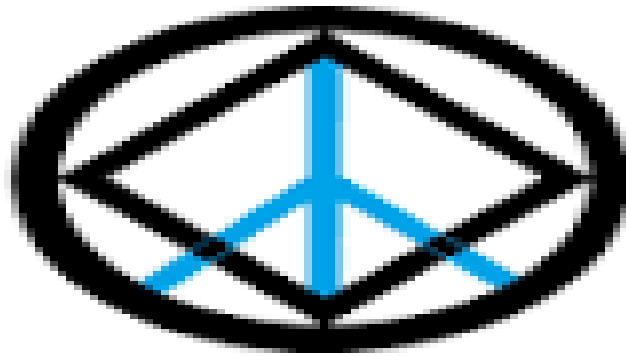


# **Peace River Area**

## **Of Narcotics Anonymous**



# **Policy**

As of August 2017

We establish ASC guidelines to clarify our responsibilities and articulate clearly the ground rules that each of us (that are privileged to serve) will observe and respect. Just as our **3<sup>rd</sup> tradition** reminds us, we are all equally members of Narcotics Anonymous. We put our expectations clearly in writing here so that each participant of the Peace River Area Service Committee can expect the same ground rules to apply whether we come as the newest member or the longtime service participant, a GSR or some other Trusted Servant. These guidelines are intended to help us “be of” service in developing them now or adjusting them in the future, we should regularly look to our **12<sup>th</sup> Concept**, which reminds us:

***In Keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.***

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## **The Definitions of an Area Service Committee**

An Area Service Committee (ASC) is made up of service representatives (GSR'S) from within a designated area. They meet monthly for the express purpose of serving the specific needs of its member Groups and to unify the Groups within that area.

The most important service which an ASC provides is that of supporting the Groups. Whenever a Group has a specific situation or need which it has been unable to handle on its own, it can come to the ASC for help. These situations are nearly limitless in scope, but we have learned that we can get much accomplished when we work together to carry the message of recovery.

An ASC may perform other functions which are of help to the Groups. It may help Groups get started or give aid to floundering Groups, hold workshops, or seminars to train trusted servants, or look for potential places to keep a stock of literature which the Groups can purchase. The point is that an ASC handles whatever functions are necessary or helpful to its Groups.

The attracting of new members, the planning and implementation of activities, and the aid given to Groups with specific situations are services which require much more effort than a monthly meeting. In order to provide these services, an ASC needs the active participation of its GSR's. Each GSR must keep their Group informed and must represent that Group's conscience in all committee decisions. GSR'S should evaluate each vote in terms of the needs of those they serve.

It also takes money to provide these services and it is a Group responsibility to offer this support. Usually, as an area grows, the financial need of its ASC also grows. In order to provide a full line of services, the ASC requires a steady flow of money. Some areas provide these funds through activities. This alternate course of financial support may be helpful but the final responsibility still falls on the Group members.

In order to coordinate its services, each ASC elects' officers and subcommittee chairs yearly. Their leadership helps to provide the incentive and direction needed for the respective services of their position to be completed. Upon election, the officers or subcommittee chairs must resign any other area position. No ASC trusted servant may hold more than one area position at a time.

## **The Twelve Traditions of Narcotics Anonymous**

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our Group purpose, there is but one ultimate authority – a loving God as he may express Himself in our Group conscience; our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each Group should be autonomous, except in matters affecting other Groups, or NA as a whole.
5. Each Group has but one primary purpose – to carry the message to the addict who still suffers.
6. An NA Group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA Group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. NA has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

## **The Twelve Concepts for Narcotics Anonymous Service**

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a service structure, which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making process.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

## ASC Meeting Format

*Prior to opening meeting Chair announces, please make donation, turn in literature order, and turn in all flyers to Secretary for approval.*

- 1. Open Meeting with Serenity Prayer**
- 2. Read the Definition of an ASC, The 12 Traditions and 12 Concepts.**
- 3. Welcome any new GSR's, Alternates, or Visitors** (Read by Chairperson)
- 4. Roll Call 1** (Administrative Officers, Committee Chairs, and GSR's, ask for new groups, and establish quorum)
- 5. Secretary's Report** (Chairperson asks if all GSR's received the minutes and are there any additions or deletions- If none will entertain a motion to accept)
- 6. Pass the Basket** (The basket is passed to help pay for any refreshments.)
- 7. RCM Report**
- 8. Group Reports** (GSR's will read any group concerns, issues, or announcements.)
- 9. Subcommittee Reports** (5 minutes each with 5 minutes for questions)
  - a) H & I
  - b) Group Service
  - c) Policy
  - d) PI/Phonelines
  - e) Activities
  - f) Newsletter
  - g) Outreach
  - h) Ad-Hoc
  - i) Literature
- 10. Open Forum** (Any NA member may address the ASC without rebuttal)
- 11. Recess** (15 minutes. Be sure all motions are turned in before New Business)
- 12. Roll Call 2** (Re-establish quorum. Show of hands by GSR's)
- 13. Old Business** (Read by Vice-Chair)
- 14. New Business** (Read by Chairperson. Pre-arranged agendas have priority, motions should be made in writing and submitted to the area Secretary.)
- 15. Elections of Officers** (If necessary)
- 16. Treasurer's Report** (The treasurer will go over financial report answering any questions, note any changes, and then move for the report to be accepted, with or without corrections.)
- 17. Review Business of the Day** (Read by Secretary)
- 18. Establish Next Meeting Time and Place**
- 19. Close Meeting with the 3<sup>rd</sup> Step Prayer**

## A. VOTING

1. GSR'S ARE THE ONLY VOTING MEMBERS AT AN ASC MEETING OR THEIR ALTERNATES IN THEIR ABSENCE, PROVIDING THE ALTERNATE IS CARRYING THE GROUP CONSCIENCE.
2. NEW GROUPS SHALL HAVE VOTING PRIVILEGES AT THE 2ND CONSECUTIVE ASC MEETING THEY ATTEND. THEY SHALL THEN BE INCLUDED IN ROLL CALL, COUNT AS PART OF THE VOTING PARTICIPATION OF THE AREA FOR QUORUM PURPOSES, AND THEIR MEETING SHALL BE ADDED TO THE AREA MEETING LISTS.
3. THE FOLLOWING CAN MAKE OR SECOND MOTIONS: GSR'S, VICE-CHAIR, TREASURER, SECRETARY, RCM, AND SUB COMMITTEE CHAIRS.
4. DISCUSSION ON MOTIONS SHOULD BE LIMITED TO 3 PRO/3 CON.
5. ALL VOTING WILL BE DONE BY A SHOW OF HANDS.
6. IF THE MAJORITY IS ABSTAINING VOTES, THE MOTION WILL BE SENT BACK TO THE GROUPS FOR A REVOTE. ONLY THE YEA'S AND NAY'S ARE COUNTED AS VOTES CAST. ABSTENTIONS STAND ALONE.
7. A 2/3 YES VOTE IS REQUIRED FOR POLICY CHANGE, AMENDMENTS TO POLICY, OR FORMING NEW POLICIES. ALL POLICY CHANGES, INCLUDING AMENDMENTS OR NEW POLICY CHANGES, MUST GO BACK TO GROUPS. ALL OTHER BUSINESS REQUIRES A SIMPLE MAJORITY (MORE THAN HALF) TO PASS. ALL MONEY MOTIONS OTHER THAN NORMAL BUDGETED ITEMS, ADMINISTRATIVE HOUSEKEEPING ITEMS, OR NORMAL MONTHLY EXPENDITURES MUST GO BACK TO GROUPS FOR VOTE IF THE DOLLAR AMOUNT EXCEEDS \$200.
8. THE CHAIRPERSON MAY VOTE ONLY IN THE CASE OF A TIE.
9. ANY GROUPS THAT ARE ABSENT FOR 2 CONSECUTIVE ASC MEETINGS WILL NOT BE ON ROLL CALL OR PART OF QUORUM AT THE 3RD ASC MEETING. (ONCE A GROUP RETURNS TO THE ASC MEETING, THEY WILL BE INCLUDED ONCE AGAIN.)
10. GSR'S MAY HOLD ONLY ONE POSITION AT THE AREA LEVEL.
11. POLICY GUIDELINES MAY BE WAIVED WHEN IMMEDIATE ACTION WOULD BEST SERVE THE AREA. A 2/3 MAJORITY OF GROUPS PRESENT IS REQUIRED.
12. REGIONAL MOTIONS REQUIRE A SIMPLE MAJORITY. ABSTAINING VOTES ARE NOT COUNTED AS VOTES CAST UNLESS THEY ARE THE MAJORITY. AT SUCH TIME, THE RCM WILL CARRY AN ABSTAINING VOTE TO REGION.

## **B. FINANCIAL**

1. THE ASC BANK ACCOUNT REQUIRES TWO (2) SIGNATURES.
2. \$1700.00 A PRUDENT RESERVE OF WILL BE MAINTAINED IN THE ASC BANK ACCOUNT TO COVER ANY UNEXPECTED ASC EXPENSES. THEN THE AREA WILL DONATE TO THE SOUTH FLORIDA REGION AND TO THE WORLD SERVICE OFFICE. THIS WILL BE DONE BI-MONTHLY, AND IT WILL BE TO THE DISCRETION OF THE AREA AS TO HOW MUCH WILL BE SENT TO EACH ONE, IF ANY AT ALL.
3. ALL SUBCOMMITTEE CHAIRS WILL REVIEW THEIR EXISTING BUDGET AND SUBMIT AN ANNUAL BUDGET FOR ASC APPROVAL THE MONTH FOLLOWING THEIR ELECTION. NEWSLETTER MUST BRING COST FOR NEWSLETTER TO THE ASC FOR APPROVAL.
4. THE ACTIVITIES COMMITTEE MUST PRESENT FOR APPROVAL ALL PLANNED FUNCTIONS WITH AN ESTIMATED BUDGET 60 DAYS PRIOR TO THE ACTIVITY.
5. ALL EXPENSES ABOVE LITERATURE COST WILL BE ABSORBED BY THE ASC GENERAL FUND; SHIPPING AND/OR TAXES.
6. ALL RECEIPTS FOR ASC EXPENDITURES WITH OUT PRE-APPROVAL OR EXCEEDING APPROVED BUDGETS MUST BE SUBMITTED TO THE ASC FOR APPROVAL BEFORE REIMBURSEMENT.
7. ASC WILL NOT TAKE PERSONAL CHECKS FOR PAYMENT FOR ANY LITERATURE.
8. ALL MONEY GENERATED BY THE ASC OR ITS SUBCOMMITTEES WILL BE TURNED INTO THE ASC TREASURER FOR DEPOSIT INTO THE ASC ACCOUNT BY CLOSE OF THE FOLLOWING FRIDAY AND ATTACHES COPY OF DEPOSIT ON TREASURERS REPORT.
9. ALL CHECK REQUESTS MUST BE FILLED OUT AND TURNED IN TO THE TREASURER BEFORE THE START OF ASC.
10. ALL REQUESTS FOR MONEY MUST BE SUBMITTED WITH A DOLLAR AMOUNT.
11. THE NIGHT DEPOSIT SLIP WILL BE GIVEN TO A SUBCOMMITTEE CHAIRPERSON, FOR A PRA EVENT, TO DEPOSIT THE COLLECTED MONEY. THIS IS TO BE DONE WITHIN 24 HOURS OF THE EVENT. THE ALT TREASURER WILL PICK UP THE BAG AND DEPOSIT SLIP. A PICTURE OF THE DEPOSIT SLIPS WILL BE SENT TO THE TREASURER AND BROUGHT TO THE FOLLOWING ASC.
12. ADOPT WORLD SERVICE BULLETIN #30 FROM WORLD SERVICE POLICY (ATTACHED) AND THAT THE FINANCIAL POLICY FORM BE SIGNED BY ADMIN, ALL SUB-COMMITTEE CHAIRS, AND ANY PERSON HANDLING PRA FUNDS. HAVE FORMS INCLUDING LETTERS TO BE UTILIZED AS A PLAN OF ACTION REGARDING MISAPPROPRIATION OF NA FUNDS. 1. FINANCIAL POLICY 2. THEFT INQUIRY LETTER 3. RESTITUTION AGREEMENT LETTER 4. ACTUAL RESTITUTION AGREEMENT LETTER. (ATTACHED DOCUMENTS).

### FINANCIAL POLICIES

#### A. RESPONSIBILITIES

1. THESE GUIDELINES ARE SET FORTH FOR THE SOLE PURPOSE OF HAVING CONTINUITY IN THE AREAS OF FINANCIAL RESPONSIBILITY AND ACCOUNTABILITY BETWEEN THE HOME GROUPS, THE PEACE RIVER AREA, ITS SUBCOMMITTEES, AND THE FELLOWSHIP AS A WHOLE.
2. COMMITTEE CHAIRS WILL CREATE A YEARLY BUDGET WITH AN ITEMIZED BREAKDOWN BASED UPON PAST EXPENSES AND FUTURE GOALS. THIS BUDGET WILL SHOW BOTH THE PREVIOUS YEAR'S GOALS IN COMPARISON TO ACCOMPLISHMENTS AND GOALS FOR THE UPCOMING FISCAL YEAR (AUGUST 1 TO

JULY 31), AND WILL BE SUBMITTED TO THE PRASC NO LATER THAN THE 2ND ASC MEETING FOLLOWING THE NEW FISCAL YEAR (SEPTEMBER).

3. THE SUBMITTED BUDGETS WILL BE SENT BACK TO HOME GROUPS TO BE VOTED ON AT THE NEXT ASC MEETING (OCTOBER). UNTIL A BUDGET IS APPROVED BY THE ASC, A MOTION AND CHECK REQUEST (WITH RECEIPT/INVOICE ATTACHED) MUST BE SUBMITTED FOR ANY PAYMENTS OR REIMBURSEMENTS OF FUNDS.
4. ONCE APPROVED, THE ANNUAL BUDGET WILL SERVE AS THE GUIDE FOR THE PAYMENT OF VARIOUS ASC/SUBCOMMITTEE EXPENSES.
5. ALL ASC FUNDS WILL BE HANDLED THROUGH THE ASC TREASURER, IN ACCORDANCE WITH THE PRASC POLICY AND RECOMMENDATION FROM WSO LITERATURE.
6. ALL ASC FUNDS WILL BE HANDLED THROUGH A CONSISTENT CHECKING ACCOUNT. EVERY CHECK MUST BE SIGNED BY TWO (2) OF THE FOLLOWING PEOPLE: TREASURER, ALT. TREASURER, ASC CHAIRPERSON, OR ALT. ASC CHAIRPERSON.
7. A TYPED MONTHLY REPORT WILL BE PROVIDED BY THE ASC TREASURER FOR INCLUSION IN THE MINUTES. THIS REPORT WILL INCLUDE AT A MINIMUM:
  - A) A STATEMENT OF CASH FLOW (INCOME/EXPENSES) FOR THAT MONTHS ASC.
  - B) A YEAR TO DATE EXPENSES VS. BUDGET REPORT.
  - C) BEGINNING AND ENDING ACCOUNT BALANCE FROM CHECK REGISTER.
8. THE ASC TREASURER WILL MAINTAIN A PRUDENT RESERVE OF \$1700, IN THE CHECKING ACCOUNT, AT ALL TIMES. IF IT IS NECESSARY TO GO BELOW PRUDENT RESERVE, TO PAY MONTHLY EXPENSES/REIMBURSEMENTS, A VOTE ON THE ASC FLOOR WILL BE MADE. ANY FUNDS EXCEEDING PRUDENT RESERVE WILL BE DONATED TO THE SFRSC/WSO AT THE END OF ASC, AFTER ALL EXPENSES HAVE BEEN PAID, ON THE MONTHS SFRSC MEETS.
9. FUNDS WILL BE DISPERSED FROM THE ASC TREASURER TO COMMITTEE CHAIRPERSONS, WHO MUST PROVIDE RECEIPTS ACCOUNTING FOR ALL FUNDS RECEIVED. UNUSED FUNDS AND/OR ANY MONEY COLLECTED FROM EVENTS HELD DURING THE MONTH WILL BE RETURNED TO THE ASC GENERAL ACCOUNT NO LATER THAN 48 HOURS FOLLOWING THE EVENT. (SEE TRUSTED SERVANT FINANCIAL POLICY FOR PROCEDURES ON HANDLING PRASC MERCHANDISE AND/OR FUNDS) UNUSED FUNDS DO NOT GO BACK INTO A COMMITTEE'S BUDGET FOR FUTURE USE.
10. IF THERE SHOULD EVER BE A LACK OF FUNDS TO SUFFICIENTLY MEET THE BUDGETED EXPENSES, THE PRIORITY OF THE EXPENSES WILL BE IN THE FOLLOWING ORDER: MEETING ROOM RENT, HELPLINE PAYMENT, PO BOX RENTAL, SECRETARY EXPENSES, ALL OTHER ACCOUNTS AS PROPOSED TO THE ASC FOR APPROVAL.
11. ALL "STOP PAYMENT" ON ISSUED CHECKS, DUE TO FAILURE TO CASH OR LOSS, WILL BE DEBITED FROM THE CHECK REGISTER AND THE ISSUED AMOUNT OF THE CHECK WILL BE CREDITED BACK TO THE ACCOUNT. A NEW CHECK WILL BE ISSUED AT THE FOLLOWING ASC. IF THE SAME MEMBER REQUESTS A "STOP PAYMENT" AND A NEW CHECK IS REISSUED TWO (2) OR MORE TIMES IN A FISCAL YEAR, THE



MEMBER WILL BE ASKED TO REIMBURSE THE ASC FOR THE BANK FEES ASSOCIATED WITH THE "STOP PAYMENT".

12. ALL FUNDS THE PRASC RECEIVES WILL BE DEPOSITED WITHIN 48 HOURS OF RECEIVING THE FUNDS.

13. WRITTEN REGISTERS AND REPORTS WILL ALWAYS BE MAINTAINED, ALONG WITH ALL MONTHLY BANK STATEMENTS, DEPOSIT SLIPS, CHECK REQUESTS, RECEIPT, AND HOME GROUP DONATION ENVELOPES.

### **C. REPORTS**

1. A GROUP REPORT WILL BE SUBMITTED ON THE GSR REPORT FORM AND WILL CONSIST OF THE FOLLOWING: GROUP NAME, WHEN & WHERE, TREASURERS REPORT, LITERATURE EXPENSE, ASC CONTRIBUTION, ATTENDANCE, NEWCOMERS, GROUP CONSCIENCE, NAME, AND DATE.
2. SUBCOMMITTEE REPORTS WILL BE SUBMITTED ON THE SUBCOMMITTEE REPORT FORM AND WILL CONSIST OF THE FOLLOWING: SUBCOMMITTEE, WHEN & WHERE, ATTENDANCE, OLD BUSINESS, NEW BUSINESS, NAME, AND DATE.
3. GSR'S SHOULD GIVE THEIR CONTRIBUTIONS TO THE TREASURER AND LITERATURE ORDER FORMS TO LITERATURE DISTRIBUTION CHAIR.

### **D. MISCELLANEOUS**

1. DURING OPEN FORUM, ANY NA MEMBER MAY HAVE A VOICE ON THE FLOOR, BUT THEY MUST RAISE THEIR HAND TO BE RECOGNIZED BY THE CHAIRPERSON.
2. ALL NEW GROUPS SHOULD REGISTER WITH THE WSO BY FILLING OUT A "NARCOTICS ANONYMOUS NEW GROUP REGISTRATION FORM." THOSE MAY BE OBTAINED BY THE SECRETARY.
3. ALL NEW GROUPS WILL BE GIVEN A GROUP STARTER KIT. THE KIT WILL CONSIST OF 3-WHITE BOOKS, KEY TAGS 5-WHITE, 5-ORANGE, AND ONE OF ALL OTHERS, 25-I.P.'S, AND GROUP READINGS.
4. IN CASE OF AN EMERGENCY EFFECTING THE AREA SERVICE COMMITTEE AND IT'S FUNCTION THE ADMINISTRATIVE OFFICERS WILL MAKE ANY DECISIONS NECESSARY AND CONTACT ALL GSR'S AND SUBCOMMITTEE CHAIRS WITH THE RESULTS.
5. A COMMITTEE FROM THE ASC, CONSISTING OF THE ASC CHAIR, VICE CHAIR, SECRETARY, POLICY CHAIR, TREASURER, AND ASSISTANT TREASURER WILL CONDUCT A BI-ANNUAL FINANCIAL AUDIT.
6. WHEN A CHECK IS GIVEN TO AN INDIVIDUAL FOR THE ASC AND OTHER SUBCOMMITTEES AND IS LOST, THE ARE WILL COVER THE CANCELLATION FEE FOR THE FIRST TIME ONLY. IN THE EVENT THAT INDIVIDUAL LOSES A SECOND CHECK, THAT INDIVIDUAL IS RESPONSIBLE FOR THE CANCELLATION FEE OF THAT CHECK.

## **VI. ELECTION OF ASC OFFICERS & SUBCOMMITTEE CHAIRS**

1. NO ASC OFFICER OR SUBCOMMITTEE CHAIR SHALL SERVE MORE THAN TWO CONSECUTIVE TERMS IN THE SAME POSITION.
2. ALL ASC SUBCOMMITTEES WILL RECRUIT VOLUNTEERS AND DELEGATE RESPONSIBILITIES AS NECESSARY.
3. A MEMBER SHOULD BE PRESENT TO BE NOMINATED AND/OR ELECTED TO SERVICE THIS ASC.
4. NOMINATIONS SHOULD BE SOLICITED BY THE "GROUP CONSCIENCE" OF EACH GROUP WITHIN THE AREA.
5. NOMINATIONS ARE SOLICITED IN APRIL, PRESENTED TO THE ASC IN MAY, ELECTIONS WILL BE HELD IN JUNE, LEAVING JULY AS A TRANSITION PERIOD FOR TRUSTED SERVANTS. TERM OF OFFICE IS FROM AUGUST TO JULY.
6. AN EXPLANATION OF RESPONSIBILITIES AND QUALIFICATIONS OF OFFICE IS READ FROM THE "PEACE RIVER AREA POLICY GUIDELINES" TO ESTABLISH EACH POSITIONS RESPONSIBILITY.
7. EACH NOMINEE SHOULD STATE IN PERSON, AND ON PAPER, THEIR QUALIFICATIONS FOR SERVING THE FELLOWSHIP AS A WHOLE IN OUR AREA.
8. ALL ADMINISTRATIVE COMMITTEE MEMBERS AND SUBCOMMITTEE CHAIRS WILL BE REQUIRED TO ATTEND AREA SERVICE AND STAY UNTIL AREA IS OVER UNLESS THERE IS A GOOD REASON FOR YOU TO LEAVE.
9. SHALL AN OFFICE BE VACATED, THE ASC CHAIR SHALL APPOINT A PRO TEMP FOR NO MORE THAN 2 ASCS.
10. CLEAN TIME REQUIREMENTS FOR ASC ELECTED POSITIONS WILL NOT BE WAIVED IF ANOTHER NOMINEE WHO MEETS THOSE REQUIREMENTS IS NOMINATED.
11. THERE WILL BE A CAP OF 4 CONSECUTIVE YEARS FOR ALL ADMIN POSITIONS

## **VII. REMOVAL OF OFFICERS AND SUBCOMMITTEE CHAIRS**

1. VOLUNTARY: GIVEN IN WRITING TO THE ASC CHAIRPERSON PRIOR TO THE NEXT ASC MEETING.
2. INVOLUNTARY:
  - a. TWO CONSECUTIVE MEETINGS MISSED (IMPEACHMENTPROCEEDINGS WILL BEGIN IMMEDIATELY)
  - b. RELAPSE DURING TERM OF OFFICE.
3. IMPEACHMENT:
  - a. FAILURE TO PERFORM DUTIES AND RESPONSIBILITIES AS RECOGNIZED. THIS IS NEEDED PARTLY IN CASE OF A BREACH IN THE TRADITIONS.
  - b. THE INDIVIDUAL WILL BE INFORMED IN WRITING AT LEAST SEVEN (7) DAYS PRIOR TO THE NEXT ASC MEETING.

- c. A MOTION FOR IMPEACMENT MUST BE PRESENTED WITH SAID CAUSE.
- d. THE RESPONDENT IS GIVEN UP TO FIVE (5) MINUTES FOR A REBUTTAL.
- e. A SHOW OF HANDS IS TAKEN (GSR'S ONLY).
- f. A 2/3 MAJORITY OF ALL GROUPS PRESENT ON DAY OF AREA IS REQUIRED TO IMPEACH.

## **VIII.RESPONSIBILITIES AND QUALIFICATIONS OF ASC OFFICERS**

**CHAIRPERSON:** SUGGESTED CLEAN TIMES IS THREE (3) YEARS. LENGTH OF COMMITMENT IS ONE (1) YEAR. DUTIES OF THE CHAIRPERSON INCLUDE:

- 1. COMPILES A PRE-ARRANGED AGENDA PRIOR TO EACH ASC MEETING.
- 2. PRESIDES OVER ALL MEETINGS OF THE PEACE RIVER ASC.
- 3. MAINTAINS A LINE OF COMMUNICATION BETWEEN THE ASC AND ANY/ALL GSR'S THROUGHOUT THE YEAR.
- 4. ENFORCES THE GUIDELINES OF DECORUM AND DISCIPLINE.
- 5. MUST BE FAIR AND IMPARTIAL.
- 6. MUST REFRAIN FROM DISCUSSING A MOTION WHEN PRESIDING.
- 7. IS A COSIGNER ON THE ASC BANK ACCOUNT.
- 8. ATTENDS ALL POLICY SUBCOMMITTEE MEETINGS.
- 9. WHEN ANY MEMBER OF THE ASC MISSES 2 OR MORE MEETINGS, THE CHAIRPERSON IS TO CONTACT THEM AND INVESTIGATE THE MATTER.

**VICE-CHAIRPERSON:** SUGGESTED CLEAN TIME IS TWO (2) YEARS. LENGTH OF COMMITMENT IS ONE (1) YEAR. DUTIES OF THE VICE-CHAIRPERSON INCLUDE:

- 1. PERFORMS ALL DUTIES, AND HAS ALL POWER OF THE CHAIRPERSON IN HIS/HER ABSENCE.
- 2. IS A MEMBER OF ALL SUB-COMMITTEES.
- 3. IS A LIASON BETWEEN ALL SUB-COMMITTEES TO ASSURE PROPER FUNCTIONING OF SAID COMMITTEES, PER ASC GUIDELINES. IS RESPONSIBLE FOR COORDINATING THE SUBCOMMITTEES. COMMUNICATES FREQUENTLY WITH EACH OF THE SUBCOMMITTEES' CHAIRPERSONS AND ACTS AS A RESOURCE TO THE SUBCOMMITTEE TO FACILITATE THE CONTINUATION OF THEIR DUTIES. IS RESPONSIBLE FOR ASSISTING THE SUBCOMMITTEES TO CONTINUE WITH BUSINESS IN THE EVENT OF AND ABSENCE OR RESIGNATION OF A SUBCOMMITTEE CHAIR. HOLDS A MANDATORY MEETING BEFORE THE ASC MEETING WITH ALL SUBCOMMITTEE CHAIRS.
- 4. ATTENDS AS MANY OF THE AREA'S GROUPS MEETINGS AS POSSIBLE.
- 5. ATTENDS ALL POLICY SUB-COMMITTEE MEETINGS.
- 6. SHALL FILL IN FOR THE TREASURER IN CASE OF HIS/HER ABSENCE.
- 7. ASSISTS WITH TABULATING VOTES.
- 8. CAN BECOME THE ASC CHAIR IN THE 2<sup>ND</sup> YEAR BY RECEIVING A VOTE OF ACCLIMATION. IF NOT RECEIVED, THE VICE-CHAIRPERSON CAN BECOME A NOMINEE FOR THE POSITION OF ASC CHAIR.

9. IS A CO-SIGNER ON THE ASC BANK ACCOUNT.
10. HOLDS A KEY TO THE POST OFFICE BOX AND CHECKS MAIL BI-WEEKLY.

**SECRETARY:** SUGGESTED CLEAN TIME IS TWO (2) YEARS. LENGTH OF COMMITMENT IS ONE (1) YEAR.  
DUTIES OF THE SECRETARY TO INCLUDE:

1. COMPILES A PRE-ARRANGED AGENDA PRIOR TO EACH ASC MEETING THAT HAS TO BE APPROVED BY CHAIR PERSON BEFORE ASC MEETING.
2. IS RESPONSIBLE FOR THE WRITTEN RECORD OF ASC MEETINGS.
3. KEEPS A MAILING LIST OF ALL ASC TRUSTED SERVANTS, GSR'S, TO BE INCLUDED IN THE MINUTES.
4. RESPONSIBLE FOR TYPING MINUTES SO THEY CAN BE EMAILED/MAILED OUT, AT LEAST TWO WEEKS FOLLOWING EACH ASC MEETING, TO ALL THOSE IN THE MAILING LIST.
5. COORDINATE AND TO KEEP RECORDS, FILES, AND ARCHIVES OF THE AREA WITH ACCESS TO ANY NA MEMBER. MAINTAINS A FILE SYSTEM FOR ALL INFORMATION GENERATED BY THE ASC INCLUDING CERTAIN MATERIALS CREATED BY THE SUBCOMMITTEES OR GROUPS, AS WELL AS A RECORD OF MOTIONS, REPORTS, AND CORRESPONDENCE FOR THE ASC ARCHIVES.
6. SHOULD LIMIT ATTACHMENTS TO AREA MINUTES TO FUNCTIONS IN THIS AREA ONLY.
7. ATTENDS ALL POLICY SUBCOMMITTEE MEETINGS.
8. REVIEW FLYERS FOR NA LOGO AND NON-AFFILIATION DISCLAIMER, APPROVE, AND DISTRIBUTE.
9. PREPARES LETTERS AND COMMUNICATIONS AS NEEDED FOR PEACE RIVER AREA.
10. HOLDS A KEY TO THE POST OFFICE BOX AND WILL MAINTAIN POST OFFICE BOX BY PAYING ANNUALLY.

**ALT. SECRETARY:** SUGGESTED CLEAN TIME IS ONE (1) YEAR. LENGTH OF COMMITMENT IS (1) YEAR.  
DUTIES OF THE ALT SECRETARY INCLUDE:

1. BECOME FAMILIAR WITH THE DUTIES OF THE SECRETARY.
2. ALT SECRETARY ATTENDS ALL ASC MEETINGS.
3. ASSIST THE SECRETARY WHENEVER POSSIBLE.
4. ATTENDS ALL POLICY SUBCOMMITTEE MEETINGS.
5. FILLS IN AS SECRETARY WHEN THE SECRETARY IS ABSENT.
6. CAN BECOME THE SECRETARY IN THE 2ND YEAR BY RECEIVING A VOTE OF ACCLIMATION. IF NOT RECEIVED, THE ALT. SECRETARY CAN BECOME A NOMINEE FOR THE POSITION OF SECRETARY.

**TREASURER:** SUGGESTED CLEAN TIME IS FIVE (5) YEARS. LENGTH OF COMMITMENT IS ONE (1) YEARS. DUTIES OF THE TREASURER INCLUDE:

1. KEEPS AN ACCURATE RECORD OF ALL TRANSACTIONS, INCLUDING RECEIPTS FOR INCOME AND DISBURSEMENTS.
2. PREPARES A FINANCIAL REPORT DUE AT EACH ASC MEETING.
3. DISBURSES MONEYS AS PER GROUP CONSCIENCE OF THE ASC.
4. COLLECTS ALL DONATIONS FROM GROUPS, INDIVIDUALS, OR COMMITTEES. ALL SUCH MONEYS COLLECTED SHALL BE DEPOSITED BY CLOSE OF BUSINESS THE FOLLOWING FRIDAY AND ATTACHES DEPOSIT SLIP COPY TO TREASURERS MONTHLY REPORT.
5. THE ASC TREASURER, AS PART OF THE ASC COMMITTEE, WILL MAKE AN ANNUAL PROJECTED BUDGET, WITH A SUGGESTED PRUDENT RESERVE AT THE END OF HIS/HER TERM.
6. ATTENDS ALL POLICY SUBCOMMITTEE MEETINGS.
7. IS PRESENT FOR BI-ANNUAL AUDITS.
8. IS A SIGNER ON THE ASC BANK ACCOUNT.
9. REFRAINS FROM PUTTING LAST NAMES ON ASC REPORTS.
10. COORDINATE WITH HELPLINE TO ASSURE TREASURER MAINTAINS ADEQUATE FUNDING QUARTERY ON PRE-PAID CREDIT CARD FOR PHONE SERVICE USE ONLY.
11. WILL PASS A BACKGROUND CHECK BY THE BANK OF CHECKING ACCOUNT TO BE AN ENDORSER OF CHECKS.
12. PAY LITERATURE ORDER BY PHONE.

**ALT. TREASURER:** SUGGESTED CLEAN TIME IS FOUR (4) YEARS. LENGTH OF COMMITMENT IS ONE (1) YEAR. DUTIES OF THE ALT TREASURER INCLUDE:

1. ASSIST THE TREASURER IN ALL HIS/HER DUTIES.
2. COLLECTS LITERATURE ORDERS AND MONEY FROM GROUPS AT ASC.
3. NO FUNDS HANDLED BY THE ALT TREASURER OUTSIDE OF THE ASC.
4. FILLS IN FOR TREASURER IN THE EVENT OF HIS/HER ABSENCE. FUNDS WILL BE DEPOSITED BY THE ASC CHAIRPERSON.
5. DEPOSIT BAG AND DEPOSIT SLIPS WILL BE PICKED UP THE WEEK FOLLOWING ASC, A PICTURE OF THE DEPOSIT SLIP WILL BE SENT TO THE TREASURER.
6. ATTENDS ALL POLICY SUBCOMMITTEE MEETINGS.
7. IS A SIGNER ON THE ASC BANK ACCOUNT.
8. CAN BECOME THE TREASURER IN THE 2ND YEAR BY RECEIVING A VOTE OF ACCLIMATION. IF NOT RECEIVED, THE ALT. TREASURER CAN BECOME A NOMINEE FOR THE POSITION OF TREASURER.
9. WILL PASS A BACKGROUND CHECK BY THE BANK OF CHECKING ACCOUNT TO BE AN ENDORSER OF CHECKS.

**RCM:** SUGGESTED CLEAN TIME IS TWO (2) YEARS AND IS A ONE (1) YEAR COMMITMENT DUTIES ARE TO INCLUDE:

1. PRIMARY PUPOSE OF THE RCM IS TO LINK PEACE RIVER AREA WITH THE REGION.
2. PRESENTS MINUTES OF THE RSC.
3. ATTENDS ALL REGIONAL SERVICE COMMITTEE MEETINGS.
4. ATTENDS AS MANY REGIONAL FUNCTIONS AS POSSIBLE.
5. THE RCM AND ALT. RCM WORK CLOSELY TOGETHER ON ALL GROUP CONSCIENCE DECISIONS AT AN RSC AND IN PREPARING ALL ASC & RSC WRITTEN REPORTS.
6. ATTENDS ALL POLICY SUBCOMMITTEE MEETINGS.

**ALT. RCM:** SUGGESTED CLEAN TIME ONE (1) YEAR AND IS A ONE (1) YEAR COMMITMENT WITH OPTION FOR SECOND YEAR. DUTIES TO INCLUDE:

1. ASSUMES RESPONSIBILITIES OF RCM IN THEIR ABSENCE
2. ATTEND ALL POLICY SUBCOMMITTEE MEETINGS
3. ATTENDS AS MANY REGIONAL FUNCTIONS AS POSSIBLE
4. ATTENDS ALL WEST COAST REGIONAL SERVICE COMMITTEE MEETINGS
5. THE RCM AND ALT. RCM WORK CLOSELY TOGETHER ON ALL GROUP CONSCIENCE DECISIONS AT AN RSC AND IN PREPARING ALL ASC & RSC WRITTEN REPORTS.
6. CAN BECOME THE RCM THE 2ND YEAR BY RECEIVING A VOTE OF ACCLIMATION. IF NOT RECEIVED, THE ALT. RCM CAN BECOME A NOMINEE FOR THE POSITION OF RCM.

## **IX. SUBCOMMITTE CHAIRS:**

**LITERATURE DISTRIBUTOR:** SUGGESTED CLEAN TIME IS TWO (2) YEARS. LENGTH OF COMMITMENT IS ONE (1) YEAR.

THE PURPOSE OF THE LITERATURE DISTRIBUTOR IS TO PROVIDE FOR MEMBERS IN THE PEACE RIVER AREA LITERATURE FOR THEIR HOME GROUPS. DUTIES OF THE LITERATURE DISTRIBUTOR INCLUDE:

1. BEING DIRECTLY REPSONSIBLE TO THE ASC.
2. PROVIDE WRITTEN REPORT OF ALL MONTHLY ACTIVITIES AT EACH ASC MEETING.
3. THE LITERATURE DISTRIBUTOR WILL BE WORKING VERY CLOSELY WITH THE TREASURER.
4. KEEP A LOG OF INVENTORY ON HAND, AND MONTHLY DISTRIBUTIONS.
5. REVIEW EXISTING BUDGET, AND SUBMIT ANNUAL BUDGET FOR ASC APPROVAL.
6. INCLUDE ALL MEETINGS IN OUR GEOGRAPHICAL LOCATION ON OUR MEETING LISTS.
7. ENCOURAGED TO ATTEND ALL REGIONAL SERVICE COMMITTEE MEETINGS
8. TO PROVIDE IP'S FOR HOMELESS COALITION'S (GENESIS CENTER) LITERATURE RACK IN THE AMOUNT OF \$35.00 (10 IP'S/10 EACH). ALSO, TO KEEP 25 MEETING LISTS PER MONTH IN THE SAME RACK. PRA WILL COVER THE COST.

**ALTERNATE LITERATURE DISTRIBUTOR:** SUGGESTED CLEAN TIME IS ONE (1) YEAR

1. TO CARRY OUT ALL DUTIES OF THE LITERATURE CHAIR IN THE EVENT OF HIS/HER ABSENCE.
2. RESPONSIBLE FOR PROVIDING MEETING LISTS MONTHLY IN QUANTITIES TO MEET ANTICIPATED NEEDS.
3. ENCOURAGED TO ATTEND ALL REGIONAL SERVICE COMMITTEE MEETINGS.
4. CAN BECOME THE LITERATURE DISTRIBUTOR IN THE 2ND YEAR BY RECEIVING VOTE OF ACCLIMATION. IF NOT RECEIVED, THE ALT. LITERATURE DISTRIBUTOR CAN BECOME A NOMINEE FOR THE POSITION OF LITERATURE DISTRIBUTOR.

**PUBLIC INFORMATION AND PHONELINES:** SUGGESTED CLEAN TIME IS TWO (2) YEARS. LENGTH OF COMMITMENT IS ONE (1) YEAR.

THE PURPOSE OF THE PUBLIC INFORMATION COMMITTEE (PI) IS TO PROVIDE CONFERENCE APPROVED LITERATURE AND INFORMATION TO THE PUBLIC. THIS SUBCOMMITTEE SERVES AS A RESOURCE OF INFORMATION ABOUT NA IN THE PEACE RIVER AREA. ALSO, TO MAINTAIN A NA TELEPHONE SERVICE THAT HELPS ADDICTS AND OTHERS IN THE COMMUNITY FIND US EASILY AND QUICKLY. THIS SUBCOMMITTEE OFTEN SERVES AS THE FIRST POINT OF CONTACT BETWEEN THE COMMUNITY-at-LARGE AND THE NA FELLOWSHIP. THIS SUBCOMMITTEE WILL ABIDE BY THE 12 STEPS, 12 TRADITIONS, 12 CONCEPTS AND "GUIDE TO PUBLIC INFORMATION." DUTIES OF THE PR CHAIR INCLUDE:

1. BEING DIRECTLY RESPONSIBLE TO THE ASC.
2. TO RECRUIT VOLUNTEERS FOR SUBCOMMITTEE AND DELEGATE RESPONSIBILITIES AS NECESSARY.
3. PROVIDE A WRITTEN REPORT OF ALL MONTHLY ACTIVITIES AT EACH ASC.
4. HOLD REGULARLY SCHEDULED AND ANNOUNCED MONTHLY MEETINGS AS NECESSARY.
5. WILL BE THE WEBMASTER AND MANAGE ALL SOCIAL MEDIA REGARDING PRA.
6. WILL ALSO FUNCTION WITHIN THE PRINCIPLES OF ANY WORLD SERVICE HANDBOOKS.
7. REVIEW EXISTING BUDGET, AND SUBMIT ANNUAL BUDGET FOR ASC APPROVAL.
8. ENCOURAGED TO ATTEND ALL REGIONAL SERVICE COMMITTEE MEETINGS
9. ESTABLISH AND MAINTAIN PHONE BOOK LISTING.
10. COORDINATE WITH TREASURER TO ASSURE TREASURER MAINTAINS ADEQUATE FUNDING QUARTERLY ON PRE-PAID CREDIT CARD FOR PHONE SERVICE USE ONLY.

**ACTIVITIES:** SUGGESTED CLEAN TIME IS TWO (2) YEARS. LENGTH OF COMMITMENT IS ONE (1) YEAR.

THE PURPOSE OF THE ACTIVITIES SUBCOMMITTEE IS TO PROVIDE THE FELLOWSHIP WITH RECOVERY-ORIENTED ACTIVITIES. FUNDS GENERATED THROUGH THIS SUBCOMMITTEE BELONG TO THE PEACE RIVER AREA SERVICE AND ARE TO BE USED TO SUPPORT THE AREA'S NEEDS. DUTIES OF THE ACTIVITIES CHAIRPERSON INCLUDE:

1. BEING DIRECTLY RESPONSIBLE TO THE ASC.
2. TO RECRUIT VOLUNTEERS FOR SUBCOMMITTEE AND DELEGATE RESPONSIBILITY AS NECESSARY.
3. PROVIDE A WRITTEN REPORT OF ALL MONTHLY ACTIVITIES AT EACH ASC MEETING.
4. ANY ACTIVITY NEEDS TO BE APPROVED BY THE ASC.

5. ANY ACTIVITY REQUIRING MONEY MUST BE PRESENTED TO THE ASC WITH A DETAILED BUDGET FOR APPROVAL AT LEAST SIXTY DAYS (60) PRIOR TO THE EVENT. FLYERS AVAILABLE 30 DAYS PRIOR TO THE EVENT.
6. ALL PROCEEDS FROM AN ACTIVITY WILL BE DEPOSITED WITHIN 5 BUSINESS DAYS OR GO DIRECTLY TO THE TREASURER WITHIN 5 BUSINESS DAYS AND BECOMES PART OF THE ASC FUNDS.
7. AN ANNUAL LEARNING DAY WILL BE HELD TO PROMOTE SERVICE PARTICIPATION, SUBCOMMITTEE CHAIRSPERSONS WILL HOST THE EVENT, (REGIONAL REPRESENTATIVES MAY BE AVAILABLE). SUBCOMMITTEE WORKSHOPS WILL PROVIDE AWARENESS OF SERVICE, EXPLAIN THEIR FUNCTION IN THE FELLOWSHIP, AND ENCOURAGE PARTICIPATION. FLYERS ANNOUNCING THE EVENT WILL BE DISTRIBUTED. ALL NA MEMBERS ARE ENCOURAGED TO ATTEND, AND ACTIVITIES WILL ALSO HOST 2 ADDITIONAL FUNCTIONS ANNUALLY. ALL ASC ACTIVITIES WILL INCLUDE AN N.A. MESSAGE, (EG: MEETING, WORKSHOP, LITERTURE STUDY, SPEAKER, ETC...). OR BE SCHEDULED IN CONJUNCTION WITH AN EXISTING MEETING.
8. WILL CONSIDER REGIONAL MEETINGS AND ACTIVITIES WHEN SCHEDULING LOCAL ACTIVITIES.
9. REVIEW EXISTING BUDGET, AND SUBMIT ANNUAL BUDGET FOR ASC APPROVAL.
10. THERE IS NO GAMBLING OR CASH PRIZES AT ANY PEACE RIVER AREA ACTIVITIES OR FUNCTIONS.
11. ENCOURAGED TO ATTEND ALL REGIONAL SERVICE COMMITTEE MEETINGS

**HOSPITALS AND INSTITUTIONS:** SUGGESTED CLEAN TIME IS THREE (3) YEARS. LENGTH OF COMMITMENT IS ONE (1) YEAR.

THE PURPOSE OF THE H&I COMMITTEE IS TO CARRY THE MESSAGE OF RECOVERY TO THOSE FACILITIES WHOSE CLIENTS ARE UNABLE TO REGULARLY ATTEND NA MEETINGS IN OUR AREA. DUTIES OF H&I CHAIRPERSON INCLUDE:

1. BEING DIRECTLY RESPONSIBLE TO THE ASC.
2. TO RECRUIT VOLUNTEERS FOR SUBCOMMITTEE AND DELGATE RESPONSIBILITIES AS NECESSARY.
3. PROVIDE A WRITTEN REPORT OF ALL MONTHLY ACTIVITIES AT EACH ASC MEETING.
4. WILL ALSO FUNCTION WITHIN THE PRINCIPLES OF ANY WORLD SERVICE HANDBOOK, GUIDELINE, OR GUIDE UNLESS STATED IN WRITING BY THE SUBCOMMITTEE OR THE ASC AS A GROUP.
5. REVIEW EXISTING BUDGET, AND SUBMIT ANNUAL BUDGET FOR ASC APPROVAL.
6. ENCOURAGED TO ATTEND ALL REGIONAL SERVICE COMMITTEE MEETINGS

**POLICY CHAIR:** POLICY CHAIR: SUGGESTED CLEAN TIME IS TWO (2) YEARS. LENGTH OF COMMITMENT IS ONE (1) YEAR.

THE PURPOSE OF THE POLICY CHAIR IS TO HAVE WORKING KNOWLEDGE OF THE 12 STEPS, 12 TRADITIONS, 12 CONCEPTS, AND MAKE SURE THAT CURRENT POLICY IS KEPT. DUTIES OF POLICY CHAIR INCLUDE:

1. BEING DIRECTLY RESPONSIBLE TO THE ASC.
2. TO RECRUIT VOLUNTEERS FOR SUBCOMMITTEE AND DELEGATE RESPONSIBILITIES AS NECESSARY.



3. ADDS POLICY CHANGES AS NEEDED IN THE FORM OF AN ADDENDUM. PROVIDES THE ASC EVERY YEAR WITH A REVISED VERSION OF THE POLICY AND NOTING THE CHANGES MADE THROUGHOUT THE YEAR.
4. PROVIDE A WRITTEN REPORT OF ALL MONTHLY ACTIVITIES AT EACH ASC MEETING.
5. WILL ALSO FUNCTION WITHIN THE PRINCIPLES OF ANY WORLD SERVICE HANDBOOK, GUIDELINE OR GUIDE UNLESS STATED IN WRITING BY THE SUBCOMMITTEE OR THE ASC AS A GROUP.
6. BE ON HAND AT ASC TO RESOLVE POLICY QUESTIONS AND CONCERNS.
7. ENCOURAGED TO ATTEND ALL REGIONAL SERVICE COMMITTEE MEETINGS
8. POLICY SUBCOMMITTEE MUST MEET AT A DIFFERENT TIME THAN ALL OTHER SUBCOMMITTEES.

**POLICY CHAIR ATLTERNATE:** POLICY CHAIR: SUGGESTED CLEAN TIME IS ONE (1) YEARS. LENGTH OF COMMITMENT IS ONE (1) YEAR.

1. BEING DIRECTLY RESPONSIBLE TO THE ASC.
2. CARRIES OUT ALL DUTIES OF THE POLICY CHAIR IN THE EVENT OF THEIR ABSENCE.
3. ASSISTS POLICY CHAIR IN HIS/HER DUTIES.
4. ATTENDS ALL POLICY SUBCOMMITTEE MEETINGS.
5. ENCOURAGED TO ATTEND ALL REGIONAL SERVICE COMITTEE MEETINGS.
6. CAN BECOME THE POLICY CHAIR IN THE 2ND YEAR BY RECEIVING A VOTE OF ACCLIMATION. IF NOT RECEIVED, THE ALT. POLICY CHAIR CAN BECOME A NOMINEE FOR THE POSITION OF POLICY CHAIR.

**NEWSLETTER CHAIR:** SUGGESTED CLEAN TIME IS TWO (2) YEARS. LENGTH OF COMMITMENT IS ONE (1) YEAR.

THE PURPOSE OF NEWSLETTER CHAIR IS TO INFORM ADDICTS SEEKING RECOVERY IN OUR FELLOWSHIP WITH NEWS, UPCOMING EVENTS, ANNIVERSARIES, AND PROMOTING UNITY. DUTIES OF NEWSLETTER CHAIR INCLUDE:

1. BEING RESPONSIBLE TO THE ASC
2. TO RECRUIT VOLUNTEERS FOR SUBCOMMITTEE AND DELEGATE RESPONSIBILITIES AS NECESSARY
3. PROVIDE A WRITTEN REPORT OF ALL MONTHLY ACTIVITIES AT EACH ASC MEETING
4. UPLOAD ONLINE OR DISTRIBUTE THE NEWSLETTER ON A BI-MONTHLY BASIS.
5. REVIEW THE EXISTING BUDGET AND SUBMIT ANNUAL BUDGET FOR ASC APPROVAL
6. FINAL DRAFT APPROVED BY AREA SECRETARY

**AREA SERVICE COORDINATOR:** SUGGESTED CLEAN TIME IS SIX (6) MONTHS. LENGTH OF THE COMMITMENT IS ONE (1) YEAR.

1. MAKES COFFEE FOR ASC MEETING
2. MUST ARRIVE AT LEAST 30 MINUTES PRIOR TO THE START OF THE ASC

3. RESPONSIBILITIES FOR SETTING UP NAME CARD TENTS
4. HELPS WITH THE SETUP AND BREAKDOWN OF ASC
5. SHALL COLLECT AND KEEP A RUNNING TOTAL OF ALL 7TH TRADITION MONEY. IF THE AMOUNT EXCEEDS \$25, THE EXCESS AMOUNT IS TO BE TURNED INTO THE TREASURER.
6. MAY HOLD ANOTHER ASC POSITION IF DESIRED.

**GROUP SERVICE SUBCOMMITTEE CHAIR:** SUGGESTED CLEAN TIME IS ONE (1) YEAR. LENGTH OF COMMITMENT IS ONE (1) YEAR. OTHER SUGGESTIONS INCLUDE: ACTIVE PARTICIPATION IN THE GROUP THEY SERVE. KNOWLEDGE OF THE 12 STEPS AND 12 TRADITIONS OF NA. AN UNDERSTANDING OF THE NA SERVICE STRUCTURE AND THE RESPONSIBILITIES OF A GSR. A WILLINGNESS TO FULFILL THE COMMITMENT. AN UNDERSTANDING OF THE PEACE RIVER AREA POLICY AND GUIDELINES. ONE YEAR OF PRIOR INVOLVEMENT AT THE ASC.

DUTIES OF THE GROUP SERVICE COMMITTEE INCLUDE:

1. TO TEND TO THE SPECIFIC NEEDS OF THE GROUPS, TO INCLUDE QUESTIONS REGARDING THE TWELVE TRADITIONS, THE ASC POLICY GUIDELINES, AND THE 12 CONCEPTS OF NA.
2. TO HOLD TRUSTED SERVANTS WORKSHOPS.
3. TO PROVIDE AND GIVE ORIENTATION TO THE NEW GSR AND ALTERNATE GSR PRIOR TO EACH ASC MEETING.
4. TO COORDINATE A WORKSHOP ON THE CONFERENCE AGENDA REPORT FOR THE GSR.
5. TO ASSIST NEW GROUPS IN GETTING STARTED AND HAVE AVAILABLE GROUP STARTER KITS TO BE GIVEN TO THE NEW GROUPS WHEN THEIR GSR ATTENDS ORIENTATION.

## **X. PARLIMENTARY PROCEDURES**

**THESE GUIDELINES ARE INTENDED TO BE SIMPLE, EASY AND UNDERSTAND EXPLANATION OF THE PROCEDURES UTILIZED AT THE ASC MEETING FOR THE GSR'S. AS A GSR, YOUR INPUT TO THE ASC IS ESSENTIAL TO BOTH YOUR GROUPS AND YOUR AREA, SO IT IS IMPORTANT THAT YOU CAN MEANINGFULLY PARTICIPATE.**

1. AN ASC MEETING IS COMPOSED OF DIFFERENT PARTS. THERE IS AN AGENDA THAT IS USUALLY FOLLOWED. THE OPENING OF THE MEETING, THE SECRETARY'S AND TREASURE'S REPORTS AND

THE REPORT FROM THE SUBCOMMITTEES ARE PARTS OF THE MEETING THAT ARE STRUCTURED. REMEMBERING THAT IT IS YOU ASC, YOU SHOULD PAY CLOSE ATTENTION TO THESE REPORTS BECAUSE YOU WILL BE ASKED TO EITHER ACCEPT OR REJECT THE REPORTS OR ACCEPT THEM WITH CORRECTIONS (FOR EXAMPLE THE SECRETARY MAY HAVE MADE AN ERROR RECORDING A PORTION OF LAST MONTH'S MEETING, OR THE TREASURER MAY INACCURATELY REPORTED YOUR GROUP'S CONTRIBUTION TO THE ASC).

2. THE WAY YOU PARTICIPATE IN THE MEETING WILL BE GOVERNED BY THE PRINCIPLES SET OUT BELOW. THE FOLLOWING PROCEDURAL AUTHORITY WILL GUIDE AREA BUSINESS:
  - A) THE 12 TRADITIONS OF NARCOTICS ANONYMOUS
  - B) THE PROCEDURAL GUIDELINES OF THE PEACE RIVER AREA
  - C) ROBERTS RULES OF ORDER NEWLY REVISED
  - D) A GUIDE TO LOCAL SERVICE
  - E) ADDITIONAL RULES THAT THE BODY MAY ADOPT, IN THAT ORDER.

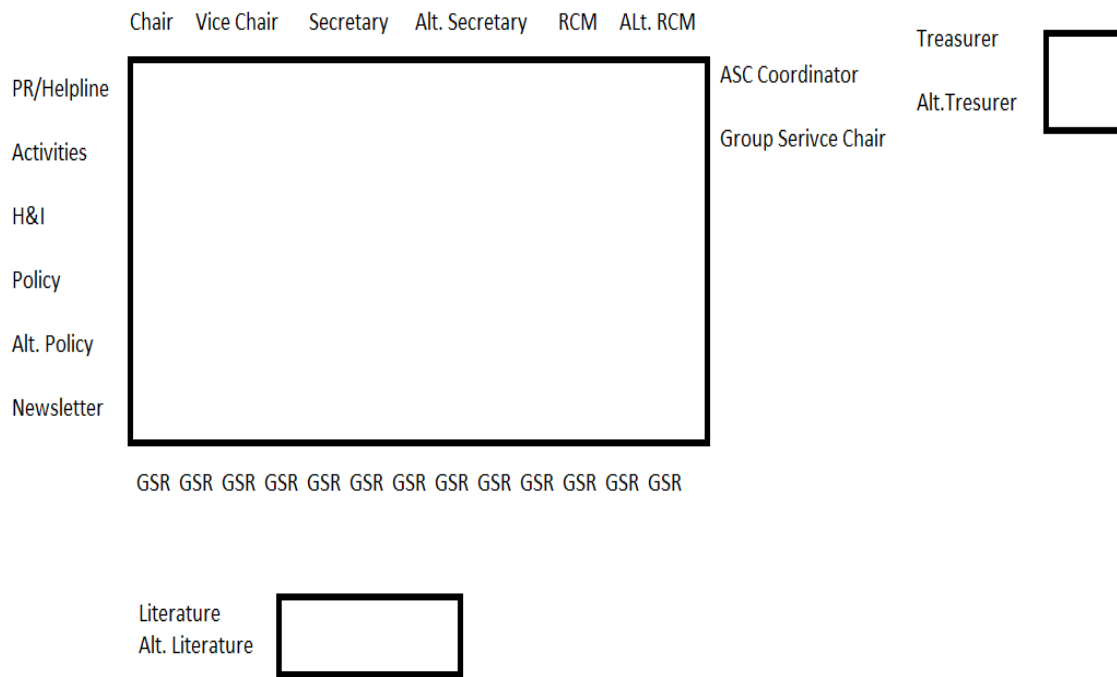
**THE CHAIRPERSON, TO ASSURE A SMOOTH AND ORDERLY MEETING, WILL ADHERE TO THESE GUIDELINES. THE CHAIRPERSON IS EMPOWERED TO KEEP DISCUSSIONS FOCUSED ON THE TOPIC AND WITHIN A REASONABLE TIME FRAME.**

1. YOU CAN ONLY BE RECOGNIZED BY THE CHAIRPERSON; THIS IS DONE BY RAISING YOUR HAND. THE CHAIRPERSON MUST ACKNOWLEDGE YOU FOR YOU TO SPEAK. WHEN YOU HAVE SOMETHING TO SAY IT GENERALLY MUST BE RELEVANT AND TIMELY TO WHAT IS GOING ON IN THE MEETING, WITH SOME LIMITED, SPECIFIC EXCEPTIONS.
2. A MAIN MOTION MUST BE SUBMITTED IN WRITING, AND COMES UP FOR DISCUSSION DURING NEW BUSINESS. ANOTHER MEMBER OF THE ASC MUST SECOND THIS MOTION, BEFORE THE ASC CAN CONSIDER IT. A "SECOND" IS AN INDICATION BY THE PERSON MAKING THE "SECOND" THAT THE IDEA DESERVES CONSIDERATION BY THE MEMBERS OF THE ASC. IF THERE IS NO "SECOND" THE MATTER WILL DIE.
3. ONCE "SECONDED", IT BECOMES THE BUSINESS OF THE GSR'S OF THE ASC TO CONSIDER THE MOTION AND DISCUSS ITS PROS AND CONS. THE CHAIRPERSON WILL USUALLY CALL UPON THE SPONSOR OF THE MOTION TO EXPLAIN THE INTENT OF THE MOTION. WHEN HE/SHE IS THROUGH, THE CHAIRPERSON WILL ASK FOR OTHER NA MEMBERS WHO WISH TO SPEAK FOR OR AGAINST THE MOTION. THERE WILL USUALLY BE THREE PROS AND THREE CONS. UNDER LIMITED CIRCUMSTANCES, DEBATE MAYBE EXTENDED.
4. UNLESS AN AMENDMENT OF THE MOTION IS PROPOSED, SECONDED AND ACCEPTED, OR THE MOTION IS TABLED OR REFERRED TO THE GROUPS, DEBATE IS THEN CONCLUDED, AND IT IS TIME TO VOTE (A 2/3 VOTE IS REQUIRED TO CLOSE, LIMIT OR EXTEND THE DEBATE). A SIMPLE MAJORITY OF THE VOTES CAST BY THE GSR'S IS REQUIRED FOR THE MOTION TO PASS. A MAJORITY MEANS ONE MORE THAN HALF OF THE VOTES CAST. CERTAIN MOTIONS REQUIRE A 2/3 VOTE TO PASS, THESE INCLUDE:
  - A) TO AMEND THE POLICY GUIDELINES
  - B) TO CLOSE, LIMIT OR EXTEND DEBATE
  - C) TO CLOSE NOMINATIONS
  - D) TO REMOVE A TRUSTED SERVANT OF THE ASC FROM OFFICE
  - E) TO CHANGE THE ORDER OF BUSINESS

5. IN MANY CASES, A SIMPLE VOICE VOTE OF THE GSR'S IS SUFFICIENT. FOR EXAMPLE, WHEN A VOTE IS CALLED TO ACCEPT THE MINUTES OR A TREASURER'S REPORT, ALL THOSE IN-FAVOR MAY SIGNIFY BY SAYING "AYE" AND THOSE OPPOSED MAY SIGNIFY BY SAYING "NAY". HOWEVER, WHEN A VOTE IS REQUIRED, GSR'S MUST RAISE HANDS TO SIGNIFY THEIR VOTE. IF THE VOTE IS A TIE, THE CHAIR PERSON MAY BREAK THE TIE WITH A VOTE AT THE CHAIR'S DISCRETION, OR MAY CALL FOR THE MATTER TO BE RETURNED TO THE GROUPS FOR A GROUP CONSCIENCE DECISION, AND BE BROUGHT BACK TO THE NEXT ASC.
6. IF ANY GSR THINKS THAT THE VOTE IS CLOSE, A ROLL CALL MAY BE CALLED FOR THE WHEREIN EVERY GSR IS INDIVIDUALLY POLLED AND AN ACCURATE TALLY TAKEN. THE REQUEST FOR A ROLL CALL VOTE IS ITSELF A MOTION THAT MUST BE SECONDED, IS NOT DEBATABLE AND REQUIRES A SIMPLE MAJORITY TO BE PASSED.
7. ONLY THE ADMINISTRATIVE MEMBERS, SUBCOMMITTEE CHAIRS, AND THE GSR'S HAVE A VOICE ON THE FLOOR (EXCEPT DURING OPEN FORUM WHEN ANY NA MEMBER CAN ADDRESS THE ASC.)

## XI. SEATING CHART FOR ASC MEETINGS

PURPOSE: TO MAKE IT EASIER FOR THE CHAIR TO COUNT VOTES AND TO SPEED THE PROCESS



## XII. DEFINITIONS

**BUDGET:** AN ITEMIZED ESTIMATE OF EXPECTED INCOME AND EXPENDITURES; PLAN OF OPERATIONS

**GSR:** GROUP SERVICES REPRESENTATIVE

**OFFICIAL QUORUM:** 51% OF THE GRS'S ON ROLL CALL (NECESSARY TO CONDUCT ASC BUSINESS).

**MAJORITY VOTE:** 51% OF THE VOTING MEMBERS

**"ROLL CALL":** ALL PEACE RIVER AREA GROUPS WITH VOTING PRIVILEGES. NEW GROUPS ARE INCLUDED ON ROLL CALL AND HAVE VOTING PRIVILEGES AT THE 2ND CONSECUTIVE ASC MEETING THEY ATTEND.

### Rules of Order Definitions:

#### **Main Motion:**

A main motion is a motion whose introduction brings business before the ASC. Such a motion can be made only when no other motion is pending.

#### **Amendments:**

An amendment is a motion to modify the wording and within certain limits the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment cannot introduce an independent motion. An amendment is debatable only if the motion to be amended is debatable.

#### **Motion to Table:**

A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made, an intent is to be given. The motion to table is in order for:

- a) To get further information.
- b) More pressing business to be dealt with.

A motion that is tabled remains on the table until taken up the by ASC by a motion to do so, or until the next ASC meeting when it will be brought up by the administrative committee under Old Business. This motion is not intended to kill a main motion or suppress debate on it. Any motion tabled twice dies!

#### **Motion to Refer to Committee:**

When a motion to refer to committee is made, it is to send an item of business to a relatively small group of selected persons, a committee, so that a question may be carefully investigated and put into better condition for the ASC to consider. Unless specified, the issue will be brought up at the next ASC meeting by the committee. Debate on a motion to refer to committee will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion or the instructions to the committee, and not to the merits of the main motion. If passed, there will be two pros and two cons on the original motion so as to obtain information to give direction to the committee.

#### **Motion to Refer to Groups:**

When a motion to refer to groups I made, it is to send an item of business to the groups for their consideration. The issue will be voted on at the next ASC meeting. Debate on a motion to refer to groups will

be limited to one pro and one con and the debate will pertain only to the desirability of committing the motion. If passed, there will be two pros and two cons on the original motion so as to give information to bring back to the groups.

**Motion to Reconsider:**

A motion to reconsider is meant to bring an item that has already been dealt with onto the floor. This is used to permit the correction of hasty, ill-advised, or erroneous action or to take into account new information or situations not considered when taking the original vote. Since this motion is not to be used for rehashing motions that an individual or minority were not pleased with the outcome, this motion can only be made by a GSR who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the next ASC meeting it would no longer be in order to reconsider a motion. You may not reconsider a motion more than once.

**Unanimous Consent:**

That is a method that allows the ASC to move quickly through routing business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion, he/she will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the motion.

**Withdraw or Modify:**

A request to withdraw or modify may be made by the maker of the original motion upon his/her acceptance of a suggestion from another member. After a motion is made it belongs to the ASC as a whole and the maker must request the ASC's permission. The Chairperson treats this as a unanimous consent matter; that is, if no one objects to this, the request is granted. If there is an objection, the Chairperson automatically puts the request to a vote which is not debatable.

**Motion to Call the Vote:**

A motion to call the vote must be seconded. A 2/3 majority is required to adopt this motion. The intent of the motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information but rather to expedite the proceedings.

**Point of Information:**

A point of information is a question directed to the Chairperson to obtain information concerning parliamentary procedure on the motion that is pending. This allows a member to ask a question, and it is not to make a statement or give information.

**Point of Order:**

When a member feels that the rules, policy or guidelines of the ASC are not being adhered to, he/she can make a "Point of Order" which is in effect asking the Chair to make a determination of whether or not the procedure the member is pointing out is in fact being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remarks but instead is to bring to the attention of the Chairperson that a member feels that the proper procedure is not being followed.

**Suspend the Rules:**

A motion to suspend the Rules is made when a member of the ASC would like to waive certain ASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a 2/3 majority.

**Appeal the Decision of the Chair:**

By electing the ASC Chair, the ASC delegates to him/her the authority and duty to make necessary rulings on questions or parliamentary procedure. Any two members (one making the appeal and another seconding it) have the right to Appeal from his/her decision on such a question. The question is taken from the Chair and given to the ASC for final decision. Debate will be limited to one pro by the maker of the motion and one con by the Chair, limited to two (2) minutes each.

**Vote of Acclamation:**

Full approval of all voting members present, a unanimous assent.

**Administrative Committee:** Chair, Vice Chair, Secretary, Alt. Secretary, Treasurer, Alt. Treasurer, Two (2) RCMs.

**Subcommittee Chairs:** Activities, Helpline, Hospitals and Institutions, Literature Distribution, Review Literature, Newsletter, Policy, Public Information.



**MONTHLY BUDGETS:  
Budgets / Prudent Reserve**

**SECRETARY** \$150.00

**TREASURER** \$105.00

**LITERATURE** \$1500.00

**RCM** \$1200.00

**P.R.** \$800.00

**ACTIVITIES** \$1500.00

**H&I** \$1400.00

**POLICY** \$100.00

**NEWSLETTER** \$0.00

**PRUDENT RESERVE** \$1700.00

Activities Calendar

November- Fall Festival

December- Christmas Day Marathon Meeting

March- Volleyball Tournament

June- Service Slam

August- Anniversary Dinner

**POLICY CHANGES**

## Documents

### Theft of NA funds



#### **#30 theft of na funds**

*The following paper was written in 1996 and revised in 2002 in response to a number of letters indicating that theft of NA funds is a recurring issue in our fellowship. In preparing this paper, we have relied on the experience of many groups, area and regional service committees, convention corporations, and service offices as shared with us in correspondence and at workshops on the issue. We encourage you to make use of this valuable and often painfully learned experience in your management of NA funds.*

Substantial donations are contributed by the NA Fellowship every year. These funds are given by NA members who trust that they will somehow help other addicts get clean. While this money is precious, the member's trust is even more so. We need to keep the image of that one member and that one donation in mind whenever we make decisions about handling NA's money.

Most of NA's money gets where it is supposed to go. NA members serving in positions of financial responsibility for the fellowship volunteer countless hours to make sure everything adds up. Services such as local phonelines are paid for; literature is purchased and available to members at meetings; tens of thousands of meetings take place every week in rooms for which NA pays rent. Many individual trusted servants follow guidelines and pass on funds that are used to further our primary purpose. All of these things happen because NA communities utilize responsible accounting practices.

#### **SAFEGUARDING FUNDS**

Theft can be avoided by consistently and diligently following responsible financial principles and practices. The pain and conflict caused when one of our members steals from us, as well as the loss of funds that might have gone to help the still-suffering addict, point to our responsibility to prevent theft from happening in the first place.

Most theft of fellowship funds occurs when precautionary measures are not in place or are in place but not used. Some of us have hesitated to either institute or use these measures because they make us uncomfortable--we believe that they are somehow insulting to the people we ask to serve, or they seem too troublesome to follow. However, the very best safeguard against theft is to remove the opportunity to steal. It is far more uncomfortable and troublesome to deal with a theft after it has taken place than to take measures to prevent it from happening in the first place.

#### **SELECTING TRUSTED SERVANTS**

Our Fourth Concept tells us how to select our trusted servants: "Effective leadership is highly

valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."

So what exactly are these "leadership qualities" the Fourth Concept tells us to look for? Honesty, integrity, maturity, and stability, both in recovery and in personal finances, are but a few. We often avoid asking questions regarding the financial stability of those we are considering for these types of positions, because those questions may be uncomfortable for us or we somehow feel they are inappropriate, given the spiritual nature of our program. We sometimes ignore evidence that a person is having a difficult time with his or her personal finances and should not have the additional burden of responsibility for NA's money. Not only is it okay to ask members standing for election about their qualifications in these areas, it is irresponsible not to.

Substantial clean time *and* financial stability should be required for positions where money is handled. Many NA communities have found it helpful to develop a list of questions regarding employment, service experience, experience with handling funds, and financial stability. These questions are then asked of all nominees as a matter of course, so that people do not feel singled out based on personalities.

### **RESPONSIBLE MANAGEMENT**

*"NA funds are to be used to further our primary purpose, and must be managed responsibly."*

Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, guidelines regarding the handling of funds should be developed and adhered to. The guidelines should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants.

The *Treasurer's Handbook* is an excellent resource for groups and service committees to use in instituting accounting procedures. All guidelines should include appropriate safeguards, such as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. For groups without checking accounts, many of these practices can still be incorporated into the handling of NA funds.

To paraphrase one of our sayings, an addict alone with NA money is in bad company. It is critically important that all processes be monitored by another person: two people count receipts; two people make the bank deposit (and this should be done immediately, not the following day); two people reconcile the original bank statements; and most importantly, two people are always present when any funds are disbursed. Financial records should be readily available to other trusted servants. It is important to note that other assets, such as convention merchandise, literature, and office equipment, should be treated as carefully as money.

Financial procedures need to be written into guidelines to require a review and signature of those responsible for handling funds before they are put into positions of responsibility. Members who know they will be held to standardized accounting and auditing procedures will most likely behave in a responsible manner. Include a statement that theft will not be tolerated, and outline the process that will be followed if a theft occurs. If you are unsure about how to write adequate financial guidelines, please contact the World Service Office for assistance.

## **WHEN SAFEGUARDS FAIL**

If we develop and follow these procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future.

But suppose the answer is yes, we followed our guidelines to the letter. We did everything in our power to prevent a theft, and someone stole from us anyway. When this happens, there is often a mixture of reactions, ranging from, "Let's forgive and forget; after all, we're addicts who are prone to acting out on our disease. We don't want to run the individual out of meetings and into a possible relapse," to "Let's throw the thief in jail!" But whatever it is, we don't want our initial emotional reaction to dictate the outcome of the situation.

Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all involved.

This is not to say that the disappearance of NA funds should be taken lightly or that a service committee should sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary.

First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?

If it becomes clear that money has indeed been taken, the group or service committee should then schedule a meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.

If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best not to drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid. We strongly suggest drafting a legally binding document, utilizing legal advice if possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement.

A report about the situation should be published, and regular reports on the status of the restitution agreement should be published until the agreement is satisfied. Protecting the

identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position and not consider the person for another position until he or she has dealt with the issue through the process of the steps.

If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail to send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.

If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees and world services as resources.

### **RESOLUTION AND RECOVERY**

Even if a successful resolution is reached, many of us will still be angry and hurt and may want to shun the person involved. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery. As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery, utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs.

The misappropriation of NA funds affects groups, service committees, and world services in their efforts to carry the message to the still-suffering addict. The process necessary to deal with such incidents typically has long-term effects--conflict between members, disunity, disillusioned members--on any NA community, directly affecting the newcomer. The safeguards recommended in this bulletin not only protect our funds, but protect us from our disease. We implore NA communities worldwide to develop and follow procedures that protect NA funds; doing so will keep our future secure.

## Peace River Area Service Committee Trusted Servant Financial Policy

This form is to be read and signed by all PRASC Elected Trusted Servants. After signing and dating, one copy will be given to the signee and the original will be kept on file with the PRASC Treasurer.

1. The Eleventh Concept of Service states, "NA funds are to be used to further our primary purpose, and must be managed responsibly." We suggest that you read the Twelve Concepts of Service and get a better understanding of them.
2. The NA World Service Bulletin #30, Theft of NA Funds, has been implemented by the PRASC to help prevent financial problems and guidelines for when safeguards fail. This policy is based on principles and not personalities. There will be no exceptions to this policy.
3. All trusted servants handling PRASC funds or saleable items will be given a copy of this financial policy to be read and signed.
4. Trusted servants will be given a bank deposit bag and deposit slip, prior to facilitating an event, so that all funds collected at the event can be deposited immediately, within 48 hours, into the night deposit box. In the event the trusted servant is not given a bank deposit bag prior to the event, all funds must be turned into the PRASC Treasurer or Vice Treasurer in the absence of the Treasurer, within 48 hours of the event.
5. Upon depositing the funds, the trusted servant must notify the Treasurer that the deposit has been made. The PRASC Treasurer or Vice Treasurer will pick up the deposit slip and record deposited amount in the checkbook and include on the following months Treasurer Report.

As part of your responsibility as a PRASC Trusted Servant, you may become involved in the handling of merchandise and/or funds. Please be advised that all trusted servants and individual addicts entrusted with handling PRASC merchandise and/or funds will be held accountable. If any merchandise and/or funds are found to be missing or misused and investigation will be initiated by the PRASC Admin Committee. If you are found to have stolen or misused merchandise and/or funds your trusted servants position will be immediately forfeited and the PRASC Admin Committee will have you prosecuted to the fullest extent of the law.

By signing below you acknowledge that you have read and understand this financial policy.

\_\_\_\_\_  
Trusted Servant (PRINT)

\_\_\_\_\_  
PRASC Treasurer (PRINT)

\_\_\_\_\_  
Trusted Servant (SIGNATURE)

\_\_\_\_\_  
PRASC Treasurer (SIGNATURE)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Peace River Area

Member Name  
Member Address  
Member phone number

Peace River Area Service Committee of Narcotics Anonymous  
PO Box 380417  
Murdock, FL 33938-0417

Date

**RE: RESTITUTION AGREEMENT FOR THEFT OF PEACE RIVER AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS FUNDS**

Dear ;

On behalf of the Peace River Area Service Committee of Narcotics Anonymous (“PRASCNA”), I write regarding your admitted theft of PRASCNA funds. While we are grateful for your admission of the theft of PRASCNA funds prior to our determining it through an audit process, and while we wish you no personal harm as a result of guilt, shame or financial hardship, PRASCNA does require your guarantee that you will make complete restitution. PRASCNA also requires you to resign from your current elected service position of \_\_\_\_\_.

In accordance with the PRASCNA Policy, which adopted N.A. World Service Bulletin #30: The Theft of NA Funds (AMENDED), into policy in December 2015, we have formulated the enclosed agreement for the repayment of funds that you have admitted absconding from PRASCNA during the time you held the elected position of PRASCNA \_\_\_\_\_.

As you are likely aware, some NA members may be angry and hurt as a result of this incident, but we are hopeful that we can resolve this matter through a process that is both responsible and spiritual. As NA members practicing spiritual principles, we will endeavor to support you in continuing your recovery, utilizing meetings, your sponsor, and the Twelve Steps throughout this process.

Please contact me at {Chairperson’s Phone Number} by {7 (seven) days from date of letter}, to discuss this matter.

Yours truly,

\_\_\_\_\_  
PRASCNA Chairperson

Enc.



RESTITUTION AGREEMENT FOR THEFT OF  
NARCOTICS ANONYMOUS FUNDS  
(the "Agreement")

BETWEEN:

PEACE RIVER AREA SERVICE COMMITTEE  
OF NARCOTICS ANONYMOUS "PRASCNA"

AND:

MEMBER NAME

"Service Position"

WHEREAS:

\_\_\_\_\_ has admitted to theft of PRASCNA funds;

\_\_\_\_\_ and PRASCNA hereby agree that:

1. \_\_\_\_\_ shall provide PRASCNA with \_\_\_\_\_ monthly post-dated checks of \$ \_\_\_\_\_ each commencing \_\_\_\_\_. Each check is to be dated on a date that will not cause \_\_\_\_\_ personal financial hardship, but will not be longer than 30 days from the preceding check.

2. Should this agreement, which is made in good faith of both parties, be breached by \_\_\_\_\_ by failure to remit the full amount owed, PRASCNA reserves the right to commence Legal Action against \_\_\_\_\_, and to request that \_\_\_\_\_ be charged for the theft of funds from PRASCNA. Should PRASCNA exercise that right, PRASCNA is entitled to provide the authorities with a copy of the Agreement, any other documentation obtained by means of a financial audit, and the proof of payments already remitted by \_\_\_\_\_.

3. This signed and witnessed Agreement shall be held in trust by the Treasurer of the PRASCNA. In the absence of a Treasurer, the Chairperson shall hold the document in trust until the Agreement has been fulfilled and all monies remitted by \_\_\_\_\_; the ongoing status of which will be documented in the Peace River Area Service Committee Treasurer's report at the monthly meeting of the PRASCNA.

Signed in Port Charlotte, Florida on \_\_\_\_\_, 20\_\_ by:

\_\_\_\_\_, Member

Print: \_\_\_\_\_

Signature: \_\_\_\_\_