

Open Arms Area Service Committee Policy and Procedures

Approved 07/18 (Amendments of June 2018-June
2019 included)

Open Arms Area
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Open Arms Area of Narcotics Anonymous Policies & Procedures

I. General Policies and Procedures

- A. The Guide to Local Service is the basis of policy for this area.
- B. OAA P+P overrides all subcommittee policies and handbooks. If a statement in a subcommittee policy is in disagreement with OAA policy, then OAA P+P will be the policy to follow and the subcommittee will then change its policy to conform to area policy.
- C. Robert's Rules of Order will be used, **as a guide**, to conduct business in an orderly fashion, except when they conflict with specific Area policy, Guide to NA Service, or the 12 Concepts of NA.
- D. The Area Service Committee (ASC) will meet on the first Thursday of each month at 7:30pm at Goshen Presbyterian Church, 33 Park Pl, Goshen, NY 10924
- E. The Area Service Committee meetings and Administrative Body meetings shall be audio recorded for accuracy in producing the ASC Minutes.
- F. The Open Arms Area boundaries shall be defined as 1) all of Orange County, 2) All of Beacon, 3) Sullivan County as far west as Route 55 to the Delaware River border. (11/18)

II. ASC Meeting Format

- A. Open with a moment of silence followed by the Serenity Prayer.
- B. Reading of the 12 Traditions and 12 Concepts of NA.
- C. Secretary's Report. **Needs a vote of acceptance**
- D. Treasurer's Report. **Needs a vote of acceptance**
- E. Policy and Procedure Report
- F. Regional Committee Member (RCM) Report.
- G. Group Reports
- H. Sub-committee Reports

Motion sheets must be submitted by the end of Sub- Committee Reports

- I. Old Business
 - J. New Business
 - K. Redress/grievance.
 - L. Motion to close with Serenity Prayer.
- III. **Nominations**
- A. Anyone seeking an ASC position is required to attend at least two (2) consecutive ASC meetings to be nominated and must be present for nomination and election.
 - B. Nominees must present their qualifications at the time of nomination acceptance.
 - C. Qualifications must be stated by each nominee for any position of service at the ASC level.
 - D. The ASC Administrative body will be responsible for obtaining satisfactory answers to the following questions:
 - 1. Does the nominee possess a working knowledge of the twelve steps, traditions, and concepts?
 - 2. Does the nominee have and use a sponsor? Does he/she have his/her sponsor's endorsement to serve in this capacity?
 - 3. Does the nominee have his/her group conscience to serve in this capacity?
 - 4. Has the nominee ever been asked to step down from a position, or has abandoned a position of service?
 - 5. Ask the nominee to state prior service history.
 - 6. Has the nominee ever misappropriated or been accused of misappropriating funds?
 - 7. (For positions where the nominee will be handling NA funds) Does the nominee have a legal means of support?
 - 8. Is the nominee in any collection process from ANY collection agency including IRS?
 - 9. Is nominee able to fulfill all the requirements of this commitment?
- IV. Administrative Body

- A. The Area Service Committee Administrative body shall consist of nine members; ASC Chairperson, ASC Vice-chairperson, Secretary, Co-Secretary, Treasurer, Co-Treasurer, Regional Committee Member, Regional Committee Member – Alternate, and the Policy & Procedure Chairperson.
 - B. Administrative Body and all sub-committee chairpersons shall meet quarterly throughout the fiscal year, at a place designated by the ASC chairperson, for the purpose of coordinating the body to better serve the ASC and the groups.
 - 1. Meeting shall be held in an open facility and open to all members wishing to attend.
 - 2. Meeting minutes will be made available to all GSRs by email and updated on website for all members of OAANA.
- V. Requirements and Position Descriptions for ASC Officers
- A. Election of officers and sub-committee chairpersons will be held annually at the June ASC meeting. All area administrative body and sub-committee chair positions are 1 year, or until June, whichever comes first.
 - B. An administrative body member can only serve 2 one-year terms consecutively in any one single position and 3 years total consecutively on the administrative body (6/18).
 - C. Qualifications for officers will be as follows:
 - 1. Chairperson 5 years clean time
 - a. Legal means of financial support.
 - b. Has a working knowledge of the 12 traditions and 12 Concepts for NA Service.
 - 2. Vice-Chairperson4 years clean time
 - a. Legal means of support.
 - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.

3. Secretary & Co-secretary2 years clean time
 - a. Access to a computer and email.
 - b. Good clerical skills are highly regarded.
 4. Treasurer & Co-treasurer5 years clean time
 - a. Legal means of support.
 - b. Accounting experience is highly regarded, however, at minimum, must be able to balance a checkbook.
 5. Regional Committee Member (RCM)5 years clean time
 - a. Legal means of support.
 6. RCM Alternate4 years clean time
 - a. Legal means of support.
 7. Policy and Procedure5 years clean time
 - a. Must have completed the 12 steps with an NA sponsor
 - b. Must have a strong working knowledge of the 12 Traditions and 12 Concepts.
- C. Position descriptions for officers will be as follows:
1. **Chairperson**
 - a. The area committee chairperson is responsible for conducting Area Service Committee meeting, preparing the agenda, and various administrative duties.
 - b. The chairs primary tools are the short-form rules of order, which appear at the end of this guide, a firm hand, a calm spirit, and a clear mind.
 - c. The chairperson can find additional help in books about business meetings, decision-making processes, and volunteer organizations that are often readily available at local bookstores and libraries.
 - d. The chairperson must be the co-signer on the area bank account.
 - e. Must approve of ASC meeting minutes and Treasurer's Report before distribution.

- f. Must have reliable transportation to the ASC meetings

2. Vice Chairperson:

- a. The primary responsibility of the area committee vice chairperson is the coordination of the area subcommittees.
- b. The area vice chair keeps in regular touch with the chairpersons of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible.
- c. If disputes arise within a subcommittee or between subcommittees, the ASC vice chair helps find solutions to them.
- d. The vice chairperson works closely with subcommittee chairs when they prepare their annual reports and budget proposals.
- e. The vice chairperson is also responsible to assist the chairperson in conducting area committee meetings and to conduct ASC meetings him or herself in the chairperson's absence.
- f. Trains new GSRs

3. Secretary:

- a. Area secretaries handle all their committees' paperwork, a formidable job.
- b. Their first responsibility is to take clear, accurate minutes of area committee meetings and distribute those minutes to all committee participants within 10 days after OAA meeting
- c. Secretary is to record the ASC meetings using a recording device provided by the ASC. (S)he is also to maintain an archive of these recording to be made

readily available when requested.

- d. In the process of keeping the minutes of each meeting, the secretary should update a log of area policy actions each time there is a change and include those changes into area policy. (in conjunction with P+P chairperson)
- e. The log lists motions the committee has passed regarding the activities of administrative officers and subcommittees.
- f. These motions should be listed chronologically under a heading for the officer or subcommittee they affect.
- g. Secretaries should have copies of the most recent printing of the log of policy actions available for new GSRs and should periodically distribute updated versions to all area committee participants.
- h. Because most secretaries mail and e-mail minutes to area committee members, they need to keep an updated list of participants' addresses.
- i. With their committees' permission, they should mail copies of these lists once or twice a year to the World Service Office. These lists will make it possible for the WSO to provide groups, subcommittees, and administrative officers with current information pertinent to their areas of service.

4. Treasurer:

- a. The treasurer receives contributions from the groups.
- b. When the treasurer receives cash contributions from the groups, they make out receipts to the contributors immediately, keeping copies for themselves with their official records.
- c. Administers the area's checking account

- d. Maintains a petty cash account with a maximum of one hundred dollars (\$100.00)
- e. Pays the rent for the committee's meeting hall
- f. Reimburses officers and subcommittee chairs for their budgeted expenses Keeps careful records of all transactions
- g. Reports on the financial condition of the area committee at each of its meetings.
- h. As the administrator of the area's unified general fund, the treasurer is also responsible to prepare an annual budget for the area committee.
- i. The *Treasurer's Handbook*, available from the World Service Office, contains a more detailed description of the treasurer's job and most of the forms the treasurer needs for keeping their records.
- j. While experience also strongly suggests that, to help prevent theft, this area's committee will only use two-signature checks to pay their bills.
- k. In order for a check to be valid, it should be signed by the treasurer and the ASC Chairperson.
- l. Maintains accurate records of the monthly ASC operating expenses
- m. Must maintain a file of detailed bank statements. (account number must be blacked out)
- n. Most recent bank statement must accompany ASC treasurers reports and show equal total to report in order for treasurers report to be approved.

5. Regional Committee Member (RCM):

- a. RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the

regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service.

- b. Both the region and its areas depend on RCMs to be well-versed in NA service practices and principles.
- c. RCMs should be closely acquainted with the Twelve Traditions and Twelve Concepts, the fundamentals of service in our fellowship.
- d. Familiarity with all published service manuals and bulletins puts the resources of the whole fellowship at the RCMs' fingertips.
- e. RCMs should carefully study the reports from their own areas' groups, officers, and subcommittee chairs so that they can pass their areas' experience on to others at the regional meeting.
- f. RCMs will be more effective contacts between their areas and the regional committee if they take time to talk personally with other participants in their area committees. That way, they can get a better idea of what needs and concerns the regional committee should address.

6. Policy and Procedure

- a. Chairperson is considered as a member of the Administrative Body and also considered as a subcommittee Chairperson.
- b. Conducts separate monthly sub-committee meetings for the purpose of reviewing and updating policy.
- c. Any suggested changes or additions to the ASC policy must be submitted to the ASC body in the form of a motion.

- d. Policy funds are to be used to provide copies of the policy to GSRs and to cover the cost of rent for meeting space only.
- e. The Policy & Procedure sub-committee shall maintain a copy of all NA approved sub-committee handbooks in addition to providing each sub-committee with a copy of their respective Policies & Procedures.
- f. If there is no trusted servant for Policy and Procedure Chairperson, the ASC Vice-chairperson will assume those responsibilities until someone comes forward.

7. Co-Secretary, Co-Treasurer and Alternate RCM:

- a. Co-Secretary and Co-Treasurer will perform all duties of each respective office in absence, long or short term of the officer.
 - b. The Alternate RCM will serve as an apprentice to the RCM. At least one year as Alternate RCM is a requirement for the RCM position.
- D. In the event of any sub-committee chairperson vacancies the Administrative Body is responsible for addressing any issues or concerns that may arise due to that vacancy.
- E. Any GSR elected to an ASC position (except co-positions) must resign as a GSR
- F. ASC Officers and Sub-committee Chairs who miss two (2) consecutive ASC meetings without notice or fail to fulfill the responsibilities of their commitment as written herein will be dismissed from their position. A representative may be sent or contact with an ASC Officer must be made to maintain the position.
- G. Any ASC officer can be removed at any time by a 2/3 majority vote.

VI. Sub-Committees (Any treasurer for any subcommittee is nominated and voted in by the GSRs at the ASC) (01/19)

A. Chairperson Clean Time Requirements and responsibilities

1. Convention Committee 5 years
 - a. Schedule and attends all sub-committee meetings
 - b. Maintain order and flow of the meeting keeping discussions brief and to the topic
 - c. Ensures the upholding of the Twelve Traditions and Twelve Concepts and abides by the policies outlined in the CC sub-committee policy
 - d. Maintains a communication link between the sub-committee and the ASC
2. Events & Activities (E & A) 3 years (9/16)
 - a. Schedules and attends all sub-committee meetings
 - b. Maintain order and flow of the meeting keeping discussions brief and to the topic
 - c. Ensures the upholding of the Twelve Traditions and Twelve Concepts and abides by the policies outlined in the Events and Activities sub-committee policy
 - d. Maintains a communications link between the sub-committee and the ASC
 - e. Must attend each meeting of the Regional Service Committee Events and Activities sub-committee and brings back a report of that meeting to the Open Arms Area sub-committee
 - f. Helps organize and coordinate all events and activities for the Open Arms Area
 - g. Will be one of two co-signers on the Events and Activities checking account

3. Helpline 1 year
 - a. Coordinates all work done by the sub-committee
 - b. Responsible for the overall operation of the Area Helpline
4. Hospitality 6 months
 - a. Maintains and replenish all supplies needed for this sub-committee
 - b. Attends the OAASC monthly and supplies the committee with coffee and other refreshments as needed
5. Hospitals & Institutions (H & I) 2 years NA
clean time
 - a. Attend and hold a sub-committee meeting monthly
 - b. Maintain order and flow of the meeting keeping discussions brief and to the topic
 - c. Ensures the upholding of the Twelve Traditions and Twelve Concepts
 - d. Maintains a communications link between the sub-committee and the ASC
 - e. Must participate at each meeting of the Regional Service Committee Hospitals and Institutions sub-committee and brings back a report of that meeting to the Open Arms Area sub-committee
 - f. Work with panels to draft all correspondence to be served by the sub- committee.
 - g. Shall present a budget for the year to the ASC within sixty (60) days of the beginning of the term, which shall include literature and learning days/workshops.
6. Public Relations 3 years (9/16)
 - a. Acts as a spokesperson for the area PR sub-committee

- b. Coordinates and is responsible for all work done by the sub-committee
 - c. Responsible for facilitating the monthly sub-committee meeting
 - d. Maintains communication with and attends the GNYRSC PR sub-committee
- 7. Speaker Exchange 1 year
 - a. Acts as a spokesperson for the OAASC Speaker Exchange sub-committee
 - b. Coordinates and is responsible for all work done by the sub- committee
 - c. Responsible for facilitating the monthly sub-committee meeting
- 8. Outreach/Homebound 3 years (9/16)
 - a. Acts as a spokesperson for the OAASC Outreach/Homebound sub-committee by reaching out to the groups listed in the OAA meeting list that do not attend the ASC meetings. (5/16)
 - b. Coordinates and is responsible for all work done by the sub-committee
 - c. Coordinates/Facilitates meetings for those members that are homebound (5/16)
 - d. Responsible for facilitating the monthly sub-committee meeting
- 9. Literature 1 year & a legal means of support
 - a. Maintains an inventory of literature and merchandise
 - b. Attends all Open Arms Area Service Committee meetings to offer merchandise and material for sale

c. Gives a detailed financial accounting of literature sales and purchases including back order status each month to the ASC

d. Chairperson maintains communication with and attends all RSC sub-committee meetings

10. Meeting List

1 year

a. Attends monthly OAASC meetings

b. Updates and maintains meeting list as needed

c. provides copies to the ASC and H&I sub-committee

d. Maintains communication and attends RSC Meeting List sub-committee meetings.

e. Maintains the ASC printer and use this printer to print monthly meeting lists (10/18)

11. Web Site

3 years

a. Attends monthly OAASC meetings

b. Updates and maintains Web site as needed to include posting of monthly OAASC minutes, events and other communication

c. Coordinates and is responsible for all work done by the sub-committee

d. Responsible for facilitating the monthly sub-committee meeting

e. Maintains communication and attends RSC Web Site sub-committee meetings

B. All Sub-committees will refer to NA approved handbooks, which will be made available upon request as a resource at the OAA meeting-by Policy and Procedure sub-committee.

- C. Sub-committee chairpersons, or their representatives, are required to attend all respective Regional Sub-committee meetings or contact their Regional Chairperson.
- D. Sub-committees should meet one half hour before the ASC meeting, or at a mutually agreed upon time and place. Care must be taken to insure that no committee member or potential member is neglected or excluded.
- E. All sub-committees are required to have prepared and written policies and guidelines. All subcommittee policies get reviewed by the policy subcommittee for approval and to make sure the subcommittee policy does not contradict Area policy (11/18). These will include specific language concerning the formation of that sub-committee, officers, and their responsibilities and the sub-committee's duties and responsibilities to the OAA.
- F. All sub-committees will provide financial accounting in their monthly reports to the ASC.
- G. All sub-committee chairpersons, upon completion of their terms of office, are to submit the ASC Treasurer the sub-committee's revolving fund balance including all original receipts of expenses.

VII. Sub-committees

- A. Sub-committee reports
 - 1. Sub-committee reports will be written on forms provided by the Secretary.
 - 2. Reports shall be presented when the sub-committee is called on by the ASC Chairperson (from a written report. Reports given from memory are not accepted).
 - 3. Reports should contain attendance, functions, open commitments, expenses, etc.
 - 4. The report will be submitted to the Secretary when finished.
- B. Events and Fliers

1. All Sub-Committee's will notify the Open Arms Area of any events at least 90 days prior to an event. FLIERS for events must be approved a minimum of 60 days before the event. Fliers for that event will be provided to area for distribution to GSR's at least 30 days prior to the event.
2. All fliers submitted by ASC sub-committees are required to contain a Narcotics Anonymous logo and must be approved by the ASC Administrative body prior to distribution.

VIII. Group and Group Service Representative (GSR) Procedures

A. A GSR will be defined as follows:

1. Group service representatives link their groups to the rest of Narcotics Anonymous.
2. Most groups also elect an alternate GSR who can fill in for the Group representative when needed.
3. GSRs serve a dual role. As our fellowship's Second Concept for Service indicates, GSRs take part on their groups' behalf in the area committee and the regional assembly, conveying a sense of their groups' wishes to the service structure and bringing back information on what's happening in the larger world of NA.
4. Our Twelve Concepts also suggest that GSRs are delegated the authority to serve in their own right as ASC and regional assembly participants, exercising their own conscience and best judgment in the best interests of NA as a whole.
5. Basic equipment for group service representatives usually includes *A Guide to Local Services in Narcotics Anonymous*. Your group should supply you with this.

6. New GSRs shall be given a copy of the Twelve Concepts of Narcotics Anonymous during orientation. Cost will be absorbed by the ASC.

7. Qualifications and terms of service for GSRs are determined by the groups which elect them; however, orientation is offered by an experienced trusted servant at the area and attendance is strongly recommended.

8. GSRs will be responsible for ensuring that the information for their group's meeting and contact person (GSR) are up to date.

B. Group Service Representatives (GSRs) will submit their literature orders to the Literature Chairperson before the ASC meeting and may pick up their orders after 9:30pm or at the end of the business meeting, whichever is earlier.

C. Groups joining Open Arms Area

1. The ASC will keep a roster of all Groups that are members of the Open Arms Area.

2. To be a member of the Open Arms Area, a Group must:

- a. Follow the 12 Traditions of NA.
- b. Not be a member of another Area.
- c. Have regularly scheduled, weekly meetings taking place
- d. To join the Open Arms Area, a Group must send a

representative to ASC Meeting . AS A MEMBER OF THE OPEN ARMS AREA, EACH GROUP SHOULD BE REPRESENTED AT LEAST TWO TIMES PER CALENDAR YEAR AT ASC MEETING.

3. All regularly scheduled weekly meetings held by Open Arms Area Groups will be listed in:

- a. The Open Arms Area paper meeting list
- b. The Open Arms Area Web-Site meeting list
- c. The GNYR Web-Site meeting search

d. The NAWS Web-Site meeting search

4. Any group within the Open Arms Area that does not adhere to the NAWS FIPT policy concerning distribution of current fellowship approved literature shall be removed for the ASC meeting list and will not be supported by the Open Arms Area. (11/16)

D. Group Reports

1. Group Reports will be given after administrative body reports
2. ALL Groups listed in the ASC Roster will be called.
3. When a Group is called, individuals wishing to give that Group's Report will do so.
4. A written copy of the Report should be handed in by the end of the meeting. This should contain the group's name, the date, the GSR's name and any information, concerns, and announcements that were reported for the Group.
5. If someone other than the Group's GSR or Alternate gives the Report, then the written report should include THAT person's name and GSR Absent, or NO GSR.
6. Report forms will be provided by the Secretary.

IX. Motions and Voting Procedures

- A. All motions must be written on a Motion Form available from the Secretary.
- B. Only one (1) motion per form.
- C. The Chairperson will record the results of the vote then give the sheet to the Secretary.
- D. All motions presented to the body shall be read by the ASC Chairperson (or other Administrative Body member). Motions will have a second by a GSR prior to presenting it to the ASC Administrative Body to be reported to the body. A count of all present GSRs shall be taken before motions are voted on. THE PASSING REQUIREMENT IS 2/3 OF ALL GSR'S (MINUS

ABSTENTIONS) WITH A MINIMUM OF 10 GSRs NEEDING TO BE PRESENT IN ORDER TO AFFECT ASC POLICY.

- E. Only GSRs or their Alternates may vote on motions.
- F. Sub-committee Chairpersons may vote only on procedural matters. Procedural matters will be defined as all issues dealing with manner in which our ASC meeting is run.
- G. General Consent will be the first means of handling all motions. If there is no opposition to a motion, it will carry.
- H. Votes will be taken by a show of hands.
- I. All motions that are not time sensitive or are deemed as “housekeeping” motions must be presented to the groups for group conscious before being voted on.
- J. All motions will have one of the following results: Pass, Fail, Tabled, Withdrawn or Rescinded.
- K. Abstentions will have no effect on calculating the vote.
- L. **Motion sheets must be submitted by the end of Sub-Committee Reports.**

X. Fiscal Policies

****All reimbursements require the submission of original receipts.****

- A. A prudent reserve of twenty five hundred dollars (\$2500.00) must be maintained in the treasury. (8/2018)
- B. Each month, after all financial obligations have been met; the ASC will maintain a balance of no more than four thousand dollars (\$4,000.00). The overage shall be donated to the Regional Service Committee (RSC). (2012)
- C. To fund RCM and Alternate RCM to attend MARLCNA.
- D. Annual Insurance coverage cost for the Area to be added to annual budget as Operating Expense.
- E. All sub-committee building use donations shall be initially approved as a motion and then paid by ASC on a regular basis (monthly, quarterly, or semi-annually).

F. All sub-committees must submit original receipts for replenishment of their revolving funds or reimbursement of expenses within a two (2) month period. (10/16)

F. Sub-Committee Fiscal Allotments are as follows:

1. Convention Committee

a. Currently there is no fiscal allotment.

2. Events & Activities (E & A)

a. The ASC will maintain their own account with a prudent reserve of five hundred dollars (\$500.00) which is to be used as operating expenses for the E&A sub-committee. An additional 500.00 shall be held aside as part of our 2,500.00 prudent reserve, for Events and Activities, available to the E&A chairperson upon request in the event the 500.00 E&A fund not be enough to seed larger events or multiple events” (11/18). E & A must demonstrate the need for additional funds by submitting a budget (11/18).

b. Must have two signatures on bank account/checks.

c. Any monies over that amount will be donated to the ASC.

3. Helpline

a. Helpline sub-committee is allotted up to one hundred dollars (\$100.00) per quarter for expenses directly related to the helpline. Helpline phone bill is paid for directly by the ASC.

4. Hospitals and Institutions (H & I)

a. H&I are allotted up to three hundred fifty dollars (\$350.00) in literature per month as needed.

b. H & I is allotted up to \$450.00 (7/18) annual budget specifically for H & I Learning day.

5. Literature

- a. Sub-committee will be allotted up to fifty dollars (\$50.00) per month as needed for producing copies of order forms and to purchase any necessary supplies – receipts must be submitted
- b. Sub-committee is to maintain a log of all back ordered merchandise and enter a dollar amount for that merchandise, to include the status of backorders each month.

6. Meeting List

- a. Meeting List sub-committee is allotted one hundred ten dollars (\$110.00) per month for expenses.

7. Policy and Procedure

- a. Policy & Procedure will be allotted up to fifty dollars (\$50.00) per month as needed to have copies of all the various policy and procedure documents available for the ASC.

8. Public Relations (P R)

- a. Public Relations sub-committee has an operating fund of two hundred dollars (\$200.00) per month to cover presentation materials as needed.

9. Outreach/ Homebound

- a. will be allotted twenty-five dollars (\$25.00) for expenses pertaining to this sub-committee (12/16)

10. Speaker Exchange

- a. Currently there is no fiscal allotment.

11. Web-Site Committee

- a. Currently there is no fiscal allotment. ASC pays for website hosting.

G. Other fiscal allotments are as follows.

- 1. The ASC secretary is allotted a maximum of sixty dollars (\$60.00) per month for expenses.

2. Receipts submitted in the amount of one hundred dollars (\$100.00) (11/18) shall be reimbursed in cash through the petty cash account. Any receipts over the amount of thirty dollars (\$100.00) will be reimbursed in check form.
3. Requests for funds by a sub-committee or group, not already approved, must be submitted as a motion.
4. The Open Arms Area will not accept personal checks.
5. Travel expenses for all Area representatives must have prior approval from the ASC. Reimbursement will be made upon submission of original receipts.
6. The ASC Treasurer shall be the co-signer for all sub-committee treasuries.
7. Groups that need, but cannot afford to pay for literature at the present time, shall receive a Thirty dollar (\$30.00) loan for literature. That loan will be repaid in a responsible time and manner.
8. Newly formed groups in need of a start-up kit may receive up to twenty five dollars (\$25.00) in literature, including key chains, readings, and Information Pamphlets. **Request must be submitted as a motion.**

XI. Miscellaneous Policies

- A. The ASC will purchase trash bags, toilet paper, and paper towels for the ASC meetings.
- B. Hospitality supplies for the ASC meetings will be purchased with donations from ASC members.
- C. ASC Officers are responsible for updating their contact information with the Secretary.
- D. Any special interest groups listed on the Open Arms Area meeting list must be open to any addict seeking recovery. Our meeting list will clearly state this policy.

- E. Anyone holding an ASC commitment must return all materials pertaining to the commitment to the ASC at the time the commitment is surrendered.
- F. All literature purchased for sale/use by the Open Arms Area Service Committee shall be purchased from the Greater New York Region Service Office.

OPEN ARMS AREA MOTION LOG/AMENDMENTS 06/18-06/19

6/7/18

Motion: An administrative body member can only serve 2 one-year terms consecutively in any one single position, and 3 years total consecutively on the administrative body.

Intent: Guide to Local Service pg. 36 and 50. Rotation of service commitments allow a variety of individuals to participate in our service structure providing a diversity of viewpoints and talents and a freshness of perspective that would be lacking if these positions were held by the same individuals year after year.

Status: Passed

7/5/18

Motion: Increase H&I \$300 annual budget to \$450 annually.

Intent: They need more for learning day

Status: Passed

8/2/18

Motion: To increase our operating fund from \$2,000 to \$2,500 and also increase reserve from \$2,000 to \$2,500 to assure the Area stability and being financially responsible.

Intent: Assure Area can fund our Area Service committees.

Status: Passed

9/6/18

Motion: To create an ad hoc committee to explore what Open Arms Area's boundary line should be to assure that our Area and subcommittees are functioning within the Area's boundaries. Currently there is no boundary line.

Intent: We use the "Guide to Local Service" as the Area's Guideline Book. Page 71. Clear Area boundaries help each ASC understand responsibilities and assure that NA services are delivered consistently.

Status: Passed

10/4/18

Motion: Purchase a printer for the area to use for meeting lists.

Intent: Save up to \$600 per year on copying costs.

Status: Passed

11/1/18

Motion: That the Open Arms Area boundaries be defined as 1) all of Orange County, 2) All of Beacon, 3) Sullivan County as far west as Route 55 to the Delaware River border.

Intent: To make Area boundaries clear and help Area Service Committee understand its responsibilities and assure that NA services are delivered consistently.

Status: Passed.

Motion: To increase petty cash refunds from \$30 to \$100 and to change the wording from “may be paid” to “shall be paid in cash with valid receipt.”

Intent: To reduce the number of checks written from our bank account on a monthly basis.

Status: Passed

Motion: That all subcommittee policies get reviewed by the policy subcommittee for approval and to make sure the subcommittee policy does not contradict Area policy. **Intent:** To expedite the policy of subcommittees without burdening the groups and to have people familiar with Area reviewing for contradictions.

Status: Passed

Motion: To change the wording under fiscal policies for E&A section from “larger events” to “larger or multiple events” (amended) and must demonstrate the need for additional funds by submitting a budget.

Intent: To be accountable for Area funds.

Status: Passed.

1/3/19

Motion: Any treasurer for any subcommittee is nominated and voted in by the GSR’s at ASC.

Intent: To be responsible when it comes to the group’s money.

Status: Passed

Motion: To accept RCM procedure.

Intent: To have a clear procedure in place so that each RCM following knows that they are doing.

Status: Passed

Motion: To accept the Literature Committee’s policy.

Intent: To have policy and procedure in place so each literature chair following knows what they are doing.

Status: Passed

Motion: To accept Chairperson procedure.

Intent: To have a clear procedure in place so each Area Chairperson following knows what they are doing.

Status: Passed

Open Arms Area Service Committee Chairperson 12/06/18 Responsibilities

A) Is the moderator of the ASC Meeting.

A-2) Is responsible for the meeting place in general, including contact as required with the facility as well as opening and securing the room after the meeting.

B) Conducts the ASC meeting according to Roberts rules of order short form as described in the NA guide to local service.

C) Is responsible for the review of ASC meeting minutes Prior to distribution.

D) Is responsible for assembling the administrative body for quarterly meetings as per policy.

E) Will make necessary appointments of committee chairs and temporary 'fill in' trusted servant's when called for according to OAA policy and/or Roberts rules of Order.

F) Together with the administrative body, will call upon the policy committee chair for policies and/or procedures to be researched, clarified and/or corrected as the need occurs.

E) Together with the vice chair person, remains available to Committee members sub-Committee chairs and administrative body throughout the month to answer questions and offer general assistance when possible.

OAA RCM Practice and Policy

Regional committee members (RCMs) serve as the core of the regional service committee (RSC), a body which coordinates service forums throughout the region, is responsible for the regional convention, and conducts the regional assembly. The regional committee also serves year around as a contact point between NA world and local services. RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service. Both the region and its areas depend on RCMs to be well-versed in NA service practices and principles. RCMs should be closely acquainted with the Twelve Traditions and Twelve Concepts, the fundamentals of service in our fellowship. Familiarity with all published service manuals and bulletins puts the resources of the whole fellowship at the RCM's fingertips. RCMs should carefully study the reports from their own areas' groups, officers, and subcommittee chairs so that they can pass their areas' experience on to others at the regional meeting. RCMs will be more effective contacts between their areas and the regional committee if they take time to talk personally with other participants in their area committees. That way, they can get a better idea of what needs and concerns the regional committee should address. Ideally, Regional committee members will serve two-one year terms. The first year as an alternate (in training)and the second as the RCM. This helps regional committees maintain a balance between experienced members and those just learning the ropes. The RCM is charged to carry the area's conscience for voting purposes and will sometimes need to act on the area's behalf when time is of the essence. The RCM will report relevant activities of the RSC meetings back to next meeting of the area. The RCMs' schedule will be based on the needs of the Regional Service Committee which typically meets face to face bi-monthly. Should the needs of the RSC change, the RCMs' will make every attempt to adhere to the RSC schedule where possible. The area will reimburse the RCMs for expenses incurred for travel (gas, tolls, parking, public transportation) to the RSC meetings with the submission of all receipts to the area treasurer.

Suggested requirements to serve as RCM:

- 1- 1 year commitment
- 2- 5 years clean time
- 3- Sponsor support
- 4- Home group support
- 5- Means of economic support
- 6- Transportation and willingness to travel monthly

Literature Subcommittee 01/03/19

Purpose: The Literature Subcommittee maintains a stock of NA books and pamphlets that can be purchased from GNY Region, or, if determined by the ASC for emergency purposes, from the WSO. Literature is made available at the monthly ASC meeting. This subcommittee may consist of up to three people.

Functions and procedure:

- Attend ASC meeting and set up literature for sale.
- Have available at least 50 order forms for the groups.
- Process each order and bag it for pick up.
- At the end of the ASC meeting, distribute orders and collect payment.
- After all payments collected, money is counted with ASC treasurer.
- Money is turned over to ASC treasurer.
- After ASC meeting, inventory is taken of what was sold. Keep a written record and carbon copies of order forms. Report on it at ASC meeting the following month.
- Replenish sold inventory by placing an order via email to the GNYR (rso@newyorkna.org). CC the Area Treasurer so payment can be made. Must be completed by the 20th of the month to be available by the first Thursday of the following month.
- Inventory is mailed to Literature Chairperson.
- Monthly meeting conducted so materials can be removed from boxes and organized in totes.
- Sub-committee is to maintain a log of all back ordered merchandise and enter a dollar amount for that merchandise, to include the status of backorders each month, or return funds for unavailable literature or merchandise.

Committee Positions and Requirements

- Chairperson: 1 year clean time and legal means of support
- Vice Chair: 1 year clean time
- Helpers at table: 90 days but does not handle money

Fiscal Policy

Sub-committee will be allotted up to fifty dollars (\$50.00) per month as needed for producing copies of order forms and to purchase any necessary supplies – receipts must be submitted.