

**CSASC BUSINESS & PROCEDURAL POLICY**  
**REVISED 11-26-18**

**I GENERAL OPERATING PROCEDURES**

**A. FOUNDATION PRINCIPLES:**

**#1: Cumberland-Salem Area Service Committee (CSASC) will follow:**

- 1). "Robert's Rules of Order", as closely as possible.
- 2). The "Twelve Traditions of Narcotics Anonymous".
- 3). The "Service Structure" of Narcotics Anonymous.

**B. MEETING PLACE & TIME:**

- 1). 1/87 #2: CSASC meetings will be held on the second Sunday of every month, with the exception of Mother's Day which needs to be announced in April.
- 2). 4/12 #5: The starting time for CSASC meetings is 5:00 pm.
- 3). 2/88 #1 Area meeting place is Administrative and should be handled as such.
- 4). 5/88 #4, 2/01 #10, 4/12 #5 : CSASC meetings will end promptly at 7:00 pm, (unless business is not finished, whereupon a motion for continuance can be made, seconded and passed by a 50% -plus one vote of all GSR's/Alt.'s present with current voting privileges.) (see Section III.A., below ).
- 5). 6/88 #4: Written attendance will be taken at CSASC meetings. This will be included in "the minutes".
- 6). 2/01 #7: All matters affecting CSASC meeting place shall be decided by SR's/Alt.'s with current voting privileges. (see Sec. III.A., below )
- 7). 8/03 # 5, 4/12 #5: If a "motion for continuance" past 7:00 pm is made and passed, then a subsequent "motion to close" must be made, seconded by a GSR/Alt., voted on with a 50%-plus one "yes" vote by all GSR's/ Alt.'s present with current voting privileges (per Sec. III.A., below ) for "motion to close" to pass.
- 8). 3/05 #1: CSASC meeting place to be St. Andrews Church on Commerce St. in Bridgeton until further notice. (Close as possible to 1/2 way point).
- 9). 4/05 #2: CSASC will pay, through Treasury, \$ 30.00/ month rental fee to St. Andrews Church to hold monthly CSASC meeting.

**C. CSASC MONTHLY MEETING FORMAT:**

- 1). 1/87 #7, 4/12 #3: CSASC will conduct monthly meetings in the following manner:
  - a). Open the meeting with a moment of silence/ Serenity Prayer.
  - b). Read the "Twelve Traditions of NA" (front of "hard card").
  - c). 3/03 #4: Read Concept from "A Guide to Local Services" # =month.
  - d). 3/10 #2: Go around the room and introduce ourselves
  - e) 2/11#3 Is there a motion to accept last months minutes?
  - f). 5/10 #1: Hear Chairpersons report
  - g). 5/10 #1: Hear Vice Chairpersons report
  - h). 5/10 #1. Hear Secretaries report
  - i). Hear Treasury report.
  - j). Hear Regional report.
  - k). Hear Sub-committee reports:
    - 1. RCM
    - 2 Website

- 3. Meeting List
- 4. H&I
- 5. Activities
- 6. Lit sales
- 7. Public relations
- 8. Policy Archives
- 9. Literature Review
- l). 12/05 #3: Sharing Session
- m). 12/05 #3: Old Business 2
- n). 12/05 #3: New Business
- o). 12/05 #3: Group Service Representative (GSR) meeting updates

## **II. ISSUES OF GENERAL PRACTICE**

### **A. CSASC MEETING LISTS:**

- 1). 06/15 #1 : The Website subcommittee will be responsible for updating all meeting details for both the printed and web version of local and statewide meeting lists.
- 2). 4/87 #2, 3, 5/88 #3: They should contain information regarding:
  - a). 10/11#1 The time and place of NA meetings.
  - b). 6/10#2 The Subcommittee Chairpersons name and phone number.
  - c). 12/88 #1: "How it Works" & "The Twelve Steps of NA".
  - d). 8/11 #4: Our Area website address, currently CSASCNA.org
- 3). 3/98 #18: There will be no "bootlegging" of meeting lists.
- 4). 2/01 #11: These lists should be on white paper only (for ease of recognition).
- 5). 7/02 #3: Following review for accuracy, 320 CSASC Meeting Lists will be printed, per month, and made available for sale to NA groups /Subcommittees.

### **B. GSR/ ALT. ATTENDANCE:**

- 1). 3/98 #17, 2/01 #12, 8/04 #1: If a group is not represented at two (2) consecutive CSASC meetings, an investigatory letter will be sent to the last known GSR/Alt. for that group. If no response is received and the group is not represented at the third consecutive CSASC meeting, that group [may be] dropped from "quorum". (If that group does not notify the CSASC or attend the fourth consecutive CSASC meeting, that group [may be] omitted from the CSASC Meeting List and [may not] be listed as a CSASC group for the next NJ Statewide Meeting Directory.

### **C. DONATIONS:**

- 1). 3/98 #19: All group donations are to be donated directly to CSASC, not to subcommittees.
- 2). 6/10#3: CSASC will donate the following to newly recognized CSASC groups:
  - i. 1 copy of "Robert's Rules of Order"
  - ii. 1 copy of CSASC Business & Procedural Policy (most recent)
  - iii 1 Group Starter Kit from NAWS

**D. MISCELLANEOUS: GENERAL PRACTICES:**

- 1). 3/98 #21, (2/01 #14). : CSASC is an open Area; any new group is welcome to be a part of this Area (so long as they follow the Twelve Traditions of NA and agree to send a representative to the monthly CSASC meetings).
- 2). 2/01 #58. : Any GSR/ Alt. wanting any information (report, letter, etc.), from any Subcommittee, Regional Committee, or World Service Office, shall contact the CSASC.
- 3). 3/98 #81: Anyone with information leading to possible H & I meetings is to bring this information to the attention of the H & I Subcommittee. The Subcommittee will then act accordingly. Individual members of NA are not to act on leads independent from the subcommittee.

**III. VOTING PROCEDURES**

**A. VOTING PRIVILEGES:**

- 1). 9/14 #1: In order for CSASC to vote on business a minimum 10 Cumberland/Salem Area groups must be present. Majority vote rule.
- 2). 7/88 #2: In case of tie Motion to be returned to groups for revote.
- 3). 7/88 #3: If 10 group minimum I not met voting on motions will be tabled until next area meeting. 3

**B. VOTES AFFECTING CSASC POLICY:**

- 1). 4/88 #4: GSR's/ Alt.'s will vote on Administrative and Emergency issues by the implied consent of their representation. All other matters, including changes to the Policy, shall be taken back to groups for their Group Conscience and returned.
- 2). 3/98 #30: All Policy changes are to have the date and number of its motion included in this Policy for reference.
- 3). 3/98 #31: To Make Policy or Change this Policy, there must be a majority vote of all GSR's/Alt.'s present
- 4). 6/11 #4: All matters not directly affecting the CSA groups shall be considered administrative. If it is unclear whether a matter affects groups directly or not, a vote will be taken by all GSRs present.

**C. MISCELLANEOUS: VOTING PROCEDURES:**

- 1). 2/89 #4: When a motion is made, its "maker" will explain the intent of that motion.
- The Chairperson will then facilitate presentation of up to (3) "pro" and (3) "con" responses from the floor. After these are heard, a vote will be taken. (refer to Section III.A., above.)
- 2). 3/90 #5: If an issue is not settled by a vote at CSASC, it will be taken back to CSASC groups for consideration and review.
- 3). 3/90 #7: All non-votes (by present GSR's/Alt.'s with current voting privileges) will be counted as abstentions.
- 4). 8/91 #1. : When a matter is voted on and abstentions are in the majority, the matter will be taken back to groups for consideration. The group(s) conscience(s) will be brought back to the next CSASC meeting. If abstentions are still in the majority, the matter will be rewritten, amended, or dropped.

- 5). 10/04 #2: Motions made at CSASC meetings can be "seconded" only by a present GSR/Alt. with current voting privileges. (see Section III.A., above)

#### **IV. GUIDELINES FOR TRUSTED SERVICE POSITIONS**

##### **A. GUIDELINES FOR FILLING POSITIONS:**

- 1). ELECTIONS:
- a). 3/98 #32, ( 3/98 #40 ), [ 12/88 #2 ],\* 12/05 #1\*: Elections of rotating Officers will be held every December. (A person may not hold an Officer position at CSASC for more than 12 months.)\*with out being re-nominated & re-elected\* [ In the event a Trusted Servant has served as an Officer for less than 6 months, they may be re-elected at the next election.]
- b). 1/90 #3: All unfilled CSASC Trusted Servant positions will be announced at groups before anyone is elected to them.
- c). 2/07 #2: Policy in which trusted servants maybe selected to serve on area level.
- I). Candidate qualifies.
- II). Robert's Rules of Order - question
- III). Discussions are closed
- IV). Candidate has option to leave room or not.
- V). Vote is taken.

##### **B. TRUSTED SERVICE LIMITATIONS:**

- 1). 1/87 #8, (2/01 #28), [1/87 # 8]: CSASC Trusted Servants shall meet clean-time requirements for their positions. In all positions, (except the Treasurer) [clean time may be reduced, on a case-by-case basis].
- 2). 6/90#1: GSR's will be allowed to hold Subcommittee Chairperson Positions.
- 3). 3/03 #3: CSASC Officers shall not represent groups or hold Chairperson positions in Subcommittees.

##### **C. TRUSTED SERVANT REMOVAL:**

- 1). 1/88 #2, (5/89 #1), [2/01 #31] 01/16 #1: To contact absent officers and subcommittee chairperson after first absence and note on the report in the minutes. After second month, position becomes open if no excuse, report or alternate is provided that second month.
- 2). 3/98 #32, (2/01 #32): A Trusted Servant of CSASC could be voted out. A motion must be made, seconded by a GSR/Alt. with current voting privileges, discussed and the GSR's/Alt.'s and CSASC Officers vote with a 50%-plus one majority vote.
- 3). 2/01 #33: In the event of physical relapse, any Trusted Servant of CSASC shall forfeit their position.

##### **D. TRUSTED SERVANT CLEAN TIME REQUIREMENTS:**

###### **Officer Positions**

- 1). 12/98 #6: Area Chairperson/ Vice Chair: To have 2-year clean time requirement for Area Chair/ 1-year for Vice-Chair.

- 2). 1/98 #4, (2/01 #35): Area Treasurer: Clean time shall be 2-years continuous (and cannot be waived).
- 3). 12/98 # 5: Area Secretary: To have 1-year continuous clean time requirement for Secretary.

## **E. TRUSTED SERVICE GUIDELINES/ RESPONSIBILITIES: OFFICERS:**

### **1). 12/05 #5.CSASC Chairperson Responsibilities:**

- a). "The Area Committee Chairperson is responsible for conducting committee meetings, preparing the agenda, and various administrative duties."-A Guide to Local Services in Narcotics Anonymous
- b). 5/10 #1. : To give a monthly report

### **2). CSASC Vice Chair Responsibilities:**

- a). 6/88 #5. : The Vice-Chair will be responsible to know what is going on at all CSASC Subcommittees but is not required to attend their meetings.
- b). 2/01 #40. : The Vice-Chair will also fill in for the Area Chairperson, when the Chairperson is absent.
- c). 5/10 #1. : To give a monthly report

### **3). CSASC Secretary's Responsibilities:**

- a). 1/87 #10, (2/01 #44): The Secretary will see to it that a copy of the monthly CSASC minutes are forwarded to the CSASC RCM, the World Service Organization (WSO) of NA and the CSASC Policy/ Archives Chairperson.
- b). 4/88 #3: The Secretary will mail CSASC minutes to all Area Officers, Subcommittee Chairs, and GSR's two weeks prior to the upcoming CSASC meeting.
- c). 10/88 #2: The Secretary will, along with the CSASC P.I. Chairperson, hold a key to the CSASC P.O. Box.
- d). 5/10 #1. : To give a monthly report
- e.) 10/11#1: Secretary may use a recording device during the sharing session and new business portions of CSASC meeting.
- f.) 10/11#2: Secretary will include pros and cons for motions in the minutes.
- g.) 09/15 #1: Secretary will create and distribute an open positions flyer each month to be read at group's announcements.
- h.) 12/10/17#1: To delete pros and cons from the written minutes.
- i.) 12/10/17#2: if policy archives is vacant or not present secretary is to read the trusted servants duties and responsibilities.

### **4). CSASC Treasurer's Guidelines/ Responsibilities:**

- a). 5/87 #1,03/13#5: CSASC will have two names on its bank account, one being the Treasurer the other being the Literature Sales
- b). 1/95 #4, 2/01 #46, 12/05 # 9, 6/10#1: CSASC will keep a prudent reserve of \$100.00 (and a working capital of \$250.00) CSASC will also keep prudent reserves, disbursing as needed on a monthly basis, for presently functioning
- Subcommittees and Ad-Hoc Committees, as follows:

## **Subcommittees:**

- Activities: \$ 1000/ prudent reserve
- Public Relations: \$75.00/ month 08/16 #2 Able to accrue funds for up to six months.
- Hospitals & Institutions: \$ 75.00/ month
- Literature Sales; Monthly billing for Area's Literature purchases

All monies above the Prudent Reserve Total shall be moved up the service structure on bimonthly basis according to the NJRSC schedule unless deemed otherwise by CSASC Trusted Servants, according to offered motions and voting procedures. (See Sec. III.A. above).

- c). 08/11 #2: The prudent reserve funds of any unfilled subcommittee (H&I, P.R.), shall be removed until said commitments are filled.
- d). 3/98 #61: The treasurer will reimburse the Secretary for reasonable expenses upon presentation of a receipt.
- e). 2/01 #48. : The CSASC Treasurer will see to it that a current financial report is submitted to CSASC every month and included in the monthly minutes
- f). 9/04 #3,(12/05 # 6).: CSASC will pay rent, through the Treasury, for all Subcommittee meetings, up to \$15.00/ month (per Subcommittee holding regularly scheduled and announced meetings).
- g). 10/04 #1, 12/05 # 4 3/09 #2.: CSASC bank account will be used for ALL Subcommittees and Ad-Hoc Committees until further notice, Due to prohibitively stricter banking I.D. requirements since 9/11/2001 terrorist attacks. (This include Literature Sales)
- h). 4/05 #2: CSASC will pay, through Treasury, \$30.00/month rental fee to St. Andrew's Church to hold monthly CSASC meeting.
- i). 1/06 # 1: Treasurer will deposit all income within five (5) business days of its receipt.
- j). 1/06 # 3.: Treasurer will pay all CSASC expenses via check for proper documentation.
- k)- 12/09 #1 ; 1/10 #1- Treasurer will send 50 % Banquet Proceeds to Region and 50 % to be carried over for Banquet next year.
- l) 03/13 #7 CSAC Treasurer will change bank account contact and log in information every year after elections and allow for literature sales to have the log in information

## **F. MISCELLANEOUS: TRUSTED SERVICE GUIDELINES**

- 1). 11/87 #2, (2/01 #74): The Groups that make up CSASC should write a brief history of their meeting so that it can be added to (Archives).
- 2). 3/98 #84, 2/01 #73: CSASC will accept CSASC Business & Procedural Policy as voted on by GSR's/Alt.'s with current voting privileges. (see Sec. III. A.)
- 3). 3/98 # 86: The Speaker (s) at the annual CSASC Banquet will be taped. One copy of the tape will be kept in the CSASC Archives.

## **V. SUBCOMMITTEES SECTION**

### **A. SUBCOMMITTEE POSITIONS/ CLEAN TIME REQUIREMENTS**

- 1) 1/98 #3, 07/09 #1 5/10 #1: RCM / RCM Alt.: **RCM** shall have a **2-year** clean time requirement with the **RCM Alt.** having at least **2-year** of continuous clean time.
- 2) 8/89 #4, (2/01 #39): **Policy/ (Archives) Chairperson**: Shall meet **1-year** continuous clean time requirement
- 3) 3/98 #45, 9/03 #2 3/10 #3: **Literature Sales Chairperson** must have a minimum of **2 years** continuous clean time. **Literature Sales Alt.** must have a min. **1-year** clean time.
- 4) 2/01 #56: **Activities Chair**: Shall meet **2-year** of continuous clean time requirement.
- 5) 2/01 #68, 08/02: **H & I Chair**: H & I Chair will have **2-years** of continuous clean time.
- 6) 2/01 #57, 1/02 #1: **Public Relations (P.R.) Chair**: Must have **2-years** continuous clean time.
- 7) 9/10 #1: **Literature Review Chairperson** shall have **1-year** of continuous clean time.

### **B. SUBCOMMITTEE POLICIES/ GUIDELINES/ RESPONSIBILITIES:**

#### **General Guidelines:**

- 1) 4/88 #1: All Subcommittee Chairpersons will submit a written report to the Secretary at each CSASC meeting.
- 2) 9/10 #3: All Subcommittees will have an operating policy.
- 3) 2/89 #1: Ad-Hoc Committees will be dissolved after their work is completed and a final report is given.
- 4) .6/91 #5; 06/09 #4: All CSASC Subcommittees that handle NA funds will submit a monthly financial report....See Appendix A
- 5) 2/04 #5: All CSASC Subcommittees are to try to find and hold meetings in locations that are of equal traveling distance between the two counties comprising CSASC and all subcommittees are to have regularly scheduled meetings with their times / locations published in the CSASC monthly minutes
- 6) To keep one half of profits from banquet proceeds. As for policy one half sent to region and other half kept in banquet account towards next year's banquet.
- 7) 10/16 #2 Subcommittee members decide when and where meetings take place
- 8) 02/16 #2 Create and hold Bi-Yearly service workshops

**Appendix # A**

**CSASC SUBCOMMITTEE FINANCIAL REPORT**

SUBCOMMITTEE NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

INCOME TYPE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

INCOME TYPE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

INCOME TYPE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

INCOME TYPE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

INCOME TYPE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

TOTAL INCOME: \_\_\_\_\_

EXPENSE TYPE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

EXPENSE TYPE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

EXPENSE TYPE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

EXPENSE TYPE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

EXPENSE TYPE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

TOTAL EXPENSE: \_\_\_\_\_

BALANCE: \_\_\_\_\_

RETURN TO PRUDENT RESERVE: \_\_\_\_\_

**ACTIVITIES SUBCOMMITTEE POLICY**

**I. PURPOSE AND FUNCTION OF THE COMMITTEE:**

The purpose and function of the CSA Activities Committee is to put on activities for recovering addicts and have fun in a safe environment. The activities committee is also responsible to host the Annual Banquet

**II. STRUCTURE AND DUTIES OF ELECTED SERVANTS:**

**Chairperson: Term: One year**

- 1. 2 years of continued total abstinence.
- 2. Working knowledge of the Twelve Steps and Traditions of NA.
- 3. Elected by and at the CSASC monthly meeting.
- 4. Willingness and ability to serve.
- 5. Runs business meetings and sees that the group carries out its purpose and function.

**Vice-Chairperson: Term: One-year**



- 1. Six months of continued total abstinence.
- 2. Working knowledge of the Twelve Steps and Traditions of NA.
- 3. Elected by the CSA Activities Committee.
- 4. Willingness and ability to serve.
- 5. Runs meeting in absence of chairperson.

**Secretary: Term: One year**

- 1. Six months of continued total abstinence.
- 2. Working knowledge of the Twelve Steps and Traditions of NA.
- 3. Elected by the CSA Activities Committee.
- 4. Willingness and ability to serve.
- 5. Responsible for keeping an accurate set of committee minutes.

**Treasurer: Term: One year**

- 1. 2 years of continued total abstinence.
- 2. Working knowledge of the Twelve Steps and Traditions of NA.
- 3. Elected by CSA Activities Committee.
- 4. Willingness and ability to serve.
- 5. Prior group experience.
- 6. Keep an accurate and detailed account of Activities Committee's financial activities.
- 7. Reconcile monthly bank statement and treasurers report.

**III. REMOVAL OF COMMITTEE OFFICERS**

- 1. Relapse.
- 2. Voluntary resignation: should be in writing and submitted two weeks prior to next committee meeting.
- 3. Missing two consecutive meetings without phoning an officer and/or reasonable cause.
- 4. Motion to dismiss, carried by two-thirds majority vote of Activity Committee. Vote to be held by closed ballot.
- 5. The chairperson can only be removed by the CSASC; however, the Activities Committee may make a written motion of dismissal of the chairperson.

**IV. STRUCTURE OF THE ACTIVITIES COMMITTEE**

- 1. Any interested member of the Cumberland-Salem area with a willingness to serve may become a voting member of this committee upon attending two consecutive committee meetings.
- 2. Any member of NA may make a motion or join in discussion.
- 3. Committee members may lose their voting privileges for any reason listed under Section III of these guidelines.

**V. ACTIVITIES COMMITTEE FINANCIAL POLICY**

- 1. Activities prudent reserve is \$1000.
- 2. "Fundraiser" events will advertise what funds are being raised for.
- 3. Extra proceeds from all "fellowship" events will be donated to CSASC.

- 4. Activities Sub-Committee, from time to time will need to raise and retain funds over and above policy minimum for more expensive, planned events. These more expensive events shall be advertised as such.
- 5. 11/12/17#2 Activities Sub-Committee when in conjunction with any outside group or Area involving our Area funds-ie, Speaker Jams or fund-raisers – The group must be consulted via a motion.

## **VI 9/09, 2/16 BANQUET Guidelines**

### **I Purpose**

To conduct, in accordance with NA Traditions, all activities associated with the production of the Annual Cumberland / Salem Area Banquet, for example: Fundraisers, Speaker Jams, and Marathons, in accordance to the 1st Tradition

### **II General Guidelines for Speakers**

- 1. Be able to carry a clear message
- 2. Minimum of 5 years of continuous recovery
- 3. To have been visible and available in Narcotics Anonymous meetings
- 4. Committee shall record the speakers and submit the tapes to the CSASC Archives Chair

## **9/02, HOSPITALS & INSTITUTIONS (H & I) SUBCOMMITTEE**

The PURPOSE & FUNCTION of this committee: The purpose of an H&I meeting/presentation is to carry the message to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/presentations, except for those in longer term facilities, are intended to simply introduce those attending to recovery through the program of Narcotics Anonymous.

One of the most important tasks of an H&I subcommittee is clarifying its own purpose is to establish its priorities. Usually, the highest priority is given to facilities which house addicts who cannot attend any regular N.A. meetings. Treatment centers, which allow some limited access to regular meeting are somewhat lower on the priority list.

These decisions about priorities are not clear cut, particularly when residents are allowed limited access to outside meeting. If we are not making an effort to inform these addicts about Narcotics Anonymous, then we are leaving it up to the facilities to inform them about us, or we are leaving them uninformed. It is important that these residents learn about N.A. from informed members of our Fellowship. H&I meetings/presentations have the advantage of the question and answer period, which allows residents to address specific questions and concerns about Narcotics Anonymous with members of N.A.

Our resources are limited, and no subcommittee can effectively meet every possible need. The quality of meetings is more important than their quantity. Our primary purpose is not best served when we allow ourselves to become over-committed.

Starting an H&I meeting: The initial approach to start an H&I meeting/presentation should be done by an area H&I subcommittee, coordinating efforts with P.I. where applicable. Sometimes a facility will approach the H&I subcommittee and ask to have an H&I meeting/presentation done. Once we are contacted, we set up an appointment. If we are not able to support a meeting, we explain at the appointment that we cannot service their

them with the WSO Catalog and make them aware of the *Reaching Out, the N.A. Way*, tapes approved for sale by the WSO, and the availability of N.A. literature.

## **I. The STRUCTURE & DUTIES of elected servants**

### **A. Chairperson**

- 1. Minimum clean time requirement is 2 years.
- 2. Must have a working knowledge of the 12 steps.
- 3. Must be elected by CSASC at its area meeting.
- 4. Should have willingness & an ability to serve.
- 5. Runs business meetings & sees that the group carries out its purpose & function.

### **B. Vice-Chairperson**

- 1. Minimum clean time requirement is 1 year.
- 2. Must have a working knowledge of the 12 steps.
- 3. Must be elected by CSASC H&I committee.
- 4. Should have willingness & an ability to serve.
- 5. Runs meetings in absence of chair.

### **C. Secretary**

- 1. Minimum clean time requirement is 1 year.
- 2. Must have a working knowledge of the 12 steps.
- 3. Must be elected by CSASC H&I committee.
- 4. Should have willingness & an ability to serve.
- 5. Responsible for keeping an accurate set of committee minutes.

## **II. The Requirements for Commitments**

### **A. Clean time required.**

- 1. Chairperson must have 1 year
- 2. Speaker must have 6 months
- 3. An H & I weekly report must be filled out and submitted for every meeting.
- 4. Chairpersons will hold position for a 6 month period, at which time rotation of Chair people will be addressed (March & September).
- 5. If the Chairperson misses 2 H & I workshops they can no longer hold the chair position.

## **III. FUNDS**

- A. 3/98 #83, 2/04 #3, (5/05 #2 ) 09/09 #1: H & I will have a literature stockpile which is funded by CSASC, to the amount of \$ 75.00/ month.

## **07/12, LITERATURE REVIEW SUBCOMMITTEE POLICY**

### **I. Purpose**

The CSASC Literature Review subcommittee is a Volunteer group of recovering addicts from the Cumberland-Salem Area fellowship of NA. We serve as a communication link in all

Region and World. We provide a forum and atmosphere where members may contribute to the creation and development of NA literature.

## **II. Responsibilities and Duties**

- \_To create original input for proposed literature projects. This committee does not work as an individual but only as a group, and strives for unanimous decisions.
- \_Distributes NA review and approval form to members of the Committee.
- \_Hold Workshops as needed to discuss current literature under review. Workshop will be scheduled by the Lit. Review Chairperson.
- \_Hold regular scheduled Lit Review meetings with their times and their location published in the CSASC monthly minutes.
- \_Review and update Lit Review Policy as necessary

## **III. Requirements to Serve this Subcommittee**

### **1) Chairperson**

- 1. Must have 1-year continuous clean time
- 2. Must be elected at the Area service meeting
- 3. Submit a monthly report at the Area service meeting
- 4. Term of service is 1 year

### **2) All Subcommittee Members**

- 1. Be NA members
- 2. Have a willingness and desire to serve NA as a whole
- 3. Have the time and resources necessary to fulfill the position
- 4. Follow the 12 Steps, 12 Traditions, 12 Concepts of NA
- 5. Term of service is 1 year

## **V. Reimbursement Procedure**

Any Funds used for this committee for supplies are to be reimbursed by CSASC Treasurer, after presentation of a reasonable receipt. 11

## **6/11, LITERATURE SALES SUBCOMMITTEE POLICY**

### **ARTICLE I. FUNCTION & PURPOSE**

#### **Section 1.01**

- (a) Maintain an adequate supply of literature in order to meet the needs of the CSASC.
- (b) Attend the CSASC monthly meeting to sell literature to the NA fellowship.
- (c) The Literature committee may sell NA literature to anyone wishing to purchase it.
- (d) 3/98 #78: The Literature Sales Subcommittee will provide, at their cost, NA guidebooks for subcommittees.
- (e) 5/88 #6: Literature order forms provided by the Literature Sales Subcommittee must be used when ordering NA literature.
- (e) 03/13 #6 Lit Sales will be second name (along with Treasurer) on NA bank account and have log in information

## **ARTICLE II. TRUSTED SERVANTS**

### **Section 2.01**

(a) Trusted servants include, but are not limited to, the Chairperson, & Alternate Chairperson.

## **ARTICLE III. QUALIFICATIONS, DUTIES & RESPONSIBILITIES**

### **Section 3.01 Election of Trusted Servants**

- (a) All trusted servants shall be elected by the ASC body.

### **Section 3.02 Qualifications and Duties of Chairperson**

- (a) 2 years of clean time and willingness to serve
- (b) Qualifications are reviewed and voted on according to policy for elected servants
- (c) Attend the monthly CSASC meeting
- (d) Attend Policy Sub-Committee meetings whenever necessary.
- (e) Assist with a bi-annual physical inventory
- (f) Must have basic accounting skills.
- (g) Maintains accurate financial records for the Sub-Committee
- (h) Provides a current monthly financial report to the CSASC to be included in monthly minutes
- (i) Makes certain that all money transactions are deposited in a timely manner.

### **Section 3.03 Qualifications and Duties of Alternate-Chairperson**

- (a) 1 year of clean time and a willingness to serve
- (b) Must be ratified by ASC body.
- (c) Will act as a substitute during the absence of the elected Chairperson
- (d) Attend and participate in all scheduled monthly literature sales meetings
- (e) Fill orders placed at the monthly CSASC meetings
- (f) Assist with the counting of a bi-annual physical inventory

## **ARTICLE IV. SALES AND ORDERING PROCEDURES**

### **Section 4.01**

- Group orders will be accepted during the monthly CSASC meeting. Literature sale for each group will maintain a list of any items not available and create a backorder list. Literature sales will then purchase any items that are needed to fulfill all backorders along with the regular monthly order. Any group with backordered items will receive those items at the following area.

### **Section 4.02:**

- Payments for literature merchandise must be made when the order has been filled

### **Section 4.03:**

- The purchaser is responsible for checking the accuracy of their literature order before leaving.

### **Section 4.04:**

- Orders are placed on a monthly basis.

### **Section 4.05:**

- CSASC group order forms will be included with the monthly minutes.

**Section 4.06:**

- Chairperson will check prices from several sources once a year to ensure we receive best price.

**Section 4.07:**

- The CSASC Literature Chairperson will place order with the vender with the best price.

**Section 4.08:**

- Literature sold will be marked up \$.05 cents per item then rounded up to the nearest \$.05.

**Section 4.09:**

- The Basic Text will be sold at cost.

**Section 4.10:**

- The chairperson will verify that the freight expense on each order does not exceed the profit.

**Section 4.11:**

- Profit is figured by multiplying the total number of items ordered by \$.05
- (a) I.E. 500 items x .05 = \$25.00

**Section 4.12:**

- Orders must be in excess of \$500.00 to prevent the loss of NA funds.
- (a) WSO Orders over 500.00 receive a 6% discount plus a 6% freight charge
- (b) I.E  $\$500.00 \times 6\% = \$-30.00 = \$470.00 \times 6\% = +\$28.20 = 498.20$
- (c) GNY Orders over 500.00 receive a 7% freight charge then a 6% discount
- (d) I.E  $\$500.00 \times 7\% = \$35.00, \$500.00 \times 6\% = \$30.00, \$35.00 - \$30.00 = \$5.00 = \$505.00$

**Section 4.13 03/16#3:**

- Literature Sales will order from WSO and print updated meeting lists received by Website chair within 7 days of each area meeting

**ARTICLE V. LITERATURE SUPPLY STORAGE AND HANDLING****Section 5.01:**

WSO literature orders are shipped directly to the home of a designated trusted servant, which is presently the alternate chairperson.

**POLICY/ ARCHIVES SUBCOMMITTEE POLICY****I. PURPOSE**

- The purpose of the Cumberland / Salem Area Policy Archives Subcommittee is to maintain, review, and update all policies adopted by CSASC and its Subcommittees.

**II. RESPONSIBILITIES AND DUTIES**

- A. To maintain a current copy of the Cumberland / Salem Area Service Committee
- Policy. B. To maintain a copy of all CSASC subcommittee policies.
- C. To maintain, review, and update CSASC policy as well as all Subcommittee

- D. To distribute copies of CSASC Policy every 6 months to all in attendance.
- E. To make a copy of any documents that have been requested in writing at the expense of the recipient.
- F. To maintain Archives including CSASC & NJRSC minutes.
- G. To update CSASC registration form with NA World Services every year.
- H. Submit a written report to the secretary at each CSASC meeting.
- I. To assist any Trusted Servant, Subcommittee, or Groups on policy issues. J. To report all actions and needs of this Subcommittee to the CSASC.
- K. To have CSASC minutes kept in PDF format and saved to a disk at the end of each year.
- L. To have all existing CSASC paper records saved in PDF format.

## **II. REQUIREMENTS TO SERVE THIS SUBCOMMITTEE**

### **A. Chairperson**

- 1. Must have 1-year continuous clean time.
- 2. Must be elected at area service committee.

### **B. All subcommittee members must**

- 1. Be NA members.
- 2. Have a willingness and desire to serve NA as a whole.
- 3. Have the time and resources necessary to fulfill the position.
- 4. Follow the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.

## **III. UNDERSTANDING OF SUBCOMMITTEE TRUSTED SERVANT POSITION**

- A. Subcommittee is a 1-year commitment to serve the Fellowship.
- B. Subcommittee is bound by the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- C. Must follow Area Policy and that Area Policy supersedes this Policy.

## **IV. REIMBURSEMENT PROCEDURE**

- A. Any funds used for this committee for supplies are to be reimbursed by CSASC Treasurer, after presentation of a reasonable receipt.

## **Public Relations Subcommittee Guidelines**    Written 02/25/16

### **Definition**

The Cumberland Salem Area Public Relations (PR) Subcommittee is a standing subcommittee of the Cumberland Salem Area Service Committee of Narcotics Anonymous (CSASC). PR is composed of elected officers and NA members who have the desire and willingness to be of service consistent with the Twelve Traditions, Twelve Concepts, and world service public relations guidelines.

### **II. Purpose**

The purpose of the Public Relations Subcommittee is to inform the public that Narcotics Anonymous exists, and that we offer recovery from active addiction. We do this by creating, distributing and managing all communications regarding Narcotics Anonymous

Twelve Concepts of Narcotics Anonymous as well as the current Narcotics Anonymous Public Relations Handbook.

The following points are goals that we can strive to fulfill in making NA a visible and attractive choice for addicts:

- 1. We clarify what services NA can and cannot provide to the community.
- 2. We make NA members more aware of their role in NA's public image.
- 3. We aim for the public to recognize NA as a positive and reliable organization.
- 4. We develop valuable relationships with professionals and the general public.

### **Public Relations Efforts**

The public relations subcommittee may fulfill its purpose by opening and maintaining regular communication with sectors of the public including but not limited to the media, criminal justice system which includes jails, police stations, sheriff's offices, parole, probation and drug courts, as well as inpatient and outpatient treatment facilities, detox facilities, shelters, halfway houses, any appropriate local, state and federal government agencies, schools, libraries, colleges, universities, doctors' offices, hospitals, healthcare facilities, clinics, and crisis units. Contact with these entities may be through letters, flyers telephone calls, face to face meetings, email, text, postal mail, presentations, and collaborative community efforts, health fairs, invitations to open meetings, literature distribution and any other appropriate avenue that may become available.

### **III. Description**

The name of the committee shall be defined as the CSASC Public Relations Subcommittee (PR).

- 1. The committee shall be accountable to the CSASC body and Group Service Representatives (GSR'S).
- 2. To open and maintain the lines of communication between NA and the public.
- 3. To respond to all request for information in a timely and efficient manner; to see that those requests are handled at the appropriate level of service.

### **Voting**

1. Anyone can vote including the chair person, vice chair and secretary.
2. Anyone can make a motion or second a motion.
3. Must have attended 2 Public Relations meetings to vote.

### **Public Relations Meeting Format**

- 1. Open with serenity prayer
- 2. Read 12 Traditions of NA
- 3. Position Report
- 4. Old Business
- 5. New Business
- 6. Open Discussion
- 7. Close with serenity prayer

## **IV. Responsibilities and Duties of Trusted Servants**

### **1. Public Relations Chairperson**



- A. It is required that the Public Relations Chairperson be elected by the CSASC groups and have a minimum of 2 years of continuous abstinence from all drugs.
- B. Possess the ability to organize and give direction with a firm, yet understanding hand.
- C. Prepares an agenda and presides over all Public Relations subcommittee meetings.
- D. Attends the monthly CSASC meeting. Makes regular reports to ASC on the status of all proposed, current or completed plans.
- E. Answers questions asked by the CSASC about the subcommittees past, current and upcoming activities, contents of the PR subcommittee report, and other questions as deemed appropriate by any NA members.
- F. Attends NJ Regional Public Relations subcommittee meetings.
- G. Familiarity with all public relations related NA conference, fellowship and World Board approved handbooks and literature.

## **2. Vice Chairperson**

- A. It is required that the Vice Chairperson has a minimum of 1 year of continuous abstinence from all drugs.
- B. Acts as Chairperson in the absence of the Chairperson and must be able to complete duties of same.
- C. Works closely with the Public Relations Chairperson.
- D. Assists in coordinating Learning Days

## **3. Secretary**

- A. It is required that the Secretary has a minimum of 6 months of continuous abstinence from all drugs.
- B. Keeps a complete record in the form of minutes of every Public Relations subcommittee meeting.
- C. Maintain records of attendance at Public Relations subcommittee meeting.
- D. Sends letters and makes calls to committee members about Public Relations business.
- E. Prepares written Public Relations subcommittee correspondence.
- F. Maintains files of all Public Relations subcommittee plans, minutes and correspondence, and relinquishes to the incoming secretary when stepping out of the position.
- G. Maintains record of name and contact information for committee members and past/potential panel speakers.
- H. Acts as Vice Chairperson in the absence of the Vice Chairperson and must be able to complete duties of same.
- I. Is responsible for the timely upkeep and maintenance of the entire PCASCNA website in coordination with the Public Relations chairperson.

## **5/10, REGIONAL (RCM/ RCM ALT.) SUBCOMMITTEE POLICY**

### **I RCM Qualifications:**

- A. 2 years continuous clean time.
- B. The willingness to give the time and recourses necessary for the job.
- C. Suggested 6 months serving in the capacity of alternate RCM

- D. Sound understanding of the (12) steps and (12) traditions (12) concepts
- E. Leadership qualities as defined in the 4th concept.

## **II Duties:**

- A Attend all NJ regional service committee meetings (NJRSC)
- 1. Should RCM miss (2) consecutive NJRSC meetings with or without notifying an area service committee administrative member, this issue will be discussed at the next area service meeting.
- B. Provide two way communications between the area and the region.
- C. Represent the group conscience of the ASC at the region.
- D. Attend ASC on a monthly basis and remain through the open forum section of the agenda.
- E. Present a written report.
- F. Schedules Conference Agenda Report (CAR) workshops to educate members prior to taking group conscience tallies.
- G. Delivers conscience of the area regarding (CAR) motions to the regional service delegate (RD) before the (RD) leaves for world service conference.
- H. Take any and all area level donations to the (RSC).
- I. Train the alternative RCM.
- J. May serve on the NJRSC subcommittees providing it doesn't interfere with a duties.
- K. Purchase regional meeting list from RSC with funds from literature sale committee.
- L. 5/88 #5. : The Regional Committee Member (RCM) will use the CSASC P.O. Box to ensure that CSASC gets the NJ Regional minutes.

## **III Term:**

- A. RCM is a one year commitment. (Two years if there is no RCM alternate.

#### **IV RCM alternate Qualifications:**

- A. Suggested 2 years continuous clean time.
- B. The willingness to give the time and resources necessary for the job.
- C. Service experience in a home group and /or subcommittee.
- D. Sound understanding of the (12) steps, (12) traditions (12) concepts.
- E. Leadership qualities as defined in the 4th concept.

#### **V Duties:**

- A. Attend NJRSC meetings in their entirety.
- B. Attend ASC monthly and remain through the open forum section of the agenda
- C. Asst. RCM in their duties.
- D. In the absence of the RCM, the alternate RCM shall perform the duties of the RCM.
- E. Trains to become RCM.
- F. Will become RCM after fulfillment of commitment as alt RCM and approved by GSR's.

#### **VI Term:**

Alternate RCM is a (2) year commitment, it is suggested that they serve minimum of (6) months before assuming RCM position.

### **Cumberland Salem Area Website Policy 2/23/2016**

#### **Purpose:**

- To provide a web based resource about the Cumberland Salem Area of Narcotics Anonymous, its meetings, activities, and service related information to those who may be seeking it.

#### **Intent:**

- In keeping with our purpose, the committee should ensure that the website is developed in such a way as to provide maximum functionality and ease of maintainability. To further ensure the achievement of this goal, the Cumberland Salem Area web master will actively create and maintain instructions for the routine maintenance of the site, to facilitate the development of future web site coordinators.

#### **Mission:**

- To utilize the internet to open and maintain lines of communication with the fellowship and the general public in order to better carry out our primary purpose in accordance with the Fifth Tradition: "To carry the message to the addict who still suffers." We do so in accordance with our 11th Tradition: "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." We do this by making information available to addicts and the public in a manner that is clear and objective.

#### **Webmaster duties:**

- A. Attending area service and providing a written report.
- B. Updating home page as needed or as directed by groups.
- C. Adding, removing, updating and correcting all meeting details as needed on the CSASC meeting directory at <http://www.csascna.org/Meetings.html> on behalf of a CSASC groups.

- D. Adding, removing, updating and correcting all meeting details as needed on the NJ Statewide meeting directory at [http://www.narcoticsanonymousnj.org/meetings/update\\_mtg.asp](http://www.narcoticsanonymousnj.org/meetings/update_mtg.asp) on behalf of all CSASC groups.
- E. Upload and create hyperlinks to pdf files for all CSASC activities and announcements provided to website chair via email by CSASC officers, subcommittee and groups.
- F. Remove hyperlinks for activities and announcements as needed.
- G. Maintain service page text information related to officers and subcommittees.
- H. Upload pdf file of current minutes received by secretary via email on a monthly basis.
- I. Upload pdf file of current policy as needed when received by policy & archived via email.
- J. Manage all emails that come through the website account.
- K. Update contact page information as needed.
- L. Post all previous minutes in PDF format to the archive page each month.
- 

**Requirements:**

- 1 year clean, knowledge of computers and website design. The Webmaster will follow the same procedures as other Subcommittees. Information posted on the website will be limited to information pertaining to the Cumberland/Salem Area to prevent the Webmaster from being burdened with extra work from other areas and to keep our website uncluttered. Any non-Area concerns should be the responsibility of the NJ Regional web site. The Secretary must e-mail the minutes to the Webmaster each month to ensure inclusion of the announcements and current minutes on the website. The Webmaster position will be voted on like all Subcommittee Chairpersons.

**Website Budget Guidelines:**

- Financial responsibility for maintaining domain registry and server functions is to be handled by the CSA Treasurer from regular CSA funds. As of 2/2016 the website is being hosted by website tonight and checks are made payable annually to Rich S.
- 7/1/18#1: Annual financial statement to be included in report following website renewal fee.

**Privacy and Anonymity :**

- Information on the CSA site is accessible all over the world. We will not publish names, photographs, phone numbers, e-mail addresses, street addresses of individual Members. We can publish phone numbers of Hotlines or NA Service Offices.

## **Local Meeting List Chair-**

### ***Purpose:***

- The purpose of the Meeting List Chair is to provide and maintain an accurate Local Meeting List for all NA groups that participate in the Cumberland Salem area.

### **Intent:**

- To keep local Meeting lists up to date. To open up communication between groups and area. To help Cumberland Salem area stay up to date on subcommittee meetings. To help any addict seeking recovery find a meeting place.

### **Duties:**

1. Attending area service and providing a written report monthly
2. Provide literature sales an updated local meeting list to include:
  - All regularly scheduled NA meetings within the area compete with day, time, address & format.
  - All Subcommittee meetings with day and times.
  - All ASC meetings with day and times.
  - Area phone/helpline
  - Suggestions (keep coming back, 90 in 90, etc)
3. Adding, removing, updating and correcting all meeting details as needed on the CSASC meeting list.
4. Providing literature sales with an updated printable meeting list no later than 5 days after each area meeting.
5. Providing webmaster with any updates or changes to any meetings in the Cumberland Salem Area.
6. Keep a detailed list of each GSR's contact info and validate all meeting info every 90 days.

### **Requirements:**

6 months clean, knowledge of computers and Microsoft word. The Meeting List Chair will follow the same procedures as other Subcommittees. Information presented on the local Meeting lists will be limited to information pertaining to the Cumberland/Salem Area.