

O.L.A.S.C. Policy

# Area Service Committee



# Policy Handbook

Revision 11/2017

## **“SERVICE PRAYER”**

"God, grant us knowledge that we may work according to your divine precepts. Instill in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness, that this may truly be your work, not ours, in order that no addict anywhere need die from the horrors of addiction."

"Everything that occurs in the course of N.A. service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned painfully that internal strife cripples our fellowship and prevents us from providing the services necessary for growth."

## THE TWELVE STEPS OF NARCOTICS ANONYMOUS

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

## THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

1. Our common welfare should come first; personal recovery depends on N.A. 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 N.A. as a whole.
5. Each group has but one primary purpose -- to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. 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. N.A. as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the N.A. 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.

## **12 CONCEPTS FOR NA 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 the 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 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 processes.
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 processes.
10. Any member of a service 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 service structure should always be one of service, never of government.

## SECTION I

### DEFINITION AND PURPOSE OF AN ASC

- ARTICLE 1: An Area Service Committee (ASC) is a committee made up of Group Service Representatives (GSRs), from groups within a designated area, which meets monthly for the sole purpose of serving the specific needs of its member's groups.
- ARTICLE 2: The most important service which an ASC provides is that of its group's support. Whenever a group has a specific situation or need which it has not been able to handle on its own, it can come to its Area Service Committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.
- ARTICLE 3: An ASC performs other functions which are helpful to the groups. It can help groups get started or give aid to floundering groups. It may hold workshops or seminars to train trusted servants. It can look for potential places to store 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.
- ARTICLE 4: In order to provide these services, an ASC needs the active participation of its GSRs. A group supports its Area Service Committee both financially and emotionally. It takes money to provide these services. It is a group's responsibility to offer this support. However, as an area grows, the financial needs of the committee also grow. In order to provide a full line of service, it requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate choices of financial support are helpful but the bulk of the responsibility still falls on the members of the group.
- ARTICLE 5: The active participation of each group representative is essential for a successful ASC. Each GSR must keep their own group informed and must represent that group conscience in all committee decisions. GSRs should evaluate each vote in terms of the needs of those they serve, and the needs of NA as a whole in the area they serve. In addition to this, a GSR participates in helping to carry out the ASC's other specific functions. 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 than a monthly meeting.
- ARTICLE 6: In order to coordinate its services, each ASC elects officers yearly. Leadership and the ability to organize give the committee direction.... incentive must come from its officers.

## **SECTION II**

### **O.L.A.S.C. PARTICIPANTS / TRUSTED SERVANTS**

ARTICLE 1: Participants of the O.L.A.S.C. shall be composed of trusted servants who have been elected to perform certain functions.

A. Participants in the O.L.A.S.C. shall include, but are not limited to, the following: Interested N.A. members, GSRs and alternates, subcommittee representatives, ASC officers.

B. If there is lack of active participation from the area fellowship, area officers, subcommittee chairs, and GSRs may hold more than one elected ASC position.

C. A home group must be represented two consecutive times to become part of a quorum. Upon missing two consecutive ASC meetings, the group will be dropped from quorum at the third meeting. (3/2002)

ARTICLE 2: Any participant may make motions and participate in discussion of a motion on the floor (when granted by chairperson); however, only voting participants have the right to second motions and vote on motions.

## SECTION III

### QUALIFICATIONS AND RESPONSIBILITIES OF ASC TRUSTED SERVANTS

- ARTICLE 1: It is expected that all trusted servants will have an understanding of and a commitment towards upholding the 12 Traditions of N.A. Part of the responsibility of any ASC trusted servant is to adopt an attitude to promote harmony among all members of ASC and within the Area itself, as their primary commitment will now move from the group to Area concerns.
- ARTICLE 2: In the event that any trusted servant misses more than two (2) consecutive ASC meetings the issue of removing the group from the quorum and/or officer from office is automatically brought to the floor of the ASC for explanation and vote. (The Chair will contact GSRs and ASC Officers and the Vice-Chair will contact Subcommittee Chairs). (revised 7/2006)
- ARTICLE 3: Each of the following defined officers will be expected to have the willingness to give the time and resources to carry out the function of that office, the ability to communicate, and the ability to organize. As a body we have the responsibility to ensure these General Qualifications for all Elected Positions:
1. Willingness and desire to serve
  2. Willingness to give the time and resources to do the job
  3. Leadership Ability
  4. Communication Skills
  5. Ability to Organize
  6. Working knowledge of the 12 Steps, Traditions and Concepts of NA
  7. Stability and personal sense of direction
  8. Have a NA sponsor (5/2007)
- ARTICLE 4: The election of an alternate Secretary, Treasurer and Literature for 2-year terms, one year as alternate and one year as Chair. This will allow for training of the alternate to be the chair and to help insure each position is covered at each meeting. (11/2004)
- ARTICLE 5: A trusted servant can also be removed from office:
- A. Immediate upon relapse during term of office.
  - B. A 2/3 majority paper ballot vote after a reasonable discussion period and a motion made and seconded by GSRs (12/2006)



## **CHAIRPERSON:**

### **Qualifications:**

Three (3) years clean, working knowledge of the 12 Steps and 12 Traditions, active for at least two (2) years in the service structure of N.A.

### **Responsibilities:**

1. Arranges for and presides over the monthly ASC meetings.
2. Announces, in proper sequence, the business that comes before the committee or becomes in order - in accordance with the prescribed order of business, agenda or program, and with existing orders of the day.
3. Will attempt to be absolutely fair and impartial, and will express no opinions.
4. Enforces the rules relating to debate and to bring order and decorum within the committee when appropriate.
5. Votes at ASC meetings to break tie votes.
6. Appoints all Ad-Hoc Committees.
7. Is a co-signer of the Area Service Committee bank account.

## **VICE-CHAIRPERSON:**

### **Qualifications:**

One (1) year clean, working knowledge of the 12 Steps and 12 Traditions, active for at least one (1) year in the service structure of N.A.

### **Responsibilities:**

1. Acts as Chairperson when Chairperson is absent or when Chair position becomes vacant.
2. Coordinates all subcommittee functions.
3. Is a co-signer of the Area Service Committee bank account.
4. The Vice Chair should attend each subcommittee meeting once a year and attend any meeting they are requested to attend. (2/2005)
5. Fills in for any officer or sub-committee chair in the absence of a chair or pro-tem chair. (5/2007)
6. Acts as parliamentarian, assisting chair in maintaining parliamentary procedures and policy. (12/2006)

## **SECRETARY:**

### **Qualifications:**

One (1) year clean; able to take accurate minutes; clerical skills and access to clerical equipment.

### **Responsibilities:**

1. Attends all ASC meetings and presents a written report monthly.
2. Takes accurate minutes of each ASC meeting; keeps an attendance sheet and takes roll call at each meeting; reads old minutes at ASC meeting if requested; and distributes within two weeks of ASC meeting minutes to any member who requests a copy.
3. Maintains archives.
4. Responsible for key to P.O. Box, collecting and distributing mail.
5. Is a co-signer of the Area Service Committee bank account. Updated phone list every month with the minutes and mail out a copy of the minutes to each member of the committee no later than the third weekend in any given month. This will insure that each Home group can have a copy of the minutes to take to their HG meetings to get a group conscience before the next Area meeting and for the executive committee to have an updated phone list every month. (11/2004)

## **TREASURER:**

### **Qualifications:**

Two (2) years clean, one year as group treasurer.

### **Responsibilities:**

1. Attends all ASC meetings and presents a written report monthly, including contributions, expenses, and balance at every ASC meeting.
2. Keeps an accurate record of transactions and brings to all ASC meetings.
3. Gives GSRs receipts for contributions. Keeps receipts for expenses.
4. Distributes funds as authorized by ASC.
5. Makes a written annual report at the end of the calendar year; participates in audit with at least two other members of ASC administrative committee at the end of treasurer's term.
6. Holds second key to P.O. Box, collecting and distributing mail in the secretary's absence.
7. Co-signer of ALL ASC bank accounts. (12/2006)
8. Chairs Budget Committee meetings to be held in April, July, October, and January.
9. Deposits all donations from Groups and Committees within 10 working days of receipt. (12/2006)
10. Will make the first check written each month payable to the landlord of the meeting site from this point forward. (11/2017)

## **REGIONAL COMMITTEE MEMBER (RCM):**

### **Qualifications:**

Three (3) years clean; experience as alternate RCM; resources to attend RSC.

### **Responsibilities:**

1. Attends all ASC meetings and presents a written report monthly, including activities in the region.
2. Attends all RSC meetings and presents a written report, including activities in the area, updated meeting list and area donation to RSC.
3. Represents the group conscience of the area at RSC.
4. Attends home group business meetings at the request of the GSR.
5. May serve on one or more of the ASC or RSC subcommittees, but not as chair.
6. Coordinates area participation for voting on motions in WSC Conference Agenda Report.
7. Helps alternate RCM get acquainted with duties of RCM.

## **REGIONAL COMMITTEE MEMBER -ALTERNATE (RCM-ALT):**

### **Qualifications:**

Two (2) years clean; one year service as GSR; two year commitment: one year alternate RCM and one year RCM; resources to attend RSC.

### **Responsibilities:**

1. Attends all ASC meetings and presents a written report monthly, including activities in the region.
2. Attends all RSC meetings and assists RCM as necessary. RSC registration is funded by ASC.
3. Becomes familiar with duties of RCM; steps up as RCM at the end of RCM's term, following a vote of confidence.
4. Attends business meetings at the request of RCM.

## **VRCC REPRESENTATIVE:**

### **Qualifications:**

Three (3) years clean; business management or convention experience; resources to attend VRCC meetings, retreat, and AVCNA.

### **Responsibilities:**

1. Attends all ASC meetings and presents a written report bi-monthly, including VRCC Treasurer's report; informs area of VRCC plans and policies.
- 2. Attends all VRCC meetings; relates questions and concerns from area to VRCC.
3. Represents the group conscience of the area.

## **GSR AND GSR-ALTERNATE:**

### **Qualifications:**

GSR one (1) year clean; Alternate GSR six (6) months clean.

### **Responsibilities:**

1. Only a duly elected GSR or alternate GSR is eligible for quorum.
2. Each GSR or alternate GSR shall submit a written report to be included in minutes. Reports from a GSR should consist of the following, so the secretary can have accurate notes: name of group, day of week it meets, place or places, time or times it meets, treasurer's report of amount of monthly contribution, number of members, number of addicts attending, situations/problems/difficulties, etc., and group conscience decisions.
3. At the GSR's discretion ASC supplied report sheets may be used. (5/2007) Any member may make a motion, but only a duly elected GSR or alternate GSR may second a motion.
4. Only a duly elected GSR or alternate GSR may vote.

## SECTION IV

### ASC SUBCOMMITTEE GUIDELINES

ARTICLE 1: Subcommittee chairpersons shall be elected by ASC. As a body we have the responsibility to ensure these General Qualifications for all Elected Positions:

- 7.2. Willingness and desire to serve
- 7.3. Willingness to give the time and resources to do the job
- 7.4. Leadership Ability
- 7.5. Communication Skills
- 7.6. Ability to Organize
- 7.7. Working knowledge of the 12 Steps, Traditions and Concepts of NA
- 7.8. Stability and personal sense of direction
- 7.9. Have a NA sponsor (5/2007)

ARTICLE 2: It is a requirement that subcommittees develop or adopt guidelines within 90 days of election of chair. Upon development of guidelines, they will be included in ASC minutes for review and approval at the following month's ASC meeting. Any changes in subcommittee guidelines must be submitted to ASC for review and approval.

ARTICLE 3: All functions and fund-raisers of subcommittees are a function of Narcotics Anonymous and should remain within the Twelve Traditions of N.A.

ARTICLE 4: Materials and equipment needed for subcommittees will be owned by ASC, for the use of subcommittees and N.A. functions.

ARTICLE 5: A. In the interest of unity, accountability and carrying the message to the addict who still suffers, subcommittee chairpersons should pass down to the succeeding chairperson a report of procedures, contacts, reference sources, experience, strength, and hope.

B. Each committee chair is requested to call the Vice-Chair in the event they cannot attend ASC. This will allow the Vice Chair to appoint someone to fill in for them and bring the last month's minutes, the literature or whatever other reports or materials are necessary to conduct the business for that month. (11/2004)

ARTICLE 6: It is also suggested that outgoing chairpersons briefly share verbally their experience, strength, and hope at ASC prior to the election of officers.

ARTICLE 7: Each subcommittee should create a guideline so that when someone new is elected, they will have a guide to performing his duties. (2/2005)

ARTICLE 8: There shall be a carry-over month, 13th month, to aid the person stepping into the position. (2/2005)

ARTICLE 9: New Group packages are to distributed within first two ASC meetings (4/2008)

## ASC SUBCOMMITTEE CHAIRS (01/2007)

Area Subcommittees Include:

Special Events

Hospitals & Institutions (H&I)

Literature

Public Relation (PR)

Policy

Ad Hoc (If needed)

### **Qualifications:**

One (1) year clean; active participation in subcommittee; working knowledge of the 12 Concepts, 12 Traditions, ASC policies and guidelines, and the appropriate handbook or guide.

### **Responsibilities of all subcommittee chairs include:**

1. Attends all ASC meetings and presents a written report monthly, including financial report where applicable and activities in the area and the region.
2. Attends all RSC subcommittee meetings and presents a written report including activities in the area. RSC registration funded by ASC.
3. Schedules, arranges an agenda and presides over monthly subcommittee meetings.
4. Accountable for activities, expenditures, and assets of the subcommittee.
5. Attend quarterly budget subcommittee meetings.
6. Submit an annual budget each March.

All subcommittees are autonomous. However, they are accountable to the ASC. Each subcommittee chairperson is required to attend OLANA ASC meetings. If the chairperson is unable to attend, a proxy may be sent. It is highly recommended that all subcommittee chairpersons, or a proxy attend regional business meetings.

Each subcommittee is to have its own meeting. Care must be taken to insure that no committee member or potential member is neglected or excluded. The ASC meeting is for reports only. After the subcommittee meeting, any issues, questions or concerns can be brought to the ASC meeting. Each subcommittee is responsible for setting up and announcing subcommittee meetings.

**SPECIAL EVENTS:** This committee coordinates and plans activities which promote unity and fellowship in the NA program. The Special Events Committee shall include a fundraiser component to generate income for the Area. **Plan and coordinate annual Valentines speaker/Dance. (3/2009)**

**HOSPITALS & INSTITUTIONS (H&I):** The primary purpose of an H&I subcommittee is to carry the message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. The committee keeps a record of H&I meetings, coordinates panels and establishes new meetings in as many hospitals and institutions that can be consistently supported by our area. Accountable for all literature made available at H&I meetings.

**PUBLIC RELATION:** This committee attempts to carry the NA message of recovery to those who help or have contact with addicts; and establish an idea of cooperation, not affiliation. The committee attempts to establish lines of communication via radio shows, public service announcements, posters, mail-outs, one-on-one interviews and attendance at related professional events. The ways and means are innumerable. This committee coordinates its activities with the Helpline committee. The PR subcommittee shall be responsible for responding to all Internet based information requests. The NA “WSC PR Handbook” is the official guide for handling media information requests. Also responsible for keeping meeting list updated and available to the public as well as this body.

**LITERATURE:** This committee helps keep NA literature available for groups. Literature is purchased from a Regional Service Office (RSO) or the World Service Office (WSO) and is sold to groups. Our literature committee may participate in the development and approval process of new NA literature. This subcommittee provides H&I literature. Need to deposit all funds within 10 working days of receipt. (6/2007)

**AD HOC:** This is a temporary committee formed to work on a specific situation or purpose not covered by other subcommittees. This committee is appointed by chair and dissolved once its purpose has been achieved.

**POLICY:** The policy subcommittee is responsible for the development of proposed changes or modifications to the structural guidelines of the ASC. The committee provides guidance for the understanding and application of group conscience and the relationship of trusted servants to the group conscience. The committee assists in the development of policies, guidelines and special procedures utilized by the ASC and its standing committees. The policy subcommittee is the general recorder of the policy set by the ASC. The ASC secretary is to assist the policy chairperson in recording the policy changes made (running log) When the actions of the trusted servants are outside of the policies and guidelines, it is the responsibility of the policy chairperson to inform the ASC chairperson. The main tools for the policy subcommittee are the 12 Concepts and the Guide to Local Service distributed by WSO. 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. If there is no trusted servant for Policy and Procedure Chairperson, the ASC Vice-chairperson will assume those responsibilities until someone comes forward. The Policy chairperson is to conduct a new GSR orientation immediately following ASC.

All Sub-committees will refer to NA approved handbooks, which will be supplied by the ASC Policy and Procedure sub-committee.

## **SECTION V**

### **GUIDELINES FOR A GROUP CONSCIENCE**

ARTICLE 1: The importance of a group conscience cannot be stressed enough. It is the route that God's will is delivered to us and the tool that allows us to be delivered from bondage of self. The principle of autonomy, except where it would affect other groups or N.A. as a whole, is the guiding principle regarding who should be involved in a group conscience.

- ARTICLE 2:
- A. Issues impacting N.A. meetings should not be voted on without the GSRs taking the issue back to their homegroups for a group conscience.
  - B. Issues affecting the functioning of subcommittees should not be voted on until that subcommittee has taken a group conscience and represented it to O.L.A.S.C.
  - C. Issues that affect only the O.L.A.S.C. should be voted on at the area level only.
  - D. If a motion is to be carried back to homegroups, GSRs will vote on whether this is done at the time the motion is presented.



## SECTION VI

### GUIDELINES FOR VOTING PROCEDURE

ARTICLE I: The route that the voting procedure takes are as follows:

- A. An issue is presented to the O.L.A.S.C.
- B. A motion is made and seconded regarding action to be taken. All motions shall be submitted to the secretary in writing at the time of the proposal. The author of the motion is to be given time on the floor to explain the purpose and reason. (5/2007)
- C. Discussion of an issue can take place in the following manner:
  - C.1. If meetings O.L.A.S.C. subcommittees or ongoing O.L.A.S.C. policy is affected, the motion is sent to either the meeting, the subcommittee, or to the policy subcommittee for input. Discussion on the issue is tabled until that input is received. If GSRs require further clarification to the motion they may ask questions at this time, but this is not the time for a lengthy discussion of pros and cons.
  - C.2. If only the O.L.A.S.C. is affected or after sufficient input has been gathered from those who are affected, discussion occurs. This usually takes the form of pros and cons. Discussion shall have a time limit of 5 minutes per motion not to exceed 1 min per person but at no point should discussion be limited to less than two pros and two cons. At this stage, voting members may take several actions (5/2007)
    - C.2.a. They can discuss the motion as it stands.
    - C.2.b. They can amend the motion. If a motion is made and seconded to amend a motion the amendment is discussed and voted upon, prior to resuming discussion of the main motion.
    - C.2.c. A motion can be tabled to a later time. Any member of the body can make the motion to table, second must come from GSR. If a motion is made and seconded to table a motion, the tabling motion must be discussed and voted upon. If the tabling motion passes, discussion or action on the main motion will be postponed to the next ASC unless otherwise designated. A motion may only be tabled once (at the discretion of the Chair). If the tabling motion is defeated, discussion and action on the main motion will continue. (5/2007)
    - C.2.d. A participant may "call for the question" or "call for the vote" at which time discussion stops and a vote on the motion takes place.
    - C.2.e. The vote is taken.
      - C.2.e.1. GSRs are the only voting members at ASC.
      - C.2.e.2. A majority is 2/3 of voting members present. Those abstaining on a vote will not be considered in determining majority.
      - C.2.e.3. Two abstentions on a question reopen debate. (5/2007)
      - C.2.e.4. If the majority of voting members present decide to deal with an issue at that meeting it will be voted on then.

C.2.e.4.A. If guidelines are affected, the approved motion will be returned to the policy committee in order for them to propose the exact wording to be inserted into the guidelines. The proposal will be voted upon at the next ASC.

C.2.e.4.B. If other groups or an ASC subcommittee is affected they will be informed as to the outcome of the vote by either their GSR or the subcommittee representative.

ARTICLE II: The Chair has discretion to allow telephone vote when deemed necessary when pertinent decisions is needed in timely manner. Written motions must be presented in writing at next ASC for minutes. Guidelines for discussion, debate, and vote tally to be set. (3/2009)

## **SECTION VII**

### **GENERAL PROCEDURES**

ARTICLE 1: Area service will be held the first Sunday of each month. When area service needs to be postponed or canceled a 2/3 vote is required.

ARTICLE 2: To hold ASC meetings a minimum of three homegroups must be present to establish quorum

ARTICLE 3: The Service Prayer will be read before every ASC meeting.

ARTICLE 4: O.L.A.S.C. will support "Special Interest" meetings in our area with the stipulation that the meeting list indicate that "All Addicts are Welcome" in regards to these meetings.

ARTICLE 5: Policy manuals will be updated on a yearly basis. Any changes in policy during the year will come in the form of an amendment.

ARTICLE 6: A) The Guide to Local Service is the extended policy for this area.

B) Robert's Rules of Order will be used as a guide to conduct business in an orderly fashion, except when it conflicts with Area Policy, Guide to Local Service, or the 12 Concepts for NA Service. (12/2006)

ARTICLE 7: Prudent reserve shall be updated annually to equal 2 month total expenses (averaged) (5/2007)

## SECTION VIII

### FUNDING

ARTICLE I: When being funded by O.L.A.S.C. all subcommittees are required to make a financial report at the next ASC.

ARTICLE 2: The literature committee will open and maintain a checking account.

ARTICLE 3: The area must maintain a reasonable prudent reserve in order to meet its needs. Prudent reserve is set at \$150.00. (08/2006)(05/2008)

ARTICLE 4: Area will spend \$80.00 per month on H&I as needed.

ARTICLE 5: Area will allow \$20.00 per month for secretarial purposes.

ARTICLE 6: All financial expenditures need to be approved by ASC. Any expenditure over the pre-authorized amount must be approved by the area.

ARTICLE 7: All monies will be paid out only at ASC meetings. **No reimbursements will be made without receipts.** RCM is allowed a \$50.00 travel expense advance for travel in excess of 2 hrs per Yahoo Maps. Receipt **must be** brought to next ASC. (10/2007)

ARTICLE 8: Area will pay a reasonable amount of rent for area functions and must be brought to the floor of area for vote.

ARTICLE 9: The area will pay the RCM and alternate RCM for regional registration and gas. Any money designated for regional registrations will be donated to the region if not used.  
(12/2006)

ARTICLE 10: Any subcommittee chair or vice-chair will be reimbursed in full for RSC registration and gas.

ARTICLE 11: The VRCC rep will be reimbursed gas for all required meetings. (09/2006)

ARTICLE 12: Events that call for GSR's to go to GSR Assembly is reimbursed to a limit of \$60.00 or amount agreeable by groups (take in mind gas prices and where people are located) car-pooling whenever possible (06/2008)

## **SECTION IX BUDGETS**

Matters of ASC funds where it applies to routine distribution of funds to officers and subcommittees will be handled as outlined here.

Budgets will be established for officers, alternates, and subcommittees as requested by them and approved by the ASC. Request must be included in report with intent for use of monies.

1. Budgets are established as:
    - 1.a. Secretary - \$20 monthly plus ink reimbursement quarterly as needed.
    - 1.b. Policy - \$35 ink \$5 ream of paper annually
    - 1.c. Special Events - \$2,400.00 annually (2/2008)
    - 1.d. H&I – \$80 monthly as needed.
    - 1.e. PR/Phoneline
  2. Special Events committee is allowed to earmark (hold) their monthly budget, only if a proposal for expenditure is submitted in writing to the ASC on estimated cost.
  3. Literature monthly budget for purchasing is equal to the amount of literature sales from the previous month. \$1,200.00 a year. (separate from ASC account see article 2)
- B. Each of the above will be allotted the approved amount as recorded and tracked by the Area Treasurer.
- C. Each month receipts will be submitted to the treasurer for the amount of that month's expenses.

**No reimbursements will be made without receipts.**

### **New Group Starter Package:**

First \$40 paid by ASC. Group can get the following items AS NEEDED, one time only:  
Complete set of group readings (approximately \$6), 5 White Books (approximately \$3.25), 5 Newcomer Keytags- 5 30 day Keytags - 5 60 day Keytags (approximately \$6), 5 each of all available IP and IP booklets (approximately \$25.40). (9/2007) To distributed within first two ASC meetings (4/2008)

## AREA SERVICE CONFERENCE FORMAT

2:00 - 2:15 **Set agenda**

**Establish quorum**

**Present orders to literature committee**

**\*\* If quorum is not established by 2:15, ASC is not held \*\***

*(ASC time change affective 9/3/2006)*

**1.** Serenity Prayer

**2.** Service Prayer

**3.** Twelve Traditions

**4.** Twelve Concepts

**5.** Roll Call

**6.** Reading and accepting of minutes (3/2009)

**7.** Reports

**A.** Chair

**B.** Vice-Chair

**C.** Secretary

**D.** Treasurer (NEEDS VOTE OF ACCEPTANCE)

**E.** RCM (*Regional Committee Member*)

**F.** Alternate RCM

**G.** VRCC Representative (*Virginia Regional Convention Corporation*)

**H.** Subcommittee Chairs

**H.1.** Literature

**H.2.** PR/Phoneline (*Public Relation*)

**H.3.** Policy

**H.4.** Special Events

**H.5.** H&I (*Hospitals and Institutions*)

**I.** Homegroups

1. Recognize new homegroups

**8.** Open Forum

**9.** Old Business

15 Minute Break

**10.** New Business

**11.** Announcements

**12.** Funding

**13.** State the date of the next ASC meeting (include in the minutes)(3/2009)

**14.** Closing

**\*\* ASC will end promptly at 4:30. Any outstanding business will be heard at the next ASC \*\***

## **AMENDMENTS**

**ADD under SPECIAL EVENTS:** Plan and coordinate annual Valentines speaker/Dance. (3/2009)

**ADD under GUIDELINES FOR VOTING PROCEDURE:**

ARTICLE II: The Chair has discretion to allow telephone vote when deemed necessary when pertinent decisions is needed in timely manner. Written motions must be presented in writing at next ASC for minutes. Guidelines for discussion, debate, and vote tally to be set. (3/2009)

**ADD to AREA SERVICE CONFERENCE FORMAT:**

6. Reading and accepting of minutes (3/2009)
13. State the date of the next ASC meeting (include in the minutes)(3/2009)