

Anchor Area Service Committee  
Of  
Narcotics Anonymous  
Policies and Procedures



Revision March 2021

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## Revision History

Date of Revision	Item	To Policy	Revised by
2021-12-9	Regional Donation to 60% above prudent reserve	14.1 D	Emily w PR
2021-03-09	Update AASC meeting location to Cornerstone to Recovery Newmarket	Article 5	Emily. W- PR
2021-03-09	13.3 addition of webservant position	13.10	Emily W. -PR
2020-03-31	12.B Change of term length Public Relations Chair	12.B	Emily W –Adhoc
2020-03-31	Article 4 ASCR voting member	Article 4	Emily W –adhoc
2020-03-31	Area Service Convention Representative Duties	13.9	Emily W -Adhoc
2020-03-31	Ballot Voting method	12.3A	Emily W –adhoc
2018-11-7	Change language to reflect when GSR’s give their report	Article 15.2	Jim B-RCM
2018-11-7	Revise donation level to ORSCNA To reflect consensus reached in March of 2017	Article 14.1D	Jim B- RCM
2018-11-7	Revise language regarding quorum to reflect current practice at AASCNA	Article 10	Jim B- RCM
2018-11-7	Revise language to clarify who has voting privileges at AASCNA	Article 9	Jim B-RCM
2018-11-7	Revise language describing participants of AASCNA	Article #4	Jim B-RCM
2015-11-12	Increase Literature “Inventory Budget” in P&P’s to reflect current stock from \$2,300.00 to \$3,000.00.	13.2 Literature Sub-Committee	Michelle H.
2015-10-08	Any position that is a signing officer on a bank account, directly handling funds, literature or merchandise must have 2 years clean time.	7.1;7.2 Change clean time requirements.	Michelle H. – Acting Secretary
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

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<b>Date of Revision</b>	<b>Item</b>	<b>To Policy</b>	<b>Revised by</b>
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 Home groups 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
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

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<b>Date of Revision</b>	<b>Item</b>	<b>To Policy</b>	<b>Revised by</b>
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 <sup>th</sup> , 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 allowed to carry a float. Update from motions previously passed.	14.3 Area Floats and funds	Naz B –RCM
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

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<b>Date of Revision</b>	<b>Item</b>	<b>To Policy</b>	<b>Revised by</b>
2008-11-13	Revised the terms for the RCM and Alt RCM to 2 year terns 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**

- **Group Service Representatives (GSR'S)**
- **Administration Committee shall consist of:**
  - Chair
  - Vice Chair
  - RCM (Regional Committee Member)
  - Alternate RCM
  - Treasurer
  - Alternate Treasurer
  - Secretary
  - Alternate Secretary
- **Sub-Committees shall consist of:**
  - Literature
  - Hospitals and Institutions (H&I)
  - Public Relations (PR)
  - Helpline
  - Newsletter
  - Activities Fundraising Efforts
  - Ad-Hoc
  - Serenity on Simcoe Campout
  - Area Service Committee Representative (ASCR)
  - Web Master
- **Any NA member may attend an AASCNA meeting and will be considered an observer.**



**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 Cornerstone to Recovery, 570 Steven Ct B, Newmarket, 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.

### 6.3 - Atmosphere of Recovery

#### 1. Dealing with hostile, threatening or excessively disruptive behaviour

As members of AASC, we agree to come together in unity to further our primary purpose in an atmosphere of recovery. By doing so we will work together to ensure that our service meetings are a safe and respectful environment for all. Members or visitors speaking or acting in a way that is hostile, threatening or excessively disruptive to the meeting or another member can be subject to ejection.

Examples of hostile, threatening or excessively disruptive behaviour are as follows (but not limited to): yelling at another member(s), personal attacks, swearing or using profanity in a manner that is hostile or negative toward another member(s), any direct or implied threats toward another member(s), physical posturing and/or ignoring the Chairperson's request to refrain. BEHAVIOUR DESCRIBED IN 6.3.1 MAY RESULT IN A MOTION FOR REMOVAL AS DESCRIBED IN 6.3.2

### Section 2 - Removal

A motion for dismissal with due cause must be entered and seconded. The Trusted Servant will be notified by means of the contact information they have provided to AASC, and shall be afforded the opportunity to speak on their own behalf at either the current or next AASC meeting. A two-thirds vote is required for removal.

### Article #7

#### SUGGESTED CLEAN TIME FOR OFFICERS AND SUB-COMMITTEES

##### 7.1 - Admin Committee:

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

##### 7.2 - Sub-Committee:

- |                                  |                |                     |
|----------------------------------|----------------|---------------------|
| • Literature                     | Chair: 2 years | Alternate: 2 years  |
| • 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: 2 years  |
| • Serenity on Simcoe Campout     | Chair: 3 years | Alternate: 2 years  |
| • Web Master                     | Chair: 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 VOTING AND NON-VOTING PARTICIPANTS**

#### **9.1.0 - 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-

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Committee Chair be absent, the alternate for these positions assumes their vote

**9.1.0 - 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**

The minimum attendance level required for area business to be conducted is 50% plus one of eligible members (as defined in 9.1.0) in attendance at previous meeting of AASCNA.

**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**

The minimum attendance level required for group business to be conducted is 50% plus one of eligible members (as defined in 9.1.1) in attendance at previous meeting of AASCNA.

**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 favour, 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 1<sup>st</sup> through to December 31<sup>st</sup>.
  - B. The positions of Public Relations Chair, 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.

### A.1-Secret Ballot

Secret ballot voting shall be used for election and dismissal of ORC officers

### A.2-Tellers

One or Two non-voting members appointed by the Chair. Teller initialled ballots will be distributed to and collected from all voting participants by the tellers.

- Ballots, indicating vote only, shall be tallied by CHAIR.
- Results of secret ballot votes shall not be published by number.
- The AASC Chair shall announce the results of the vote.

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.

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### **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 \$3,000.00
- 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 NA

### **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 budge, 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.
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### **13.9 – Area Service Convention Representative(ASCR)**

The Duties of the ASCR shall include attending via the webinars all Ontario Regional Convention of Narcotics Anonymous (ORCNA) Committee meetings and report on these meetings to AASC. The ASCR may at times spearhead fundraising events for ORCNA in the Anchor Area, but is not required to do so by AASC.

### **13.10 – Web Master**

The Web Master Chair of the AASC is a voting position.

- A. The Web Master chair and or committee member shall be responsible for attending and submitting a written report to the AASC
- B. Work with the Regional Web Master to update passwords and all other affairs as they relate to the maintenance care of the AASC website and online platforms
- C. Work with groups to update meeting information on the BMLT
- D. Upload documents to g suite
- E. Back up all documents on the AASC g suite annually on a flash drive
- F. Work with the RCM and Public Relations chairs as it relates to the creation and implementation of the g suite platform.
- G. Shall adhere to the guidelines set forth by the Guide to Local NA service and The Public relations Handbook

## **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. AASCNA will budget 60% of the balance above the prudent reserve quarterly to be contributed to the ORSCNA. It is to be given to the RCM (in conjunction with the ORSCNA meeting)
- 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.

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#### **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. If reports are not written and submitted they will NOT be included in the minutes.

## **Article #16**

### **MOTIONPROCEDURES**

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.