

**ANCHOR AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

POLICIES AND PROCEDURES

LAST REVISED – JANUARY 8, 2015



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“To carry the message to the addict who still suffers”

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Anchor Area Service Committee of Narcotics Anonymous -Policies and Procedures
"To carry the message to the addict who still suffers"

Revision History

Date of Revision	Item	To Policy	Revised by
2015-01-08	Change Bullet M of 6.2 - AASCNA Function from "Maintain a mailing address"	6.2 M. Update to current practices	Michelle H. – RCM
2015-01-08	Replace the word "guidelines" to "P&P's" throughout the document	Edited and replaced to all references	Michelle H. - RCM
2015-01-08	Add Bullet D to 8.3 - RCM	8.3 Highlight RCM responsibilities	Michelle H. - RCM
2015-01-08	Add Bullet E to 8.3 - RCM	8.3 Highlight RCM responsibilities	Michelle H. - RCM
2015-01-08	Add Bullet F to 8.3 - RCM	8.3 Highlight RCM responsibilities	Michelle H. - RCM
2015-01-08	Add Bullet G to 8.3 - RCM	8.3 Highlight RCM responsibilities	Michelle H. – RCM
2015-01-08	Add Bullet O to 8.5 - Secretary	8.5 Update to current practices	Michelle H. - RCM
2015-01-08	Change Bullet M of 8.5 – Secretary from Coordinate and maintain a current mailing address of the AASCNA	8.5 M. Update to current practices	Michelle H. - RCM
2015-01-08	Remove Bullet E from 13.2 – Literature "All Sub-committees must submit their literature orders one month in advance"	13.2 – Literature – we don't follow this	Michelle H. - RCM
2015-01-08	Add to note in 15.1 – Monthly Reports	15.1 The Secretary needs to communicate ASC business to all Homegroups regardless of ASC attendance	Michelle H. - RCM
2015-01-08	Add to 15.2 – GSR Reports	15.2 It is not the Secretary's responsibility to transcribe the meeting. A written report is required	Michelle H. - RCM
2014-10-09	Changed Executive Committee to Administration (Admin) Committee throughout the document	Edited and replaced to all references	Michelle H. - RCM
2014-10-09	Add Bullet "E" to Treasurer's duties	8.4 To include appropriate questions for safeguards of AASC funds	Michelle H. - RCM
2014-10-09	Add Bullet "F" to Treasurer's duties	8.4 To include appropriate questions for safeguards of AASC funds	Michelle H. - RCM
2014-10-09	Add Bullet "H" to Chairpersons duties	8.1 To conduct meeting with impartiality and fairness	Michelle H. - RCM

Anchor Area Service Committee of Narcotics Anonymous -Policies and Procedures
"To carry the message to the addict who still suffers"

Date of Revision	Item	To Policy	Revised by
2014-10-09	Changed Determination of Quorum for Area Business	10.2 To reflect actual practice used at AASC	Michelle H. - RCM
2014-10-09	Changed Determination of Quorum for Group Business	10.4 To reflect actual practice used at AASC	Michelle H. - RCM
2014-10-09	Changed Voting Methods "D" Removal of service member for non-compliance	12.3 Changed from 3 consecutive meetings to 2	Michelle H. - RCM
2014-10-09	Changed Activities to Activities Fundraising Efforts	13.6 Name of and duties of the Chair and it's Committee were completely revamped and changed	Michelle H. – RCM
2014-03-20	Changed the name of the bank account to Narcotics Anonymous AASC	14.1 Funds A. "the account shall be known as AASCNA"	Michelle H. - Secretary
2014-03-20	Changed "Guidelines" to "Policies and Procedures" throughout document.	Edited and replaced to all references.	Michelle H. - Secretary
2014-03-20	Inserted changes to existing policy for the Serenity on Simcoe Campout Committee Passed April 14 th , 2011	4.4 Participants for the AASCNA – Sub-Committees 7.2 Suggested Clean Time for Officers and Sub-Committees-Sub-Committees Added Section 13.8 Sub-Committees of the AASCNA – Serenity on Simcoe Campout Committee 15.1 Reporting Procedures – Monthly Reports	Michelle H. - Secretary
2014-03-20	Removed Halton from our Regions.	Article #2 Service Area	Michelle H. - Secretary
2014-03-20	Increased the Prudent Reserve to \$3,000.00 as per motion previously passed.	14.1 D) Funds - General	Michelle H. - Secretary
2014-03-20	Increased Literature Inventory to \$2,000.00 as per motion previously passed.	13.2 A) Sub-Committees of the AASCNA - Literature Sub-Committee	Michelle H. - Secretary
2014-03-20	Changed the value of the starter kit to \$75.00. As per motion previously passed.	14.5 Funds - AASCNA Support for New Groups	Michelle H. - Secretary
2014-03-20	Increased Activities float to \$500.00. Feb. 14, 2013 meeting as per motion passed.	13.6 Sub-Committees of the AASCNA - Activities Sub-Committee	Michelle H. - Secretary
2009-03-12	Changed the value of the starter kit from \$50 CDN to \$68.46 as per motion passed	14.5 AASCNA Support for New Groups	Naz B -RCM
2009-03-12	Removed bullets A-C, since the subcommittees listed are not	14.3 Area Floats and funds	Naz B -RCM

Anchor Area Service Committee of Narcotics Anonymous -Policies and Procedures
"To carry the message to the addict who still suffers"

Date of Revision	Item	To Policy	Revised by
	allowed to carry a float. Update from motions previously passed.		
2009-03-12	Added bullets A-F in section 13.2 regarding the management of AASC literature.	13.2 Area Literature policy	Naz B -RCM
2009-02-15	Inserted Section 15.2 – Regarding GSR s providing group reports to the AASC	Monthly Reporting – GSR Monthly Reports	Naz B -RCM
2008-11-13	Inserted revision history section after the table of contents		Naz B - RCM
2008-11-13	Article 12. 1 was broken down to 3 sub bullets – 12.1a), b), c)	12.1	Naz B - RCM
2008-11-13	Revised the terms for the RCM and Alt RCM to 2 year terms commencing on alternating years	12.1	Naz B - RCM
2008-10-09	Changed the subcommittee name of Public Information to Public Relations	Did and Edit and replace to all references	Naz B - RCM
2007-09-16	Formatted and/or edited entire document		Tyler L. - Alternate Chair

Article #1

NAME

The name of this committee shall be the Anchor Area Service Committee of Narcotics Anonymous. This Committee will also be referred to as the AASCNA.

Article #2

SERVICE AREA

Regions of York, Peel, and any other groups in the surrounding area that wish to participate on this committee. The AASCNA is part of Zonal Region 5 in the World Service Structure.

Article #3

GUIDELINES PURPOSE

The purpose of these Policies and Procedures shall be to administer and to coordinate the activities common to the welfare of the Narcotics Anonymous Groups in our service area.

Article #4

PARTICIPANTS OF THE AASCNA

The participants of the AASCNA shall consist of the Administration (Admin) Committee, Participants, and Observers.

4.1 - Admin Committee:

- Chair
- Vice Chair
- RCM (Regional Committee Member)
- Alternate RCM

- Treasurer
- Alternate Treasurer
- Secretary
- Alternate Secretary

4.2.0 - Voting Participants:

Voting participants shall be defined as:

- GSR's (Group Service Representatives)
- Alternate GSR's or Acting GSR's

(For GSR responsibilities, please refer to "A Guide to Local Service in N.A." - The N.A. Group, pages 36-37)

4.2.1 - Area Business:

GSR's, Sub-Committee Chairs, and the Admin Committee Members, (with the exception of AASCNA Chair and Vice Chair) are eligible to vote on Area Business. Should a GSR or Sub-Committee Chair be absent, the alternate for these positions assumes their vote.

4.2.2 - Group Business:

GSR's or in their absence, the Alternate, is eligible to vote on matters of group conscience.

4.3 - Non-Voting Members:

N.A. members not addressed elsewhere in these Policies and Procedures shall be classed as observers.

4.4 - Sub-Committees:

Sub-Committees shall consist of the following:

- Literature
- Hospitals and Institutions (H&I)
- Public Relations (PR)
- Helpline
- Newsletter
- Activities Fundraising Efforts
- Ad-Hoc
- Serenity on Simcoe Campout Committee (SOS)

Article #5 AASCNA MEETINGS

AASCNA Meeting time and place is subject to change at any time by majority vote of the voting members. At the time of the Policies and Procedures publication, AASCNA is presently held on the second Thursday of each month, at All Saints Church, 12935 Keele Street, King City, Ontario, Canada. The AASCNA meeting will start promptly at 8:00pm. The AASCNA meeting is open to all N.A. members, but is closed to the public.

Article #6 FUNCTION

6.1 - AASCNA Purpose:

The purpose of the AASCNA is to help carry the message of recovery to the addict who still suffers; to be supportive of its member groups, and to further the growth and unity of the

fellowship as a whole.

6.2 - AASCNA Function:

The basic function of the AASCNA is to administer and coordinate business and activities common to the various groups comprising of its membership, in accordance with the 12 Traditions of N.A., specific functions include, but are not limited to:

- A. Create Sub-Committees to respond to the needs of the area as they rise.
- B. Help its member groups deal with their basic situations and needs.
- C. Facilitate the communication of information to and from the groups in the area.
- D. Provide information and guidance to member groups.
- E. Hold regular business meetings.
- F. Hold service workshops and learning days.
- G. Ensure the accountability of all Sub-Committees to the Area and the accountability of the Area to the Fellowship.
- H. Be supportive of the ORSCNA (Ontario Regional Service Committee of Narcotics Anonymous) and the WSO (World Service Organization).
- I. The AASCNA and its sub-committees shall comply in all action with the following:
 - The 12 Traditions of Narcotics Anonymous
 - The 12 Concepts of Narcotics Anonymous
 - The AASCNA Policies and Procedures
 - Roberts Rules of Order
 - Any other special rules of order the AASCNA has adopted
- J. The first order of business for the newly elected committee is to review and revise the current AASCNA Policies and Procedures and keep them up to date as necessary.
- K. The AASCNA encourages the use of all N.A. service related manuals, including "The Guidelines to Local Service in N.A." in the development or modification of policy as needed or deemed necessary.
- L. The Chair, as necessary, with 7 days' notice, may call a special meeting.
- M. Maintain an electronic emailing address list and phone numbers of AASC body members.

Article #7

SUGGESTED CLEAN TIME FOR OFFICERS AND SUB-COMMITTEES

7.1 - Admin Committee:

- | | |
|-----------------------|----------|
| • Chair | 2 years |
| • Vice Chair | 1 year |
| • RCM | 3 years |
| • Alternate RCM | 2 years |
| • Treasurer | 2 years |
| • Alternate Treasurer | 1 year |
| • Secretary | 1 year |
| • Alternate Secretary | 6 months |

7.2 - Sub-Committee:

- | | | |
|------------------------------|----------------|---------------------|
| • Literature | Chair: 1 year | Alternate: 6 months |
| • Hospitals and Institutions | Chair: 2 years | Alternate: 1 year |
| • Public Relations | Chair: 2 years | Alternate: 1 year |
| • Helpline | Chair: 1 year | Alternate: 6 months |

- | | | |
|----------------------------------|----------------|---------------------|
| • Newsletter | Chair: 1 year | Alternate: 6 months |
| • Activities Fundraising Efforts | Chair: 2 years | Alternate: 1 year |
| • Serenity on Simcoe Campout | Chair: 3 years | Alternate: 2 years |

Article #8
DUTIES OF OFFICERS

All officers must have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts, AASCNA Policies and Procedures, and to attend all AASCNA meetings. All officers are to notify the Admin committee of any impending absences. Each officer will provide a monthly written report. All alternates are to be aware of the officer's duties and be prepared to carry out these duties as required.

8.1 - Chair

It is the duty of the Chair of the AASCNA to:

- A. Open the AASCNA meeting at the appointed time by taking the chair, and calling the meeting to order to conduct and maintain order as set out in Roberts Rules of Order.
- B. Establish an agenda and execute in the proper sequence.
- C. Ascertain that a quorum exists, and to maintain it throughout the AASCNA meeting.
- D. Protect the assembly from frivolous or derogatory actions by refusing to recognize them.
- E. Authenticate by the Chairpersons signature, when necessary, all acts, orders, and proceedings of the assembly and committees.
- F. Declare the meeting adjourned when the assembly so votes, or at a time prescribed in the agenda, or at any time in the event of a sudden emergency affecting the safety of those present.
- G. Determine the difference between Area and Group Business.
- H. Conduct the meeting with impartiality and fairness

8.2 - Vice Chair

It is the duty of the Vice Chair of the AASCNA to:

- A. Be prepared, in the absence of the Chair, to serve as Chair.
- B. Oversee the functions of the Sub-Committees.
- C. Represent the Admin Committee as a non-voting member of all Sub-Committees.
- D. Act as a parliamentarian for the AASCNA meeting.

8.3 – RCM (Regional Committee Member)

It is the duty of the RCM of the AASCNA to:

- A. In the absence of Chair and Vice Chair, to serve as Chair.
- B. Represent the AASCNA at each ORSCNA meeting.
- C. Provide the Chair with additional agenda items, if appropriate, for the next regular meeting of the ORSCNA, thirty days prior to the next ORSCNA meeting.
- D. Report information from the Regional meeting to the AASC and provide information to get group conscience as required.
- E. Be responsible for obtaining Regional website access credentials from the ORSCNA Web-servant and updating/editing/deleting the Anchor Area meetings so they are consistently up-to-date.
- F. Be responsible for adding any Area or Group events/activities from the Anchor Area to the Regional Website Events page. It is the responsibility of the Chair of the event/activity to provide all details of the event and any electronic version of any flyer for uploading to the site.

- G. Be responsible for presenting a Report at the ORSCNA meetings highlighting any projects/activities, progress, problems and Area Conscience. Report sheet is provided at the ORSCNA meeting.

8.4 - Treasurer

It is the duty of the Treasurer of the AASCNA to:

- A. Be the custodian of the AASCNA funds.
- B. Be a co-signer of the AASCNA bank account.
- C. Disburse funds as necessary in accordance with the AASCNA decisions.
- D. Make a report of all receipts and disbursements and distribute copies to all GSR's and Admin Committee members at the monthly AASCNA meeting.
- E. Be subject to questions about financial responsibility (personally and in N.A.) as outlined in World Service Bulletin #30 – Theft of NA funds.
- F. Suggest to be employed and/or have a visible means of support.

8.5 - Secretary

It is the duty of the Secretary of the AASCNA to:

- A. In the absences of the Chair, Vice Chair, and the RCM, to call the AASCNA meeting to order and preside until the immediate election of a Chairperson pro-term.
- B. Manage and update the AASCNA registration, and official membership list.
- C. Distribute copies of the minutes to each officer and member prior to the next month's meeting.
- D. Call the roll where it is required.
- E. Keep a record of all the proceedings and file all reports of the AASCNA.
- F. Maintain the AASCNA files and archives.
- G. Make the minutes and records available for viewing by any N.A. member.
- H. Notify officers, committee members, and delegates of their election or appointment, and to furnish committees with whatever documents are required for the performance of their duties.
- I. Sign all certified copies of acts of the AASCNA as required.
- J. Maintain records in which the guidelines, special rules of order, standing rules and minutes are entered with any amendments to these documents properly recorded, distributed and to have current records on at every meeting.
- K. Notify the participants of each special meeting, utilizing such method of notification agreed upon by the AASCNA.
- L. Type the correspondence of the AASCNA when it is not a function proper to the other officers, or to the AASCNA.
- M. Coordinate and maintain an electronic emailing address list and phone numbers of the AASCNA body members.
- N. Provide a copy of the AASCNA guidelines to new groups.
- O. Email all Admin, Sub-Committee Reports, Handouts and GSR Points to all AASC contacts. It is the responsibility of the AASC body members to get their report and any handouts electronically sent to the Secretary or they won't be included.

8.6 - Alternates

The responsibilities of all alternates shall be to assume the duties of their respective Admin members in their absence.

Article # 9

DUTIES OF VOTING AND NON-VOTING PARTICIPANTS

9.1.0 - Voting Participants

Voting participants shall be defined as:

- GSR's (Group Service Representatives)
- Alternate GSR's or Acting GSR's

(For GSR responsibilities, please refer to "A Guide to Local Service in N.A." - The N.A. Group, pages 36-37)

9.1.1 - Area Business:

GSR's, Sub-Committee Chairs, and the Admin Committee Members, (with the exception of AASCNA Chair and Vice Chair) are eligible to vote on Area Business. Should a GSR or Sub-Committee Chair be absent, the alternate for these positions assumes their vote.

9.1.2 - Group Business:

GSR's or in their absence, the alternate, is eligible to vote on matters of group conscience.

9.2 - Non-Voting Participants

A non-voting participant is permitted to debate, question, enter or second motions and nominations, present reports, present personal points of privilege, call for points of order and/or query the chair. Such participants shall not be allowed to cast a vote on any matter requiring such, nor will they be permitted to appeal any decisions of the chair.

Article #10 QUORUM

10.1 - Area Business

Area business is to be defined as the day-to-day operations the AASCNA as determined by the chair.

10.2 - Determination of Quorum for Area Business

- Eligible voting members shall be defined as GSR's, RCM, Secretary, Treasurer, and Active Sub-Committee Chairs, who have not missed two consecutive AASCNA meetings.
- A quorum shall consist of one-half of AASC eligible voting members being represented at any time during the ASC meeting.
- A group becomes eligible by its GSR attending an ASC meeting. A group is considered ineligible upon its second consecutive absence from an ASC meeting. An ineligible group may again become an eligible voting member by its GSR attending an ASC meeting.

10.3 - Group Business

Group business shall be defined as matters affecting groups as a whole, as determined by chair.

10.4 - Determination of Quorum for Group Business

- A quorum shall consist of one-half of AASC eligible groups being represented at any time during the ASC meeting.
- A group becomes eligible by its GSR attending an ASC meeting. A group is considered ineligible upon its second consecutive absence from an ASC meeting. An ineligible group may again become active by its GSR attending an ASC meeting.

Article #11
VOTING PROCEDURES FOR MOTIONS

11.1 - Voting Procedures

The voting method is by show of hands. Voting will be taken by request from the Chair to see hands of all in favor, and then all opposed, then all abstaining on each issue. The Chair should ask for all three categories each time, to be thorough, even when the majority is overwhelming. A simple majority is all that is required to pass a motion. Simple majority is 50% + 1.

Article # 12
ELECTION PROCEDURES

12.1 - Terms of Office (Admin & Sub-Committee)

- A. Terms of office for all Admin and Sub-Committee Chairpersons shall be for a period of one-year commencing on January 1st through to December 31st.
- B. The positions of RCM and ALT RCM shall be two-year terms commencing on alternating years.
- C. One person cannot hold the same position for more than two terms, unless no nominees are presented.

12.2 - Nominations

Nominations shall be held in the month of October and be announced at the preceding meeting. A person shall be nominated and seconded verbally by any recognized participant and must be in attendance, at which time they will be given an opportunity to share with the AASCNA their qualifications and respond to any questions or have submitted a service resume at the time of nomination.

12.3 - Voting Methods

- A. Voting by secret ballot shall be used for elections & dismissal of Admin and Sub-Committee Chairs. The Chair shall delegate balloting.
- B. A simple majority shall be required to elect.
- C. In cases where there are more than two nominees, the nominee with the least amount of votes is removed from the next ballot.
- D. A service member may be removed from their position for non-compliance. A 2/3 vote is required for removal. Non-compliance includes, but is not limited to:
- E. Loss of clean time.
- F. Non-fulfillment of the duties of the position.
- G. Absence from 2 (two) consecutive regular meetings of the AASCNA without prior notification to the AASCNA Chair. (Prior submittal of report does not constitute absence).

An officer of this committee may resign by providing written notice to the Chair at least 2 weeks in advance of the upcoming regular meeting of the AASCNA.

Article # 13
SUB-COMMITTEES OF THE AASCNA

13.1 - Establishing Sub-Committees

All Standing Sub-Committees of the AASCNA shall create and adopt guidelines that are consistent with "A Guide to Local Service of N.A.", the 12 Traditions of N.A. and the most up to date information from the World Service Conference of Narcotics Anonymous. The AASCNA may establish Sub-Committees as required to perform certain duties. The voting members of

the AASCNA shall form these standing Sub-Committees, upon approval. At the establishment of these Sub-Committees, a Chair shall be elected by the voting members at a regular AASCNA meeting. All Sub-Committee positions with the exception of the Chair shall be elected within the sub-committee. All Sub-Committees are asked to present a yearly budget at the January AASCNA meeting.

13.2 - Literature Sub-Committee

The Literature Sub-Committee shall conform to the purpose and function outlined and set forth in the "Handbook for Narcotics Anonymous Literature Committees" which has been approved by the WSC of N.A.

- A. The AASC literature chair shall maintain an inventory of literature not to exceed \$2,300.00
- B. Group orders will be fulfilled through this on hand inventory.
- C. Groups may purchase literature at the monthly AASC meeting. All funds received during the course of these transactions will be submitted to the AASC treasurer.
- D. No transactions for literature sales will take place between AASC monthly meetings.
- E. Any specialty orders must be submitted one month prior.

13.3 - Public Relations Sub-Committee (PR)

The Public Relations Sub-Committee shall function according to the guidelines set forth in the "Guide to Public Information", and any subsequent modifications, which are approved by WSC of N.A.

13.4 - Hospitals and Institutions Sub-Committee (H&I)

The Hospital and Institutions Sub-Committee shall conform to the purpose and functions outlined in "Hospitals and Institutions Guidelines" and any subsequent modifications, which are approved by WSC of N.A.

13.5 - Newsletter Sub-Committee

The Newsletter Sub-Committee shall refer to the "Handbook for N.A. Newsletters" item #2106, which has been approved by the WCS of NA.

13.6 - Activities Fundraising Efforts

All AASC Homegroups and members are invited to plan and implement events that promote unity within the fellowship. In doing so, they will follow the 12 Steps and the 12 Traditions of Narcotics Anonymous. Each AASC supported event is directly responsible to the AASCNA, its groups and members. Homegroups have the autonomy to still have their own events.

- A. The Activities Fundraising Efforts will have an elected Chairperson who oversees the Events going on in the Area. The suggested Clean Time Requirement is 2 years. This Chair is not responsible for planning, implementing or attending these Events (although they are allowed to put forward a proposal). The Chairperson's role is to act as a liaison between the AASC and the Event Chairperson and report on the progress and final event report and accounting of funds. Events are to be presented to the AASCNA 60 days in advance. Events are based on a first come, first serve basis. Depending on how many events that are going on at one time and the ability of the AASC to offer a start-up float (i.e. prudent reserve, available funds) each event request will be handled individually. Float maximums will be \$300.00-\$500.00. Secret ballot voting will

- determine the outcome.
- B. A projected budget (detailing costs and expected revenue) is to be submitted when events are proposed to the AASCNA.
 - C. A report showing detailed expenses, revenue generated, and attendance will be submitted at the AASCNA meeting that immediately follows the conclusion of the activity.
 - D. Each single event must have a Chairperson with a one year clean time requirement and if the event deals with money the Chairperson must have a 2 year clean time requirement or a Treasurer with 2 years clean time on the Committee. The Chair and Treasurer are subject to questions about their financial responsibility (personally and in N.A.) as outlined in World Service Bulletin #30 – Theft of NA funds.
 - E. All receipts for expenses will be turned in with a report and accounting after each activity to the AASC Activities Fundraising Efforts Chairperson."
 - F. The Activities Fundraising Efforts Chairperson will be the custodian of leftover supplies from events and will make them available for use at future events.

13.7 - AD Hoc Committees

The AASCNA Chair shall have the authority to form Ad-Hoc Committees and appoint Chairpersons to such committees as deemed necessary to fulfill special functions. The AASCNA Chair shall specifically designate the purpose, membership, and duration of any such Ad-Hoc Committee.

13.8 – Serenity on Simcoe Campout Committee

The Serenity on Simcoe Campout Committee is responsible for planning and holding the annual function known as Serenity on Simcoe (SOS), which happens on the Labour Day long weekend of each year. The purpose of this campout is to bring recovering addicts, friends and family members together in celebration of recovery and togetherness. To adhere to the Policies and Procedures set forth by the AASCNA in regards to the Sub-Committees in Article 13.1 and as a secondary function of this committee it is to donate any additional funds generated by the campout back to the AASCNA.

Additional items that this Committee is responsible for include:

- Having a Chair elected at the AASCNA in October, to be the single point of accountability for funds and communication between the Sub-Committee and the AASCNA.
- Create an active Sub-Committee by March in time for the first required attendance at the Area meeting in April.
- The Chairperson will attend the Area meeting each month for a 7 month period from April to September and once again in October for the purpose of elections.
- The Chairperson will have all of the rights and responsibilities of other Sub-Committees including budget, monthly reports, etc.
- Developing an active Sub-Committee which will handle the various tasks which are required to put on an event of this size. And in conjunction with this Committee to make and maintain a Campout Handbook which will be passed along to future committees.
- To maintain the spiritual principles of our program in the decision making processes, and to always keep the rotation of learning/teaching involved. This also relates to having active Alternates for each Sub-Committee.

**Article #14
FUNDS**

14.1- General

- A. The AASCNA shall open and maintain a bank account for the purpose of holding funds. The account shall be known as the Narcotics Anonymous AASC. All disbursement of funds is to be made at the AASCNA meetings with 2 of the 3 signatures required. Signatories to be the Treasurer and two other Admin Committee members, to be decided within the Admin Committee.
- B. All funds are subject to disbursement by the AASCNA Treasurer. All non-budgeted expenses must have prior approval by majority vote of the AASCNA.
- C. An audit can be called at the discretion of the Chair of the AASCNA at any time.
- D. The AASCNA shall maintain a prudent reserve of \$3,000.00. \$25 per month shall be set aside for a quarterly ORSCNA donation or to the WSO.
- E. Literature Sub-Committee Chair shall be absolved of all liability for lost or stolen literature.

14.2 - Dissolution

The assets of the AASCNA, in the event of dissolution, shall be distributed to the ORSCNA or the WSO.

14.3- Float Funds

All other expenses are to be reimbursed upon presentation of receipts at the AASCNA meeting.

14.4 - RCM Travel Expenses

The AASCNA shall reimburse the AASCNA RCM for the most economical mode of travel to and from the ORSCNA meetings.

14.5 - AASCNA Support for New Groups

A literature donation valued at \$75.00 shall be made available to all newly registered groups. This package is to include "A Guide to Local Services in N.A."

14.6 - Deposits

An \$11.70 key deposit exists with Canada Post for the AASCNA P.O. Box.

Note: Please keep in mind that as trusted servants, we are responsible for the funds of the fellowship, and every effort should be made to keep expenses to a minimum.

**Article #15
REPORTING PROCEDURES**

15.1 - Monthly Reports

The following will be complete a monthly report:

Admin Committee:

- Chair
- Vice Chair
- RCM
- Treasurer
- Secretary

Sub-Committees:

- Literature
- Hospitals and Institutions
- Public Relations
- Helpline
- Newsletter
- Activities Fundraising Efforts
- Ad-Hoc (if applicable)
- Serenity on Simcoe Campout Committee

These reports should include the following:

- Summary of past month's business, activities, agenda, and accomplishments.

Note: All reports should be typed or legibly written and submitted monthly. Reports should be emailed to the Secretary no later than the weekend following the AASCNA meeting or they won't be included with the monthly email of Reports and Handouts from the AASC body.

15.2 – GSR Monthly Reports

All GSRs will submit a written report to AASC. Report to include: Meeting night and time, number of active members, contact information, meeting type (i.e.: CD, OS, etc.), average attendance, newcomer attendance, upcoming medallions or group events, prudent reserve and contribution to AASC, group concerns for Area, any group consciences to be returned to AASC. Each group will have 1 minute max to read report. All reports will be submitted in writing for the archives. GSRs will be permitted to read their report prior to the AASC Admin and Sub-committee reports. If reports are not written and submitted they will NOT be included in the minutes.

**Article #16
MOTION PROCEDURES**

For guidelines pertaining to motion procedures, refer to "A Guide to Local Service in NA", pages 107-114.

**Article #17
AMENDMENT OF GUIDELINES**

The AASCNA guidelines may be amended by a 2/3 majority vote, at the regular meetings of the AASCNA, or at a special meeting by the AASCNA, provided the exact wording of the amendment has been submitted in writing and announced at a previous regular meeting.

These Policies and Procedures were last amended on January 8, 2015.