information. If changes to account information occur mid-cycle (e.g. a new debit card is issued), the CASC Treasurer will update all auto-draft payments immediately upon retrieving the new account information.

The Treasurer is also responsible for all of the functions listed in Section 3.04 (e) and Article IV, regarding the Finance Subcommittee and CASC Financial Policy respectively.

In the absence of an Alternate Treasurer, the Treasurer shall perform the duties of the Alternate Treasurer. It is suggested that the Treasurer has first served as an Alternate Treasurer, prior to becoming Treasurer.

(f) Alternate Treasurer

Commitment: 2 years

Term: 1 years

Suggested minimum clean-time: 1 year

The Treasurer's position is crucial to an effective CASC, and it is also very time consuming. The Treasurer Alternate is not only orientated to the position of Treasurer, but also provides any assistance needed to the Treasurer. The Alternate Treasurer is also a signatory for the CASC financial account, and signs CASC checks according to policy in the absence of the Treasurer.

It is expected that the Alternate Treasurer become the Treasurer at the end of their term, and inasmuch it is suggested any NA member considering service in the Alternate Treasurer position consider this a 2-year commitment

(g) Regional Committee Member (RCM)

Commitment: 1 year

Term: 1 year

Suggested minimum clean-time: 3 years

A RCM is to an CASC what a GSR is to a group. As the representative of the area, the RCM's speak for the members and groups within the CASC. 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 CASC's. They represent the group conscience of an CASC 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 CASC's group conscience. An RCM may serve on one or more of its CASC and RSC Subcommittees, but not as a Chairperson.

In addition to the regular qualifications for GSR's it is recommended that nominees to the post of RCM also have previous service experience, and the willingness to give the time and resources necessary for the job.

The RCM may receive an advance for anticipated expenses related to performing his or her duties – see Section 2.04 (e)(v). Additionally, 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.

In the absence of an Alternate RCM, the RCM shall perform the duties of the Alternate RCM. It is suggested that the RCM has first served as an Alternate RCM, prior to becoming RCM.

(h) Alternate Regional Committee Member (Alternate RCM)

Commitment: 2 years

Term: 1 year

Suggested minimum clean-time: 2 years

While becoming orientated to the job of RCM, including attending all CASC and RSC meetings, the Alternate RCM also fills in for the RCM if he or she is absent.

Like the RCM, it is recommended that the Alternate RCM have previous service experience, and the willingness to give the time and resources necessary for the job.

The Alternate RCM will move up automatically unless the CASC allows a challenge. See Section 1.04 (b)(ii), hence this service position is considered a 2-year commitment.

(i) Other CASC Officers

The CASC may create other offices when and if the need arises, by a majority vote, and elect CASC Officers to lead those offices in accordance with Section 1.04 (b).

Section 2.05 Attendance Policy for CASC Officers

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

Section 2.06 Removal of CASC Officers

Any officer may be removed by a simple majority vote of the CASC. Grounds for removal can include but are not limited to:

- Failure to perform duties as indicated in this manual (or as assigned by CASC)
- Failure to follow CASC attendance policy
- Misappropriation or embezzlement of CASC funds

- Relapse

A motion to remove an CASC Officer shall be handled in accordance with normal CASC procedure. It is recommended that such a step not be taken lightly. The CASC should determine the validity of any charges before voting on a motion to remove any officer.

ARTICLE III. CASC SUBCOMMITTEES

Section 3.04 Function and Purpose of Subcommittees

(a) Hospital & Institutions Subcommittee (H&I)

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.

(b) Public Relations Subcommittee (PR)

In general, the purpose of the PR Subcommittee is to coordinate and provide informational services for NA, such as meeting directories, a phoneline, a website and to build effective relationships with the public as needed. 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, and CASC PR guidelines when available.

- (i) The PR Subcommittee will facilitate multiple ways to provide a listing of meeting schedules - downloaded printable PDF on the website, PR business cards with helpline number and QR link to website, or mass printing. The PR subcommittee will ensure the website meeting list is accurate and will print meeting schedules as needed. The PR 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 CASC 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 July 1, October 1, January 1 and April 1 (as aligned with the CASC fiscal year).
 - 4) The CASC Chairperson may suspend this policy in extraordinary circumstances for extraordinary reasons.
 - 5) The PR Chair cannot delete meetings from the directory without direction from the CASC; unless confirmation by PR or Outreach has been made by a personal visit by either Subcommittee.
 - 6) The PR Chair can make changes to a meeting group location, group times and group format at the discretion of the group. PR will also inform Outreach of any changes they make to the directory (group location, group times and group format).
 - 7) 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.
 - 8) 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.

- (ii) The PR Subcommittee will maintain a phone line. The purpose of this helpline is to provide information about listings of meeting times and places, helpful information about staying clean and our program and referrals to other nonaffiliated agencies as needed.
- (iii) The PR Subcommittee will maintain the Capital Area website. They will coordinate with the CASC 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 PR Subcommittee.
- (iv) 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.

(c) Convention Subcommittee

The 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 CASC Convention guidelines.

- (i) The Convention Subcommittee shall have funds separate from the Area.
- (ii) The Convention Subcommittee shall be allowed to hold functions, fundraisers and events to include ONLY 2 raffles per year, directed at raising money for the convention Subcommittee
- (iii) 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 CASC.
- (iv) The Convention Subcommittee shall submit, with its monthly written report, a monthly financial statement to the CASC Treasurer. This statement shall include a copy of that month's bank statement, if applicable.
- (v) 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 CASC meeting for review and input by GSR's and elected CASC trusted servants.

(d) Policy Subcommittee

The Policy Subcommittee is charged with helping the CASC better conduct its business. It does this by maintaining, organizing, and explaining the policies that have been voted on by the CASC. These policies are generally concerned with how the CASC 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 CASC Policy guidelines when available.

- (i) The Policy Subcommittee shall be responsible for the upkeep of this Policy Guidelines Manual, with updates and revisions published as necessary. When a motion or proposal is carried that changes CASC Policy, the Policy Subcommittee Chair will be responsible for ensuring that the CASC Policy Manual is updated and made available on the CASC website before the next regularly scheduled CASC meeting. For further information see Section 5.01 (f).
- (ii) The Policy Subcommittee shall maintain and update a compilation of all motions passed by the CASC, and shall have these documents available for reference at the monthly business meetings.
- (iii) The Policy Subcommittee shall make monthly efforts to reach and collaborate with designated Subcommittees points of contact with the purpose of reviewing and incorporating CASC Policy for consistency.

NOTE: Policy Manuals can be obtained from the CASC website, here:
<https://capitalareancna.com/area-service-committee>.

(e) Finance Subcommittee

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 CASC Policy guidelines when available. The Finance Subcommittee is not a standing Subcommittee of the CASC. It is an advisory body that the CASC Treasurer may call to assist him/her. It is made up of: all current Treasurers of the CASC and its Subcommittees, any CASC Officer or Subcommittee Chairperson, past CASC Treasurers and any other interested persons. The CASC 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 CASC. It should be noted that the CASC Treasurer has the responsibility for all of the items listed in this section.

(f) Outreach Subcommittee

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 Outreach Subcommittee will carry out its function and purpose by:

- (i) Acting as a resource and a coordinator in reaching out to: Loners, isolated groups, Loners and isolated groups in institutions and struggling groups.
- (ii) To locate isolated members, groups, or meetings and to provide these members, groups and meetings with information about NA and its service structure.
- (iii) To reach out to groups that have not been attending CASC meetings on a regular basis and to encourage participation through education. If a group does not have a representative at a meeting of the CASC 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.
- (iv) To provide orientation, group packets and CASC Policy Manuals to new GSRs. The orientation will be held 30 minutes prior to the monthly CASC meeting, and will be open to any NA member who wishes to attend, including experienced GSRs who may have missed or want a refresher.

(g) Activities Subcommittee

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:

- (i) 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.
- (ii) 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.
- (iii) A suggested 3rd event is the Capital Area Appreciation Day.

(h) Other Subcommittees

The CASC may create other Subcommittees, including but not limited to ad hoc/temporary Subcommittees when and if the need arises, by a majority vote.

Section 3.05 Financial Policy for ALL Subcommittees

All Subcommittees which handle money are required to provide a Treasurer/financial report at each CASC meeting and sign a copy of the CASC's misappropriation of funds policy at the beginning of their term. In addition, all Subcommittees which have a bank account are required to provide a 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 Treasurer's report will result in the following:

(a) Suspension of Functions and Fundraisers

All functions or fundraisers for that Subcommittee will be immediately suspended until the FULL report, including bank statements is provided to the CASC. 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) Removal from CASC Office

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 CASC service positions for a minimum of 1 year.

(c) Personally Liable

In the event of removal per rule b. above, both the Chair and Treasurer will be personally liable for any money not accounted for or misappropriated.

Section 3.06 General Subcommittee Guidelines

The following guidelines apply to all Subcommittee Chairpersons, and are in addition to the guidelines set forth by the Subcommittees themselves.

(a) Suggested minimum clean-time for Subcommittee Chairpersons

It is recommended that all Chairpersons of CASC Subcommittees have a minimum of 1 (one) year of continuous abstinence (or more if recommended by individual Subcommittee guidelines) from all drugs.

(b) Attendance Policy for Subcommittee Chairpersons

All Subcommittee Chairpersons are required to attend all CASC 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 CASC Chairperson and submit normal written reports. The CASC may excuse an absence if it so desires.

(c) Removal of Subcommittee Chairpersons

Any Subcommittee Chairperson may be removed by a 2/3's majority vote of the CASC. Grounds for removal can include (but are not limited to): failure to perform duties as indicated in this manual (or assigned by the CASC), failure to follow CASC attendance policy, misappropriation or embezzlement of CASC funds or relapse. A motion to remove a Subcommittee Chairperson shall be handled in accordance with normal CASC procedure. It is recommended that such a step not be taken lightly. The CASC should determine the validity of any charges before voting on a motion to remove any Chairperson. For policy regarding misappropriation of funds see Section 4.06.

(d) Participation of CASC 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.

(e) Meeting Day/Location/Time of Subcommittee

All Subcommittees have a meeting on the same day/same location, as the CASC meeting.

(f) Transition Meetings

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

(g) Policy Revision (ongoing)

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

ARTICLE IV. CASC FINANCIAL POLICIES

Section 4.04 General Guidance on CASC Financial Policies

(a) Fiscal Year

The CASC fiscal year shall run from July 1 to June 30.

(b) Treasurers Report

The Treasurer shall submit, with their monthly written report, a monthly financial statement to the CASC. This statement shall include a copy of that month's bank statement.

(c) Prudent Reserve

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

(d) Incurrence of Debt

If the CASC or any Subcommittee of the CASC states a need to incur debt, it shall require a two-thirds majority vote of the CASC to approve that debt. Debt shall be defined as: a) The borrowing of funds, or b) The borrowing of goods and/or services.

(e) Subcommittee Allocations Exceeding Budget

If a Subcommittee or CASC Member needs more money than the amount in their preapproved monthly budget, it shall require a two-thirds majority vote of the CASC.

(f) Group Donations

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.

(g) Tax Liability

CASC is not responsible for the tax liability of any NA home group, including those that are part of CASC.

Section 4.05 Financial Account

(a) Account Type

The Area shall place all funds in a non-interest earning account, in keeping with our seventh tradition.

(b) Signing Checks

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).

Section 4.06 Misappropriation of Funds

The following suggestions were freely drawn from World Service Board of Trustees Bulletin #30 and the collective experience of NA. Also see Appendix C: Qualification for Money Handling Positions.

(a) Safeguarding Funds

The misuse and theft of NA funds is a recurring issue in our fellowship. While this money is precious, the NA member's trust is even more so. We need to keep the image of that one NA 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 CASC 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.)

(b) 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.

(c) 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.

(d) 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.

(e) 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 have 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.

(f) Process for when Misappropriation of Funds is Reported

(i) An immediate and thorough review of all books and financial records shall be conducted to make sure the funds were actually misappropriated.

- 1) What was the amount misappropriated?
- 2) By who was the money misappropriated?
- 3) What failing in the accounting procedures and safeguards allowed this to happen?

(ii) A special meeting shall be convened within three days of the confirmation of a misappropriation.

- 1) 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.

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.

- 2) 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.
- 3) 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.
- 4) If the individual(s) admits to the misappropriation and agrees to pay back the missing funds, a restitution agreement shall be developed by 2/3rd 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 2/3rd majority vote of the Area GSRs.
- 5) 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.

- 6) A report on the status of the restitution agreement shall be published at each and every CASC 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.
- 7) 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.
- 8) 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.

Section 4.07 Receipts and Payments

(a) Requesting CASC Treasury Monies

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 CASC 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.

(b) Reimbursements to Subcommittees

Reimbursement to Subcommittee Chairs shall be made by check.

(c) Payment of Subcommittee Allocations

The CASC Treasurer will administer pre-approved Subcommittee allocations in the following amounts:

- H&I \$190.00 per month
 \$200 annually for the H&I Learning Day
- PR \$75.00 per month
- Policy \$30 per month
- Outreach \$35 per month

The appropriate Subcommittee Chairpersons should collaborate to produce an itemized list of expected spending for the Learning Day in order to receive funding, and at the CASC meeting following Learning Day report actual spending.

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 CASC. If necessary, the monthly budgets may be decreased on a temporary basis by a simple majority vote of the CASC without affecting pre-approved guidelines.

(d) Travel Funding

- (i)** All persons traveling on Capital Area business are urged to be prudent with CASC funds. Any monies not used must be returned to the CASC.
- (ii)** The CASC 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 an overnight stay is necessary.
 - The cost of gas used to make the trip, based on receipts.
 - \$20 per trip for vehicle usage.
 - \$40 dollars a day meal per diem.

Related 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 CASC to travel will not receive any funding.
 - Monies may be issued in advance contingent on the traveler providing sufficient information.
- (iii)** All travel expenditures are tied to the availability of funds and may be limited or reduced based on such availability.

ARTICLE V. CONDUCTING BUSINESS AT THE CASC

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. 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."

Section 5.01 General Guidelines for Conducting Business at the CASC

(a) Monthly Reports

All CASC Officers and Subcommittee Chairpersons must submit written reports at each meeting of the CASC, that includes a treasury report for their Subcommittee. Alternate Chairperson and Alternate CASC Officers are not required to submit reports.

(b) Majority Vote

A simple majority vote of the total number of seated groups will be required to pass a motion or proposal. It is suggested that the GSR should vote according to his/her group's conscious.

(c) Order of Business

The order of business shall be as follows (the CASC 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
- CASC Officer's Reports
- Closing Prayer

The order of business can be modified at the discretion of the CASC Chairperson.

(d) CASC and CASC Subcommittee Meetings

All CASC 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).

The CASC shall meet the first Sunday of each month (or on any date set by the CASC).

The CASC shall select the site of the CASC meeting by a simple majority vote and announce any change in location as far in advance as possible.

If the need should arise, the officers and Subcommittee Chairs shall meet at an agreed upon time before the next CASC 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.

(e) Groups Requesting Membership

NA groups that choose to join to the Capital Area can have any designated home group member make a motion for membership at the regular monthly CASC meeting, and may use the New CASC Home Group Motion (Appendix F) to ensure all information needed for the area meeting list is provided. In the spirit of Tradition nine, CASC members should assist any home group that wants to join Capital Area NA in every way possible.

(f) CASC Policy Manual Updates

When a motion or proposal is carried that changes CASC Policy, the Policy Subcommittee Chair will be responsible for ensuring that the CASC Policy Manual is updated and made available on the CASC website before the next regularly scheduled CASC meeting. In the absence of a Policy Subcommittee Chair then the CASC Secretary shall be responsible. In the absence of a Policy Subcommittee Chair and a CASC Secretary then the CASC Alternate Chairperson shall be responsible. In the absence of a Policy Subcommittee Chair, a CASC Secretary, and a CASC Alternate Chairperson then the CASC Chairperson shall be responsible.

Section 5.02 Decision Making and Voting Procedures**(a) Guidelines for Decisions**

- (i)** For voting purposes, all Motions and Proposals shall be voted on pursuant to Roberts Rules of Order. Wherein a "simple majority" shall carry a motion or proposal as passed.
- (ii)** During voting on virtual meetings, the secretary will go down the home group list of who is present one by one, and record the vote for each
- (iii)** Guideline/Policy changes, CAR motions, and Budget Revision motions shall be sent back to home groups for a vote.

(b) Home Groups / Area Voice and Vote

A Group's vote/voice at the CASC 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 CASC meeting, another person may represent and vote for that Group and is said to be carrying the proxy vote for the Group.

(i) In some cases, proxy votes are appropriate. Examples include but are not limited to:

- When the GSR and GSR Alternate of a Group are prevented from attending the CASC due in incarceration or commitment.
- When the GSR and GSR Alternate are both unable to attend the CASC by circumstances beyond their control.

A proxy vote should never be used because of the distance of a Group from the CASC 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 CASC will decide whether or not to allow the proxy.

(ii) No CASC 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.

Section 5.03 Rules of Order - *Motions***(a) Obtaining the Floor**

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

(b) Making Motions

Motions must be in written form and submitted before New Business.

- Motions may be made only by: GSR's
- The Secretary or Treasurer and their Alternates
- Subcommittee Chairs

(c) Motion rules

- (i) All motions must be submitted in writing prior to New Business. If not, they must be carried over to the next CASC meeting.
- (ii) Motions may be amended on the floor. Amendments must be added in writing and read back to the CASC prior to acceptance into the minutes.
- (iii) 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.
- (iv) After a motion has been made and restated aloud by the Chairperson or Secretary, the Chairpersons options are:
 - Ask for a second. (Only GSR's may second, no second makes it a dead motion).
 - Table motion.
 - Refer to committee.
 - If the motion is out of order or refers to an outside issue, it is then tossed out.

(d) Debate

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

(e) Amendments

- May be made at any time after the motion has been made and seconded.
- Must be seconded in order to move forward.
- Must be stated aloud by Chairperson or Secretary.

(f) Call for Vote

After all viewpoints have been heard, the Chairperson may call to a vote or otherwise render a discussion complete.

(g) Voting

- Each member has but one vote. See Section 1.04 (a) for the definition of CASC Members.
- The Chairperson only votes in cases of a tie.
- Voting will be by anonymous ballot or show of hands.
- Members may vote 'yes', 'no', or 'abstain'. No other votes will be considered valid.
- Amendments are voted on before the motion itself is voted on.
- After an amendment has been voted on, the motion is then voted on.
- If the motion is not carried then related amendments, if any, automatically do not carry as well.

Section 5.04 Rules of Order – Proposals**(a) Obtaining the floor**

- The chair will recognize the maker of the proposal according to the manner in which it was received.
- Identify yourself after receiving recognition on the floor.
- You now have the floor, address the body first concerning the intent of your proposal.

- Explain your proposal thoroughly and carefully first and then open the floor for questions from the body.
- 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.

(b) Making proposals

- (i)** Proposals can be made by GSR's, Subcommittee Chairs / Alternate Chairpersons, and CASC Officers (excluding the Chair and Alternate chair).
- (ii)** Like a motion, Proposals must be in written form and submitted to either the Chairperson, Alternate Chairperson, or the Secretary prior to the start of New Business at the CASC meeting. (Unlike a motion they do not need a second by a GSR).
- (iii)** 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 CASC.
- (iv)** The Chairperson/Alternate Chairperson 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.

APPENDIX A: CASC POLICY MANUAL CHANGE HISTORY

Date Policy was updated	Update Made By	Description of Change	
9/9/2019	Sebastian D. / Policy Subcommittee Chair	<ul style="list-style-type: none"> • Various edits and reformatting for accuracy, consistency, organization, redundancy, outline numbering, and spelling and grammar. These changes do <i>not</i> materially the impact or intent of CASC policy. • Updates based on motions carried since Jan. 2017, as follows: 	
		Date motion was carried	Description of Change
		Feb. 2017	Section 3.04 (c)(ii) regarding use of raffles in Convention Subcommittee functions and fundraisers.
		Feb. 2017	Section 5.01 (a) regarding monthly reports of CASC Officers and Subcommittee Chairpersons.
		May 2018	Article III – added Section 3.05 Financial Policy for ALL Subcommittees.
		Sep. 2018	(a) regarding annual learning day.
		Sep. 2018	Section 3.04 (g) and Section 1.04 (e)(i) regarding Capital Area Picnic / Service / Unity Day.
		Sep. 2018	Section 4.07 (c) regarding Activities and H&I Subcommittees annual budget.
10/1/2019	Sebastian D. / Policy Subcommittee Chair	<ul style="list-style-type: none"> • Updates based on motions carried since Dec. 2019, as follows: 	
		Date motion was carried	Description of Change
		May 2019	Edited Section 2.04 (e)(vi) regarding updating auto draft information whenever CASC bank account information changes.
May 2019	Edited Section 2.04 (a), Section 2.04 (b), Section 2.04 (c), Section 3.04 (d)(i) and Section 5.01 (f) regarding maintaining the CASC Policy Manual.		

Date Policy was updated	Update Made By	Description of Change	
		Sep. 2019	Edited Section 3.04 (a), Section 3.04 (g) and Section 4.07 (c) regarding H&I Subcommittee. Reverses motion from Aug. 2018 that directed H&I and Activities subcommittees to collaborate and combine budget for H&I learning day event.
		Sep. 2019	Inserted new Section 1.04 (b)(iv) regarding qualifications and considerations for nominees for CASC officer or sub-committee chairperson service positions.
		Sep. 2019	Added updated service resume as Appendix E: CASC NA Service Resume, and a cross-reference with Section 1.04 (b)(v).
11/10/2019	Sebastian D. / Policy Subcommittee Chair	Nov. 2019	Section 5.03 (g)Section 3.04 (c)(ii) regarding voting method.

05/02/2021	Richard J. / Policy Subcommittee Chair	Apr. 2021	Section 5.01 (b) Section 5.02 (a)(v) Section 5.02 (b) (ii) removed Section 5.02 (b) (iii) became Section 5.02 (b) (ii) regarding Proposals and Motions voting method.
		March 2021	Section 1.04 and Section 4.04 (c) added North to the region name
09/26/2021	Richard J, / Policy Subcommittee Chair	Sep. 2021	Section 3.04 (f)(iv) Provide clarity and encouragement to any NA member seeking to understand the GSR role and/or how CASC conducts business.
12/02/2021	Richard J, / Policy Subcommittee Chair	Nov. 2021	Section 5.02 (a) removed term Consensus-Based from title, (a) (i-iv and vi) Removed references to Consensus based voting. (b) removed title (Exceptions to Consensus-Based Decisions). (b)(i) Changed to read "Elections will be dealt with according to Robert's Rules of Order" Section 5.04 (c) Removed reference to General Consensus.
		Nov. 2021	Section 5.02 (a)(ii) added voting method roll call during virtual meetings. Update titles in the table of Contents.
06/02/2022		June 2022	ARTICLE III. Section 3.04 (b), (b) (i) and (b) (ii) Changed the wording to clarify the function and purpose of the Public Relation Subcommittee to better reflect current practices, Allow more flexibility, timeliness and accuracy about our meetings. Change the ASC policy on the phone line to reflect current practices

Date Policy was updated	Update Made By	Date motion was carried	Description of Change
09/04/2022	Richard J, / Policy Subcommittee Chair	Sep. 2022	Inserted in Section 1.04 (b) All election nominations must go back to the groups one month before elections unless the position has been vacant for three or more consecutive months.
		Sep. 2022	Removed Section 3.04 (d) (iii) "The Policy Subcommittee shall have on-hand 5 updated hard copies of the CASC Policy at each CASC meeting; available for attending GSR's, if needed."
		Sep. 2022	Modified Section 5.01 (d) to allow CASC Executive Committee to schedule a meeting as needed.
		Sep. 2022	Removed Section 3.04 (b) (iii) "The PR Subcommittee shall select a representative to be a contact with the CarolinaFreedom Express. This representative will carry information about what is going on inthe Capital Area to this publication. Minimum of six months clean-time suggested.

APPENDIX B: 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 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 C: QUALIFICATION FOR MONEY HANDLING POSITIONS

In the next three pages please find the above captioned, which should be printed, provided to, completed and signed as indicated by any and all CASC and CASC Subcommittee trusted servants who handled any CASC or CASC Subcommittee monies for any reason.

This document was freely drawn from 'Financial Guidelines - SDICRNA - 2001'. This and other financial and legal resources can be found on the NA.org website, here:

https://www.na.org/?ID=LR_Legal&ID=LR_Legal.

**CASC TRUSTED SERVANT QUESTIONNAIRE & AGREEMENT
FOR MONEY HANDLING POSITIONS**

Last revision: 12/7/2019 4:06 PM

Part I - Questionnaire

Name: _____ Date: _____

Home Group: _____ Clean Date: _____

Position Applied For: _____

Description of experience with handling funds: _____

Are you currently financially stable? Yes ____ No ____

Explain: _____

Part II - Statement of Acknowledgement of Financial Responsibility

Procedure for Dealing with Misappropriation of NA funds

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 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.

CASC TRUSTED SERVANT QUESTIONNAIRE & AGREEMENT FOR MONEY HANDLING POSITIONS

Last revision: 12/7/2019 4:06 PM

Misuse or theft of NA funds will not be tolerated. If a misappropriation is reported then CASC Policy Article IV Section 4.06 (f) will apply:

Article IV. CASC Financial Policies

Section 4.06 Misappropriation of Funds

(f) Process for when Misappropriation of Funds is Reported

(i) An immediate and thorough review of all books and financial records shall be conducted to make sure the funds were actually misappropriated.

- 1) What was the amount misappropriated?
- 2) By who was the money misappropriated?
- 3) What failing in the accounting procedures and safeguards allowed this to happen?

(ii) A special meeting shall be convened within three days of the confirmation of a misappropriation.

- 1) 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.

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.

- 2) 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.
- 3) 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.
- 4) If the individual(s) admits to the misappropriation and agrees to pay back the missing funds, a restitution agreement shall be developed by 2/3rd 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 2/3rd majority vote of the Area GSRs.

**CASC TRUSTED SERVANT QUESTIONNAIRE & AGREEMENT
FOR MONEY HANDLING POSITIONS**

Last revision: 12/7/2019 4:06 PM

- 5) 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.
- 6) A report on the status of the restitution agreement shall be published at each and every CASC 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.
- 7) 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.
- 8) 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:

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

Signed:

Witnessed:

Signature

Signature

Printed name

Printed name

Date

Date

APPENDIX D: FLYER GUIDELINES

These guidelines were freely drawn from 'Chapter5_ Resources_2016.pdf', which can be found on the NA.org website, here:

https://www.na.org/admin/include/spaw2/uploads/pdf/PRHB-Res/Chapter5_%20Resources_2016.pdf.

--

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.

APPENDIX E: CASC NA SERVICE RESUME



CASC NA Service Resume

Date: _____

Name:	Clean date:
Street address:	Phone:
City / State / ZIP:	Email:
Service position interested in:	
If the above is <i>not</i> an alternate position, do you have previous experience in this position or the related alternate position ('yes' or 'no')?	
Do you understand the responsibilities defined in CASC Policy for this position ('yes' or 'no')?	
List <u>all</u> <i>Group</i> service positions held, and dates served:	
List <u>all</u> <i>Area</i> service positions held, and dates served:	
List <u>all</u> <i>Regional</i> service positions held, and dates served:	
List <u>all</u> <i>World</i> service positions held, and dates served:	
Were all service commitments completed ('yes' or 'no')?	
If you answered 'no' to the above question then please explain fully:	
Are you employed full-time ('yes' or 'no')?	
Can you travel in conjunction with this service position ('yes' or 'no')?	

Use the backside of this resume or a separate page to expand answers or include additional comments, if applicable.

APPENDIX F: NEW CASC Home Group

Date: _____

Motion made by:

Motion reads as follows:

The following home group hereby motions to join Capital Area Narcotics Anonymous of NC. Home group name:

Home group GSR or other point of contact (name, phone, email address):

Meeting location (facility name and physical address including room name/number, or online access info):
Special criteria for entering facility ('n/a' if none):

Day of week and meeting time start/end*:

The checked items below apply to this meeting*:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Open (all are welcome) | <input type="checkbox"/> Non-Smoking | <input type="checkbox"/> IP Study | <input type="checkbox"/> Step Working Guide |
| <input type="checkbox"/> Closed (addicts only) | <input type="checkbox"/> Restricted Access | <input type="checkbox"/> It Works Study | <input type="checkbox"/> Study |
| <input type="checkbox"/> Wheelchair accessible | <input type="checkbox"/> Smoking | <input type="checkbox"/> Just For Today Study | <input type="checkbox"/> Guiding Principles Study |
| <input type="checkbox"/> Beginner/Newcomer | <input type="checkbox"/> Women | <input type="checkbox"/> Literature Study | <input type="checkbox"/> Topic |
| <input type="checkbox"/> Candlelight | <input type="checkbox"/> Young People | <input type="checkbox"/> Meditation | <input type="checkbox"/> Tradition |
| <input type="checkbox"/> Children Welcome | <input type="checkbox"/> Basic Text | <input type="checkbox"/> Questions & Answers | <input type="checkbox"/> Living Clean |
| <input type="checkbox"/> LGBT | <input type="checkbox"/> 12 Concepts | <input type="checkbox"/> Speaker | <input type="checkbox"/> Format Varies |
| <input type="checkbox"/> Men | <input type="checkbox"/> Discussion/Participation | <input type="checkbox"/> Step | |

Additional information:

**using additional pages, complete for all days/times home group meets*

Intent:

To join Capital Area Narcotics Anonymous.