



Chattahoochee/Flint River Area of Narcotics Anonymous

Policy

February 26, 1990

Edit INPROGRESS May 2015

The Area policy is a guide to conducting business on the area level.

Service Prayer of Narcotics Anonymous

God, grant us knowledge that we may work according to Your Divine precepts. Instill in us a sense of Your purpose.

Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours - in order that no addict, anywhere, need die from the horrors of addiction.

Preamble

Six groups from the Piedmont Area met and voted unanimously to form the Chattahoochee Flint River Area of Narcotics Anonymous on January 29, 1990. GRCNA recognized our Area the following month on February 26. We chose to adopt principles of our program that exemplify service rather than government. In accordance with this principle, we created a policy to assist in conducting Area business.

The intent of this document is to facilitate effective service. It is not meant to dictate or censor behavior, but to provide guidelines for the Area Service Committee.

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Treasurer	10.01.14	Treasurer allotted \$50.00 per month for printing and related supplies for forms and reports. As well as purchasing supplies not covered by rental contract (such as paper towels, toilet	5.01(e)3	PASS
Policy dc	10.03.14	Change the word "represented" to absent"	1.04.D	PASS

Motion Log

Type/Origin	Number	Motion	Policy Affected	Outcome
Policy SC	02.03.13	Change 5.02 Remove: Remove: (a) RSC Donation The ASC shall forward 75% of funds over prudent reserve to the RSC on a quarterly basis unless that leaves twice prudent reserve (\$1362.40); then the Area shall forward 100% of funds. If we fall below the prudent reserve, a minimum donation of \$25 will be sent to the RSC.	5.02	PASS
		Replacement: (a) RSC Donation 1. The ASC will decide on a quarterly basis what amount will be donated to the Regional Service Committee. Contingent on 5.02 (a) 2 The ASC will retain 25% over prudent reserve for the next month's expenses. (\$893.00 + \$223.25 = \$1116.25).		
Back to Basics	07.07.13	Change 5.07e from: Directly following the ASC meeting, all ASC funds collected are to be deposited the same day at the bank. Change to: Deposit funds the next business day (usually Monday no later than Tuesday)	5.07e	PASS
Policy	08.04.13	Change term limit of RCM from 1 year (implied) to 2 year (expressed)	2.03g2	PASS
Clean House	08.04.13	The ASC may spend up to \$100.00 to conduct business or buy supplies without submitting a request to groups for the expenditures therewith. (see amendment)	Art. 5	PASS
		Out of the ordinary expenses not enumerated in Art 5. Is voted by GSRs at the ASC. Effecting prior addition to the policy.	Art. 5	
IWH&W	10.06.13	Change item motioned at 08.04.13 to read: Create a petty cash allowance of \$100.00 per month which GSRs must vote at ASC for the usage of said monies. Any collective expenditure over \$100.00 must go back to groups.	Art. 5	PASS
Just For Today	01.05.14	Change Gas reimbursement to \$0.40 per mile and increase mileage to 240 miles	Art 5.a.1	PASS

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**Appendix 2
Motion Log**

<i>Type/Origin</i>	<i>Number</i>	<i>Motion</i>	<i>Policy Affected</i>	<i>Out-come</i>
Clean House	05.04.12	Purchase CAR report for each group instead of buying one and making copies to decrease financial impact of distribution	5.08 (d)	PASS
Literature/ Clean House	06.01.12	Increase literature reserve amount in policy from \$2500.00 to \$3000.00	5.08 (a)	PASS
H&I	07.01.12	Allow H&I operating funds of \$25.00/panel instead of \$25.00/institution	5.01.(c).1 TBL edit [IP]	PASS
H&I	07.02.12	H&I Chair should have one year H&I experience with H&I subcommittee	3.03.(d) edit [IP]	PASS
Clean House	08.01.12	Nominations will only go back to groups in May to prepare for new term in June. From June-April nominees may be voted into	4.03.(j)	PASS
Clean House	08.02.12	When a GSR is elected to a Administrative Body position, they may defer assuming office until the following ASC Meeting; this	2.02.(c)	PASS
Clean House	08.03.12	Money motions are discussed and voted on first (ahead of other motions).	1.5.(f)	PASS
Policy SC	08.04.12	Policy Reformatting: History of Area to Preamble, Financial Guidelines moved into own article (Article 5), and move Parlia-	Preamble, 1.04, 1.05, 5.xx	PASS
Back to Basics	08.05.12	Area Chair must have one year service in CFRANA at Area level.	2.03.a.(1).b	PASS
Policy SC	09?01.12	Remove phrase 'acting or interim' to read: GSR may be the chair to any...	3.05 (d)	PASS
Policy SC	09?01.12	Change definition of Administrative Committee	2.01	PASS
Learning How to Live	12.01.12	Make sure all financials are in order before donating to Regional Subcommittee	5.02	PASS
Policy SC	02.03.13	Change definition of Prudent reserve	5.1	PASS
Policy SC	02.03.13	Insert into 2.03 (e) 2 d an additional responsibility of the Treasure to read as: "The Treasurer notifies the ASC Body when we	2.0 (e) 2d	PASS
Clean House	12.02.12	ASC Chair holds key to ASC Post Office Box.	2.03 (a) 2o	PASS
Policy SC	03.03.13	Change 2.03e2g from ...Body when we dip into... to ...Body before we dip into... Change when the action is taken.	2.03e2g	PASS
Clean house	03.03.13	Add to 3.05: Stamp Literature before distribution with the Helpline stamp.	3.05	PASS

Stamp is held by: Literature, H&I Chair and Public Relations

d) Add new information based on the subject and verb of the idea, not the object

Example:

The subcommittee meets every month to discuss financial responsibilities.

File this in the section about subcommittees not in section about matters concerning money.

e) Few redundancies

Avoid redundant clauses in multiple parts of the document.

f) Avoid over complication of each idea

Article 1

The Area Service Committee

Section 1.01 **Purpose of the Area Service Committee**

The purpose of the Chattahoochee/Flint Rivers Area Service Committee (CFRASC) shall be to respond to the needs and collective conscience of its member groups, to support and encourage the unity, welfare, and growth of the Chattahoochee/Flint Rivers Area as part of the Georgia Region, as well as the Fellowship as a whole. The guidelines as contained in the current edition of the *Guide to Local Service* shall be utilized to expedite the business of the Chattahoochee/Flint Rivers Areas Service Committee in the cases to which they are not covered in these guidelines.

Section 1.02 **Definition and Function of the Area Service Committee**

The Area Service Committee (ASC) is the communicative channel for a unified fellowship, a tie that binds us together. We service as a link on the flow of communications from the member to the Georgia Region, and on to the worldwide fellowship of Narcotics Anonymous; establish a structure in which services and education are provided; and function as a vehicle through which our area, fellowship, and society can relate.

Section 1.03 **Boundaries of the Area Service Committee**

At this time, this committee shall serve groups which exist primarily with the boundaries of the Chattahoochee Valley of, East Alabama, West Georgia, whose member groups may extend outside the counties of Russell (Alabama), Muscogee, (Georgia), and not limited to the Chattahoochee Valley.

Section 1.04 **Parliamentary Authority**

- (a) **Quorum:** Quorum is half the number of the groups on the roll plus one. Unless quorum is reached, no business can be conducted. When an odd number of groups are on the roll, quorum is whatever number quorum was for the preceding even number.
- (b) **Lack of Quorum:** If quorum is not met and ASC business cannot be conducted, any outstanding bills can be paid. Literature may be sold to any group showing up, and group donations can be accepted.

Article 4. Considerations regarding editing the Policy Document

Clarity, precision, proper grammar, and transparency is essential to maintaining the policy document. The policy document is read by many different members at various times during their service. It is consulted when a problem arises during the Area Service Committee Meeting –when information must be found quickly. Consult an authorial guide for writers, like *The Simon & Schuster Handbook for Writers, edition 9*. (North America) when making grammar corrections or edits.

Section 4.01 Clarity and Transparency

- a) All physical changes must go back to groups.
- b) Present one idea per part
- c) Remove ambiguity
- d) Use clear language
- e) Literal interpretation must reflect implied meanings
- f) Clear organized structure

Section 4.02 Structure and form

a) Use a simple sentence structure Subject+Verb+Object

Avoid passive voice or implied ideas. In the second sentence there is an implied idea that this hypothetical subcommittee does not meet every month.

Example:

The subcommittee meets every month.

Rather than

Every month the subcommittee should meet.

b) Use proper grammar and correct spellings

c) Minimal usage of conjunction

2. Derives ASC Motion Policy Notations if the motion applies to CFRANA Policy
3. Clean-Time Requirement: 1 year
4. Term: 1 year (elected by subcommittee)

Section 2.03 Secretary

- a) Duties
 1. Takes notes during the ASC and follows motions pertaining to Policy
 2. Keeps Motion Log
 3. Edits Policy Document
 4. Updates Cloud Storage
 5. Updates file for public access (tiny URL)
 6. Clean-Time Requirement: 90 days clean
 7. Term Limit: 1 year (elected by subcommittee)

Article 3. Meetings of Subcommittee

Section 3.01 Public Subcommittee Meetings

This is a public meeting to: (1) discuss issues pertaining to the Policy document, (2) discuss issues Policy adherence by Trusted Servants, Subcommittees, and the ASC, (3) promote transparency and (4) to discuss motions and other considerations to go back to groups.

Section 3.02 Planning Meetings

This meeting is usually attended by the chair, Vice Chair and Secretary (any NA member is welcome) to discuss and plan for the Public Meeting and organize motions, edits or other concerns for presentation to the public meeting.

Art. 1 Sec. 1.04 Cont.

- (c) **Group Definitional Requirements:** All groups must have at least 2 members and be open for membership to all recovering addicts.
- (d) **Absenteeism:** If a group is absent at three consecutive ASC meetings, the group will be dropped from roll and notified that they are not needed to establish quorum. When they return, absent groups are allowed to vote at their second consecutive ASC meeting.
- (e) **New Groups**
 1. New groups' GSR or GSRA will be allowed to vote at their second consecutive ASC meeting.
 2. To be added to the ASC schedule, a group must join and participate in at least three ASC meetings. Also, new meetings (not officially a group) must be regularly held at least 90 days to be added to the schedule.

Section 1.05 Area Service Meeting

- a. Hold ASC the first Sunday of every month. If a major holiday falls on that weekend then it will be brought as a motion at the prior ASC meeting, and GSR's will vote to determine when the meeting will take place.
- b. ASC meets three times in Columbus to every one time in LaGrange. ASC meets in LaGrange in the months of April, August, and December.
- c. ASC meets in Columbus and at the site specified by the group that meets outside Columbus.
- d. Suspend order of business to recognize new groups.
- e. Pass the 7th Tradition basket for the Area general fund.
- f. All motions concerning monetary expenditures will be read and voted on first.
- g. An audit of the ASC bank account and literature must be completed during the months of May and November. The ASC Chair will appoint an Ad Hoc committee to perform these audits.
- h. An Area inventory will be held annually in July at ASC.

Art. 1 Sec. 1.05 cont.

(i.) Format

ASC starts at 2:00 pm EST with the following format:

Open meeting

Serenity prayer

Twelve Traditions

Twelve Concepts

Roll Call

Minutes

Reports:

Administrative reports

Sub Committee reports

Group reports

Pass 7th Tradition basket

Old business

Nominations

Hug break

Open Forum

New Business

Announcements

Close meeting

and to the ASC Secretary in the absence or vacancy of the ASC Vice-Chairperson. (Art. 3. Sec, 3.05e)

All subcommittees are required to provide a monthly financial report to include all supplies and inventory (literature, etc.) on hand. Report must be submitted in written form. (Art. 3. Sec, 3.05g)

Trusted Servants of Subcommittee

Section 2.01 Chair Person

a) Duties

1. The Chair Person has an active role in the ASC: Present motions and Subcommittee Report
2. Conducts Subcommittee Meeting
3. Schedules Subcommittee Meetings
4. Addresses Policy issues during the ASC
5. Clean-Time Requirement
6. 3 years

b) Term

1. 1 year (elected by ASC)

Section 2.02 Vice Chair Person

a) Duties

1. Substitutes for Chair during times of absence or vacancy of the Chair position

**Chattahoochee Flint River Area of Narcotics Anonymous Area Service
Policy Subcommittee Practices and Procedures**

Article 1. Definition of Subcommittee

The intent of this subcommittee is to facilitate adherence to guidelines set down by the predecessors of this Area's Fellowship. It is not meant to dictate or censor behavior, but to provide guidelines for service in the Chattahoochee Flint River Area of Narcotics Anonymous (CFRANA) Area Service Committee (and its subcommittees) and promote Unity in the Fellowship.

This subcommittee maintains the Policy document, avails copies of the document to the CFRANA Area, and assists other subcommittees with their policy documents.

Article 2. Pursuant to CFRANA Policy

Subcommittee chairs shall present a monthly report to the ASC along with any motions pertaining to their subcommittees. (Art. 3. Sec, 3.01a)

If, at any time, a subcommittee chair cannot complete his/her term requirements the clean time for subcommittee vice chair can be waived with ASC approval as interim chair. (Art. 3. Sec, 3.02a)

[The subcommittee will] review policy every three months at [a] policy subcommittee [meeting] (Art. 3. Sec, 3.05a)

[This] subcommittee shall submit their own policies to be included at the end of CFRANA Policy. (Art. 3. Sec, 3.05c)

[The] Policy chair will keep a policy log for all motions that affect policy, and will present ASC with an updated policy at the end of term. At the beginning of the new term Policy Chair will distribute a copy of the new policy to the ASC. If policy chair is vacant, responsibility of policy falls to the vice-chair of the policy committee. If no committee exists, duty falls to the ASC Vice-Chair

Article 2

The Administrative Committee

Section 2.01 Definition of the Administrative Committee

The Administrative Committee serves the needs of the *Chattahoochee/Flints Rivers Area*, conducts the business of the *Area Service Committee*, conducts financial transactions and encourages the growth of Narcotics Anonymous in this Area. The committee consists of ASC Chairperson, ASC Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member, and Alternate Regional Committee Member.

The Administrative Committee encourages the formation of new NA meetings in this area and provides start-up resources to new groups. Starter Kits, distributed by the *World Service Office*, are available to new meetings.

All trusted servants of this committee are required to act in accordance to spiritual principles: Service, Unity, Fiscal Responsibility, and Accountability. Application of the Twelve Steps, Twelve Traditions and Twelve Concepts is essential. The role of this committee is one of service –not government.

Section 2.02 General Requirements for the Administrative Committee

- (a) All nominees for administrative committee positions should have the following:
 - 1. A commitment to service.
 - 2. A willingness and resources to do the job.
 - 3. A working knowledge of the Steps, Traditions, and Concepts.
- (b) All nominees must submit a service resume in writing.
- (c) When a GSR is elected to an Administrative Body position, they may defer assuming office until the following ASC Meeting; this will allow the GSR to vote for their group in New Business.

Note: Clean time may be waived for non-financial positions with ASC approval.

Art. 2 cont.

Section 2.03 Specific Requirements for the Administrative Committee

(a) ASC Chairperson

1. Qualifications

- a. Three years clean time.
- b. Must have one year of service in CFRANA at the Area level.

2. Duties

- a. Arranges an agenda for monthly ASC.
- b. Presides monthly over ASC.
- c. Co-signer of ASC bank account.
- d. Votes only in case of a tie at ASC.
- e. Chair has the floor at all times. Members must be recognized by chair in order to be acknowledged on the floor. One member will be allowed to finish their statement before another begins.
- f. Attends all ASC meetings.
- g. May send motions back to groups for further input due to confusion, heated debate, or several abstentions on the floor.
- h. To protect the ASC from obviously frivolous or dilatory motions by refusing to recognize them.
- i. To enforce the rules relating to debate or to order decorum within the ASC when appropriate.
- j. To respond to member inquiries relating to parliamentary procedure or factual information bearing on the business of the ASC.

Hospitals and Institutions Subcommittee

- c) Have a working knowledge of the 12 Traditions
- d) Have experience as a panel member unless emergency requires otherwise.
- e) Have time and resources to fulfill commitment for at least one year.

Panel observer

- a) 90 days clean. (if the facility has a clean-time requirement of more than six months, this position is not possible.)
- b) Be willing to limit participation to reading. Observers are not to share until they meet the requirements of Panel Member.
- c) Gender of participants. Panel participants must be of the same gender as residents in the facility visited. Mixed gender panels will only be possible in co-ed facilities.

ARTICLE VII Suggested Formats For H & I Meetings

- a) Any format submitted to and approved by CFRANA H & I Subcommittee.
- b) Any format from the NA H & I Handbook designated for the type of facility in which the meeting is held.

It is our intent as a service committee of CFRANA to always remain within the guidelines put forth in the NA H & I handbook. Any questions which may arise in the future not covered by this policy statement should be settled by referring to those guidelines.

Art. 2 Sec. 2.03 cont.

- k. To declare the meeting adjourned when the ASC so votes, or at any time in the event of a sudden emergency affecting the safety of those present.
 - l. To conduct the meeting with impartiality and fairness.
 - m. To appoint all Ad Hoc Committees.
 - n. Represents the ASC at Regional Committee Meetings in the absence of the RCM and RCMA.
 - o. Holds key to ASC Post Office Box.
- (b) ASC Vice Chairperson
- 1. Qualifications
 - a. Three years clean time.
 - b. Service experience at the area level.
 - c. Willingness to become Chairperson at conclusion of office. (This is not automatic.)
 - 2. Duties
 - a. Coordinates all subcommittee functions in the absence of their chairperson.
 - b. In the absence of the Area Chairperson, shall perform the duties of the Chairperson.
 - c. One of the co-signers on the ASC bank account.
 - d. Attends all ASC meetings.
- (c) Secretary
- 1. Qualifications
 - a. One year clean time.
 - 2. Duties
 - a. Records all proceedings of the ASC.
 - b. Prints and distributes minutes of ASC to all administra-

Art. 2 Sec. 2.03 Ter. b. cont.

tive committee members, GSRs and subcommittee chairpersons.

- c. The minutes must be out no later than two weeks after the last ASC meeting.
- d. ASC minutes are to include the following: Roll Call, ASC Minutes, Treasurer Report, RCM and RCMA Report and all RSC-related items, all subcommittee reports, Group reports, (alphabetically) all motions (including those dying for lack of a Second), ASC service resumes, GSR report form, Subcommittee report form, Area Request/Reimbursement form, Literature order form, Motion form, all CFRANA Area Fliers.
- e. Include all flyers of Groups and Area in minutes.
- f. Quarterly RCS motions to be included in Area minutes.
- g. Trains Alternate Secretary.
- h. Attends all ASC meetings.
- i. Co-signer of ASC bank account.
- j. Holds key to ASC Post Office Box.
- k. Keeps a permanent archive of ASC minutes and brings one year's worth to monthly ASC meeting.

(d) Alternate Secretary

1. Qualifications

- a. Six months clean time.
- b. Willingness to assume secretary's position at conclusion of secretary's term of office (this is not automatic).

2. Duties

- a. Performs the duties of the secretary in the Secretary's absence.
- b. Assists the Secretary in performance of all duties.

- d) In case of resignation or removal, the Vice-Chairperson shall temporarily assume the position of Chairperson until the Area elects a new Chairperson.
- e) Suggested clean time is one (1) year.

Section 3. Secretary

- a) To record the minutes of all meetings.
- b) To keep records of all Committee members.
- c) Maintain a list of attendance of all meetings.
- d) Maintain a correspondence file.
- e) Suggested clean time is one (1) year

ARTICLE VI Requirements to serve on panels

Panel leader

- a) Six months clean or meet clean-time requirements of the facility in which the panel meets, whichever is greater.
- b) Have a clear NA recovery message.
- c) Have a working knowledge of the 12 Traditions
- d) Have experience as a panel member unless emergency requires otherwise.
- e) Have time and resources to fulfill commitment for at least one year.

Panel member

- a) Six months clean or meet clean-time requirements of the facility in which the panel meets, whichever is greater.
- b) Have a clear NA recovery message.

Hospitals and Institutions Subcommittee

Sections 4. Removal from the Committee is necessary when any of the following situations arise:

- ◆ Relapse
- ◆ Failure to carry out tasks and responsibilities
- ◆ Misappropriation of Fellowship funds.

ARTICLE V Officer Qualification and Responsibilities

Section 1. Chairperson

- a) Elected by the CFRANA according to CFRANA Policy.
- b) Conduct meeting in an orderly manner.
- c) Maintain regular communication and correspondence between CFRANA H & I Sub-committee, CFRANA Service Committee, and Georgia Regional H & I Subcommittee.
- d) Attend CFRANA Monthly Meetings and make a monthly report of subcommittee activities.
- e) Serve as representative to the RSC, and submit a written quarterly report to RSC
- f) Suggested clean time – two (2) years.
- g) One (1) year experience in H & I work.

Section 2. Vice-Chairperson

- a) Compile, maintain, and update a list of appropriate hospitals and institutions in the Region.
- b) Maintain and update a map of the Region that denotes the H & I meetings within Region.
- c) Preside over the Sub-committee meetings when the Chairperson is unavailable.

Art. 2 Sec. 2.03 Ter. d cont.

- c. Attends all ASC meetings.

(e) Treasurer

1. Qualifications

- a. Three years clean time.
- b. One year service at area level.
- c. Knowledge of bookkeeping.
- d. Currently employed.

2. Duties

- a. Custodian of ASC bank account.
- b. One of six co-signers of area bank account.
- c. Shall make a report of contributions and expenditures at every regular ASC meeting, as well as an annual report at the end of the fiscal year.
- d. Attends all ASC meetings.
- e. Disperses funds necessary in accordance with financial guidelines.
- f. Reconciles the ASC checkbook to the bank statement.
- g. The Treasurer notifies the ASC Body when we dip into the Prudent Reserve.

(f) Alternate Treasurer

1. Qualifications

- a. Two years clean time.
- b. One year of service at the group level.
- c. Knowledge of bookkeeping.
- d. Willingness to take over Treasurer's position at the end of term. (This is not automatic!)

Art. 2 Sec. 2.03 Ter. f cont.

2. Duties

- a. Will hold ASC checkbook when Treasurer is not able to attend ASC.
- b. Shall make a report of financial matters at ASC when Treasurer is not in attendance.
- c. Attends all ASC meetings.
- d. Dispenses checks for Treasurer whenever needed to do so.

(g) Regional Committee Member (RCM)

1. Qualifications

- a. Two years clean time.
- b. Service experience at the area level.
- c. Willingness to give the time and resources necessary for the job.

2. Duties

- a. 2 year term.
- b. Co-signer of area bank account.
- c. Attends all RSC meetings.
- d. Attends all ASC meetings.
- e. Holds key to ASC Post Office Box.
- f. Speaks for members and groups of CFRANA at the Georgia Region level.
- g. Works for the good of N.A., providing two-way communication between the Area and the rest of N.A., particularly with neighboring ASCs.
- h. Submits a written report to the ASC following the RSC meeting.

to CFRANA for approval.

ARTICLE III Membership and Elections

Section 1. Membership shall consist of all interested members whose home group is a part of CFRANA.

Section 2. All officers (except Chairperson) are elected by a majority vote by the membership.

Section 3. The Chairperson will vote as a tie breaker.

Section 4. In no case may any officer of the Committee cast two (2) votes, i.e., if the officer is also Area H & I Chairperson.

Section 5. The Chairperson is elected by the ASC as prescribed by CFRANA policy. All other officers are elected at the following H & I subcommittee meeting.

Section 6. All positions are for a period of one (1) year.

Section 7. Interim appointments or elections shall not constitute a full term.

ARTICLE IV Membership Requirements

Section 1. Membership shall consist of all members from groups within the CFRANA who are interested in furthering the work of the H & I Subcommittee.

Section 2. Members should develop a working knowledge of the 12 steps and 12 Traditions, service structure and H & I guidelines.

Section 3. Members shall have the time ability to make the commitment to serve on the Area H & I Sub-committee.

ARTICLE I Basic Definitions Of The Sub-Committee

The H&I Sub-committee is a standing Sub-committee of the Chattahoochee Flint Rivers Area of NA Service Committee. H & I has been created in harmony with Tradition Nine to unify efforts of 12 step work within Hospitals & Institutions. We shall maintain an effective liaison and cooperate with CFRANA. This committee shall adhere to the H & I guidelines approved by the Fellowship through the World Service Conference.

ARTICLE II Functions of the Sub-committee

Section 1. The serve as a pooling place of area H & I experience and resources.

Section 2. To conduct monthly business meetings.

Section 3. To provide a communication link between the Area and Regional levels of H & I service work.

Section 4. Compile, maintain and update a list of all appropriate hospital and institutions in the Area and keep track of which ones are served by Area Committees and which ones are not serviced at all.

Section 5. Maintain and update a map of the Area that denotes H & I meetings.

Section 6. To hold a yearly H & I service workshop.

Section 7. To support input for publication in the H & I newsletter, "Reaching Out"

Section 8. To review and update the guidelines as necessary.

Section 9. To encourage NA members to carry the message through H & I service.

Section 10. To submit any changes or amendments to these guidelines

Art. 2 Sec. 2.03 Ter. g cont.

- i. May serve on one or more ASC subcommittees, but not as a chairperson.
 - j. Holds a quarterly GSR workshop.
- (h) Alternate Regional Committee Member (RCMA)
- 1. Qualifications
 - a. One year clean time.
 - b. Willingness to become RCM upon ASC approval the following year. (This is not automatic.)
 - 2. Duties
 - a. Performs duties of RCM in absence of the RCM,
 - b. Works closely with the RCM in performing all duties.
 - c. Attends all RSC and ASC meetings.
 - d. May serve on one or more of ASC committees, but not as a chairperson.

Article 3 Subcommittees

A subcommittee is established to serve any specific need that arises within the Area. No subcommittee shall take actions, which are contrary to the approved WSC Service Manuals, the Twelve Traditions and the Twelve Concepts. These will be included as addenda to CFRANA Policy.

Section 3.01 Reports

- (a) Subcommittee chairs shall present a monthly report to the ASC along with any motions pertaining to their subcommittees.

Section 3.02 Waiver of Clean Time

- (a) If, at any time, a subcommittee chair cannot complete his/her term requirements the clean time for subcommittee vice chair can be waived with ASC approval as interim chair.

Section 3.03 Qualifications

- (a) Two years clean time. (Except for Policy and Literature chairs, must have three years clean time.)
- (b) A working knowledge of the Twelve Steps and the Twelve Traditions.
- (c) Service experience to the group or area level. (Policy chair must have at least one year service at an area level.)
- (d) The H & I Chairperson must have one year H & I experience with CFRANA H & I Subcommittee.

Section 3.04 Standing Committees

- (a) The following standing committees shall exist:
 - ◆ Area Activities and Anniversaries.
 - ◆ Hospitals and Institutions.
 - ◆ Literature.
 - ◆ Policy.
 - ◆ Public Relations.

Public Relations Subcommittee Policy

Trusted Servants

All trusted Servants must be nominated by subcommittee members and voted into their positions.

1. Chair Person

- a) Nominated and voted into service by the Area Subcommittee's processes.
- b) One year clean time
- c) One year service at group or area level
- d) Working knowledge of the Twelve Steps and Twelve Traditions

2. Vice-chair Person

- a) One year clean time
- b) One year service at group or area level
- c) Working knowledge of the Twelve Steps and Twelve Traditions

3. Secretary

- a) Six months clean-time

4. Treasurer

- a) One year clean time
- b) Have a personal bank account

Area Activities and Anniversaries Subcommittee Policy

No policy available

Art. 3 cont.

Section 3.05 **Area Requirements for Subcommittees**

- (a) Review policy every three months at policy subcommittee.
- (b) To buy literature from WSO to maintain *up to* \$3,000.00 reserve for sale to groups, and other subcommittees. (For Literature subcommittee only.)
- (c) All subcommittees shall submit their own policies to be included at the end of these policies.
- (d) GSR may be the chair to any subcommittee, but must abstain from any votes on any motions relating to that subcommittee. The group can be represented by GSRA in these instances.
- (e) Policy chair will keep a policy log for all motions that affect policy, and will present ASC with an updated policy at the end of term. At the beginning of the new term Policy Chair will distribute a copy of the new policy to the ASC. If policy chair is vacant, responsibility of policy falls to the vice-chair of the policy committee. If no committee exists, duty falls to the ASC Vice-Chair and to the ASC Secretary in the absence or vacancy of the ASC Vice-Chairperson.
- (f) Literature will only be sold at the monthly ASC. Literature sales may begin one hour prior to the ASC. All literature orders must be in by 2:00pm. In the event of a member's death, the Eternity medallion can be sold outside of the ASC meeting.
- (g) Literature Chair is a co-signer of the ASC bank account.
- (h) All subcommittees are required to provide a monthly financial report to include all supplies and inventory (literature, etc.) on hand. Report must be submitted in written form.
- (i) Stamp Literature before distribution with the Helpline stamp.
- (j) Stamp is held by: Literature, H&I Chair and Public Relations

Art. 3 cont.

Section 03.06 Ad Hoc Subcommittees

- (a) Formed as necessary to accomplish tasks not covered by the standing committees.
- (b) Disbanded when the task is complete and a report is presented.
- (c) Established by appointment by the chair.

**Appendix 2
Subcommittee Policies**

Policies for the following standing subcommittees are included in this section as required by CFRANA Policy:

1. Area Activities and Anniversaries
2. Public Relations
3. Hospitals and Institutions
4. Literature
5. Policy

Art. 5 Sec. 5.07 cont.

(c) Printer and Office Supplies

1. Budget for ASC printer copier supplies: 6 cartridges @ \$25.00 each, 1 case of legal paper @ \$50.00 each, staples/ pinch clips \$20.00. Totaling \$220.00 for a 90-day period.

(d) Bi-Annual Purchase of CAR Reports

1. Every 2 years the ASC purchases and distributes a copy of the CAR report to each home group.

Article 4
Area Procedure

Section 04.01 Participation in the Area Service Committee

(a) The following shall have a voice on the Area floor:

1. Anyone wishing to speak MUST raise their hand and be recognized by the Chair.
2. GSRs and Subcommittee chairs or their alternates have recognition priority in all discussions.

(b) The following only can make motions:

1. GSRs or their alternates (in the absence of the GSR)
2. Subcommittee chairs or their vice-chair (in the absence of the subcommittee chair).
3. ASC vice-chair.
4. RCM and RCMA.
5. All motions must be seconded on the floor by a GSR of their alternate (in the absence of the GSR).

(c) Participation in Motions

1. Main motions: three pro/three con.
2. Amendment: three pro/three con.
3. Reconsider a previous question: three pro/three con.
4. Extending a discussion may be initiated at the discretion of the Area chair.
5. A call for a vote is not debatable and must be seconded.
6. If the Chairperson or Vice Chairperson steps down from their position for any participation in a motion they may not take their position back until after the vote on that motion, or the motion is tabled.

(d) Anyone wishing to be recognized must raise their hand except:

1. Point of order (to request clarification of the Rules of Order if they appear to have been broken).

Art. 4 Sec. 4.01.Trs. d cont.

2. Appeal to the chair (to challenge a decision made regarding Rules of Order).
3. Point of information (a question about the discussion or for clarification of the point).
4. Personal Privilege (to make a personal request of the chair or committee, it must be urgent).
5. Parliamentary Privilege (to ask the chair about how to do something according to the Rules of Order).

(e) Order of ascension for chairing ASC meeting:

- ◆ Chairperson
- ◆ Vice-Chairperson
- ◆ Policy Chairperson
- ◆ RCM
- ◆ RCMA
- ◆ Secretary

Note: *If all of the above are absent the ASC meeting is automatically adjourned.*

Section 4.02 Voting on Motions

(a) Voting Eligibility

1. GSR or their alternates (in absence of GSR.)
2. Written proxies are not considered valid.
3. Chair or the acting chair (in the absence of the chair) may vote ONLY to break a tie.

(b) Voting participants will raise a hand to indicate yes, no, or abstention vote.

(c) Motions:

1. All matters other than policy changes require a simple ma-

Art. 5 Sec. 5.07 cont.

2. If two members of the same household both qualify to sign checks, only one will be eligible to sign. Order of ascension for this circumstance is as follows:

- ◆ Treasurer
- ◆ Chair
- ◆ Vice-Chair
- ◆ Literature Chair
- ◆ RCM
- ◆ Secretary

(d) Signature Cards

1. A new signature card for the ASC bank account must be signed by all trusted servants required to do so at the bank as soon as possible before the next ASC whenever new trusted servants are elected (usually June) or when a signer leaves office. No exceptions!

(e) Deposits

1. Deposit funds the next business day (usually Monday no later than Tuesday)

Section 5.08 Other Financial Commitments

(a) Literature

1. CFRANA maintains a Literature reserve of up to \$3000.00 for purpose of use by H&I, Public Relations and for sale to member groups.

(b) Starter Kits

1. ASC will maintain 1 starter kit to contain: 1 set of readings and "The Group" booklet.

Art. 5 Sec. 5.07 cont.

3. No one that is a signer of the ASC bank account will be allowed to sign a check made out to themselves. No exceptions!
4. In the absence of the ASC Treasurer or ASC checkbook at the ASC Meeting, the ASC may use cash as needed to carry out Area business. Receipts for cash dispensed and received must be used.

(b) Treasurer / Management of Funds

1. A copy of each month's bank statement (with the account number blackened out) will be included in the treasurer's report. No exceptions!
2. If the Treasurer misses two consecutive ASC meetings, or three in six months, the Treasurer is automatically removed from office. This action will not require a vote from the GSRs.
3. If the Treasurer is experiencing personal difficulties, the ASC will talk to them and remove the checkbook from their possession if appropriate.

(c) Checks and Signatories

1. It is necessary for 2 out of 6 ASC members to sign Area checks. Signers to be as follows:
 - ◆ Chair
 - ◆ Vice-Chair
 - ◆ Treasurer
 - ◆ Literature Chair
 - ◆ Secretary
 - ◆ RCM

Art. 4 Sec. 4.02 Trs. C Ssc 1 cont.

- majority vote of the present voting members.
2. Policy Changes
 - a. 51% of voting members are present.
 - b. Policy changes must pass by a majority vote.
 - c. All policy changes must be sent back to the groups for input before any vote is made.
 3. Abstentions are a null vote. Chairperson or Vice-Chairperson (in absence of Chairperson) breaks a tie.
 4. It is under the discretion of the Area Chairperson (or acting Chairperson) to send policy changes back to the groups in the case of several abstentions.

Section 4.03 Election of Trusted Servants

- (a) Nominations should be solicited by group conscience of each group within the area. All offices open to election will be announced one month prior to the election to enable GSRs to solicit nominations from their groups. All nominations must be made by a person able to make a motion. All offices will come up for re-election in June with nominations in May.
- (b) An explanation from the approved service manual and these ASC guidelines is needed to establish each position's responsibilities, per office.
- (c) The position is announced and nominations are taken, all nominees must be present for nomination and election, and also submit a written service resume at nomination and also read that resume to the ASC.
- (d) Person nominated state clean time and previous positions held, and if not fulfilled, state reasons why in writing.
- (e) A two-thirds majority of GSR's needed for election of trusted servants.
- (f) After accepting nominations from group conscience, the Chair

Art. 4 Sec. 4.03 Trs. f cont.

will ask the floor if there are any further nominations.

- (g) A motion is made to close nominations and must be seconded.
- (h) Voting is done by paper ballot.
- (i) This procedure is repeated until all positions are filled, by a process of elimination.
- (j) Nominations will only go back to groups in May to prepare for new term in June. From June-April nominees may be voted into office immediately.
- (k) If more than two nominees are running for a position, a vote is taken by closed paper ballot. If no nominee receives a two-thirds majority, a run-off vote between the two nominees with the highest vote counts is taken. The nominee with a simple majority is declared winner. A tie between two or more nominees is sent back to groups.
- (l) If a nominee is voted on and does not get elected, they cannot be re-nominated for the same position until 30 days have passed (the next ASC).

Section 4.04 Resignation

- (a) Voluntary: Given in writing to the ASC Chairperson prior to the next ASC meeting.
- (b) Involuntary:
 - 1. Relapse during term of office.
 - 2. Changing home groups to one outside of the Area.
- (c) Removal from office:
 - 1. Misses three ASC meetings in a row or five within a year. (If RCM or RCMA miss two RSC meetings in one year, they can be removed from office. There are only four RSCs in a year).
 - a. A motion will be made that the office be vacated.

Art. 5 Sec. 5.05 Trs. a cont.

by CFRANA. The CAR report is issued once every two (2) years.

(b) Workshops / Learning Days

- 1. Once per year, any elected ASC Officer can be reimbursed \$50.00 for a one night stay, and gas reimbursement for attendance of one workshop or learning day outside of the CFRANA area provided they have attended the last two ASC meetings. Gas reimbursement cannot exceed the amount that RCM receives to go to the RSC (\$96.00)

(c) Regional PR & H&I Meetings

- 1. ASC will provide gas allowance to the Area PR and HI subcommittee chairs to attend the Regional PR/HI meetings in the same amount the RCM/RCMA receives.

Section 5.06 Regional Service Committee

(a) Conference Accommodation Allowance

- 1. For the RSC, the Area shall provide the RCM with the full amount for a room in advance. (If RCM and RCMA are male and female; the Area shall provide the full amount for two rooms.) The room reserved for this Area at the RSC will be open to all members of the Area who wish to attend the RSC. The RSC and RCMA will have priority on the beds.

Section 5.07 Bank Account

(a) Specifications

- 1. No commitment for funds not available
- 2. Checks are only issued at the ASC meeting.

Section 5.03 Funds Allotment Annually

(a) Activities & Anniversaries SC

1. Available in June every year, start-up money \$200.00.

(b) ASC P.O. Box

1. Available every August, \$92.00 for the ASC P.O. Box.

Section 5.04 Unused Funds

Any unused funds will be returned to the treasurer at the next ASC meeting along with receipts.

(a) Administrative Committee [See 5.01 (e) 1]

(b) Subcommittees

1. Activities and Anniversary subcommittee will start with \$200.00 at the beginning of term for fund raising purposes and allowed to hold all monies raised for future Area events. At the end of the term, remaining money and a financial report will be returned to ASC.

Section 5.05 Reimbursements

All reimbursement requests must include a valid receipt from the transaction before presentation to the treasurer.

(a) RCM

1. Gas reimbursement for the RCM to attend the RSC meeting is \$0.40 per mile with a cap of 230 miles maximum reimbursement (\$96.00).
2. RCM and RCMA each get \$20 for meals for the RSC weekend.
3. A CAR report will be purchased for each group recognized

Art. 4 Sec. 4.04 Trs. C Ssc 1 cont.

- b. At the discretion of the Area chair the motion may be tabled, at which time, the officer will be allowed to explain his/her absence from ASC meetings.

2. Any member of the ASC will be able to initiate a motion to impeach any elected officer for cause:

- a. Non-performance of duties.
- b. Intentional negligence in the performance of duties of the office held.

- (d) The elected officer has a due process right to defend themselves before the ASC membership prior to the vote on the motion to impeach.

- (e) If an elected officer of the ASC is impeached, they cannot be re-nominated for that position, or nominated for another elected ASC position until one year has passed from the time they were impeached.

Section 4.05 Reports

All reports are to be given to the Secretary at the ASC following presentation. Only the Treasurer, RCM, or RCMA from the administrative committee will give a report.

**Article 5
Financial Guidelines**

The ASC may spend up to \$100.00 to conduct business or buy supplies without submitting a request to groups for the expenditures therewith.

Section 5.01 Funds Allotments Monthly

(a) Ascension of Bills

1. Phone line is the first bill that Area pays.
2. Area pays for printing of meeting schedules.
3. All other expenses.

(b) Subcommittee Operation Funds

1. \$25.00 for each subcommittee for operating funds, except: H&I \$25.00 / panel. There may be multiple panels in a single institution.

Expense	Monthly Amount
Phone Line	\$135.00
Secretary Allotment	\$60.00
Treasurer Allotment	\$50.00
Area Meeting Rent	\$35.00
RSC Weekend	\$236.00 per quarter
Activities & Anniv. SC	\$25.00
H&I SC (\$25 per panel)	\$100.00
Public Relations SC	\$25.00
Literature SC	\$25.00
Policy SC	\$25.00

(c) Prudent Reserve.

1. The Prudent Reserve is money set aside to cover expenses when all other funds are depleted. The Prudent Reserve is \$611.00.

Art. 5 Sec. cont.

(d) Savings for Activities and Anniversaries. SC / ASC PO Box.

1. Beginning in June of each year, The ASC saves \$24.34 each month so that that following June there will be \$200 start-up money for Activities and Anniversaries SC, as well as \$92 for the ASC P.O. Box. [See 5.03]

(e) Administrative Committee

1. Secretary allotted \$60.00 per month for printing, and related supplies and an additional \$15.00 for mailing or gas reimbursement for delivery of the ASC minutes. Return any unused funds to the treasurer at the next ASC meeting along with receipts. [see 5.04]
2. Treasurer allotted \$50.00 per month for supplies (printing, forms and supplies for ASC such as coffee, paper towels, etc.) Return any unused funds to the treasurer at the next ASC meeting along with receipts. [see 5.04]
3. The ASC has a petty cash allowance of \$100.00 per month which GSRs must vote at ASC for the usage of said monies. Any collective expenditure over \$100.00 must go back to groups.

Section 5.02 Funds Allotment Quarterly

(a) RSC Donation

1. Ensure all financial obligations to the Area and the groups are met before making a discussion on how much money to donate to the Regional Subcommittee.
2. The ASC will decide on a quarterly basis what amount will be donated to the Regional Service Committee. Contingent on 5.02 (a) 2
3. The ASC will retain 25% over prudent reserve for the next month's expenses. (\$611.00 + \$152.75 = \$763.75)