

CHATTAHOOCHEE /FLINT RIVERS AREA

OF NARCOTICS ANONYMOUS

ASC POLICY

JUNE 4, 2006

CHATTACHOOCHEE/FLINT RIVERS AREA OF NARCOTICS ANONYMOUS POLICY

PART I

THE AREA SERVICE COMMITTEE (ASC)

ARTICLE I PURPOSE OF THE ASC

The purpose of the Chattahoochee/Flint Rivers Area Service Committee (CFRASC) shall be to respond to the needs and collective conscience of its member groups, to support and encourage the unity, welfare, and growth of the Chattahoochee/Flint rivers Area as part of the Georgia Region, as well as the Fellowship as a whole.

ARTICLE II DEFINITION AND FUNCTION OF THE AREA

The Area Service Committee (ASC) is the communicative channel for a unified fellowship, a tie that binds us together. We service as a link on the flow of communications from the member to the Georgia Region, and on to the worldwide fellowship of Narcotics Anonymous; establish a structure in which services and education are provided; and function as a vehicle through which our area, fellowship, and society can relate.

ARTICLE III BOUNDARIES OF THE CFRASC

At this time, this committee shall serve groups which exist primarily with the boundaries of the Chattahoochee Valley of, East Alabama, West Georgia, whose member groups may extend outside the counties of Russell (Alabama), Muscogee, (Georgia), and not limited to the Chattahoochee Valley.

PART II

ADMINISTRATIVE COMMITTEE

ARTICLE I DEFINITION

This committee consists of ASC Chairperson, ASC Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member, and Alternate Regional Committee Member.

This body serves as a committee in addition to the other duties. This committee serves the administrative needs of the Area, in addition coordinates the next ASC meeting. This body serving as a committee deals with matters of financing and Area needs, Financing accountability.

Another purpose of this committee is to actively seek and encourage the growth of N.A. in this area by helping in starting new groups or meetings in desolate, remote, and isolated areas, cities and towns throughout the Chattahoochee/Flints Rivers Area. Another form of "outreach" services that this committee performs is that of newly established groups and members they serve by requesting a group starter kit, to contain the following: 1 set of readings and The Group Booklet (revised).

ARTICLE II
REQUIREMENTS

All nominees for administrative committee positions should have the following:
A commitment to service, a willingness and resources to do the job, and a working knowledge of the Steps, Traditions and Concepts.

NOTES: An administration committee member may serve on Area subcommittees, but not as a sub-committee chair or GSR. *Clean time may be waived for non-financial positions with ASC approval.

ARTICLE III
SPECIFIC REQUIREMENTS

A. ASC Chairperson

1. Qualifications:

- A.) Three years clean time.
- B.) Service experience at Area level

2. Duties:

- A.) Arranges an agenda for monthly ASC.
- B.) Presides over monthly ASC.
- C.) Co-signer of ASC bank account.
- D.) Votes only in case of a tie at ASC.
- E.) Chair has floor at all times. Members must be recognized by chair in order to be acknowledged on the floor. One member will be allowed to finish their statement before another begins.
- F.) Attends all ASC meetings.
- G.) May send motions back to groups for further input due to confusion, heated debate, or several abstentions on the floor.
- H.) To protect the ASC from obviously frivolous or dilatory motions by refusing to recognize them.
- I.) To enforce the rules relating to debate or to order decorum within the ASC when appropriate.
- J.) To respond to inquires of members relating to parliamentary procedure or factual information bearing on the business of the ASC.
- K.) To declare the meeting adjourned when the ASC so votes, or at any time in the event of a sudden emergency affecting the safety of those present.
- L.) To conduct the meeting with impartiality and fairness.
- M.) To appoint all Ad-Hoc Committees.
- N.) Represents the ASC at Regional Committee Meetings in the absence of the RCM and RCMA.

B. ASC Vice-Chairperson

1. Qualifications:

- A.) Three years clean time.
- B.) Service experience at Area level.
- C.) Willingness to become chairperson at conclusion of office. (This is not automatic.)

2. Duties:

- A.) Coordinates all subcommittee functions in the absence of their chairperson.
- B.) In the absence of the Area Chairperson, shall perform the duties of the Chairperson.
- C.) One of the co-signer's on the ASC bank account.
- D.) Attends all ASC meetings.

C. Secretary

1. Qualifications:

A.) One year clean time.

2. Duties:

A.) Records all proceedings of the ASC.

B.) Prints and distributes minutes of ASC to all administrative committee members, GSR's and subcommittee chairpersons.

The minutes must be out no later than two weeks after the last ASC meeting.

(Minutes include: a group report form, a motion form, and a literature order form for GSRs; a subcommittee report form, a treasure's request form, a literature order form and a motion form for subcommittee chairs; a motion form for Vice-Chair, RCM and RCMA.)

C.) Include all motions made, including those dying for lack of second, in area minutes.

D.) Include all flyers of groups and Area in minutes.

E.) Quarterly RSC motions to be included in Area minutes.

F.) Trains Alternate Secretary.

G.) Attends all ASC meetings.

H.) Co-signer of ASC bank account.

I.) Holds key to ASC Post Office Box.

D. Alternate Secretary

1. Qualifications:

A.) Six months clean time.

B.) Willingness to assume secretary's position at conclusion of secretary's term of office (this is not automatic)

2. Duties:

A.) Performs the duties of the secretary in the Secretary's absence.

B.) Assists the Secretary in performance of all duties.

C.) Attends all ASC meetings.

E. Treasurer

1. Qualifications:

A.) Three years clean time.

B.) One year service at Area level.

C.) Knowledge of bookkeeping.

D.) Currently employed.

2. Duties:

A.) Custodian of ASC bank account.

B.) One of six co-signers of area bank account.

C.) Shall make a report of contributions and expenditures at every regular ASC meeting, as well as an annual report at the end of the fiscal year.

D.) Attends all ASC meetings.

E.) Disburses funds necessary in accordance with financial guidelines.

F. Alternate Treasurer

1. Qualifications:

A.) Two years clean time.

B.) One year service at group level.

C.) Knowledge of bookkeeping.

D.) Willingness to take over Treasurer's position at the end of term. (This is not automatic!)

2. Duties:

- A.) Will hold ASC checkbook when Treasurer is not able to attend ASC.
- B.) Shall make a report of financial matter at ASC when Treasurer is not in attendance.
- C.) Attends all ASC meetings.
- D.) Dispenses checks for the Treasurer whenever needed to do so.

G. Regional Committee Member

1. Qualifications:

- A.) Two years clean time
- B.) Service experience at Area level.
- C.) Willingness to give the time and resources necessary for the job.

2. Duties:

- A.) Co-signer of Area bank-account.
- B.) Attends all RSC meetings.
- C.) Attends all ASC meetings.
- D.) Holds key to ASC post office box.
- E.) Speaks for the members and groups of CFRANA at the Georgia Region level.
- F.) Works for the good of N.A. providing two-way communication between the Area and the rest of N.A., particularly with neighboring ASC's.
- G.) Submits a written report to the ASC following the RSC meeting.
- H.) May serve on one or more of ASC subcommittees, but not as a chairperson.

H. Alternate Regional Committee Member

1. Qualification:

- A.) One year clean time.
- B.) Willingness to become RCM upon ASC approval the following year. (This not automatic.)

2. Duties:

- A.) Performs duties of RCM in absence of the RCM.
- B.) Works closely with the RCM in performing all duties.
- C.) Attends all ASC and RSC meetings.
- D.) May serve on one or more of ASC subcommittees, but not as a chairperson.

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PART III

SUBCOMMITTEES

ARTICLE I

A subcommittee is established to serve any specific need that arises within the Area. No subcommittee shall take actions which are contrary to the approved WSC Service Manuals, the Twelve Traditions and the Twelve Concepts. These will be included as addenda to CFRANA Policy.

- A. Subcommittee chairs shall present a monthly report to the ASC along with any motions pertaining to their subcommittee
- B. If at any time, a subcommittee chair cannot complete his/her term requirements clean time for subcommittee vice chair can be waived with ASC approval as an interim chair.
- C. Qualifications:
 - 1.) Two year clean time. (Except for Policy and Literature chairs, must have three

- years clean time.)
 - 2.) A working knowledge of the Twelve Steps and the Twelve Traditions.
 - 3.) Service experience at the Group or Area level. (Policy chair must have at least one year service at an Area level.)
- D. The following standing committees shall exist:
- 1.) Area Activities and Anniversary.
 - 2.) Public Information/Phoneline.
 - 3.) Hospitals and Institutions.
 - 4.) Literature.
 - 5.) Policy.
- E. Area policies for subcommittees:
- 1.) All subcommittees that deal in or use funds have a financial report.
 - 2.) Review policy every three months at policy subcommittee.
 - 3.) To buy literature from WSO to maintain a \$2000 reserve for sale to groups, and other subcommittees. (For Literature subcommittee only.)
 - 4.) All subcommittees shall submit their own policies to be included at the end of these policies.
 - 5.) GSR may be an acting or interim chair to any subcommittee, but must abstain from any votes on any motions relating to that subcommittee. The group can be represented by GSRA in these instances.
 - 6.) Policy chair will keep a policy log for all motions that affect policy, and will present ASC with updated policy at the end of the term. At the beginning of the new term Policy chair will distribute a copy of new policy to the ASC. If Policy chair is vacant, responsibility of policy log falls to the vice-chair of the Policy committee. If no committee exists, duty falls to the ASC Vice-Chair and to the ASC secretary in the absence or vacancy of ASC Vice-Chair.
 - 7.) Literature will only be sold at ASC. All literature orders must be in by 2:00pm. In the event of a member's death, the Eternity medallion can be sold outside of the ASC meeting.
 - 8.) All subcommittees are required to provide a monthly financial report to include all supplies and inventory (literature etc.) on hand. Report must be submitted in written form.

ARTICLE II
AD HOC SUBCOMMITTEES

Formed as necessary to accomplish tasks not covered by the standing committees. Disbanded when the task is complete and a report is presented. Established by Appointment by the chair.

PART IV
AREA PROCEDURE

ARTICLE I
PARTICIPATION IN AREA

- A. The following shall have a voice on the Area floor:
- 1.) Anyone wishing to speak MUST raise their hand and be recognized by the Chair.
 - 2.) GSR's and Subcommittee chairs or their alternates have recognition priority in all discussions.
- B. The following only can make motions:
- 1.) GSR's or their alternates (in the absence of the GSR)
 - 2.) Subcommittee chairs or their vice-chair (in the absence of the subcommittee-chair.)
 - 3.) ASC vice-chair
 - 4.) RCM and RCMA
 - 5.) All motions must be seconded on the floor by a GSR or their alternate in the

- absence of the GSR).
- C. Participation in Motions:
- 1.) Main motions: 3 pro / 3 con.
 - 2.) Amendment: 3 pro / 3 con.
 - 3.) Reconsider a previous question: 3 pro / 3 con.
 - 4.) Extending a discussion may be initiated at the discretion of the Area chair.
 - 5.) A call for a vote is not debatable and must be seconded.
 - 6.) If the Chairperson or Vice chairperson steps down from their position for any participation in a motion they may not take their position back until after the vote on that motion, or the motion is tabled.
- D. Anyone wishing to be recognized must raise their hand except:
- 1.) Point of order (to request clarification of the Rules of Order if they appear to have been broken).
 - 2.) Appeal to the chair. (to challenge a decision made regarding Rules of Order.)
 - 3.) Point of information. (a question about the discussion or for clarification of the point.)
 - 4.) Personal Privilege (to make a personal request of the chair or the committee, it must be urgent).
 - 5.) Parliamentary Inquiry (to ask the chair about how to do something according to the Rules of Order).
- E. Order of ascension for chairing ASC meeting
- 1.) Chairperson.
 - 2.) Vice-Chairperson.
 - 3.) Policy Chairperson.
 - 4.) RCM.
 - 5.) RCMA.
 - 6.) Secretary.
- (If all of the above are absent the ASC meeting is automatically adjourned.)

ARTICLE II VOTING ON MOTIONS

- A. Voting Eligibility
- 1.) GSR or their alternates (in absence of GSR.)
 - 2.) Written proxies are not considered valid.
 - 3.) Chair or the acting chair (in the absence of the chair) may vote ONLY to break a tie.
- B. Voting participants will raise a hand to indicate yes, no, or abstention vote.
- C. Motions:
- 1.) All matters other than policy changes require a simple majority vote of the present voting members.
 - 2.) Policy Changes
 - a. 51% of voting members be present.
 - b. Policy changes must pass by a majority vote.
 - c. All policy changes must be sent back to the groups for input before any vote is made.
 - 3.) Abstentions are a null vote. Chairperson or Vice-chair (in absence of chairperson) breaks a tie.
 - 4.) It is under the discretion of the Area chair (or acting chair) to send policy changes back to the groups in the case of several abstentions.

ARTICLE III ELECTION OF TRUSTED SERVANTS

- A. Nominations should be solicited by group conscience of each group within the area. All offices open to election will be announced one month prior to the election to enable GSR's to solicit nominations from their groups. All

nominations must be made by a person able to make a motion. All offices will come up for re-election in June with Nominations in May.

B. An explanation from the approved service manual and these ASC guidelines is needed to establish each position's responsibilities, per office .

C. The position is announced and nominations are taken, each nominee must be present.

D. Person nominated state clean time and previous positions held, and if not fulfilled, state reasons why in writing.

E. A two-thirds majority of GSR's needed for election of trusted servants.

F. After accepting nominations from group conscience, the Chair will ask the floor if there are any further nominations.

G. A motion is made to close nominations and must be seconded.

H. Voting is done by paper ballot.

I. This procedure is repeated until all positions are filled, by a process of elimination.

J. All nominees will be present to be considered for nomination and also for election.

K. After June, nominees for ASC positions can be elected immediately by ASC without sending a vote back to the groups.

If L. If more than two nominees are running for a position, a vote is taken by closed paper ballot. no nominee receives a two-thirds majority, a run-off vote between the two nominees with the highest vote counts is taken. The nominee with a simple majority (51%) is declared winner. A tie between two or more nominees is sent back to groups.

M. If a nominee is voted on and does not get elected, they cannot be renominated for the same position until 30 days have passed (the next ASC).

ARTICLE IV RESIGNATIONS

A. Voluntary: Given in writing to the ASC Chairperson prior to the next ASC meeting

B. Involuntary:

1.) Relapse during term of office.

2.) Changing home groups to one outside of the Area.

C. Removal from office:

1. Misses three ASC meetings in a row or five within a year. (If RCM or RCMA miss two RSC meetings, they can be removed from office. There are only four RSCs in a term).

a. A motion will be made that the office be vacated.

b. At the discretion of the Area chair the motion may be tabled.

c. At which time the officer will be allowed to explain his/her absence from ASC meetings.

2. Any member of the ASC will be able to initiate a motion to impeach any elected officer for cause:

a. Non-performance of duties.

b. Intentional negligence in the performance of duties of the office held.

D. The elected officer has a due process right to defend themselves before the ASC membership prior to the vote on the motion to impeach.

ARTICLE V REPORTS

All reports are to be given to the secretary at the ASC following presentation.

Only the Treasurer, RCM or RCMA from Administrative committee will give a report.

ARTICLE VI FINANCIAL GUIDELINE

- A.) No commitment for funds not available.
- B.) Prudent Reserve is the money set aside to maintain Area from month to month. Prudent Reserve is \$378.33. [Phonebill \$125, Secretary fee \$75, Area rent \$20, RCM hotel bill \$33.33, operating funds for subcommittees: Activities & Anniversaries \$25, H&I \$25, P.I./Phoneline \$25, Literature \$25, Policy \$25.] Beginning in June of each year, \$21.66 will be added each month so that the following June there will be \$200 start up money for Activities and Anniversaries, as well as \$60 for the ASC P.O. Box.
- C.) \$25.00 to be set aside for each subcommittee for operating funds.
- D.) Area pays Phoneline bill and printing of meeting schedules. Phoneline is the first bill that Area pays.
- E.) Secretary allotted \$75.00 per month for printing, mailing, and related supplies. Any unused funds will be return to the treasurer at the next ASC meeting along with receipts.
- F.) The ASC shall forward 75% of funds over prudent reserve to the RSC on a quarterly basis unless that leaves twice prudent reserve (\$756.66); then the ares shall forward 100% of funds.
- G.) It is necessary for 2 out of 6 ASC members to sign Area checks. Signers to be as follows: Chair, Vice-chair, Treasurer, Literature Chair, Secretary, RCM (If two members from the same household both qualify to sign checks, only one will be eligible to sign. Order of ascension for this circumstance is as follows: Treasurer, Chair, Vice-chair, Literature Chair, RCM, Secretary)
- H.) Checks are only issued at the ASC meeting.
- I.) For the RSC, the Area shall provide the RCM with the full amount for a room in advance. (If RCM and RCMA are male and female, the Area shall provide the full amount for two rooms.) The room reserved for this Area at the RSC will be open to all members of the Area who wish to attend the RSC. The RCM and RCMA will have priority on the beds.
- J.) Gas reimbursement for the RCM to attend the RSC meeting is .26 cents a mile with a cap of 220 miles maximum reimbursement (\$57.20).
- K.) RCM and RCMA get \$20 each for meals for the RSC weekend.
- L.) A minimum donation of \$25 will be sent to the RSC if we should fall below prudent reserve.
- M.) In order to be reimbursed for ASC expenditures, a valid receipt must be presented to the treasurer.
- N.) Once per year each ASC subcommittee chair can be reimbursed \$50.00 for a one night stay, and gas reimbursement for attendance of one workshop or learning day outside of the CFRANA area provided they have attended the last two ASC meetings. Gas reimbursement cannot exceed the amount that RCM recieves to go to the RSC (\$57.20)
- O.) CFRANA maintains Litertature reserve of \$2000 for the purpose of use by H&I, PI/Phoneline, and sale to member groups.
- P.) ASC will maintain 1 starter kit to contain: 1 set of readings and "The Group" booklet.
- Q.) Activities and Anniversary subcommittee will start with \$200.00 at the beginning of term for fund raising purposes and allowed to hold all monies raised for future Area events. At the end of the term, remaining money and a financial report will be returned to ASC.
- S.) A copy of each month's bank statement (with the account number blackened out) will be included in the treasurer's report. No exceptions!
- T.) No one that is a signer of the ASC bank account will be allowed to sign a check made out to themselves. No exceptions!
- U.) Two non-ASC participating members of this Area or Region, no exceptions, must do an audit of the ASC bank account every six months.
- V.) Should the Treasurer miss two consecutive ASC meetings in a row, or three in six months, the Treasurer is immediately removed from office. This action will not require a vote from the GSRs, it is automatic.

- W.) If the Treasurer is experiencing personal difficulties the ASC will talk to them and remove the checkbook from their possession if appropriate.
- X.) Directly following the ASC meeting, all ASC funds collected are to be deposited the same day at the bank.
- Y.) When funds are requested from the ASC, a receipt is returned along with any extra money at the next ASC.
- Z.) After a complete Treasurer's report, GSR's request two signature from the Asc Body verifying the current receipt and checks written, and the amount to be deposited: These signatures are to be on the report.

PART V ASC MEETINGS

ARTICLE I GENERAL

- A. Hold ASC the first Sunday of every month.
- B. ASC meets three times in Columbus to every one time in LaGrange. ASC meets in LaGrange in January, May, and September.
- C. ASC meets at St. Francis Hospital in Columbus and at the site specified by the group that meets outside Columbus.
- D. Suspend order to business to recognize new groups.
- E. Pass the 7th Tradition basket for the Area general fund.
- F. All motions concerning monetary expenditures will be read and voted on first.
- G. An audit of the ASC bank account, and Literature must be completed prior to the end of Treasurer and Literature Chairperson's term. The Chair will decide if the Administrative body or an Ad Hoc committee will perform the audits.
- H. An Area inventory will be held annually in July at ASC.

ARTICLE II FORMAT

- A. Subcommittee Meetings:
1. Start at 11:00 am EST prior to ASC.
 2. Literature is sold prior to ASC.
- B. ASC starts at 2:00 pm EST with the following format:
1. Open meeting.
 2. Serenity prayer.
 3. Twelve Traditions.
 4. Twelve Concepts.
 5. Roll Call.
 6. Minutes.
 7. Reports.
 - a. Administrative reports.
 - b. Group reports.
 8. Pass 7th Tradition basket.
 9. Old business.
 10. Nominations.
 11. Hug break.
 12. Open Forum.
 13. New business.
 14. Announcements.
 15. Close meeting.

PART VI
PARLIAMENTARY AUTHORITY

The guidelines as contained in the current edition of the GUIDE TO LOCAL SERVICE shall be utilized to expedite the business of the Chattahoochee/Flint Rivers Areas Service Committee in the cases to which they are not covered in these guidelines.

- A. If a group goes unrepresented at three consecutive ASC meetings, the group will be dropped from roll and notified that they are not needed to establish quorum.
- B. New group's GSR or GSRA will be allowed to vote at their second consecutive ASC meeting. (This also applies to groups ruled inactive under PART VI (A).)
- C. Quorum is half the number of the groups on the roll plus one. Unless quorum is reached, no business can be conducted.

PART VII
FORMATION OF THE AREA

The area formation meeting was held on January 29, 1990. We were part of the Piedmont Area at this time.

We had six groups present to form the new Area.

A motion was made to form an Area; the vote was 6-0-0

A motion was made to have outside groups join existing subcommittees going on in Columbus.

A motion was made to have inter-group subcommittees become Area subcommittees.

On February 26, 1990, we become known as the Chattahoochee/Flint Rivers Area by a vote of 6-0-0. (footnote: At GRCNA IX we had meeting schedules available, which had local Area of NA on them.)

A motion was made that we be part of the Georgia Region of Narcotics Anonymous on February 26, 1990 we were introduced into the Georgia Region as a new Area by our Mother Area, Piedmont.

