CAPITAL AREA SERVICE NARCOTICS ANONYMOUS POLICY LOG

Updated September 2026

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Area Admististrative Meeting Policy Updates

1/13/1985	The area be called “Capitol Area Service of Narcotics Anonymous”
1/13/1985	The ASC meeting be the 2nd Sunday of each month
1/13/1985	That subcommittees meet at 1pm prior to the ASC meeting
2/10/1985	Accept Robert’s Rules of Order for the ASC meeting
2/10/1985	51% vote should take a matter back for group conscience whereas 2/3 majority require required to add a matter to the Agenda
2/10/1985	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 SSC 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
2/10/1985	No person be allowed to address the meeting until recognized by the Area Chairperson and given the floor
2/10/2985	Method for determining Agenda (Orders of the day)
2/10/1985	52% vote should take matter back for group conscience whereas 2/3 majority required to add a matter to the agenda
2/10/1985	Establish a P.O. Box for the ASR
3/10/1985	Accepts the Orders of the Day for the ASC meetings. They are as follows: (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 a 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: (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
3/9/1986	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 a 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

11/18/87 Area shall devise a contingency plan for when a subcommittee is not performing and the plan should be direct back to groups for approval

11/8/1987 One more than half the groups in the Area comprise a quorum for conducting business

4/9/1989 That we rescind the policy on an officer having to be present the entire AS meeting

4/14/199 To do GSR count after the traditions

4/14/1991 To delete “set time of adjournment” from agenda and add under “orders of the day” that adjournment be at the end of business

10/13/1991 If a group is not represented for 3 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 3 consecutive meetings of ASC

7/11/1993 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.

12/11/1994 That quorum be changed to 1 more then 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

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12/13/1987 That more than one-half the groups present shall vote in the affirmative or negative for a binding vote to carry

10/13/1991 If a group is not represented for 3 consecutive months, it can be censured, by not having a vote on ASC issues and not being counted in a quorum. To have voting privileges restore, the group must be represented at 3 consecutive meetings of ASC

10/9/2004 As of January ASC 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 for 3 consecutive ASC meetings, it will lose its voting privileges until it has either attended 3 consecutive ASC meetings or the following January, whichever comes first

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

1/9/2005	To amend policy of 2/10/1985 to accept RRO for ASC meeting to state the ASC meeting will follow the short order of RRO.
2/20/2005	To amend ASC meeting/administrative 2/10/1985. 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 Gide to local services, also replace the guide to local services in any other area where the Temporary Working Guide is stated
5/15/2005	To amend Area Guidelines. Add section 3: 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.
5/15/2005	Goods and services provided by CASNA will be provided to all who seek them without regard to their ability to pay
5/2/2010	To hold ASC the first Sunday of every month. This would be keeping up with when ASC has met for the past three years and eliminate the purpose of having to change dates for February and May.
3/1/2015	To change the ASC meeting/administrative orders of the day for the monthly meeting from 3-10-85 to: 1. A member must be recognized by the chairperson to address the floor. 2. A member may speak only once to an issue. 3. Sub-committee reports will be limited to 10 minutes, plus questions and approval. 4. Discussion topics must be in written form and given to the chair. Members may speak on a topic for a maximum of 5 minutes. 5. For an item to be placed on the agenda, it must be in motion form with a second
5/3/2015	To make available any and all contracts or agreements by each subcommittee to the Area Service committee as they are signed. This supersedes any policy regarding contractual agreements
11/6/2016	To revise the CANA Policy guidelines under expenses for travel reimbursement: The reimbursement rate will be per federal IRS definition of a Non-Profit (Charitable Organization)
4/7/24	The ASC shall conduct business only if a quorum is present. A quorum is defined as 50% +1 of the average attending groups from the last 3 ASC meeting

Elections & Voting Policy Updates

1/13/1985	We nominate Chairpersons and Vice-Chairpersons for all standing subcommittees and that the Vice-Chairperson assume the duties and responsibilities of the Chairperson when his/her term is ended
1/13/1985	When we elect the Chairperson and Vice-Chairperson, that the person who gets the majority of votes be the chairperson and the runner up the vice-chair
1/13/1985	We separate votes for the Vice-Chair when there are more than three nominations
3/12/1987	Only GSRs can vote on any committee office election
7/14/1985	Approve people holding 2 positions, for example be a GSR and subcommittee chairperson
12/8/1985	You don't have to be a GSR to be nominated for a position
11/8/1987	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
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
2/14/1988	That the area elect an alternate secretary and alternate treasurer for a 2 year term. First year as alternate and second year as secretary and treasurer
3/12/1989	For a 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
3/13/1994	All officers & sub-committee chairs and vice chairs of ASC have a working knowledge of 12 steps, 12 traditions & 12 concepts
7/14/1996	If the chair of a subcommittee steps down for any reason, the vice chair becomes the acting chair remaining in that capacity with the chair position not being opened for reelections. When the vice-chair moves up at election time to chair, the vice chair position will then be opened for election.
7/14/1996	Any person elected may not hold any other chair or vice-chair position on the Area level during their time of service.
3/3/1998	To eliminate voting by acclamation and whether we 5 or 1 nomination, we ask them to leave the room and do a regular vote
6/10/2001	All sub-committee chair and vice chair must attend regional subcommittee meetings
1/9/2004	Any group that was present at the previous ASC will have full voting privileges at the current Area Service. Any group that was absent at the previous Area service will not have voting privileges at the current Area Service meeting. This supersedes all previous policy with which it may conflict

4/1/2007 Any group present at the current area service meeting has voting privileges. This policy supersedes all previous policy with which it may conflict

4/11/2010 That the Elections for RCM and Alt RCM be held during the month of May so whenever a CAR report year is due, positions will already be in place.

10/7/2012 Amend current voting policy for the executive committee positions. Policy should be that voting is executive to GSR (or alternate)

Motions Policy Updates

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)

10/9/2004 To amend policy of 12/11/1998 (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.

3/5/2006 To submit 3 copies of motions to be handed in, one to policy subcommittee, one to the vice chair or area and one to the area secretary

2/1/2009 To cancel the (3) three motion paperwork to be handed in for all motions and go back to submitting (1) one form

4/5/2009 To specify in written form to C.A.N.A. Policy that is already in practice, that only GSR's can submit motions to the ASC.

6/7/2009 Motion to propose implementing a new procedure for motions) We are proposing a three month window when a motion is submitted and sent back to groups. The following month allow time for discussion, then the month after, take the vote.

5/5/19 Subcommittee chairs or vice chairs can write and submit motions that affect their own subcommittee

9/11/1994 Any motion that changes policy needs to go back to home groups for conscious

4/11/1995 All motions be reviewed by policy before given to chair

Expenses Policy Updates

1/13/1985 $20 be set aside as monthly rental to be paid to the hosting facility for the ASC 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

4/12/1987 Increase area’s prudent reserve to $200

4/12/1987 Have area pay for meeting list
4/10/1988 The prudent reserve for area is $1000
9/11/1988 Changed policy regarding area treasury prudent reserve from $1000 to one month's operating expenses and adopted the treasurer's handbook policy on 4-10-88
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
2/12/1998 That we adopt a policy to automatically order World Conference Agenda Reports the first of January of each year and that we purchase one for each group. Amendment, 3/10/95 – Also to include ASR, Alt ASR and Policy Chair to be supplied with CAR reports
1/14/1990 That Area Service (early in the meeting) pass the 7th tradition (amended to pay for coffee only)
3/8/1992 To abolish previous policy regarding passing of the 7th tradition to pay for coffee for ASC meetings
3/11/1990 To establish the CASNA treasurer's prudent reserve at $400
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 month's expenses which is $300
4/14/1996 To increase prudent reserve from $300 to $400
4/14/1996 To create a financial report to be used by all people who spend money
5/19/1996 That $50 be paid in advance to the secretary each month for secretarial expenses, provided that receipts are supplied to the ASC for the expenses
7/13/1998 In the event of theft take action
10/14/2001 Have area donate 50% over prudent reserve to region on a quarterly basis
3/14/2004 To increase prudent reserve to cover expense to RCM, alt RCM, chairperson and vice chairpersons for travel reimbursement, increase to $700
5/5/2019 To increase prudent reserve from $700 to $1500 to avoid bank fees and ensure prudent reserve is a sufficient amount

Treasurer Policy Updates

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
2/8/1987	In area's treasurer report, given in the minutes, we don't list what groups gave and what groups didn't
11/8/1987	All subcommittee monies shall be kept in the Area treasury except for the social subcommittee
3/12/1989	That the treasurer or vice treasurer be present from the beginning to end of ASC
6/11/1989	Issue of having cosigner on new bank account. It was voted up to have the treasurer, vice treasurer, ASR to include Area Chair, Area Vice Chair. Drop the Area vice treasurer
12/9/1997	Amend to change policy restricting bank signatures to treasurer, vice treasurer, ASR to include Area Chair and Area vice chair. Drop vice treasurer.
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
2/9/1997	To escrow the money from the increase in the price of literature for the follow 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 so we get the discounted price. (b) to pay for our meeting lists so area doesn't have to escrow money to cover the 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 the prudent reserve
11/8/1998	that someone other than the treasurer be responsible for picking up the mail
11/5/2006	to have all donations received by 2pm when area service begins.
8/4/2013	For the area treasurer to hold the $50.00 monthly ($25 from unity committee and $25 from area) in an account and keep separate books to reflect the amount. Intent: to avoid extra bank fees and to keep an accurate account of these funds.
8/4/2013	For the Area treasury account to be moved to members 1st FCU ASAP. The checking account would incur no fees as the current bank imposes. The savings account could be utilized for the $25.00 monthly donations each from area and unity sub-comm. Towards unity day T-shirts.

4/3/2016 To add to the duties of the treasurer reconciling the Area checkbook to the bank statement every month to Area Policy

RCM Policy Updates

9/8/1985 Area reimburse traveling expenses for the ASR and alt ASR and subcommittee chairperson to attend mid-atlantic RSC meetings with receipts only

2/8/2004 That the regional committee member alternate position is a 2 year commitment. The first is to be served as alternate and the second year as regional committee member

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

4/11/2010 That the Elections for RCM and Alt RCM be held during the month of May so whenever a CAR report year is due, positions will already be in place.

GSR Policy Updates

2/10/1985 The treasurer shall receive all group donations from GSR at least 15 minutes prior to the start of the ASC meeting

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

12/8/1985 GSR submit their group reports in writing to the area secretary

2/14/2002 That all home groups bring a list of newcomers names to the ASC each December so we can select names for primary purpose packages for MARLCNA. Area will send them in

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

Secretary Policy Updates

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 1-2 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 the 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 be paid in advance to the secretary each month for secretarial expenses, provided that receipts are supplied to the ASC for the expenses
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 3 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
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 from $50 to $60
1/8/2012	In order to help cut back costs for our area, eliminate the necessity for the Area to mail out minutes to GSR's and committee members and instead have the area secretary get the minutes to only the web servant to be posted on our website, casna.info, for download as needed. Members who need minutes mailed to them in paper format can request them directly from secretary.
5/6/2012	As the current policy stands the secretary has 2 weeks to get the minutes mailed out. . I would like to submit an addendum which states that the secretary must also email the website admin the minutes within 7 days.
6/3/2012	To increase the monthly secretary advance from $60.00 to $100.00. Intent: to ensure there are enough funds to cover all printing, copying, and mailing of the minutes

Subcommittee Policy Updates

11/14/1997	To combine the following subcommittees as one committee: activities, unity day, marathon & capital area fundraising
1/9/2005	To approve the formation of a committee to establish an area convention. The capital area

5/3/2015 To make available any and all contracts or agreements by each subcommittee to the Area Service committee as they are signed. This supersedes any policy regarding contractual agreements

5/5/19 Subcommittee chairs or vice chairs can write and submit motions that affect their own subcommittee

Literature Bi-Laws / Policy Updates

1/20/1985 Literature Sub-committee bi laws:

1. That the CASLSC meet twice a month with at least one of these meetings to be on hour before the Area meeting
2. That each meeting include:
    a. Agenda
    b. Treasurer's report
    c. Compile area report
3. That each area report be copied and a copy given to
    a. Area secretary
    b. Area co-chairperson
    c. Area representative
    d. Regional literature committee
    e. World literature committee
4. That the CASLSC continue its checking account
5. That the CASLSC checks to be signed by the LSC chairperson and by the LSC treasurer
6. That the LSC stockpile as much literature as possible and that we continue to add to that stockpile
7. That the LSC stockpile on NA conference approved literature and materials, example key tags
8. That the LSC charge for literature as the LSC feels is enough to cover expenses, with increases announced to the Area as they arise, as soon as possible, and in turn to the groups and to report directly to the Area the reason for the increase –ie (seed money for directories, ledgers, folders, stamps, copy paper, invoice pads etc)
9. That the LSC sell literature at cost to all subcommittees
10. That the LSC sell literature to outside CAS areas and/or groups at retail price only with the CAS conscience approval
11. That the LSC see that a good supply of literature is available at every CAS meeting
12. That the LSC will give receipts for all transactions
13. That the LSC will extend no credit without the written conscience approval of the CAS

14. That the LSC produce and work with the newsletter in any way needed but that the newsletter be handled by funds provided by the newsletter and that the newsletter be approved by the CAS and that at any time the newsletter may become a subcommittee to itself.
15. That the LSC keep in contact with the following
    a. CAS
    b. Regional literature Sub Committee
    c. World literature sub committee
    d. World literature sub committee
    e. World service office
16. That the LSC do its best to continue to be updated and to keep the CAS updated on current literature matters
17. The LSC use its funds only on matters dealing directly with the CAS and the CAS groups
18. That the LSC strive to keep a current area meeting list available at all times
19. That the LSC always be mindful of our primary purpose, to carry the message to the addict who still suffers

3/10/1985 The newsletter subcommittee be incorporated into the literature subcommittee
7/14/1985 Approve literature subcommittee bylaws
7/14/1985 approve literature subcommittee price list (3/10/1985 minutes)
7/14/1985 approve literature subcommittee starter kits
8/11/1985 we sell our basic texts for $10 and NA members can get the books from another Company for $8. Therefore there was a motion that the ASC compensate the Literature subcommittee $0.80 to $2.00 according to the funds, not exceeding 30 books a month so we can sell books for $8
2/19/1986 approval of literature subcommittee price list (1/12/1986 minutes)
8/10/1986 the literature subcommittee will print every 3 months and keep updated registration forms and on the 3rd month, the month before printing check with area and if the GSR wasn't present one out of the 3 months prior, pull that group registration form and they won't be on the meeting list
3/15/1987 literature subcommittee keep 20 basic texts in stock and on hand and that areaPays the difference to do this
9/11/1988 changes in policy to increase the number of basic texts on hand from 20-50
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 in order to receive the 10% discount, ½ of which would cover the shipping & handling costs, the other ½ to be used to buy additional literature. Area treasury would help to make 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 1:30 and 3:00pm
9/10/1995	change policy on purchase of basic texts from 25 to
1/13/1997	to increase the price of literature slightly to help our area serve the 5th 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 reason (1) 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 of $500 so we get the discounted price. (2) to pay for our meeting lists so area doesn't have to escrow money monthly to cover the cost
9/14/1997	that area literature committee sell literature at cost
2/17/2002	all new groups that come to area and request a starter kit shall receive one from the literature committee
9/8/2002	starter package to follow same guidelines as WSC. If new group request starter kit from Area, Area cold then do the registration and be reimbursed any literature. WSC starter kit NA way group treasurer, group booklet, 2 copies of each IP, new group checklist
11/11/2004	Amend policy motion of 10/11/1992 that the literature subcommittee buy literature from WSO in orders of no less than $500 to "literature subcommittee buy literature in orders of no less than $500" – eliminate having to order WSO
3/14/2004	To create a 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
8/3/2008	Literature Sub-Committee guidelines:

1. CALSC meets twice a month, with one of these to be ½ hour prior to the 12:30 start of literature sales.

2. Each meeting should include agenda and be reported to area at the ASC
3. That the LSC keep in contact with the following:
    a. CASC
    b. Regional LSC
    c. World LSC
    d. World Service Office
4. That LSC do its best to keep CAS up to date on current literature matters
5. The LSC cannot extend credit to any entity without the written approval from the CASC conscience
6. That the LSC add 9% to the cost of literature to fund the making of meeting lists each Quarter. With increases reported to the ASC as they arise
7. That the LSC sell literature to all CA subcommittees at cost
8. That the CALSC sell literature to groups and/or individuals outside of CA at group pricing
9. That the LSC will give receipts for all transactions
10. To purchase literature from the LSC an order form must be filled out
11. Due to price changes only the current order form will be accepted for literature orders
12. LSC will accept order forms between 12:30-1:30 so all members can participate in the ASC meeting from the start
13. GSR or group member picking up orders need to check their order for accuracy so any discrepancy can be resolved in an efficient manner
14. That the LSC keep specified quantities on hand:
    a. Basic text hardback 50
    b. Basic text softback 15
    c. Just for today soft back 25
    d. It works how and why(HB) 25
    e. It works how and why (SB) 15
    f. NA step guide 25
    g. That all large booklets be purchased by LSC at discounted rates for bulk orders (example bundles of 100). These should only be purchased by the LSC 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. Back 50

k. Medallions
i. 1 yr. thru 15 yr 10 each
ii. 16yr thru 30 yr 5 each
iii. 1 yr thru 40 yr 2 each

l. Group reading cards(set of 7) 5 each

m. Service handbooks 2 each

n. Wallet reading cards 15 sets

o. 1 each of all other NA literature available

15. That the LSC update meeting lists quarterly, with new printings available at ASC meetings on the following months: January, April, July and October
16. Changes to meetings need to be submitted to LSC no later than the close of business of ASC meeting prior to the new print month
17. Meeting lists will be given out, at the start of each quarter, with each literature or as requested and only as requested. This is so we do not waste NA resources
18. Groups will receive 30ct meeting list bundles and H&I will receive 15ct. meeting list bundles per commitment as needed
19. New groups must request starter kit from ASC. The LSC does not have the authority to approve/disapprove starter kit
20. New group starter kit – The group booklet (revised), 2 each 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)

10/7/2012 To accept literature committee's officer position guidelines into the literature committee's policy, as well as CASNA policy.

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 Chairperson 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 Meeting List Policy Updates

11/10/1985	Approve the meeting list
8/10/1986	not to have special interest groups on our meeting list like women's, men's, bikers or gay meetings because it violates our traditions
10/12/1986	to continue to carry special interest groups on our meeting list
11/9/1986	literature subcommittee pay for the printing of the meeting lists

4/12/1987	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
9/11/1988	eliminates previous policy regarding taking groups off the meeting list if they are not represented at one area service in any 3 month period
9/11/1988	meeting lists shall designate smoking or nonsmoking meetings
12/11/1988	that regular ASC and subcommittee meeting times be listed on our meeting lists
4/14/1996	to amend policy form 7/9/1995 to have all literature orders submitted by 2:30 instead of 3
4/8/2001	to increase the printing of meeting lists from 2500-3500 each time of print
8/7/2011	All new meetings or changes of locations for existing home groups must first be recognized by the PR Subcommittee/CASNA prior to being placed on the meeting list and receiving a starter kit from CASNA.
4/12/2026	To reduce the MARLCNA meeting list print run from 1,500 copies to 500 copies per quarter. (Motion M02.26 P3; voted April 12, 2026; passed 16-1-0)
5/3/2026	To add to existing literature policy on required meeting list order quarterly “as needed.”

Hospital and Institutions Policy Updates

3/15/1987	All HI meetings are to be removed from the meeting list
7/9/1989	To have $150.00 allocation to the H&I subcommittee on an as needed basis
4/11/1995	To have $100.00 from area per month to the H&I subcommittee on an as needed basis
6/11/1995	H&I guidelines are approved
9/14/1997	To eliminate the reading of each individual facility report that fall under the auspices of the H&I subcommittee
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
7/11/2004	Whenever Unity sub-committee are having a function day examples unity day, speaker jams ect 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.
9/11/2011	policy change to Area H&I policy-(I)Regular attendance, as referred to on page 9, #8 of current H&I guidelines dated 5/30/2007 to be determined as 'missing 2 consecutive H&I meetings could result in losing current panel leader position. You would need to reapply for that position once removed.

*clarification. (2)Panel members are not required to attend H&I on a regular basis. (3)To become a panel member you must attend 3 consecutive meetings. (4)To become a panel leader you must attend H&I for 6 consecutive meetings. (5)Anyone who attends H&I is encouraged to got to facilities with current Panel Leaders and observe the process, upon facility approval.

11/2/2014 To increase the current monthly allotment to the H&I sub-committee by $25.00 each month to purchase literature.

5/1/2006 H&I Policy Guidelines
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 Subcommittee 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 subcommittee of the Capital Area Service Committee of Narcotics Anonymous, and is directly responsible to that committee.

Responsibilities and Functions of the H&I subcommittee:

1. To orient new H&I subcommittee 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 the H&I subcommittee business on an ongoing monthly basis.
4. To maintain an updated current detailed list of all facilities actively served by the subcommittee. This list 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. This list should contain:

a. Their name
b. Their phone number
c. Their position
d. The facility they serve if applicable

Officers:

1. The officers of this subcommittee shall be made up of a chairperson, a vice chairperson, 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 and acting H&I chairperson until the ASC fills the position
4. Any officer of 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 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 for 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.
4. All requirements and restrictions pertaining to each facility should be strictly upheld by all CANSA 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 relationship with facility.

NA is not affiliated with any facility and must carry a clear NA message or recovery and refrain from commenting about the facility or its program.

6. Narcotics Anonymous case histories, life stories and/or NA principles of 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. Failure to comply with the foregoing regulations shall be sufficient grounds to be dropped from H&I committee membership, when agreed upon by the H&I committee

8. If a controversy arises with an H&I member or panel participant, it is the responsibility of the H&I chair to fist communicate with the facility to explore the controversy and then call a meeting of the H&I subcommittee 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 subcommittee come first

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 NA meeting through reading, sharing, ext. 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 person attending. Call someone and ask them to help you carry the message. It is suggested that a panel of two to five members attend the presentation where never possible.

12. People seeking to share at facilities need to have worked through their problems sufficiently and not engage in behaviors that re 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 the newcomer. This clouds our message. A simple, honest message of recovery from addiction rings true.

Basic Text pp. 49-50

Suggestions-H&I 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 NA. All decisions should be bade by vote of the subcommittee. When needed decisions should be made by each individual group through GSR's at area service. Remember, God's time, not mine.
3. The main purpose of Hospitals and Institutions subcommittee is to carry the NA message to the addict who still suffers. We represent Narcotics Anonymous as we enter and communicate with the facilities. We represent NA 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 that 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 H&I chairs to find out how their areas run. Always seek out old timers, 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 subcommittee 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 subcommittee 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 2 years clean, 6 months active in H&I work

Responsibilities:

1. Coordinates the activities of the CASNA H&I subcommittee
2. Oversees the monthly H&I business meetings
3. To maintain communication with the officers of the sub-committee, the panel coordinator, panel leaders and, when appropriate the facilities.
4. To represent the H&I subcommittee at capital area service, mid Atlantic regional service and communicate with Word Service committee H&I
5. To mediate all meetings of the H&I subcommittee with a general understanding of parliamentary procedure
6. To arbitrate any and all disputes
7. Maintains subcommittee archives in conjunction with the H&I secretary position

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 1 years clean, 6 months active in H&I work

Responsibilities:

1. To assume the chair position in the absence of the chairperson
2. Work with the chairperson to maintain the smooth operation of the subcommittee
3. Updates volunteer lists of people who want to serve on H&I subcommittee
4. To share responsibilities of chair (going to facilities, assisting with panels, presentations, ect)
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. Regular access to a computer is suggested

Clean time requirements:

Suggested 1 year

Responsibilities:

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

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 subcommittee
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 12 concepts of service in NA

Clean time requirements:

9-12 months (suggested)

Responsibilities:

1. Fills literature and meeting list orders from panel leaders (contact people) for each facility
2. Obtains H&I monthly literature allocation to purchase literature from capital area literature subcommittee
3. Records and reports at H&I subcommittee meeting on monthly purchases and distribution of literature
4. Coordinates his/her responsibilities with chairperson so that each facility's literature is distributed adequately

Panel Coordinator

Clean time requirement: 1 year continuous clean time, plus at least 6 months involvement in the area H&I subcommittee

Responsibilities:

1. Instructs panel leaders(s)/contact persons(s) in facilities requirements, regulations and general rules covering H&I meetings/presentations
2. Maintains regular contact with the panel leaders(s) / contact persons
3. Keeps an open line of communication with the facility
4. Calls upon the officers and general subcommittee membership for any necessary assistance
5. Reports to the H&I subcommittee at the monthly meeting any problems
6. Primarily responsible for maintaining a detailed facility list, as described above in responsibilities of functions of this H&I subcommittee, along with the help of the vice chair and secretary.

Panel Leader / Panel Member

Clean time requirement: panel leader – I year

Panel member – 6 months

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 contact persons and to learn H&I guidelines and policies

Responsibilities:

1. To attend each presentation for their assigned facility, as state above in general information, item 3
2. To obtain literature from the literature co-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, contact persons reserve the right, at their discretion to cut them off
5. If anyone is disruptive to the meeting (abusive language, loud attitude, ect.) the contact person reserves the right to ask them to leave
6. Any resident attending in house H&I presentation that becomes disruptive, contact person should then immediately contact staff member for resolution
7. They are to maintain a link of communication, keeping H&I panel coordinator aware of any problems that affect the meeting. Panel leaders should have regular communication with the facilities into which they take H&I presentation
8. To attend H&I subcommittee meetings regularly
9. Facility report to be submitted to panel coordinator at each CASNA H&I subcommittee 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 rather to glorify our past usage.

Addendum I – 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 H&I meeting and a regular NA 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 and 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 and 12 traditions of Narcotics Anonymous?
10. Are you comfortable with sharing on topics in question 9 above?
11. Do you have an interest in H&I work?
12. Do you have any preference 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 report
Literature report (literature person)
Old business
New business
Closing prayer

Unity Subcommittee Guidelines / Policy Updates

Unity Subcommittee guidelines – Nov 2005

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

Composition of the subcommittee

a. This subcommittee will consist of members of Narcotics Anonymous who have the willingness to serve

b. The organization of the subcommittee will be as follows:

1. Subcommittee officers will be elected on an area level:

- Chairperson
- Vice chairperson
- Secretary (will be voted in by unity subcommittee)
- 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 subcommittee experience of at least one year, with at least 2 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 ensure 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 subcommittee experience

Responsibilities: assist the chairperson to 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: The willingness and desire to serve; learn to apply the spiritual principals of the twelve steps, twelve traditions, twelve concepts in carrying out the commitment. Suggested clean time is 6 months and must attend 2 consecutive unity subcommittee 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 this 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 treasurer's position. Must have the willingness and desire to serve, a working knowledge of the twelve steps, twelve traditions and twelve concepts.

Responsibilities: include developing a proposed budged 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 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 or her position. These Duties are listed above under treasurer responsibilities

Note:

in the event that any officer is not fulfilling his or her commitment according 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. Closing 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 hours) 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 hat 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 subcommittee 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

There shall be a balance of $800 maintained. The balance above $800 shall be deposited
In the areas 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 area service meeting 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. Mar

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 not limited to:

Jan	Open/dance	Jul	4th of july / dance
Feb	Learners day / dance	Aug	Open / dance

Mar	Open / dance	Sep	Labor day picnic / dance
Apr	Unity day / dance	Oct	Area fund raiser / dance
May	Open / dance	Nov	Thanksgiving day marathons (24 hrs min) / dance
jun	Open / dance	dec	Christmas day marathons (24 hrs min) / dance

Dance every 3rd Sat of the month

Function Guidelines:

It is very important that as a committee member, each individual do his or her part supporting Events. It does no good to promote an event and not be there as a supporting member.

Committee members are part of the 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. Treatment facilities are allowed free admission. 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.

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
7/2/2006	CANA unity subcommittee can purchase picture taking equipment. This equipment will be used for picture sales at any subcommittee 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, vice chair, treasurer or vice treasurer INTENT: to provide pictures for addicts attending our events and generate additional money for unity committee
6/2007	CANA unity subcommittee is to put New Year's function into the yearly calendar. INTENT: to put in writing (policy) that it is already being done so future trusted servants are aware
4/1/2007	Unity Subcommittee cannot cancel scheduled events without bringing it to the area first.
7/2007	unity subcommittee must have functions outside the Harrisburg area, since the capitol are does encompass a much larger portion of south central PA than just Harrisburg. INTENT: to enhance unity for our extensive area.
2/1/2009	For the area to re-create a Marathon Subcommittee to host Thanksgiving, Christmas and a New Year's Eve-Day marathon
3/1/2009	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 an opportunity for memories and also the committee can make money
3/1/2009	To have Unity Subcommittee remove from their policy that treatment facilities are allowed free admission
3/1/2009	To have the Unity Subcommittee to have flyers for upcoming events to be distributed (2) two months in advance
3/1/2009	To have it read, that the Unity Subcommittee may have up to $800.00 and everything over $800.00 goes to the area account
4/5/2009	To have Unity Subcommittee voting policy changed to have committee members voting privileges after making (1) one committee meeting.
8/2/2009	That the Area vice Chair of the Executive Committee of area be on Unity Subcommittee signature cards to be able to sign checks in the absence of committee members not present.
3/7/2010	To have Unity Subcommittee to hold half (3) of the Areas' special events on the West Shore. Intent: To clearly define the term more in policy already in place that Unity is to hold more events outside of Harrisburg
5/5/2013	To change the $5 donation to get into our monthly dance to a $5 admission, 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
5/5/2013	To reserve $25 monthly and have the area match the $25 monthly, to be held in an account until the time comes to purchase our annual Unity Day t shirts. This money would be used to purchase said t shirts. Intent: To be proactive in ensuring that we can afford our t shirts and not put a financial strain on our area, or our committee.
8/4/2013	For the area treasurer to hold the $50.00 monthly ($25 from unity committee and $25 from area) in an account and keep separate books to reflect the amount. Intent: to avoid extra bank fees and to keep an accurate account of these funds. Written by: Samiah J. 2nd by: Will A. Motion #4 – (House Keeping) For the Area treasury account to be moved to members 1st FCU ASAP. The checking account would incur no fees as the current bank imposes. The savings account could be utilized for the $25.00 monthly donations each from area and unity sub-comm. Towards unity day T-shirts.
11/3/2013	Join Unity & Marathon committee together. Intent: So the two groups can raise money together.
3/2/2014	To have a 3 hours dances
3/2/2014	To have unity committee pay $150.00- $200.00 for DJ services for 3hr dance
8/3/2014	To put in policy DJ only gets paid for the hours of their service.

11/2/2014 To have Unity committee bring forward all current DJ contracts annually
7/7/24 Amount being paid for a DJ is $250
6/7/2026 When a Unity Committee event prevents a group from holding its regular meeting, the Unity Committee shall pay that group $25.00 for use of the space. (Motion M04.26 P1; voted June 7, 2026; passed 9-2-6)

Public Information Policy Updates / guidelines – changed to public relations 2010

7/14/1985 accept all other public information subcommittee work including posters, white cards, slide, press release and letter (5/12/85 minutes)
8/11/1985 approve public information subcommittee dos and don'ts
1/12/1986 allow the public information subcommittee to print meeting lists quarterly and have GSRs hand in corrections one month prior to March, June, September and December
7/13/1986 Approval of the hotline subcommittee guidelines
2/8/1987 public information subcommittee open an account and keep the money raised through a fund raiser for expenses and not donate it to area as fund flow
3/15/1987 have a phone list of all ASC officers, subcommittee chairs and vice chairs Distributed to GSRs
6/11/1986 that the helpline officers become officers of the public information committee One combined committee-helpline/public information committee
2/17/2002 to have P.I. implant guidelines of rotation of names used on hotline answering services
2/17/2002 that the P.I. subcommittee receive $25 worth of literature from area each month as needed
3/14/2002 to approve P.I. subcommittee guidelines into area policy
5/12/2002 to add a new position into P.I. committee called a web contact person. This person will be updating our area meeting list, activities, ect on WSO web site
10/12/2003 to approve P.I request to increase supply of literature to $100 a month on an as needed basis
3/14/2004 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
7/11/2004 amend policy of 10/12/03 to approve PI request to increase supply of literature to $100 a month on an as needed basis to include miscellaneous expenses such as postage
7/11/2004 whenever unity subcommittee are having a function day examples unity day, speaker jams, ect. 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.

5/2/2010 To change the section of the Policy Log for Public Information to Public Relations.

9/11/2016 To reformat areas website to a website management system that can be updated and maintained by the public relations subcommittee

Public Information Subcommittee guidelines – November 2005

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 (voted in by the area)

The chairperson is responsible to attend Area Service each month and report the committees activities, bring back to the committee concerns raised at Area Service concerning operation of Phone line, to include any problems with the answering service, presentations that may need to Given to any facilities that may request information about Narcotics Anonymous. The chairperson will also work as the liaison between the Public Information subcommittee and the Hospitals and Institutions subcommittee, 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 Position of the chair.

The chairperson should have a working knowledge of the 12 steps, 12 traditions & the 12 concepts of Narcotics Anonymous.

Vice Chairperson – 9 months (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 subcommittee as a way of training for the chairperson 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, fund aisers, 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 & the 12 concepts of Narcotics Anonymous.

Phone line Contact Person – 1 year (voted in by the committee)

The phone line contact person is responsible for working with the answering service to insure Calls are being handled appropriately by both the answering serviced and the members who 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 throughThe phone service. Be willing to participate in planning of any workshops or presentations the
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 events
*the term for this position is one year unless no one volunteers for the
Position The phone line contact person should have a basic knowledge of the 12 steps, 12 traditions & The 12 concepts

4/17/17 Public Relations Sub-committee Guidelines

Note: Clean time requirements are suggested and are not intended to keep a willing member from serving in a position when one is vacant. The more experienced members will work with newer members in the capacity necessary to ensure the committee continues to function.

Positions:

Chairperson: voted in by ASC

Qualifications: - 4 years clean time
- 1 year term, unless a vice-chair is unavailable to move into the position
- 1 year involvement with the sub-committee
- Working knowledge of the 12 steps, 12 traditions & 12 concepts of NA

Duties:
- attend the ASC meeting each month & report on the sub-committee activates, noting any concerns raised with answering service, website, facilities, etc.
- address any discrepancies that may arise with billing to the ASC as needed
- arrange presentations or events for entity's that request information
- liaison for the H&I sub-committee, to ensure the proper presentation of services that NA provides to public facilities
- coordinate the different functions of the sub-committee

- responsible for requesting up to $100 of literature, postage, etc. on a monthly basis as needed
- speak on behalf of PR at the area's annual learner's day workshop
- maintain storage of committee's table covering, literature & rack
- does have a voting conscience in the sub-committee meetings
- attend mid-atlantics regional service quarterly

Vice-Chairperson: voted in by ACS

Qualifications: - 3 years clean time
- 1 year term, then move into the chairperson position
- Working knowledge of the 12 steps, 12 traditions & 12 concepts of NA

Duties:
- attend the ASC meeting each month, reporting on sub-committee as necessary
- learn the responsibilities of the chairperson
- help plan & attend presentations or events of PR
- update informational flyers the sub-committee puts out
- ensure new meeting lists are at the various offices throughout the area
- attend mid-Atlantic regional service quarterly

Phone line contact person: voted in by committee

Qualifications: - 2 years clean time
- 1 year term, unless no one volunteers for the position
- Working knowledge of the 12 steps, 12 traditions & 12 concepts of NA

Duties:
- Responsible for regular contact with both the answering service and volunteer helpline members, to ensure calls are being handled appropriately
- understand the importance of the phone line flow chart implementation for usage by members
- give annual training for new help line members
- provide updated rotation of names to the answering service
- willing to participate in workshops, presentations or events that may be scheduled

Webmaster: voted in by the committee

Qualifications: - 1 year clean time
- regular access to computer & internet
- basic experience with HTML & WordPress
- Working knowledge of the 12 steps, 12 traditions & 12 concepts of NA

Duties:
- ensure accurate meeting & event information is provided on the Area's Website, established in 2004

- provide meeting list changes & upcoming events to NA.org & MARSCNA.org
- forward requests received from web servant email account to chairperson
- regular maintenance of the www.cana.info website

*** As of 2016, answering service – Answer First
Phone line – Verizon
Website host – GoDaddy
Marketing – Dex Media

*** As of 2023, answering service – Answer First
Phone line – Verizon
Website host – Shock Hosting
Marketing – Dex Media

Policy guidelines / policy updates

4/12/1987 policy subcommittee update the policy log every couple of months and put it into the minutes

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)

11/8/1998 the handling of the copying, distribution, and sales of the policy log be handled by the policy committee of area

5/15/2005 that CASNA adopt policy committee guilde lines as proposed in March 2005 minutes

2/1/2026 That the web servant be requested to add the Policy Log to the Download Section of the CASNA Website.

Marathon Policy Updates / Guidelines

2/1/2009 For the area to re-create a Marathon Subcommittee to host Thanksgiving, Christmas and a New Year's Eve-Day marathon

4/7/2013 to accept the Policy Guidelines submitted by the Marathon Committee. Intent is to have guidelines for the Marathon Committee

Marathon Guidelines – 2015

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

Purpose: The marathon subcommittee shall serve as a committee to put on the holiday Marathon(s) - Thanksgiving, Christmas and New Years to help promote unity in the area

Positions:

Chairperson:

1. Requirements: A one (1) year commitment (voted by ASC). Suggested clean time requirement of two (2) years. The Chairperson should have a working

knowledge of the Twelve (12) Steps, Twelve (12) Traditions, and the Twelve (12) Concepts of Narcotics Anonymous. The Chairperson should have a willingness to serve and be actively participating in ASC.

2. Responsibilities: To coordinate activities the sub-committee sponsors, by working with the committee to ensure that no one individual does more than his or her share of service. To ensure that monies are handled properly and not misused. The chairperson is required to submit a proposed budget to the ASC by June for all of the marathons. To make sure to the best of his or her ability that the committee maintain the spiritual principles throughout, for any function of business meeting in which he or she presides as chair. The Chairperson is responsible to attend Area Service each month and report the committee's activities, bring back to the committee concerns raised at ASC concerning operations for all Marathons. Chairperson will also work as the liaison with facilities where marathon meetings are held. The Chairperson in this sub-committee has a voting conscience

Vice-Chairperson:

1. Requirements: A two (2) year commitment (voted by ASC). The first year is served as the Vice-Chairperson, the second as the Chairperson. Suggested clean time requirement of one (1) year. The Vice-Chair person should have a working knowledge of the Twelve (12) Steps, Twelve (12) Traditions, and the Twelve (12) Concepts of Narcotics Anonymous. The Vice-Chairperson should have a willingness to serve and be actively participating in ASC
2. Responsibilities: Assist the Chairperson coordinates the functioning of the committee i.e. overseeing individual assignments, insuring that no one individual does more than his or her share of service. Help to insure that sub-committee funds are not misused. And also be aware that the committee maintains the spiritual principles of the program in all of its affairs. This is a two (2) year commitment, one year as the Vice-Chairperson, the second as the Chairperson.

11/3/2013 Join Unity & Marathon committee together. Intent: So the two groups can raise money together.

6/7/2015 To form a committee that is responsible for organizing and facilitating the marathon events, including Thanksgiving, Christmas, and New Year's. Intent: To relieve Unity Committee of the responsibility of marathons and to form a committee directly responsible for the events.

Budget Committee

5/1/1993 To form a budget committee made up of chair &/or each subcommittee chair,

Area treasurer & chaired by the area chair. That they meet in the next month and each November thereafter, to develop a yearly budget for the Area.

Finance Committee / changed to Audit Committee 2012

3/13/1994 finance committee be formed to audit all area accounts quarterly (ever 3 Months). To include: treasurer, chair along with 3 other members of area who have a knowledge and/or experience with bookkeeping/finances to meet in order to review accounts.

9/12/2012 To remove the treasurer as a member of the finance committee.

9/12/2012 to change the name of the committee to the “Audit Committee

11/2/2025. The audit subcommittee shall prepare and present new guidelines consistent with the guidelines of other committees and clarifying the membership responsibilities and procedures of the audit committee for ` approval of the groups in time for adoption before the required March 2026 audits and reports.

6/7/2026 Adopt the Audit Committee Guidelines, including the committee's purpose, function, officer qualifications, and officer duties. Purpose: conduct regular reviews of all CASNA accounts, report status, assist with deficiencies. Function: conduct semi-annual audits for CASNA. Chairperson qualifications: 2yr clean, 1yr area service, bookkeeping knowledge. Vice Chairperson qualifications: 1yr clean, 6mo area service. (Motion M04.26 P2; voted June 7, 2026; passed 11-0-6)

6/7/2026 The Audit Committee will conduct semi-annual audits of ALL Area accounts. "Account" is defined as any way money is stored or handled — bank account, online service, or physical cash. Accounts subject to audit: Area Treasury, Unity Committee, Literature Committee, and Marathon Committee. (Motion M04.26 P3; voted June 7, 2026; passed 15-0-1)