

**CAPITOL AREA NARCOTICS  
ANONYMOUS**

**POLICY**

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## **Glossary**

<b>ASC</b>	<b>Area Service Committee</b>
<b>CANA</b>	<b>Capital Area Narcotics Anonymous</b>
<b>CASNA</b>	<b>Capital Area Service of Narcotics Anonymous</b>
<b>GSR</b>	<b>Group Service Representative</b>
<b>MARC</b>	<b>Mid-Atlantic Regional Committee</b>
<b>NA</b>	<b>Narcotics Anonymous</b>
<b>RCM</b>	<b>Regional Committee Member</b>
<b>RSC</b>	<b>Regional Service Committee</b>
<b>RSO</b>	<b>Regional Service Office</b>
<b>WSC</b>	<b>World Service Conference</b>
<b>WSO</b>	<b>World Service Office</b>

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# **Guidelines for the Capital Area Service Committee of Narcotics Anonymous**

## **Boundaries:**

This body shall be known as Capital Area Service of Narcotics Anonymous (CASNA). This committee shall serve all groups in the capital area, known as Capital Area Narcotics Anonymous (CANA).

## **Purpose:**

Our purpose is to further the unity of the fellowship within the Capital Area and the rest of Narcotics Anonymous as whole, in accordance with the twelve steps and concepts of Narcotics Anonymous.

## **Function:**

To further our primary purpose and serve as a channel of communication between the Area Service Committee and the rest of Narcotics Anonymous as a whole.

## **Participants:**

This committee shall be comprised of Group Service Representatives (GSR), their alternates, members of the Administrative Committee, and the Subcommittee Chairpersons/Representatives.

# **Administrative Committee**

**This committee shall be comprised of the Chairperson, Vice Chairperson, Treasurer, Vice Treasurer, Secretary, Vice Secretary, Regional Committee Member, and the Alternate Committee Member.**

**Any persons elected may not hold any other chair or vice-chair position on the Area level during their time of service.**

**Any officer will be asked to resign if 2 ASC meetings are missed in a row, that vacant position shall be filled as soon as possible.**

**All positions will be elected by a majority vote by all Group Service Representatives (or the alternates) in attendance and all sub-committee officers in attendance.**

**Elections for the Administrative Committee shall take place every December.**

**CHAIRPERSON: one year commitment**

**Qualifications:**

1. Minimum of 2 years clean.
2. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA.
3. Willingness and desire to fulfill the responsibilities of the position.

**Duties:**

1. Arrange the ASC agenda for each meeting.
2. Preside over regular ASC meetings in an orderly fashion.
3. Co-signor of ASC bank accounts.
4. Assist Vice Chairperson in the coordination and liaison work between all sub-committees to assure cooperation of responsibilities
5. May not vote on any and all matters except in the case of a tie.

**VICE CHAIRPERSON: one year commitment**

**Qualifications:**

1. Suggested minimum of 1 year clean.
2. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA.
3. Willingness and desire to fulfill the responsibilities of the position.

**Duties:**

1. Assume responsibilities of the Chairperson in their absence.
2. Co-signor of ASC bank accounts.
3. Act as the liaison between all Sub-committees, to assure cooperation of responsibilities.

**SECRETARY:** one year commitment

**Qualifications:**

1. Suggested minimum of 1 year clean.
2. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA.
3. Willingness and desire to fulfill the responsibilities of the position.

**Duties:**

1. Record minutes of ASC meetings.
2. Distribute minutes no later than 2 weeks following each ASC meeting via mail to those who specifically requested the minutes to be mailed to them. Minutes shall be posted on the website for all others to download within 1 week following each ASC meeting.
3. Call attendance at the beginning of each ASC meeting.
4. Co-signor of ASC bank accounts.

**VICE SECRETARY:** one year commitment

**Qualifications:**

1. Suggested minimum of 6 months clean.
2. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA.
3. Willingness and desire to fulfill the responsibilities of the position.

**Duties:**

1. Assume the responsibilities of the Secretary in their absence.
2. Assist the Secretary in all the above duties.

**TREASURER:** one year commitment

**Qualifications:**

1. Mandatory minimum of 3 years clean.
2. Suggested prior bookkeeping experience.
3. Working knowledge of 12 steps, 12 traditions, and 12 concepts of service in NA.
4. Willingness and desire to fulfill the responsibilities of the position.

**Duties:**

1. Act as custodian of the CANA bank accounts.

2. Keep a financial ledger.
3. Make sure all approved expenses are paid in a timely manner.
4. Be responsible for issuing receipts for monies received.
5. Co-signor of ASC bank accounts.

**VICE TREASURER:** one year commitment

**Qualifications:**

1. Mandatory minimum of 2 years clean.
2. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA.
3. Willingness and desire to fulfill the responsibilities of the position.

**Duties:**

1. Assume the responsibilities of the Treasurer in their absence.
2. Assist the Treasurer in all the above duties.

**REGIONAL COMMITTEE MEMBER (RCM):** one year commitment

**Qualifications:**

1. Suggested minimum of 2 years clean.
2. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA.
3. Willingness and desire to fulfill the responsibilities of the position.

**Duties:**

1. Attend all MARC (Mid-Atlantic Regional Committee) and ASC meetings including the WSC Agenda Workshops.
2. Serve as a line of communication between CANA and MARNA.
3. Work closely with the Area Officers and Sub-committee Representatives, and is a source of information/guidance in matters concerning the 12 traditions
4. Responsible for issuing receipts for all monies received.

**ALTERNATE REGIONAL COMMITTEE MEMBER:** one year commitment

**Qualifications:**

1. Suggested minimum of 1 year clean.
2. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA.
3. Willingness and desire to fulfill the responsibilities of the position.

**Duties:**

1. Attend all MARC and ASC meetings including WSC Agenda Workshops.
2. Assist the RCM in all the above duties.

**Group Service Representative:** adheres to the concept of a single point of decision, as there should be one GSR per home group.

- Elected by each, individual home group to represent that group's opinion and/or vote at every Area Service meeting.
- Responsible for turning in all group donations to the Area Treasurer at least 15 minutes prior to the start of the ASC meeting.
- Expected to attend ASC and submit a written group report to the Area Secretary.

**Standing Committees:** A committee may be established to serve any specific need that may arise, within the Area.

- Established by a 2/3 majority vote by Group Service Representatives (or whoever is representing the home group)
- Purpose is to collect, clarify, design, and state the recommendations of the Fellowship within specific areas of concern, and then to initiate and coordinate actions based on those decisions.
- Sub-committees shall elect their own officers with the exception of the Chair and the Vice Chair, which is elected by the Area Service Body.
- All sub-committees are required to submit a monthly written report including any expenses to be included in the Areas minutes.
- All sub-committees must have operational guidelines.

**Ad Hoc Sub-Committees:** Shall be formed as needed to carry out a short-term goal of the ASC and shall be disbanded upon completion of that goal.

- Does not have a represented vote at any ASC meeting.
- May be appointed by the ASC Chairperson or they may be formed by an approved motion of the voting members of the ASC.

# Operational Guidelines

## Attendance:

1. The ASC shall conduct business only if a quorum is present. A quorum is defined as 1 more than 1/3.
2. All officers shall attend all ASC meetings. It is the responsibility of any elected officer not able to attend an ASC meeting to notify the Chairperson (Who then must notify the Vice Chairperson).
3. If an elected officer misses two or more consecutive meetings it is the responsibility of the Chairperson to bring the matter to the floor for review and appropriate action.
4. All members of NA are welcome to attend all regular ASC meetings as non-participant observers. The Chairperson, at their discretion, may call on a non-participant to speak, if not all communication must be through their home group's GSR.

**Expenses:** Normal operational expenses will be paid as they occur and accounted for in the monthly Treasurer's report. These expenses are as follows:

- Rents
- Phone lines
- Secretary's material expenses
- P.O. Box
- Travel reimbursement to all ASC representatives who used their private vehicles to attend normal regional business meetings (per the current federal mileage reimbursement rate, as of 9/1/2012 it is \$50.5)\* ?

## Voting Procedures:

1. Voting on all ASC motions shall be done by a one group/one vote system.
2. The order of succession for voting members at the ASC shall be:
  - a. Group Service Representative
  - b. Alternate GSR
  - c. Member designated by the home group
3. Any group present at the ASC meeting has voting privileges.

4. Each active participant will have one vote on all matters with the exception of the Chairperson who should only vote in a case of a tie. No member of the ASC may hold more than one voting position at a time.
5. Voting for the Administrative Committee Officer positions and all Sub-Committee Officer positions is restricted to the GSR or the group representative present at the ASC meeting
6. When voting, if the majority of groups abstain on any issue then the issue is tabled and automatically sent back to groups for another group conscience.

### **Elections:**

1. The following officer positions are to be elected for a term of one year:
  - a. Chairperson
  - b. Treasurer
  - c. Secretary
  - d. Regional Committee Member
  - e. Chair of standing committees
2. The following officer positions are to be elected for a term of two years, the first year to be served as vice or alternate and the second year to fill the primary position.
  - a. Vice Chairperson
  - b. Vice Treasurer
  - c. Vice Secretary
  - d. Alternate Regional Committee Member
  - e. Vice Chair of standing committees
3. A simple majority will be required for the election of all officers.
4. A 2/3 majority will be required for the removal of any officer for non-compliance. Non-compliance includes, but is not limited to:
  - a. Loss of abstinence from drugs.
  - b. Failing to perform the duties of the position.
  - c. Failing to attend regular ASC meetings without contacting the ASC Chairperson.
5. Elections will be held in December of each year, with the exception of the Unity Committee, which will be held in May.
6. Any Administrative Committee Officer may not hold any other Chair or Vice Chair position on the Area level.

7. No elected officer may hold the same office for more than two consecutive terms.
8. Short-term replacements are defined as the filling of any elected position mid term. No short term should be counted as one of the two consecutive terms.

**Financial Policy:**

1. In the event of the dissolution of CASNA, all funds held by the committee treasurer will be transferred to its successor organization. If there is no successor, such funds will be transferred to the Mid-Atlantic Region of Narcotics Anonymous, Narcotics Anonymous World Services, or their successor organizations. Under no circumstances will any funds be transferred to any individual.
2. Goods and services provided by CASNA will be provided to all who seek them without regard to their ability to pay.

Voting

concept 5, 7, 8, 9

- 01/13/1985 Everyone in attendance have an opportunity to vote for the Administrative Committee. \* ?
- ★ 01/13/1985 We separate votes for the Vice-Chair when there are more than three nominations.
- ★ 02/10/1985 Accept Robert's Rules of Order for the ASC meeting (DUPLICATE-UNDER ASC MEETING)
- ★ 02/10/1985 51% vote should take a matter back for group conscience whereas 2/3 majority is required to add a matter to the Agenda (DUPLICATE-UNDER ASC MEETING) \*  
Archive
- ✓ 11/08/1987 That if the majority of groups voting abstain on any issue, then the issue is tabled and automatically sent back to groups for another group conscience. Voting
- ★ 11/08/1987 One more than half the groups in the Area comprise a quorum for conducting business. (Amended 12/11/1994) \*
- ★ 12/11/1994 That quorum be changed to 1 more that 1/3. "In a mass meeting, the quorum is simply the number of persons present at the time, since they constitute the entire membership at the time." (Amend on 04/11/1995) \*
- ★ 12/13/1987 That more than one-half the groups present shall vote in the affirmative or the negative for a binding vote to carry. (DUPLICATE-UNDER ASC MEETING).
- ✓ 03/12/1989 Only GSRs can vote on any committee office election
- ★ 10/13/1991 If a group is not represented for three consecutive months, it be censured, by not having a vote on ASC issues and not being counted in a quorum. To have voting privileges restored, the group must be represented at three consecutive meetings of ASC. \*
- ★ 03/03/1998 To eliminate voting by acclamation and whether we have 5 or 1 nomination, we ask them to leave the room and we do a regular vote.
- ★ 10/09/2004 As of January Area Service Committee meeting, all groups regain voting privileges and all prior absences are to be disregarded. As a result of this policy, no group could lose voting privileges prior to April of any given year. If a group subsequently is absent from three (3) consecutive ASC meetings, it will lose its voting privileges until it has either attended three (3) consecutive ASC Meetings or the following January, whichever comes first. \*

Intent: To give all home groups the opportunity to participate at Area and be accountable for home groups business that needs to be carried to and from area.

01/09/2004 \* Any Group that was present at the previous Area Service meeting have full voting privileges at the current Area Service meeting. Any group that was absent at the previous Area Service not have voting privileges at the current Area Service meeting. This policy supercedes all previous policy with which it may conflict.

Intent: To create a simple, responsible, accountable and fair system for voting privileges.

✓  
04/01/07  
ALREADY IN

Any group present at the current area service meeting has voting privileges. This policy supercedes all previous policy with which it may conflict.

PRIME

ASC Meeting/Administrative

OPERATIONAL

OPERATIONAL

01/13/1985 The Area be called "Capitol Area Service of Narcotics Anonymous"

\* 01/13/1985 The ASC meeting be the 2nd Sunday of each month.

0 01/13/1985 That subcommittees meet at 1:00 p.m. prior to the ASC meeting

\* 01/13/1985 \$20.00 be set aside as monthly rental to be paid to the hosting facility for the ASC meeting

\* 02/10/1985 Accept Robert's Rules of Order for the ASC meeting

OPERATIONAL 02/10/1985 This ASC will follow the suggested Service Committee Format as stated in the Temporary Working Guide. Format is:

- 1) Opening Prayer
- 2) Reading of the 12 Traditions
- 3) Minutes of the last ASC meeting
- 4) Treasurer's Report
- 5) ASR report
- 6) Subcommittee Reports
- 7) Group Reports
- 8) Old Business
- 9) New Business
- 10) Announcements
- 11) Closing Prayer

(DUPLICATION IN ELECTION)-Amend

OPER. 3/13/1994

All Officers & Sub-Committee Chairs and Vice Chairs of ASC have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.

ALREADY IN 2/10/1985

No person be allowed to address the meeting until recognized by the Area Chairperson and given the floor

- ★ 2/10/1985 Method for determining Agenda (Orders of the Day)
- Arch★ 02/10/1985 51% vote should take a matter back for group conscience whereas 2/3 majority is required to add a matter to the Agenda
- Arch★ 02/10/1985 Establish a P.O. Box for the ASR
- 3/10/1985 Accept the Orders of the Day for the ASC meetings. They are as follows:  
*Operational*
  - 1) The Chair will recognize 2 pros and 2 cons on each issue
  - 2) No person shall speak twice on the same issue
  - 3) After the Chair has recognized a speaker that person will advise the Chair before speaking if he/she is pro or con on the issue he is addressing
  - 4) No votes shall be taken after 3 or more GSRs leave the meeting, even if they are out of the room momentarily
- 7/14/1985 Have GSR reports given first. Our format will then be:  
*Operational*
  - 1) Opening Prayer
  - 2) Reading of the 12 Traditions
  - 3) Minutes of last AS meeting
  - 4) Group Reports
  - 5) Treasurer's Report
  - 6) ASR Report
  - 7) Subcommittee Reports
  - 8) Old Business
  - 9) New Business
  - 10) Announcements
  - 11) Closing Prayer
- ★ 3/09/1986 That all condensed versions of the WSC group conscience issues be copied and delivered to each group belonging to the Area. Further, that Area authorize the expense of this project.
- ★ 9/14/1986 All group conscience issues to be read to the group business meeting by GSRs with 2 pros and 2 cons along with the rationale
- ★ 2/8/1987 Subcommittee reports can be put into Area Minutes if not approved as long as it is stated that they are not approved and if report is submitted outside the meeting, it will be noted that it was submitted for general information and will have to be dealt with at the next ASC meeting to the Secretary in writing, in a brief 1 or 2 sentences, right after the ASC meeting to be entered into the Minutes (DUPLICATE-UNDER SECRETARY)
- ★ 11/8/1987 Area shall devise a contingency plan for when a subcommittee is not performing and the plan should be directed back to groups for approval
- ★ 11/8/1987 One more than half the groups in the Area comprise a quorum for conducting business Amend 12/11/94

- ★ 12/11/1994 That quorum be changed to 1 more than 1/3. "In a mass meeting, the quorum is simply the number of persons present at the time, since they constitute the entire membership at the time."(Amend on 04/11/95)
- OP. RAT. 12/13/1987 That all Motions be submitted in writing by the originator of the Motion (so that they are worded exactly as the originator stated them)
- ★ 12/13/1987 That more than one-half the groups present shall vote in the affirmative or the negative for a binding vote to carry
- 9/11/1988 The Area should obtain a federal tax id. number
- ★ 12/11/1988 That the ASC pay for the ASR and Alternate ASR to attend each year's Mid Atlantic Learning Conference.
- ★ 2/9/1997 To cancel policy 12/11/88 for the ASC to pay for ASR and Alt ASR to attend each year Mid Atlantic Learning Conference.
- ★ 2/12/1989 That we adopt policy to automatically order World Conference Agenda Reports the first of January of each year and that we purchase one for each group. Amendment; 03/10/95 - Also to include ASR, Alt ASR, and Policy Chair to be supplied with CAR reports.
- ★ 4/9/1989 That we rescind the Policy on an Officer having to be present the entire ASC meeting
- ★ 1/14/1990 That Area Service (early in the meeting) pass the Seventh Tradition (Amended to pay for coffee only)
- OP. 4/14/1991 To do the GSR count after the Traditions
- ☐ 4/14/1991 To delete "set time of adjournment" from Agenda and add under "Order of the Day" that adjournment be at the end of business
- ★ 10/13/1991 If a group is not represented for three consecutive months, it be censured, by not having a vote on ASC issues and not being counted in a quorum. To have voting privileges restored, the group must be represented at three consecutive meetings of ASC.
- ★ 3/8/1992 To abolish previous policy regarding passing of the 7<sup>th</sup> Tradition to pay for coffee for ASC meetings.
- ★ 4/18/1993 To abolish the reading of group reports portion of the agenda (Order of the Day) and limit to groups with a burning desire. Include in group reports by designated volunteer if GSR stayed for whole ASC, arrived late or left early.
- ★ 7/11/1993 Any ASC officer to miss ASC meeting 2 times in a row be asked to resign & that the vacant position be filled as soon as possible.

Open.  
9/3/06

**AMENDED:** Motion passed to re-word policy, asking the officer if they intend to resign their position. If they state a valid reason for the absence, they be allowed to continue service. If person can not be contacted by the 3<sup>rd</sup> consecutive area service meeting, then position be automatically vacated

**Intent:** To allow for un forseen reasons for absences and to create specific timeline for vacating and elected office.

OPER.  
9/11/1994

Include time for discussion in the agenda to express our feelings and communicate according to the 8th Concept.

OPERAL  
9/11/1994

Any motion that changes policy needs to go back to groups for conscience.

\* 5/7/1995

Area will supply the ASR, ALT ASR, Policy Chair with a copy of the TWIGS.

\* 9/13/1995

For this Area to make Home Groups accountable, they should only carry a single group conscience.

~~Open~~  
2/4/1996  
Archive  
11/12/1997

Area order a CAR report on request from home groups by December. (Supersedes Policy set 02/12/89 and includes policy set on 03/10/95)

**AMENDED:** That Area no longer purchase car reports "Convenference Agenda Reports" for the homegroups or Officers that sign up for one. If a home group wants a CAR they should purchase one, bring the receipt to Area and then we will reimburse them.

? 7/14/1996

Anyone nominated for an ASC Executive Committee Position may not hold any other chair or vice-chair position on the Area level.

\* 11/8/1998

To set prescribed ending time for CANA monthly business meeting

Open, 2/20/2000

To have area subcommittees start at 12:30 and end at 2:00 pm

Open, 6/11/2000

To change amount of money for rent from \$20.00 to \$25.00

\* 4/8/2001

For the area chairperson to sign liability waver for U.M.C. as it applies to area service only. By signing this waver area service relieves the church in which it is held of any and all liability for any incident either intentional or accidental by any members of N.A. attending ASC

Open 6/10/2001

Any money given from the area over \$100.00 must go back to the groups for group conscience.

Open 6/10/2001

We do not accept any personal checks.

Open 11/12/1997

That area no longer purchase CAR reports for the Home Groups or officers that sign up for one. If a H.G. wants a CAR they should purchase one bring the receipt to the area and we will reimburse them.

\* 6/9/2002

To have ASC meet on the third Sunday in the month of Feb. and May only.

\* 8/11/2002 To incorporate the 12 concepts as part of group readings.

1/11/2004  
OPERAT  
Already  
IN  
Amend CANA guidelines Section V, part B, number 4 to read: "Travel reimbursement to all Area Representatives who use their private vehicles to attend normal Regional business Meetings..."

\* 6/13/2004 Any office who is not present for Area Service will be considered absent rather than excused or unexcused.

10/09/2004  
OPERAT  
To amend policy of 12/11/1988 (call motions listed on agendas shall include the date the motion was introduced and should state so if it requires a conscience). Change to all motions listed on the agendas include the intent and date. The motion was created and introduced and state so even when placed into policy.

Intent: To help insure a better understanding of why a motion was declared policy and its purpose.

OPERAT  
01/09/2005 To amend policy of 2/10/1985 (to accept RRO for ASC mtg.) To state that the ASC meeting will use the short order form of RRO.

Intent: To help all who serve the ASC understand what aspects of RRO we use.

02/20/2005  
OPERAT  
To amend ASC meeting/ administrative 2/10/85. This will follow the suggested Service Committee format as stated in the Temporary Working Guide format, except where it might conflict with standing CASNA policy. To this ASC will follow the suggested service committee format as stated in the Guide to Local Services, also replace the Guide to Local Services in any other area where the Temporary Working Guide is stated.

Intent: To use present & approved literature in our formats & service, also to update policy log.

5/15/2005  
Already  
IN  
To amend Area Guidelines. Add Section E: Financial Policy  
1) In the event of the dissolution of CASNA, all funds held by the committee treasurer will be transferred to its successor organization or in the event that there is no successor, such funds will be transferred to the Mid-Atlantic Region of Narcotics Anonymous, Narcotics Anonymous World Services or their Successor organizations. Under no circumstances will any funds be transferred to any individual.

Intent: To provide policy for the possible dissolution of Area, secure a State tax number and better comply with the 11<sup>th</sup> Concept.

5/15/2005  
OPERAT  
Already  
IN  
To amend Area Guidelines. Add Section E: Financial Policy  
2) Goods and services provided by CASNA will be provided to all who seek them without regard to their ability to pay.

Intent: To secure a state Tax ID number and clarify CANA policy with the 5<sup>th</sup> Tradition

★ 3/5/06 To submit 3 copies of motions to be handed in, one to policy sub-committee, one to the vice chair of area, and one to the area secretary

Intent: So that motions are not misplaced. To make sure paper trail is complete

oper. 2/1/09 To cancel the (3) three motion policy and go back to submitting (1) one form

Intent: To save paper products and to save money that will be spent.

oper 4/5/09 To specify in written form to CANA Policy that is already in practice that only GSR's can Submit motions to the ASC. Intent To have clarity to what is in practice already

operat 6/07/09 We are proposing a three month window when a motion is submitted and sent back to groups. The following month allows time for discussion, then the month after take the vote.

Intent: To allow groups to be better informed about policies they are voting on as well as allowing GSR's to better understand and explain the function and intent of each motion, also to allow for group conscience as opposed to GSR conscience. Also to allow policy time to review and add input. Concepts 1,2,8,9

# ELECTIONS

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1/13/85 We nominate Chairpersons and Vice-Chairpersons for all standing sub-committees and that

E The vice-chairperson assume the duties and responsibilities of the Chair when his/her term is ended . Moved to amend that if, for any reason the term is not fulfilled by either Officer, The vacancy be filled the ASC and not by members of the sub-committee.

1/13/85 When we elect the Chairperson and Vice Chair that the person who gets the majority of votes. Be the chairperson and the runner up be the Vice Chairperson.

7/14/85 Approve people holding 2 positions, example: Be a GSR & Subcommittee Chairperson.

12/8/85 You don't have to be a GSR to be nominated for a position.

2/14/88 That the Area elect an alternate secretary and alternate treasure for a two year term. The first year as alternate, second year as secretary or treasure respectively.  
Already in

3/12/89 For the person to be nominated for a position of being an officer or a chair or vice chair of a Subcommittee, be present at Area service.

3/13/94 All officers & Sub-committee Chairs and Vice Chairs of ASC have a working knowledge of the 12 steps, 12 Traditions, and 12 Concepts (Duplicate under ASC/Meetings)

4/14/96 If the Chair of a sub-committee steps down for any reason, the vice chair becomes the "acting chair" remaining in that capacity with the chair position not being open for re-election. When the vice chair moves up at election time, the vice chair position will then be open for election. If both the chair and vice chair step down for any reason , both positions would then be open.

6/10/01 All sub-committee chair and vice chair must attend Regional Sub-committee meetings.

Officers  
Treasurer

- T 2/10/1985 Receipts be given by the Treasurer for all Monies received
- 2/10/1985 The Treasurer shall receive all group donations from GSRs at least 15 minutes prior to the start of the ASC meeting
- 3/10/1985 Monies available from the AS Treasury be what is in the checkbook at the beginning of the meeting
- ★ 8/11/1985 Allocate 10% of our money going to Regional be put aside in a fund for the Regional Service Office that will be forming soon (SEE 3/11/90)
- ★ 2/08/1987 In Area's Treasurer report, given in the Minutes, we don't list what groups gave and what groups did not.
- ★ 4/12/1987 Increase Area's prudent reserve to \$200.00 (superseded 04-10-88).
- oper 4/12/1987 Have Area pay for the meeting list.
- ★ 11/8/1987 All subcommittee Moines shall be kept in Area treasury except the Social Subcommittee.
- ★ 4/10/1988 The prudent reserve for Area is \$1,000.00 (supersedes policy set 04-12-87) (See 09-11-88).
- ★ 9/11/1988 Changed policy regarding Area treasury prudent reserve from \$1,000 to one month's operating expenses and adopted the treasurer's handbook (Supersedes policy on 04-10-88) (Superseded by policy 03-11-90)
- oper. 3/12/1989 That the Treasurer or Vice Treasurer be present from the beginning to end of ASC.
- ~~oper~~ 6/11/1989 Issue of having cosigner on new bank account. It was voted upon to have the Treasurer, Vice-Treasurer & ASR as cosigners for the new account.  
ECM
- oper 12/09/1997 AMEND to "Change policy restricting bank signatures to Treasurer, Vice Treasurer, ASR, to include Area Chair, and Area Vice Chair. Drop the Area Vice Treasurer.
- ★ 3/11/1990 To establish the C.A.S.N.A. Treasurer's prudent reserve at \$400.00 (Supersedes policy 09-11-88)
- ★ 3/11/1990 The Policy Subcommittee moves that our policy of reserving 10% of our regional donation to go towards obtaining a regional office be rescinded.

- ★ 10/11/1992 To adjust prudent reserve to one months expenses which is \$300.00  
(Supersedes policy 03/11/90.)
- ★ 4/14/1996 To increase prudent reserve from \$300 to \$400.
- P 4/14/1996 To create a financial report to be used by all people who spend money.
- 4/14/1996 Prior to approval and distribution of any funds, that the new estimate form be completed.
- ★ 5/19/1996 That \$50.00 be paid in advance to the Secretary each month for secretarial expenses, provided that receipts are supplied to the ASC for the expenses.
- 7/14/1996 Area take the monies already received from the Activities Subcommittee and place it in a separate escrow account within the ASC treasury account. Any future monies from the Activities Subcommittee will be placed in this same account.
- 2/09/1997 To escrow the money from the increase in the price of literature for the following reasons a) To stockpile the literature at Area so that orders may be filled the same month and only make a literature order when there is an order for \$500.00 so we get the discounted price b) To pay for our meeting lists so Area doesn't have to escrow money monthly to cover the cost.
- 4/13/1997 That Area Literature committee sell literature at cost to subcommittees at cost.
- 9/14/1997 ○ Prior the treasurer using prudent reserve to pay bills or reimburse expenses a housekeeping motion be brought to Area listing the specific expenses to be paid and the exact dollar amount to be paid out of prudent reserve.
- 7/13/1998 In the event of theft to take legal action.
- 11/8/1998 ○ That someone other than the Treasurer be responsible for picking up the mail.
- 10/14/2001 ○ Have Area donate 50% over prudent reserve to region on a quarterly basis.
- 3/14/2004 a ○ To increase prudent reserve to cover expense to RCM, alt. RCM, Chairpersons and Vice Chairpersons for travel reimbursement, increase to \$700.
- 11/5/06 ○ To have all donations received by 2 p.m. when area service begins.  
Intent: So treasurer can give their report in a timely fashion and to reduce Corrections made to the books

RCM

- 9/8/1985 \* Area reimburse traveling expenses for the ASR and the Alt. ASR and Subcommittee Chairpersons to attend Mid-Atlantic RSC meetings, with receipts only.
- <sup>open</sup>  
7/6/2008 \* Mileage rate is 50.5 cents per mile, as of Jan. 1, 2008. Mileage rate will periodically change in accordance with the federal standard rate.  
RCM
- 5/20/1990 \* That the Area Service Committee Vice Chairperson position be a two-year commitment. The first year as Vice Chairperson and the second year as Chairperson.
- 2/8/2004 The Regional Committee Member Alternate position is a two-year commitment. The first year is to be served as Alternate and the second year as Regional Committee Member.  
RCM

GSR

- \* 2/10/1985 The Treasurer shall receive all group donations from GSRs at least 15 minutes prior to the start of the ASC meeting (DUPLICATE-UNDER TREASURER)
- \* 9/8/1985 GSRs must attend ASC or if they can't, they must submit a written report to the Alt. GSR or the Area Secretary.
- <sup>GSR</sup>  
12/8/1985 GSRs submit their group reports in writing to the Area Secretary
- <sup>GSR</sup> 2/14/2002 That all Home groups bring a list of newcomers names to the ASC each Dec. So we can select names for primary purpose packages for MARLCNA. Area will send them in.

Secretary

- 10/12/1986    Send a copy of all ASC Minutes to the WSO
- 2/8/1987    § All forms of pros and cons to a Motion are to be given to the Secretary in writing, in a brief 1 or 2 sentences, right after the ASC meeting to be entered into the Minutes
- 3/15/1987    § Area Minutes are to be mailed out.
- 12/11/1988    § All Motions listed on agendas shall include the date the Motion originally was introduced and should state so if it requires a group conscience.
- 7/9/1989    ★ That all Area Minutes be mailed out to GSRs two weeks prior to Area Service Committee meeting.
- 5/19/1996    ★ That \$50.00 be paid in advance to the Secretary each month for secretarial expenses, provided that receipts are supplied to the ASC for the expenses. (Duplicated in Treasury section)
- 9/8/1996    ★ All flyers given to the ASC Secretary will be photocopied by the ASC secretary and brought to the next ASC meeting, not mailed with the monthly ASC minutes, unless by the ASC body.
- 9/8/1996    ★ ASC minutes may be typewritten or handwritten.
- 9/8/1996    ★ To change policy dated 7/9/89 to read "That all Area minutes be mailed to GSRs, ASC Officers, and Sub-committee Chairs two weeks prior to the next ASC meeting."
- 9/8/1996    § All information to be included in the ASC minutes must be given to the ASC Secretary within three days after the ASC meetings.
- 9/8/1996    ★ That no extra copies of ASC minutes will be given to people who have received them in the mail.
- 9/8/1996    All person wishing to receive ASC minutes who do not fall under the category of GSR, ASC Officer, or Subcommittee Chair, must have the approval of the ASC Chairperson before receiving the minutes.  
                     Chain  
                     ↓  
                     Sec
- 9/8/1996    ○ All persons entitled to receive ASC minutes by mail must put their name, mailing address with zip code on the ASC attendance sheet.
- 4/10/2005    ★ To increase monies for secretaries expenses by \$10.00, from \$50 to \$60.
- Intent: To provide enough money to cover all expenses for minutes, copies & postage, so secretary will no longer pay out of pocket.

Officers:

1. The officers of this Sub-committee shall be made up of a chairperson, a vice-chairperson, a panel coordinator, a secretary, a vice-secretary and a literature coordinator. The H&I committee's officers are to be elected by majority vote of the committee at large, except for the chairperson, and the vice-chairperson who are elected by the Area Service Committee.
2. In the event the chairperson is not able to fulfill the responsibilities or resigns, the vice-chair shall automatically assume the responsibilities of chair until the Area Service Committee elects a new chairperson.
3. If the Vice-chairperson cannot or will not act as H&I chairperson, the committee will nominate and elect from within its members an acting H&I chairperson until the ASC fills the position.
4. ANY officer or member of the H&I committee is automatically disqualified from further H&I activity upon relapse.
5. A committee officer shall be removed after missing three (3) consecutive regularly scheduled H&I business meetings.

General Information:

1. Any member of the H&I committee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements set forth herein. Being clean for the purpose of this H&I committee shall be construed as freedom from the use of any mood or mind altering substance.
2. Any member not conforming to the foregoing requirements or to any other which might be added later or who refuses to abide by the rules and regulations of the facility being served shall automatically be relieved of any H&I committee assignments previously granted.
3. No Narcotics Anonymous meeting regularly conducted under the auspices of this committee shall be held in any institution, except under the direct supervision of the H&I Committee or delegated leader specifically appointed by them. For each facility actively being served, a specific member should be assigned as the CASNA H&I panel leader. All H&I presentations for that facility should be conducted by the panel leader or panel coordinator. In the event this is not possible, the chair or vice chair should be notified and/or a willing qualified member should be utilized.
4. All requirements and restrictions pertaining to each facility should be strictly upheld by all CASNA H&I officers, panel leaders, members and speakers.
5. No H&I member will involve themselves with any activity at the facility that our committee serves, to avoid possible conflict and damage to our

# SUBCOMMITTEES

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- 11/14/1997 To combine the following Sub-committees as one committee, Activities,Unity Day, Marathon, Capital Area Fundraising.
- 1/09/05 To approve the formation of a committee to establish an Area convention. The Capital Area.  
Intent: To further our Primary Purpose and to bring more unity to our Area
- 2/01/09 For the Area to re-create a Marathon Subcommittee to host Thanksgiving, Christmas and a New Years Eve-Day marathon  
Intent: To take weight off our Unity Subcommittee and also allow some other members to serve

## Hospitals and Institutions

- 3/15/1987 All HI meetings are to be removed from the meeting list
- 7/09/1989 To have \$150.00 allocation to Hospital and Institutions Subcommittee for the purpose of purchasing literature.
- 4/11/1995 To allocate \$100.00 from Area per month to purchase literature on a "as needed basis."
- 6/11/1995 H & I Guidelines are approved.
- 12/9/2001 A motion that anyone holding a position in the H/I subcommittee that has missed 2 consecutive AS subcommittee meetings will be subjected to being replaced.
- 7/11/2004b Whenever Unity sub committee are having a function day examples unity day, speaker jams, etc. That they contact PI and H&I hotline pertaining to the special day. Information will be direction, address on the function, time and from 81 or 83.
- 7/2/06 H&I is submitting updated policy guidelines to be taken back to homegroups for approval. This motion follows previous motion which entered H & I policy guidelines into area policy and stated changes would be forth coming. Also to include a copy of updated guidelines in the minutes.  
**Intent:** To be approved and entered as part of Area policy.

**Hospitals and Institutions Policy Guidelines**  
**Capital Area Narcotics Anonymous**  
5/30/2007

**Definition:**

Our primary purpose is to carry a clear NA message of hope and freedom. No addict seeking recovery need die from the horrors of addiction and can stay clean one day at a time and learn to live a new way in the rooms of NA.

The Hospitals and Institutions Sub-committee of the Capital Area Service Committee is comprised of members of Narcotics Anonymous whose purpose is to carry the NA message of recovery to addicts in hospitals and institutions who have restricted or limited access to regularly attend outside NA meetings.

This committee is a sub-committee of the Capital Area Service Committee of Narcotics Anonymous, and is directly responsible to that committee.

**Responsibilities and Functions of the H&I Sub-Committee:**

1. To orient new H&I Sub-committee members, or anyone interested in sharing at a presentation on the many aspects of H&I service work.
2. To make literature available to the facilities where H&I meetings are held within the area, when financially feasible.
3. To be directly responsible to the CASNA ASC regarding all aspects of H&I Sub-committee business on an ongoing monthly basis.
4. To maintain an updated current detailed folder of all facilities actively served by the sub-committee. This folder should contain for each facility:
  - A. The name and phone number of the inside contact (volunteer coordinator or director).
  - B. Specific relevant requirements and restrictions.
  - C. The name and phone number of the current CASNA H&I panel leader assigned to that facility.
5. To maintain an updated current detailed list of all active sub-committee officers, panel leaders, and members. The list should contain:
  - A. Their name.
  - B. Their phone number.
  - C. Their position.
  - D. The facility they serve if applicable.

relationship with the facility. We, NA, are not affiliated with any facility and must carry a clear NA message or recovery, not make comments about the facility or its program.

6. Narcotics Anonymous case histories, life stories, and/or NA principles or NA general information are to be the only topics of any Narcotics Anonymous presentation conducted within all institutions served by this committee. All H&I speakers must strictly comply with this regulation, confining their talks solely to the spiritual principles of NA.
7. If a controversy arises with an H&I member or panel participant, it is the responsibility of the H&I chair to first communicate with the facility to explore the controversy and then call a meeting of the H&I Sub-committee as soon as possible. It is suggested that you bring together as many member as possible to give you input and direction on how to handle the situation. Remember, members of the sub-committee first.
8. Failure to comply with the foregoing regulations shall be sufficient grounds to be dropped from H&I committee panel leader and share list, when agreed upon by the H&I Committee.
9. Although our primary purpose is to share our experience, strength, and hope, we strongly believe it is important to get the clients of the facility involved with the H&I meeting/presentation through reading, sharing, etc... We do this by allowing time for them to share. We encourage personal contact be established with the clients, men with men and women with women, within the rules and regulations of the facility.
10. Carry the message, the Basic Text, not the mess, read from it and refer to it during the presentation.
11. A well rounded message is presented by more than one person attending. Call someone and ask them to help you carry the message. It is suggested that two or more members attend the presentation whenever possible.
12. People seeking to share at facilities need to have worked through their problems sufficiently that they do not engage in behaviors that are prone to jeopardize the recovery of the clients either by setting poor examples as recovering role models, or by soliciting involvement with clients in behaviors dangerous to their recovery. Remember, facilities reserve the option of denying admission based on their discretion in these areas.

#### Qualifications and Duties of Trusted Servants:

Learning to help others is a benefit of the Narcotics Anonymous Program. Remarkably, working the Twelve Steps guides us from humiliation and despair to acting as instruments of our Higher Power. We are given the ability to help a fellow addict when no one else can. We see it happening among us every day. This miraculous turnabout is evidence of spiritual awakening. We share from our own personal experience what it has been like for us. The temptation to give advice is great; but when we do so we lose the respect of newcomer. This clouds our message. A simple, honest message of recovery from addiction rings true. (Basic Text pp. 49 – 50)

## Capital Area Narcotics Anonymous

### Suggestions – Hospitals & Institutions Chair

1. Although the facility may think it needs attention now, I should allow everything to happen in God's time. People should show up when scheduled. I should receive communication when promised. My concept is only a very small part of the picture. Trust that God is in control and everything happens for a reason.
2. I am only a trusted servant, I am not in charge! The sub-committee, which was formed by ASC, was formed by the groups and the group was formed by individual members. I represent individual members of N.A. All decisions should be made by vote of the sub-committee. When needed, decisions should be made by each individual group through Group Service Representatives (GSR's) at Area Service. Remember, God's time, not mine.
3. The main purpose of Hospitals and Institutions Sub-committee is to carry the N.A. message to the addict who still suffers. We represent Narcotics Anonymous as we enter and communicate with the facilities. We represent N.A. in our community. It is very important to keep our personalities aside and the focus on the inmate sitting in the institution or halfway house, the adolescent with their whole life ahead of them, and the suffering addict trying to change and live.
4. Deal with everyone on a personal basis, whether it be a facility director or staff member, an addict helping to carry the message, a newcomer or an addict still suffering. Take a personal interest and listen. Remember, it is better to understand than to be understood. Fulfill all commitments no matter how small wherever possible. Be responsible enough to return all calls. Be the example.
5. Carry the message of hope. Keep updated meeting lists from different areas in all facilities. Allow the still suffering addict to know we care about them and will be there for them when they leave the facility. Remember, hope not illusion. Allow them to know the daily commitment we make to stay clean.
6. Be open to new ideas. I am the newcomer to this way of life. If you think something is controversial, introduce it early and allow people time to process it before asking for a decision. Communicate with other area H&I chairs to find out how their areas run. Always seek out old-timer's; inevitably, they have already gone through what we are going through.
7. If a controversy arises with an H&I member or panel participant, it is the responsibility of the H&I Chair to first communicate with the facility to explore the controversy and then call a meeting of the H&I Sub-committee as soon as possible. It is suggested that you bring together as many members as possible to give you input and direction on how to handle the situation. Remember, members of the sub-committee first.

Chairperson: One Year Commitment

Qualifications:

1. Willingness and desire to fulfill the responsibilities of the position.
2. A growing knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA.

Clean Time Requirements:

Suggested two years clean, 6 months active in H&I work.

Responsibilities:

1. Coordinates the activities of the CASNA Sub-Committee.
2. Oversees the monthly business meetings.
3. To maintain communication with the facilities, the officers of the sub-committee, and the panel leader.
4. To represent the H&I Sub-committee at Capital Area Service, Mid-Atlantic Regional Service, and communicate with NAWS (N A World Service).
5. To mediate all meetings of the sub-committee with a general understanding of parliamentary procedure.
6. To arbitrate any and all disputes. (See general information #7)
7. Maintains Sub-committee archives in conjunction with the H&I secretary position.
8. Make monthly call to the facilities to discuss the meeting/presentation and address any concerns.

Vice-Chairperson: One Year Commitment

Qualifications:

1. Willingness and desire to fulfill the responsibilities of the position.
2. A growing knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA

Clean Time Requirements:

Suggested one year clean, 6 months active in H&I work.

Responsibilities:

1. To assume the chair position in the absence of the chairperson.
2. The vice-chairperson works with the chairperson to maintain the smooth operation of the sub-committee.
3. Updates volunteer lists of people who want to serve on H&I sub-committee.
4. To share responsibilities of chair (going to facilities, assisting with panels, presentations, etc...)
5. Will assume responsibilities of literature coordinator should he/she is unable to fulfill obligations.
6. To assist the panel coordinator with the detailed facility list maintenance.

Secretary: One Year Commitment

Qualifications:

1. Willingness and desire to fulfill the responsibilities of the position.
2. A growing knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA.
3. Must have some basic clerical skills.

Clean Time Requirements: One Year (Suggested)

Responsibilities:

1. Works with chairperson to maintain smooth operation of sub-committee.
2. Attends all sub-committee meetings.
3. To maintain communication with panel leader people for facility reports on a monthly basis for purpose of compiling report for area.
4. Is primarily responsible for maintaining a detailed sub-committee list along with the help of the chair and vice chair.
5. To record minutes of all H&I meetings.
6. Maintains sub-committee archives.

Vice-Secretary: One Year Commitment

Qualifications:

1. Willingness and desire to fulfill the responsibilities of the position.
2. A growing knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA.
3. Must have some basic clerical skills.

Clean Time Requirements: 9 – 12 months (suggested)

Responsibilities:

1. To work with secretary to insure smooth operation of H&I sub-committee.
2. Shares secretarial duties.
3. Fills in when secretary is unavailable.
4. Responsible for taking minutes along with secretary.

Literature Coordinator: One Year Commitment

Qualifications:

1. Willingness and desire to fulfill the responsibilities of the position.
2. A growing knowledge of the 12 steps, 12 traditions, and the 12 concepts of service in NA.

Clean Time Requirements: 9 – 12 months (suggested)

Responsibilities:

1. Fills literature and meeting list orders from panel leaders for each facility.
2. Obtains H&I monthly literature allocation to purchase literature from Capital Area Literature sub-committee.
3. Records and reports at H&I sub-committee meeting on monthly purchases and distribution of stamped literature.
4. Coordinates his/her responsibilities with chairperson so that each facility's literature is distributed adequately.

Panel Coordinator – One Year Commitment

Qualifications:

Willingness and desire to fulfill the responsibilities of the position.

A growing knowledge of the 12 steps, 12 traditions, and the 12 concepts of service in NA.

Clean Time Requirement: 1 year continuous clean time, plus at least six (6) months involvement in the area H&I sub-committee.

1. Instructs panel leader(s) in facilities requirements, regulations, and general rules covering H&I meetings/presentations.
2. Maintains regular contact with the panel leaders(s).
3. Calls upon the officers and general sub-committee membership for any necessary assistance.
4. Reports to the H&I sub-committee at the monthly meeting any problems.

Panel Leader: One Year Commitment

Qualifications:

Willingness and desire to fulfill the responsibilities of the position.

A growing knowledge of the 12 steps, 12 traditions, and the 12 concepts of service in NA.

Clean Time Requirement: 1 year continuous clean time, meet requirements of the facility, plus at least (6) months involvement in the area H&I subcommittee.

Qualifications:

1. Willingness and desire to fulfill the responsibilities of the position.
2. A growing knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA.
3. Be open and willing to work with existing panel leader and to learn H&I guidelines and policies.

Responsibilities:

1. To attend each presentation for their assigned facility, as stated above in "General Information, Item 3."
2. To obtain literature from the literature coordinator for the facility that you are committed to.
3. To qualify guest speakers (see attached) and orient them on facilities, H&I Questionnaire, rules and H&I presentation.
4. If someone is war-storying, panel leader reserve the right, at their discretion, to cut them off.
5. If anyone is disruptive to the meeting (abusive language, loud attitude, etc...), the panel leader reserves the right to ask them to leave.
6. Any resident attending in-house H&I presentation that becomes disruptive, panel leader should then immediately contact staff member for resolution.
7. They are to maintain a link of communication, keeping the H&I chairperson aware of any problems that affect the meeting.
8. To attend H&I sub-committee meetings regularly.
9. Facility report to be submitted at each CASNA H&I subcommittee monthly meeting.
10. Due to limited time and nature of most meetings, it is the panel leader's responsibility to inform those attending from H&I that we are there to carry the message of recovery and what NA has done for us

#### Panel Member

#### Qualifications:

Willingness and desire to fulfill the responsibilities of the position.

A growing knowledge of the 12 steps, 12 traditions, and the 12 concepts of service in NA.

Clean Time Requirements: 6 months (suggested)

1. Shall take an active role in a meeting as a speaker or in whatever other acceptable capacity as may be request by the panel leader.
2. Shall adhere to the rules of the facility wherein he/she is, in fact, a guest.
3. Shall always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.
4. May resign as a panel member by giving notice to the panel leader.

## H&I Questionnaire

1. How much clean time do you have?
2. Is Narcotics Anonymous your primary source of recovery?
3. Do you know the difference between an H&I meeting and a regular N.A. meeting?
4. Are you aware of the H&I handbook?
5. Are you aware of certain dos and don'ts for H&I meetings?
6. Are you willing to attend an H&I committee meeting to see how our committee functions and to get a better understanding of what H&I is all about?
7. Before you share at an H&I meeting, would you be willing to sit in on an H&I meeting as an observer?
8. Do you have a desire to carry the NA message to the addict who still suffers?
9. Since H&I primarily deals with newcomers, do you have a sponsor, home group and a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous?
10. Are you comfortable with sharing on the topics in Question 9 above?
11. Do you have an interest in H&I work?
12. Do you have any preference as to which H&I commitment you take? For example, would you prefer to go to a rehab center, halfway house or one of the jails to carry the NA message?
13. What is your primary purpose for attending the H&I presentation?

### **Capital Area service H&I Subcommittee Typical Agenda**

Moment of silence for the still suffering addict  
Opening Prayer  
Read 12 concepts  
Take attendance  
Budget Report (Chairperson)  
Facilities with problems reports  
Literature Report (Literature Person)  
Old Business:  
New Business:  
Closing Prayer

## **Literature Sub-Committee**

**CHAIRPERSON:** one year commitment

**Qualifications:**

1. Willingness and desire to fulfill the responsibilities of the position
2. A growing knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA
3. A suggested 2 years clean, and a suggested 6 months of active Literature Sub-Committee service

**Duties:**

1. Coordinates the activities of the CASNA Literature Sub-Committee
2. Maintains the literature inventory, and manages the literature orders for the groups and the area
3. Responsible for making sure all receipts are filled out for each order and all monies are accounted for
4. Oversees the quarterly production of the CANA meeting lists

**VICE CHAIRPERSON:** one year commitment

**Qualifications:**

1. Willingness and desire to fulfill the responsibilities of the position
2. A growing knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA
3. A suggested 1 year clean, and a suggested 6 months of active Literature Sub-Committee service

**Duties:**

1. Will assume the Chair position in the absence of the Chair person
2. Work with Chair person to maintain the smooth operation of the Sub-Committee
3. Help Chair fill literature orders, maintain literature inventory, and help account for all monies and receipts
4. Will assume the Chair position after 1 year of service as Vice Chair, per elections

## Literature Subcommittee

- 3/10/1985 The Newsletter Subcommittee be incorporated into the Literature Subcommittee
- 7/14/1985 Approve Literature Subcommittee bylaws (See 3/10/1985 Minutes)
- 7/14/1985 Approve Literature Subcommittee Price List (3/10/1985 Minutes)
- 7/14/1985 Approve Literature Subcommittee Starter Kits (See 3/10/1985)
- 8/11/1985 We sell our Basic Texts for \$10.00 and N.A. members can get the books from another company for \$8.00. Therefore, there was a Motion that the ASC compensate the Literature Subcommittee \$.80 to \$2.00, according to funds, not exceeding 30 books a month, so we can sell the books for \$8.00
- 2/19/1986 Approval of the Literature Subcommittee Price List (See 1/12/1986 Minutes).
- 8/10/1986 The Literature Subcommittee will print meeting lists every three months and keep updated registration forms and on the third month, the month before printing, check with Area and if the GSR wasn't present one out of the three months prior, pull that group registration form and they won't be on meeting list
- 3/15/1987 Literature Subcommittee keep 20 Basic Texts in stock and on hand and that Area pays the difference in order to do this.
- 9/11/1988 Changes in policy to increase the number of Basic Texts on hand from 20 to 50 (supersedes policy set 3/15/1987)
- 4/12/1992 That Literature subcommittee have a separate bank account.
- 7/12/1992 To increase the amount that groups pay for literature to cover shipping costs.
- 7/12/1992 The signatures for the Literature account were designated as Area Treasurer, Literature Chair, Literature Vice Chair-any two needed to sign checks.
- 10/11/1992 That the Literature subcommittee buy literature from WSO in orders of no less than \$500.00 in order to receive the 10% discount, 1/2 of which would cover the shipping & handling costs, the other 1/2 to be used to buy additional literature. Area Treasury would help to make the 1st. purchase.
- 1/12/1995 To rescind the literature checking account (established in 4/12/1992) back to Area Treasury. In accordance with our 11th Concept we can better serve Area by keeping our priorities on an Area level and not a committee level.
- 7/9/1995 Literature will be sold between 1:30pm and 3:00pm.
- 9/10/1995 Change policy on the purchase of Basic Texts from 25 to  
(Supersedes Policy set in 3/15/1987 & 9/11/1988)

- 1/13/1997 To increase the price of literature slightly to help our Area serve the fifth tradition. With the monies that we accrue, Area could furnish meeting lists and help our groups and subcommittees that are in need, as well as raising our prudent reserve so that we don't have to struggle. We would then follow fund flow as we do now.
- 3/10/1997 To have Area escrow the money from the increase in the price of literature for the following reasons
- a) To stockpile the literature at Area so that orders may be filled the same month and only make a literature order when there is an order for \$500.00 so we get the discounted price.
  - b) To pay for our meeting lists so Area doesn't have to escrow money monthly to cover the cost.
- 0/9/1997 That Area Literature committee sell literature at cost.
- 9/14/1997 To eliminate the reading of each individual facility report that fall under the auspices of the H&I subcommittee.
- 2/8/1998 To allow GSRs to purchase a policy log from area at an appropriate price (depending on how much it cost to make copies).
- 1/11/2004 Amend policy motion of 10/11/1992 from: "That the literature subcommittee buy literature from WSO in orders of no less than \$500.00 to "That the literature subcommittee buy literature in orders of no less than \$500.00..."
- 3/14/2004 c To create policy that literature donate all money over their necessary order plus a prudent reserve.
- 7/11/2004 To establish literature committee prudent reserve to \$50.

Literature/Meeting List

- 11/10/1985 Approve the meeting list (See 10/13/1985 Minutes)
- 08/10/1986 Not to have special interest groups on our meeting list like Women's, Men's, Biker's or Gay meetings because it violates our Traditions. (See 10/12/1986)
- 10/12/1986 To continue to carry special interest groups on our meeting lists (supersedes 08/10/1986)
- 11/09/1986 Literature Subcommittee pay for the printing of the meeting lists
- 04/12/1987 Add to present meeting list an expiration date (This meeting list is to be in effect until. . .) the expiration date to be the month of publication of the revised lists.
- 09/11/1988 Eliminates previous policy regarding striking groups off the meeting if they are not represented at one Area Service in any three-month period.
- 09/11/1988 Meeting lists shall designate smoking or nonsmoking meetings.
- 12/11/1988 That regular ASC and subcommittee meeting times be listed on our meeting lists.
- 04/14/1996 To amend policy from 07/09/1995 - To: To have all literature orders submitted by 2:30pm instead of 3:00pm.
- 4/8/2001 To increase the printing of meeting lists from 2500 to 3500 each time of print.
- 2/17/2002 All new groups that come to area and request a starter kit shall receive one from Lit. Committee.
- 9/8/2002 Starter pkg. To follow same guidelines as WSC. If new group request starter kit from Area, Area could then do the registration and be reimbursed any lit. WSC starter kit NA way group treasurer, group booklet 2 copies of each IP new group checklist.

## Literature Guidelines

8/3/08

### Literature Sub-Committee Guidelines

1. C.A.L.S.C. meets twice a month, with one of these to be ½ hr prior to the 12:30 start of literature sales.
2. Each meeting should include agenda and be reported to area at A.S.C. meeting.
3. That the L.S.C. keep in contact with the following:
  - a. C.A.S.C.
  - b. Regional L.S.C.
  - c. World L.S.C.
  - d. World Service Office
4. That L.S.C. do it's best to keep C.A.S. up to date on Current literature matters.
5. The L.S.C. can not extend credit to any entity without the written approval from the C.A.S.C. conscience.
6. That the L.S.C. add 9 percent to the cost of literature to fund the making of meeting lists each Quarter. With increases reported to the A.S.C. as they arise.
7. That the L.S.C. sell literature to all C.A. sub-committees at cost.
8. That the C.A.L.S.C. sell literature to groups and/or individuals outside of C.A. at group pricing.
9. That the L.S.C. will give receipts for all transactions.
10. To purchase literature from L.S.C. an order form must be filled out.
11. Due to price changes only the current order form will be accepted for literature orders.
12. L.S.C. will accept order forms between 12:30 and 1:30 so all members can participate in the A.S.C. meeting from the start.
13. G.S.R. or Group *needs to say homes group member* member picking up orders need to check their order for accuracy so any discrepancy can be resolved in an efficient manner.
14. That L.S.C. keep specified quantities on hand :
  - a. Basic Text hardback - 50
  - b. Basic Text soft back - 15
  - c. Just for Today soft back- 25
  - d. It Works: How and Why- 25  
hard back
  - e. It Works: How and Why- 15  
soft back
  - f. NA Step Guide- 25
  - g. That all Large Booklets be purchased by L.S.C. at discounted rates for bulk orders (ex.- bundles of 100). These should only be purchased by the L.S.C. in those quantities.
  - h. All I.P.'s - 200
  - i. Key Tags (regular)
    - i. White 400
    - ii. Orange 200
    - iii. Green 200
    - iv. Red 200
    - v. Blue 200

Policy

- 4/12/1987 Policy Subcommittee update the Policy Log every couple of months and put it into the Minutes.
- 3/11/1990 The Policy Subcommittee moves that our policy of reserving 10% of our regional donation to go towards obtaining a regional office be rescinded.
- 9/11/1994 Any motion that changes policy needs to go back to home group for conscious (DUPLICATED-ASC MTG./ADMIN.)
- 4/11/1995 All motions be reviewed by policy before given to Chair.
- 2/8/1998 To allow GSRs to purchase a policy log from area at an appropriate price (depending on how much it cost to make copies). (DUPLICATED UNDER LITERATURE COMMITTEE)
- 11/8/1998 The handling of the copying, distribution, and sales of the policy log be handled by the Policy Committee of the Area.
- 5/15/2005 That CASNA adopt Policy Committee Guidelines as proposed in the March 2005 Minutes of CASNA

**Intent:** To provide guidelines for the conduct of Policy Committee business & clarify responsibilities of the committee as suggested in the 3<sup>rd</sup> & 5<sup>th</sup> Concepts.

Policy Committee Guidelines

Policy Guidelines  
for the Policy Subcommittee  
of the  
Capital Area Service Committee of Narcotics

- I. Purpose: The Policy Subcommittee shall serve as a source of information regarding parliamentary procedure and Area policy for the Area Executive Committee, Area Body, Subcommittees and members.
  
- II. Function:
  - a. Policy Log and Guidelines
    - i. Policy SC shall maintain an up-to-date log of all Area Policies and Guidelines
    - ii. Policy SC shall be responsible for obtaining copies of Policy Logs and Guidelines.
    - iii. The funds for the costs of duplicating Policy Logs and Guidelines will be provided by the Area Service Committee.
    - iv. The Policy Committee shall distribute up-to-date copies of the Policy Log and Guidelines every three months. One copy shall be provided free of charge to:
      - 1. Each member of the Executive Committee
      - 2. Each Subcommittee (Chair or Vice chair)
      - 3. Each Group (GSR, GSR alternate or designated member)
    - v. Additional copies shall be made available to other members at cost.
  - b. Provide clarifications of current policy and parliamentary procedure at all Area meetings.
  - c. The Policy SC shall submit a written report on its activities at every Area meeting to be included in the minutes.
  - d. The Policy SC may make motions regarding policy matters. Any motion made on behalf of the SC must:
    - i. Have been approved by a majority of the SC.
    - ii. Be seconded by a GSR or Alternate GSR.
  - e. The Policy SC shall review the wording of all motions for clarity and consistency
  
- III. Officers
  - a. Chairperson
    - i. Qualifications
      - 1. Suggested Clean time: 2 Years
      - 2. Good working knowledge of the Policy Sub-Committee, 12 Traditions, Concepts, Guide to Local Service and RRO.
    - ii. Duties
      - 1. Will preside at all meetings of Sub-committee
      - 2. Prepares sub-committee report for each area.
      - 3. Shall attend all Area Service and Regional Service Committee and Policy Sub committee meetings.
      - 4. Delegate duties to other sub-committee members as needed
  - b. Vice Chairperson

- i. Qualifications
  - 1. Suggested Clean time: 1 Year
  - 2. Suggested 6 months experience in Area Service
  - 3. Good working knowledge of the Policy Sub-Committee, 12 Traditions, Concepts, Guide to Local Service and RRO.
- ii. Duties
  - 1. Shall attend all Area Service and Regional Service Committee and Policy Sub committee meetings.
  - 2. Work with Committee chairperson to ensure smooth operation of committee
  - 3. Perform the duties of the chairperson in his or her absence.
- c. Secretary
  - i. Qualifications
    - 1. Suggested Clean time: 1 year
    - 2. Suggested 6 months experience in Area Service
  - ii. Duties
    - 1. Take minutes of regular sub-committee meetings
    - 2. Keep accurate records of all sub-committee functions
    - 3. Work with chairperson to ensure smooth operation of sub-committee meetings.
  - iii. Selection
    - 1. Policy SC Secretary is elected by majority vote of the sub-committee.

### Budget Committee

5/1/1993 To form a Budget Committee made up of Chair &/or each Sub-Committee Chair, Area Treasurer, & Chaired by the Area Vice-Chair. That they meet in the next month and each November thereafter, to develop a yearly budget for the Area.

### Finance Committee

3/13/1994 Finance committee be formed to audit all Area accounts quarterly (every 3 months). To include: Treasurer, Chair, along with 3 other members of the Area

who have knowledge and/or experience with bookkeeping/finances to meet in order to review accounts.

## Public Information Sub-Committee Guidelines

### Note:

Clean time requirements listed are suggested and are not intended to be used to keep a willing member from serving in a position when one is vacant. The more experienced members of this committee will work with new members in any capacity necessary to insure that the committee continues to function as it is intended.

### Positions

#### Chairperson -1 Year (Must be voted in by the Area)

The Chairperson is responsible to attend Area Service each month and report the committee's activities, bring back to the committee concerns raised at Area Service concerning operation of the Phoneme, to include any problems with the answering service, presentations that may need to be given to any facilities that may request information about Narcotics Anonymous. The Chairperson will also work as the liaison between the Public Information Sub-Committee and the Hospitals and Institution Sub-committee, as these two groups must work together to insure proper presentation of the services that Narcotics Anonymous provides to the public. The chairperson in this subcommittee does have a voting conscience.

- ❖ The term for the chairperson is one year unless a vice-chair is unavailable to move into the position of the chair.

The Chairperson should have a working knowledge of the 12 Steps, 12 Traditions & the Twelve Concepts of Narcotics Anonymous.

#### Vice-Chairperson -9 mos. (Must be voted in by the Area)

The Vice-Chairperson is responsible for working with the Chairperson by attending area service, at times presenting information to the area concerning the sub-committee as a way of training for the chairpersons duties and responsibilities. The Vice-Chairperson will be responsible for coordinating the different functions of the committee, to include but not limited to following up on mailers that must be sent out, planning of Public Information workshops, flux! raisers, periodic renewal of the informational flyers the committee puts out to the public.

- ❖ The term for Vice-Chairperson is two years. One as Vice-Chairperson and the second year as Chairperson

The Vice-Chairperson should have a basic knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Narcotics Anonymous.

**Phoneline Contact Person -1 Year (Voted in by the Committee)**

The Phoneline Contact person is responsible for working with the answering service to insure calls are being handled appropriately by both the answering service and the members who have volunteered to serve. Be able to explain to the committee and to the area when necessary any discrepancies that may arise with billing. Understand the importance of the implementation and' usage of the do's and don'ts as they apply to handling calls that members receive through the phone service. Be willing to participate in planning of any workshops or presentations the committee may schedule. Continuously monitor and keep track of area events and make sure the information is relayed to the answering service either by changing the outgoing message or by contacting an employee of the answering service and informing them of times, dates and locations of area events.

- ❖ The term for this position is one year unless no one volunteers for the position.

The Phoneline Contact Person should have a working knowledge of the 12 Steps, 12 Traditions & 12 Concepts

# PUBLIC INFORMATION

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7/14/1985 Accept all other Public Information Sub-committee work including posters, white cards, slides press release and letter (see 05-12-85 Minutes)

8/11/1985 Approve P.I. sub-committee Do's and Don'ts (see 3/10/85 minutes)

1/2/1986 Allow the P.I. sub-committee to print meeting list quarterly and have GSRs hand in corrections one month prior to March June, Sept. and Dec.

2/08/1987 P.I. sub-committee open an account and keep the money raised through a fund raiser for expenses and not donate it to Area as fund flow.

2/17/2002 To have P.I. implant guidelines of rotation of names used on hotline answering service.

2/17/02 That the P.I. sub-committee receive \$25 worth of literature from Area each month as needed

3/14/02 To approve P.I. sub-committee guidelines into policy

5/12/02 To add a new position into P.I. committee called a web contact person. This person will be updating our Area meeting list activities etc. on WSO web site

10/12/03 To approve P.I. request to increase supply of lit. to \$100 a month on a as needed basis.

3/14/04 To have Area approve an internet site for the Capital Area that will allow people both in and outside the Area to know what is going on in our Area.

7/11/04 Amend policy of 10/12/03 to include miscellaneous expenses such as postage

7/11/04 Whenever Unity sub-committee is having a function day i.e. Unity Day, speaker jams etc. That they contact P.I. and H&I hotline pertaining to the special day. Information will be direction, address on the function time and place and from Rt 81 and 83.

Updated April 12, 2009

Hotline/Helpline

- 7/13/1986 Approval of the Hotline Subcommittee Guidelines.
- 3/15/1987 Have a phone list of all ASC officers, Subcommittee Chairs and Vice Chairs distributed to GSRs.
- 0/11/1989 That the Helpline Officers become Officers of the Public Information Committee - one combined Committee -Helpline/Public Information Committee

## Unity Subcommittee

### Capital Area Unity Subcommittee Guidelines

#### ***Purpose***

The primary purpose of the Unity sub-committee is to promote unity and fellowship for the Capital Area of Narcotics Anonymous. The Unity Sub-committee is responsible for organizing and hosting, events in a recovery-oriented atmosphere.

#### ***Composition of the Subcommittee***

- A. This sub-committee will consist of members of Narcotics Anonymous who have the willingness to serve.
- B. The organization of the sub-committee will be as follows:
  1. Sub-committee Officers will be elected on an Area Level:
    - Chairperson
    - Vice-Chairperson
    - Secretary (will be voted in by the "Unity Sub-Committee")
    - Treasurer
    - Vice-Treasurer

Officers will then choose Contact people for all events.

2. General Members

#### ***Suggested Qualifications for Officers***

**Chairperson:** The willingness to serve; a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts. Must have Unity Sub-Committee experience of at least one year, with at least two-year abstinence from all drugs. Must be able to make the time and resources necessary to complete these duties.

**Responsibilities:** To coordinate activities the subcommittee sponsors, by working with the committee to insure that no one individual does more than his or her share of

service. To insure that monies are handled properly and not misused. To make sure to the best of his or her ability that the committee maintain the spiritual principals throughout, for any function or business meeting in which he or she presides as chair.

**Vice-Chairperson:** The willingness to serve; willingness to learn to apply the spiritual principals of the Twelve Steps, Twelve Traditions, Twelve Concepts and how to apply them to subcommittee functions and business meetings. Suggested clean time with one year Unity Sub-Committee experience. ✓

*Responsibilities:* Assist the Chairperson coordinate the functioning of the committee i.e. overseeing individual assignments, insuring that no one individual does more than his or her fair share of service. Help to insure that subcommittee funds are not misused. And also be aware that the committee maintains the spiritual principals of the program in all of its affairs. This is a two-year commitment, one year as Vice-Chair, the second year as Chairperson.

**Secretary:** Willingness and desire to serve, learn to apply the Twelve Steps, Twelve Traditions and Twelve Concepts in carrying out the commitment. Suggested clean time is 6-months and must attend Two consecutive Unity Sub-Committee Business Meetings.

*Responsibilities:* Include arranging subcommittee meetings held on days other than Area Service and notifying each active member of the meeting date, time, and location. Keeping attendance, and also minutes of each meeting. Which should be available at each meeting for reference and also to pass on to the next Secretary.

NOTE: This position is elected by members of the subcommittee.

**Treasurer:** Minimum clean time requirement of Two years continuous abstinence from all drugs. Must serve in the Unity-Subcommittee for at least One year before taking on the Treasurers position. Must have the willingness and desire to serve, a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts.

*Responsibilities:* Include developing a proposed budget for each event. Prepare a monthly report for the Chair to present at Area Service. Insure that subcommittee funds are spent properly and are not misused. And to make sure that all monies are deposited into the subcommittee account as soon as possible.

This is a one-year commitment from the date of assuming the position, unless there is no one willing to assume the position at the time the commitment is to be surrendered, in which case the position may be held for another year. Must have a working knowledge of banking/ledger keeping; responsible in personal finances and a willingness to be available for all the economic needs of events.

**Vice-Treasurer:** Minimum clean time requirement of two years continuous abstinence from all drugs. Must serve in the Unity-Subcommittee for at least One year before taking on the Vice-Treasurers position. Must have the willingness and desire to serve, a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts. Also a willingness to learn with intent to move into the Treasurer position the following year. Must have a working knowledge of banking/ledger keeping; responsible in personal finances and a willingness to be available for all the economic needs of events.

*Responsibilities:* To help Treasurer with all aspects of His of Her position. These duties are listed above under Treasurers Responsibilities.

**NOTE:** In the event that any officer is not fulfilling his or her commitment according to the description of the position it is the responsibility of the executive body as a whole, to inform said officer of any problem. if the individual isn't able to be contacted, the executive body should draft a letter to be sent to the member and allow ample time for a response. (30 days) This is the procedure for Committee elected officer, the situation is to be presented to the Area body for information as to how to best deal with the situation. The intent is to insure that the committee operates as smoothly as possible. And that no one individual governs how the committee operates. Not to be used against any one person for personal reasons.

**Membership:** Any addict seeking recovery is welcome to become a member of the Unity Subcommittee. There is no minimum time requirement to become a member.

**Recommended Qualifications:** A willingness and desire to serve; learn and apply the Twelve Steps, Twelve Traditions, and Twelve Concepts in carrying out the commitment, and active participation in subcommittee functions.

### ***Suggestion for Meeting Agenda:***

Opening with an atmosphere of Recovery

- (1) Reading of the 12 Traditions and 12 Concepts of NA
- (2) Reading of the minutes of the previous input and assistance to the subcommittee
- (3) Treasurer's report
- (4) Old business
- (5) New business
- (6) Close Prayer

***Voting Privileges:***

Members will have voting privileges at their third consecutive meeting. Any member that misses a meeting without notifying another member of the committee, or misses two consecutive meetings will lose voting privileges. Provided the Secretary notified the member in ample time (24 hrs.) in the event of a meeting not previously scheduled. Voting privileges will be restored at the attendance of the second consecutive meeting. If a member misses two consecutive meetings it will be the responsibility of that member to contact the committee to find out when the next committee meeting will be held.

Note: Chairperson does not vote on motions or group decisions unless the vote is deadlocked.

***Motions:***

1. Motions under the category of old business may be brought to the floor by the Chairperson.
2. Motions may be brought to the floor by any voting member as part of new business.

***Voting Procedure/Group Conscience:***

1. A simple majority of the voting members is required to pass a motion.
2. The Chairperson will exercise the right to vote only in the event of a tie.
3. A quorum of at least three voting members must be present to vote on any motion.

***Statement of Policy***

\* A. Unity Sub-Committee events shall be planned four months in advance.

1. Flyers of an upcoming event will be distributed to area meetings in a timely manner.
2. In the spirit of cooperative recovery, flyers will be given to ASR to be distributed to the region.

***Finances***

A. The Unity Subcommittee shall maintain a checking account for the purposes of facilitating payments to organizations and individuals in connection with hosting various events.

B. The checking account will have three authorized signatures of which any two

are required on the check. The signatories shall consist of:

1. Unity Subcommittee Chairperson
2. Unity Subcommittee Vice-Chairperson
3. Unity Subcommittee Treasurer
4. ~~Any Area Executive Officer~~ AREA VICE CHAIRPERSON (8-2-09)

There shall be a balance of up to \$800.00 maintained. The balance above \$800.00 shall be deposited in the Area's account after the finalization of the books of each event.

C. The Treasurer will provide Area with a detailed and accurate financial report at every ASC as well as being prepared to answer questions regarding the Subcommittee financial statement.

D. No reimbursement for expenses that incurred without providing receipts

E. For Unity Committee to keep money over prudent reserve for the months of Feb and March. Intent: So the committee can have funds for the annual Unity Day

#### FUNCTION

The Unity subcommittee will coordinate the following functions annually. The following will include but are not limited to:

Jan. New Year's Eve function/dance	Jul .4 <sup>th</sup> of July/dance
Feb. Learning Day/dance	Aug. open/dance
Mar. open/dance	Sept. Labor Day picnic/dance
Apr Unity Day/dance	Oct. Area fundraiser/dance
May open/dance	Nov. Thanksgiving Day marathons ( 24 hrs minimum) dance
June open/dance	Dec. Christmas day marathons (24 hrs minimum) dance

#### FUNCTION GUIDELINES

It is very important that as a committee member, each individual do his or her part supporting events. It does no one good to promote an event and not be there as a supporting member. Committee members are part of clean up crew for any function the committee holds. No member is to spend personal money in the name of the Committee without the joint approval of the Chair or Treasurer. No member is to be paid for services rendered to this Committee. Remember promoting spiritual principles by example is the H.O.W. of the committee.

Updated March 22, 2009

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## UNITY SUB-COMMITTEE

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11/09/2003 To have Unity committee change the decision to make the price of the dance an admission and go back to having it a donation

7/2/06 CANA Unity sub-committee can purchase picture taking equipment. This equipment will be used for picture sales at any sub-committee events. The price of equipment shall not exceed \$100. Picture sales can be conducted by committee members only, and money will be handled by Unity chair, treasurer, or vice treasure.

Intent: To provide pictures for addicts attending our events and generate additional money for unity committee

6/07 CANA Unity sub-committee is to put on a New Years function into the yearly calendar

Intent: To put into policy that it is already being done so future trusted servants are aware

7/07 Unity Sub-committee must have functions outside the Harrisburg area, since the Capital Area does encompass a much larger portion of Central Pa then just Hbg.

Intent: To enhance unity for our extensive area.

2/01/09 To remove existing policy dated 7/2/06 in regards to the picture taking only by committee to create more funds. It's not being done for the past 5 events.

Intent: To give access to committee to contract with others so that the area has a opportunity for memories and also the committee can make money

2/01/09 To have Unity committee remove from their policy that treatment facilities are allowed free admission

Intent: To make the area and committee aware that we don't endorse treatment facilities

2/01/09 To have committee have flyers for upcoming events to be distributed (2) two months in advance.

Intent: To make area aware in a timely fashion

2/01/09 To have it read that the Unity Sub-committee may have up to \$800.00 and everything over \$800 goes to the area account

Intent: To clear up any money problems in the future, and help when needed

4/05/09 To have the Unity Subcommittee voting policy changed to have committee members voting privileges after making (1) one committee meeting.

Intent: To allow members to have input.

8/02/09 That the Area Vice Chairperson of the Executive Committee of Area be on the Unity Subcommittee signature cards to be able to sign checks.

Intent: So there are no interruptions in business

~~5-5-13~~ 5-5-13 To Charge \$5.00 Admission instead of a donation with the exception of members with 90 days or less, they will never be turned away

Intent: to ensure that our committee is able to afford all the costs associated with our monthly events

5-5-13 To Reserve \$25 monthly and have the ARCA match the amount, to be held in an account until the time comes to purchase said T-shirts

## Literature Guidelines

8/3/08

### Literature Sub-Committee Guidelines

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  - a. C.A.S.C.
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  - c. World L.S.C.
  - d. World Service Office
4. That L.S.C. do it's best to keep C.A.S. up to date on Current literature matters.
5. The L.S.C. can not extend credit to any entity without the written approval from the C.A.S.C. conscience.
6. That the L.S.C. add 9 percent to the cost of literature to fund the making of meeting lists each Quarter. With increases reported to the A.S.C. as they arise.
7. That the L.S.C. sell literature to all C.A. sub-committees at cost.
8. That the C.A.L.S.C. sell literature to groups and/or individuals outside of C.A. at group pricing.
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  - f. NA Step Guide- 25
  - g. That all Large Booklets be purchased by L.S.C. at discounted rates for bulk orders (ex.- bundles of 100). These should only be purchased by the L.S.C. in those quantities.
  - h. All I.P.'s - 200
  - i. Key Tags (regular)
    - i. White 400
    - ii. Orange 200
    - iii. Green 200
    - iv. Red 200
    - v. Blue 200

vi. Yellow	200
vii. Moon-glow	200
viii. Gray	200
ix. Black	200
j. Key Tags (chips)-	
i. White	50
ii. Orange	50
iii. Green	50
iv. Red	50
v. Blue	50
vi. Yellow	50
vii. Moon-glow	50
viii. Gray	50
ix. Black	50
k. Medallions-	
i. 1 yr. thru 15 yr.	10 ea.
ii. 16 yr. thru 30 yr.	5 ea.
iii. 31 yr. thru 40 yr.	2 ea.
l. Group reading cards (set of 7)	5 ea.
m. Service Handbooks	2 ea.
n. Wallet Reading Cards	15 sets
o. 1 each of all other NA literature available	

15. That the L.S.C. update meeting lists quarterly, with new printings available at A.S.C. meetings on the following months January, April, July and October.
16. Changes to meetings need to be submitted to L.S.C. no later than the close of business of A.S.C. meeting prior to the new print month.
17. Meeting lists will be given out, at the start of each quarter, with each literature order or as requested and only as requested. This is so we do not waste NA resources.
18. Groups will receive 30 ct. meeting list bundles and H&I will receive 15 ct. meeting list bundles per commitment as needed.
19. New Groups must request starter kit from A.S.C. The L.S.C. does not have the authority to approve/disapprove starter kit.
20. New Group Starter Kit – The Group Booklet (revised), 2 ea. IP#1,IP#5, IP#6, IP#7, IP#8,IP#9, IP#11,IP#12, IP#13, IP#14, IP#16, IP#19, IP#22, IP#25 and Group – Readings (set of 7).