



Capital Area Service Committee Guidelines

These guidelines are just that, a guide for how the groups and members of the Capital Area come together to best serve our message. They are utilized by the Capital Area Service Committee in the conduct of its business and how the subcommittees function. They are not weapons, they are not rigid and inflexible, and they are not punitive. They are the platform upon which we build our services. They are meant to enable the many possibilities and opportunities of carrying our message.

We may include long-standing customs and some best practices in how we go about our business, but we do not rely on policy that restricts or limits our possibilities. We trust in our 2nd Tradition to keep us accountable to our message and our groups. They have been established in the spirit of the Twelve Traditions and Concepts and generally as a result of the experience, strength, and hope of the members of the Capital Area.

Although carrying our message of recovery from the disease of addiction is serious business, we need not take each other so seriously that we forget that message. We all have a common purpose, to carry the message of hope to the addict who still suffers. We will always remember who we serve and why.

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

A Vision for NA Service

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of the groups we serve. Upon this common ground we stand committed.

Our vision is that one day

- *Every addict in the world has the chance to experience our message in their own language and culture and find the opportunity for a new way of life;*
- *NA communities worldwide and NA world services work together in a spirit of unity and cooperation to carry our message of recovery;*
- *Narcotics Anonymous has universal recognition and respect as a viable program of recovery.*

As our commonly held sense of the highest aspirations that set our course, our vision is our touchstone, our reference point, inspiring all that we do. Honesty, trust, and goodwill are the foundation of these ideals. In all our service efforts, we rely upon the guidance of a loving Higher Power.

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ARTICLE I. FUNCTION

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. This area is known as the Capital Area and is a member of the North Carolina Region of NA. An Area Service Committee is the service committee that, per our Ninth Tradition, First and Second Concept, is directly responsible to those groups and the NA members that attend them. All CASC meetings are hybrid until changed.

(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.
- 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, Activities.
- The CASC may create new Subcommittees from time to time as it sees fit. The CASC may also create ad hoc committees, work groups or task teams, when and if a need arises.

Note: The Administrative (Admin) Committee is comprised of the officers and subcommittee chairpersons

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 out within the service structure. They do this by participating in service committee meetings, attending forums and assemblies at the area, regional and zonal levels and sometimes joining in the work of a 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.

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 for acting in the best interests of NA as a whole, as described in the Second Concept, 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.

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 "Home Group Concerns/Open Forum" portion of the 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. ROLES and RESPONSIBILITIES OF CASC OFFICERS

Section 2.04 Description of CASC Officer Roles. See Elections for more information regarding general qualifications

(a) Chairperson

Commitment: 1 year

Term: 1 year

Suggested minimum clean time 2 years

The Chairperson arranges an agenda for and presides over the monthly meetings. At committee meetings they can vote only in the event 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.

(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, Alternate Chairperson will coordinate and conduct all nomination and election procedures.

(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 and 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 Subcommittee 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. Our area will utilize a digital mailbox and will be checked as needed by the Secretary or Alternate Secretary, and they will inform the Treasurer when the bill is to be paid.
- iv. The Secretary will present the designated home group member for new home groups, along with a completed New CASC Home Group Motion (Appendix C).
- v. The Secretary will ensure that the minutes are completed and mailed/emailed 2-weeks after the CASC meets.

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 Secretary 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.

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 on 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: The Treasurer will make a monthly donation for rent to the meeting place of the CASC as determined by the facility.

- i. 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 contributions may not be passed on.
- ii. Treasurer will ensure that a copy of the CASC financial report, the Group Contributions Report, and the Monthly Balanced Bank Statement goes to the CASC Secretary by the end of the meeting for inclusion in the CASC minutes. The final contribution report will be provided to the GSRs before the end of the meeting.
- iii. 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.
- iv. The CASC Treasurer will allow the RCM an advance for expenses accrued in performing their duties.
- v. 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., new debit card is issued), the CASC Treasurer will update all auto-draft payments immediately upon retrieving the new account information.
- vi. In the absence of an Alternate Treasurer, the Treasurer shall perform the duties of the Alternate Treasurer. It is suggested that the Treasurer 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. Treasurer Alternate is not only orientated to the position of Treasurer, but also provides any assistance needed by 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 will become the Treasurer at the end of their term.

Note: At the end of the treasurer's term, an audit will be conducted before the transition to a new treasurer

(g) Regional Committee Member (RCM)

Commitment: 1 year
Term: 1 year
Suggested minimum clean time 3 years

An 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 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 a 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 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 their Duties. 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 previously 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 in their absence. Like RCM, it is recommended that Alternate RCM have previous service experience, and the willingness to give the time and resources necessary for the job.

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.

Elections

- Elections are held at the June CASC meeting, and all nominations must go back to the groups one month before elections.
- 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. These positions are a two-year commitment. The CASC may, by a majority vote, allow a person slated to move up automatically to be challenged by another nominee.
- 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.
- 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 does not have such experience, it is strongly suggested that they consider the related alternate position instead.
- All nominees for CASC Offices (including Subcommittee Chairpersons) must complete a service resume form. The resume will be read prior to any vote.
- 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.
- Upon becoming an CASC Officer or Subcommittee Chairperson, that member shall resign as the GSR of their home group to avoid conflict of voting procedures and to allow other home group members to participate in service at the CASC.
- 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.
- 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.

Note: 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.

ARTICLE III. CASC SUBCOMMITTEES

Section 3.04 Function and Purpose of Subcommittees

In order to gain a better understanding of these services it is suggested that you refer to relevant internal subcommittee guidelines, A Guide to Local Services, Regional, Zonal or World Services resource materials.

(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 at least one learning day per year.

(b) Public Relations Subcommittee/Task Team (PR)

1. In general, the purpose of PR is to coordinate and provide informational services for NA, such as meeting directories, a phone line, a website and to build effective relationships with the public as needed.
2. PR 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.
3. The PR Chair cannot delete meetings from the directory without direction from the CASC; unless confirmation by PR or Outreach has been made with a personal visit.
4. Any changes to a meeting group location, group times and group format will be made 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).
5. 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.
6. For unity and accountability, only Capital Area groups should be listed on the Capital Area Meeting List. It is permissible to list phone line numbers for other Areas in the directory.
7. PR 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.
8. PR will oversee the Capital Area website in coordination with the web servant. 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 facing, and all changes and updates will be administered by the web servant.

(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. The Convention Subcommittee shall have funds separate from the CASC, but as a subcommittee of the CASC it bears responsibility for complete transparency with convention related financial information, and related contracts and agreements. The Convention Subcommittee should be prepared to be audited at any time by trusted servants outside of the Convention Subcommittee.

1. The Convention Subcommittee shall be allowed to hold functions, fundraisers, and events to include ONLY 5 raffles per year, aimed at raising money for the convention.
2. 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.

3. 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.
4. The subcommittee shall not sign a contract with any hotel for the hosting of the convention 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 GSRs and elected CASC trusted servants.
5. The Convention Subcommittee shall not execute any contracts or legally binding agreements with a financial obligation or liability exceeding \$2,000.00, without CASC approval via GSR vote. Such contracts and agreements exceeding \$2,000.00, must be presented at the monthly CASC meeting prior to being executed by the Convention Subcommittee, with adequate time for GSRs to learn the group conscience of the home groups they represent before being called to vote. Examples include but are not limited to convention facilities contracts, hotel room block contracts, transportation contracts, merchandise contracts and vendor agreements.

Note that this policy does not apply to the \$500 petty cash fund for use during the convention.

(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. One way to accomplish this is to provide a process to help GSRs understand their role.

1. The Policy Subcommittee shall be responsible for the upkeep of these policies with updates and revisions published, as necessary. When a motion is carried that changes this policy, the subcommittee Chair will be responsible for ensuring that these guidelines are updated and made available on the CASC website before the next regularly scheduled CASC meeting.
2. 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.
3. The Policy Subcommittee shall make monthly efforts to reach and collaborate with designated points of contact for each subcommittee with the purpose of reviewing and incorporating CASC Policy for consistency.

CASC Policy Manual Updates

When a motion 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.

(e) Outreach Subcommittee

To assist in carrying the NA message to the still suffering addict, thus supporting the continuing growth and unity of the fellowship. The Outreach Subcommittee will conduct its function and purpose by:

1. Acting as a resource and a coordinator in reaching out to loners and isolated groups including those in institutions and struggling groups.
2. Search out isolated members, groups, or meetings and to provide these members, groups, and meetings with information about NA and its service structure.
3. Reaching out to groups that have not been attending CASC meetings on a regular basis and to encourage participation through education.

(f) 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 new members to NA. The committee will develop and hold up to three two scheduled activities each ASC fiscal year

The three events are as follows:

- Capital Area Picnic: The subcommittee will seek to organize the activity at the end of August or first of September if a location can be secured in a timely manner.
- Capital Area Anniversary: This Activity's location depends on where it can be secured. This event is usually at the end of January (December) and should be planned as early as possible
- A suggested third event is the Capital Area Unity Day.

(g) Literature Subcommittee

1. The literature Subcommittee of the Capital Area of North Carolina Area Service Committee is comprised of members of Narcotics Anonymous. Its purpose is: To maintain, serve, and provide literature to encourage fellowship and unity within the area.
2. To maintain an adequate supply of NA literature to meet the needs of the local fellowship. To stock and make available review and approval/form literature. To serve as a communication link in all matters between the groups and literature committees on all levels, Area, region, and World. To provide the forum and atmosphere where members may contribute to the development and creation of NA literature.
3. This committee is a subcommittee of the Capital Area Service Committee of Narcotics Anonymous and is directly responsible to that committee. Membership in this subcommittee is open to any addict with a desire to serve.
4. Responsibilities of the Literature Subcommittee
 - The primary responsibility of the CASC Literature Committee is to provide an adequate supply of approved N.A. Literature for the groups and sub-committees of CASC.
 - The following items pertain to the purchase and distribution of CASC.
 - a. In accordance with the suggested guidelines from the *Handbook for Narcotics Anonymous literature Committees*, the CASC Literature Committee will not order more literature than will be needed, each month, and will maintain as close to the amount that will be sold. Overstocking ties up fellowship funds that could be used in other ways to carry our message of recovery.
 - b. Literature will only be sold and distributed at the monthly meeting of the CASC.
 - c. The monetary value of the literature order will be reported every month.
 - d. A physical inventory of literature will be taken in June for the outgoing and incoming chair of the CASC Literature Committee. All remaining inventory will be turned over to the incoming chair; or CASC Vice-chair if the Literature Committee Chair is vacant.
 - e. The cost of literature will be reviewed periodically as needed.
 - f. Literature distributed to the groups and sub-committee of CASC will be distributed at cost plus .06% surcharge.
 - The CASC Literature Committee will serve as a communication link for the fellowship as follows:
 - a. The CASC Literature Committee serves the fellowship of N.A. by carrying the written message of recovery to the fellowship and the addicts who still suffer.
 - b. The CASC Literature Committee will hold at least one regularly scheduled monthly meeting. Additional meetings held at the discretion of the committee.
 - c. A written report of the CASC Literature Committee will be given each month at the regularly scheduled meeting of the CASC.
 - d. The Literature Committee shall maintain an operating reserve of \$600 for use by the Literature Subcommittee to facilitate the purchase of literature inventory.
 - The CASC Literature Committee will provide the forum and atmosphere where members may contribute to the development and creation of N.A. literature.

Other Subcommittees, ad hocs or workgroups

The CASC may create other subcommittees, adhocs, task teams or workgroups when and if the need arises by a majority vote or as appointed by the ASC chairperson. Workgroups are generally for longer type projects, while a task team or adhoc is more suited for shorter-type tasks. A workgroup can utilize a task team in the completion of a project

Attendance Policy for CASC Officers and Subcommittee Chairpersons

All CASC Officers/Subcommittee Chairs 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 any one of these trusted servants are aware 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 if it desires to may excuse an absence. An RCM or an Alternate RCM may be removed for missing one Regional Service Committee meeting.

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 any trusted servant shall be managed 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.

Section 3.05 Financial Policy for 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:

1. 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.

2. Removal from CASC Office Non-Compliance

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.

3. 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.

1. 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.

2. Participation of CASC Subcommittee Chairpersons on RSC Subcommittees

It is suggested that all subcommittees with corresponding RSC Subcommittees (H&I, PR, and Policy) participate in those regional subcommittees that exist and are functioning

3. Meeting Day/Location/Time of Subcommittee

All Subcommittees have a meeting on the same day/same location, as the CASC meeting. They also can meet virtually as desired and communicate between meetings via a communication app

4. Transition Meetings

All outgoing Subcommittee Chairpersons and Area CASC Officers should 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. This includes task teams, adhoc or workgroups that have ongoing work

5. 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

1. Fiscal Year:

The CASC fiscal year shall run from July 1 to June 30. The annual budget consists of three categories of funds: Operating: Funds allocated to CASC activities that are recurring in nature and have no little or no change from year to year.

Variable: Funds allocated to CASC projects and/or activities that are non-routine in nature and vary from year to year and can include those items or projects prioritized in the planning process

Reserve: Funds set aside to meet future needs (prudent reserve)

2. 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.

3. 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 majority vote of the CASC. The CASC Treasurer is authorized to reduce or limit pre-authorized budget expenses if such expenses 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 contributions to the North Carolina Region. The Treasurer should exercise good judgement if limitation in funds is required and is encouraged to consult the Finance Subcommittee or the CASC in such matters.

4. Incurrence of Debt

If the CASC or any Subcommittee of the CASC states a need to incur debt, it shall require atwo-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.

5. 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.

6. Group Contributions

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

7. Tax Liability

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

8. Account Type

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

9. 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). None of the signatories can be a signatory on the convention subcommittee account

Section 4.05 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.

1. 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 of 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 any subcommittee. This includes theft of cash, checks, any financial instrument, (i.e., refunds from vendors to the NA fellowship), or assets (i.e., equipment, supplies, soda, inventory.)

2. Selecting trusted servants in a financial role

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 challenging time with their 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.

3. 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 another person monitors all processes. 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.

4. 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 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 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 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.

5. 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. Doing so will keep our future secure.

6. Process for when Misappropriation of Funds is Reported

An immediate and thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. A special meeting will be held within three days of the confirmation

- 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?
- d) The individual(s) who allegedly 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.
- e) 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.
- f) 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.
- g) 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.
- h) 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.
- i) 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.
- j) Balancing spirituality with responsibility, the individual(s) shall be removed from their service position, and shall not be considered for another position until they have dealt with the issue through following steps for restitution
- k) If the individual or individuals refuse to repay the money or agrees to a plan but does not follow through with the agreement, or if the people have 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 other services bodies as resources.

Section 4.06 Receipts and Payments

1. 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.

2. Reimbursements to Subcommittees

Reimbursement to Subcommittee Chairs shall be made by check.

3. 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 next month. No funds will be retroactive for the 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.

4. Travel Funding

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.

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 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.
- People who are 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.

Note: All travel expenditure may be limited or reduced based the availability of funds

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. In keeping with the spirit of the Second and Third Concept, an issue will be sent back to the home groups for a decision and allow only the GSR's to participate in the outcome. We are thrust in heretofore 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

1. 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.

2. Majority Vote

A simple majority vote of the total number of those eligible to vote will be required to pass a motion. It is suggested that the GSR should vote according to their group's conscience.

3. Order of Meeting 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
- Home Group Concerns/Open Forum
- CASC Officer's Reports
- Subcommittee/Adhoc/Task Team Reports
- New Business
- Nominations/Elections
- Closing Prayer

Note: The order of business can be modified at the discretion of the CASC Chairperson. The Administrative Committee will conduct a GSR orientation. 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.

4. CASC and 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) from 2 PM-4 PM. The meeting can be extended by a simple majority vote of GSRs in thirty-minute increments up to an hour. The CASC shall select the site

of the CASC meeting by a simple majority vote and announce any change in location or time 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.

5. Groups Requesting Membership

NA groups that choose to join 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 form to help ensure all information needed for the area meeting list is provided.

Section 5.02 Decision Making and Voting Procedures

1. Guidelines for Decisions

- For voting purposes, all Motions shall be voted on pursuant to Roberts Rules of Order. Wherein a "simple majority" shall carry a motion as passed.
- 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
- Elections are GSR or GSR alternate only vote
- Guideline/Policy changes, CAR motions, and Budget Revision motions shall be sent back to home groups for a vote.

2. 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.

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 due to 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 proxy, the other GSR's of the CASC will decide whether or not to allow the proxy.

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

Section 5.03 Rules of Order - Motions

1. 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

2. Making Motions

- Motions must be in written form and submitted before New Business.
- Motions may be made only by: GSR's, or alternates, proxies in their absence
- The Secretary or Treasurer and their Alternates
- Subcommittee Chairs

3. Motion rules

- Motions not submitted in writing prior to New Business must be carried over to the next CASC meeting.
- 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.

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. After a motion has been made and restated aloud by the Chairperson or Secretary, the Chairpersons can:

- Ask for a second. (Only GSR's, or alternates, proxies in their absence, may second; Lack of a second makes it a dead motion)
- Table the motion.
- Refer to committee.
- If the motion is out of order or refers to an outside issue, it is then tossed out.

4. 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

5. 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

6. Call for Vote

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

7. Voting

- Each member, as described, has but one vote.
- 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, also do not carry.

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 A: 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.

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.

Another person may monitor these practices. 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.

Misuse or theft of NA funds will not be tolerated. If a misappropriation is reported then the misappropriation of funds CASC policy will be applied:

Process for when Misappropriation of Funds is Reported

An immediate and thorough review of all books and financial records shall be conducted to make sure misappropriation of funds did occur. A special meeting will be held within three days of the confirmation.

- 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?
- d) The individual(s) who allegedly 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.

- e) 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.
- f) 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.
- g) 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.
- h) 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.
- i) 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

- j) Balancing spirituality with responsibility, the individual(s) shall be removed from their service position, and shall not be considered for another position until they have dealt with the issue through following steps for restitution
- k) If the individual refuses to repay the money or agrees to a plan but does not follow through with the agreement, or if the person(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 other NA service bodies 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 _____

Signed _____

Printed name

Printed name

Date

APPENDIX A: CASC POLICY MANUAL CHANGE HISTORY

Date Policy was Updated	Update Made By	Date Motion was Carried (if applicable)	Description of Change
9/9/2019	Sebastian D. / Policy Subcommittee Chair	N/A	<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 affect the impact or intent of CASC policy. • Updates based on motions carried since Jan. 2017, as follows:
		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	N/A	Updates based on motions carried since Dec. 2019, as follows:
		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.
		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.

Date Policy was Updated	Update Made By	Date Motion was Carried (if applicable)	Description of Change
05/02/2021	Richard J. / Policy Subcommittee Chair	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	Richard J. / Policy Subcommittee Chair	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
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 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.”
07/31/2023	Jason S., Secretary	July 2023	Updated 1.04B2 to remove the “3-month clause” for elections. Now reads: All election nominations must go back to the groups one month before elections regardless of how long the position has been vacant.
8/19/2023	Jason S., Secretary	August 2023	Removed all mention of proposals (3.04D – Policy Subcommittee; 5.01b – majority vote; 5.01F - policy manual updates; 5.01A1 – making decisions; all of section 5.04 – Rules of Order: Proposals
8/20/2023	Jason S., Secretary	N/A	General document clean-up, including: <ul style="list-style-type: none"> • Reformatting this table • Updating inconsistent page numbering • Article 2, Section 2.04c: changed “Alternate Chairperson” to “Alternate Secretary” in last sentence.

Date Policy was Updated	Update Made By	Date Motion was Carried (if applicable)	Description of Change
08/02/2024	James L. / Policy Subcommittee Chair	July 2024	Section 3.04 (c) (4) Increased the Convention Subcommittee spending cap from \$500 to \$2,000 before signing any legally binding contracts; amounts exceeding \$2,000 must be approved by the CASC and homegroups.
09/08/2024	Craig R. & James L./ Policy Subcommittee Chair & Vice-chair	June 2024	Policy Subcommittee submitted annual revised & updated version of the CASC Policy. Approved by CASC members and homegroups.
09/08/2024	James L. / Policy Subcommittee Chair	November 2024	The Literature Subcommittee submitted their subcommittee’s newly drafted policy for review and approval by the CASC members and homegroups. Approved and Revised.