

**Sudbury Area Service Committee Of Narcotics Anonymous**  
**Policies and Procedures. Revised- January 2012**

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## **SUDBURY AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS POLICIES AND PROCEDURES**

### **1) Boundaries**

*\*\*The Sudbury Area boundaries will be defined as follows: (See Section 15 on Page 46)\*\**

### **2) Purpose**

*Our purpose is to serve the fellowship of Narcotics Anonymous (N.A.), within the Sudbury Area, by existing as a channel for communication between the Sudbury Area and the rest of N.A. as a whole. To communicate with one another on all matters pertaining to our common welfare (unity) and our common purpose (to carry the message to the addict who still suffers). We are here to co-ordinate N.A. functions common to our groups but outside the scope of any one group. We are directly accountable to the members that make up these groups and must always act in accordance with the spiritual principles found within the Twelve Traditions.*

### **3) Function**

*The Sudbury Area Service Committee's (S.A.S.C.) function is to administer and coordinate business and activities common to the various groups comprising its membership in accordance with the Twelve Traditions of N.A.. They include but not limited to the following;*

*.1 To hold regular monthly service meetings.*

*.2 Recording, photocopying and distributing minutes to the above meetings.*

- . 3 Maintaining a post office box.
  - a) *The Secretary and Vice Chair will hold the keys.**
- . 4 Maintaining a general checking account.*
- . 5 Having an updated meeting list published every four months (January, May, September), through the Public Information (P.I.) Sub-committee.
  - a) *New groups will have a three month probationary period before being added to the area meeting list. They will however go onto our WebSite immediately after that Area Meeting.*
  - b) *Any new group approaching Area for a starter kit will provide a written format.*
  - c) *This area will not include in its meeting list or support any N.A. meetings or Sub-committee meetings, taking place in member's homes.**
- . 6 To maintain a recorded meeting Information line.*
- . 7 To hold various service workshops and learning days as the need arises.*
- .8 To create committees to respond to needs as they arise.*
- .9 To carry the message of N.A. to the public.*
- .10 To carry the message of recovery into settings where the facilities restrictions make it unlikely for a regular group to operate autonomously.*

*. 11 To encourage and support the planning and implementation of social functions for the fellowship.*

*. 12 To publish a monthly newsletter.*

*.13 To support financially, emotionally, and with a humane resources (R.C.M.) the O.R.S.C. of which we are a voting member.*

*.14 To organizes and host an annual Campout.*

*.15 Providing all necessary service manuals to ASCO's and sub-committees chairpersons:*

*a) All A. S. C. O. 's and Sub-committee Chairpersons will receive:*

- i) one copy of the S.A.S.C. policies and procedures*
- ii) one copy of the Twelve Concepts of Service*

*b) Chairperson*

- i) one copy of the Guide to Local Service (G.L.S.)*
- ii) one copy of the Twelve Concepts of Service*
- iii) one copy of the S.A. S. C. policies and procedures*

*c) Treasurer*

- i) one copy of the Treasurers Handbook*
- ii) one copy of A.S.C/R.S.C. Check Register*
- iii) one copy of the Twelve Concepts of Service*
- iv) one copy of the S.A. S. C. policy and procedures*

- d) *Secretary*
  - i) *one copy of the Guide to Local Service (G.L.S.)*
  - ii) *one copy of the Twelve Concepts of Service*
  - iii) *one copy of the S.A. S. C. policies and procedures*
  
- e) *Regional Committee Member (RCM)*
  - i) *one copy of the Guide to Local Service (G.L.S.)*
  - ii) *one copy of the Twelve Concepts of Service*
  - iv) *one copy of the S.A.S.C. policies and procedures*
  
- f) *Public In formation*
  - i) *one copy of a Public Relations Handbook*
  - ii) *one copy of the Twelve Concepts of Service*
  - iii) *one copy of the S.A. S. C. policies and procedures*
  
- g) *Hospitals and Institutions*
  - i) *one copy of the Hospital and Institutions Handbook*
  - ii) *one copy of the Twelve Concepts of Service*
  - iii) *one copy of the S.A. S. C. policies and procedures*
  
- h) *Activities*
  - i) *one copy of the Guide to Local Service (G.L.S.)*
  - ii) *one copy of the Twelve Concepts of Service*
  - iii) *one copy of the S.A. S. C. policies and procedures*

*i) Literature*

- i) one copy of the Literature Committee Handbook*
- ii) one copy of the Twelve Concepts of Service*
- iii) one copy of the S.A. S. C. policies and procedures*

*j) Newsletter*

- i) one copy of the Newsletter Handbook*
- ii) one copy of the Twelve Concepts of Service*
- iii) one copy of the S.A. S. C. policies and procedures*

*k-) Campout*

- i) one copy of S.A.S.C policies and procedures*
- ii) one copy of 12 Concepts of Service*
- iii) one copy of the Guide to Local Service (G.L.S.)*
- iv) one copy of Convention Handbook*

*l-) Policies and Procedures Chair*

- i) one copy of the Guide to Local Service (G.L.S.)*
- ii) one copy of the Twelve Concepts of Service*
- iii) one copy of the S.A. S. C. policies and procedures*

*m-) Speaker Jam*

- v) one copy of S.A.S.C policies and procedures*
- vi) one copy of 12 Concepts of Service*
- vii) one copy of the Guide to Local Service (G.L.S.)*
- viii) one copy of Convention Handbook*

*. 2 All revenues accumulated from these sources, excepting sub-committee floats, will be maintained in a general fund checking account, with separate bookkeeping of individual committee funds.*

*. 3 All funds are subject to disbursement by the S.A.S.C. Treasurer.*

*.4 The S.A.S.C. Treasurer will deposit all revenues upon receipt.*

*. 5 All non-budgeted expenditures must be approved by a simple majority of voting members.*

*. 6 No reimbursement for expenditures will be made without receipt of proof of payment.*

*.7 Funds will be provided in advance, to cover travel expenses for the R.C.M. and A.R.C.M. to attend quarterly O. R. S. C. meetings.*

*a) Travel will be compensated at \$0.30/km*

*b) All receipts and change must be turned in at the next regular meeting of the S.A. S. C. All expenditures will be paid by cheque.*

*. 8 In the event that a cheque is made payable to one of the S.A.S.C. account signatories they are not authorized to sign the cheque. Therefore two other signatures will be required.*

*. 9 All proceeds from the sale of literature or funds otherwise raised through the efforts of sub-committees will be turned over to the S.A. S. C. Treasurer, excepting established floats.*

*. 10 Sub-committee floats are the property of S.A.S.C. and must be returned upon a 2/3 majority of voting members.*

## **5) Prudent Reserve**

*The S.A. S. C. will maintain a checking account for the purpose of handling Area funds.*

*.1 The account name will be N.A. Sudbury Area Service Committee to avoid confusion with other accounts.*

*.2 All financial transaction will be made at S.A.S.C. meetings only.*

*a) If, however, the treasurer is unable to attend or for any other reason to do business on the day of the meeting it will be their responsibility to ensure that all business is conducted prior to the next regular meeting.*

*. 3 Two signatures will be required to write a cheque*

*a) Signatories are as follows;*

*i) Area Chairperson*

*ii) Area Treasurer*

- iii) Area Secretary*
- iv) Area Vice Treasurer*
- v) Regional Committee Member*

*. 4 A prudent reserve equal to one months' operating expenses will be kept on hand, one month in advance.*

*. 5 Prudent reserve will be defined in terms of our spending hierarchy.*

- a) Rent*
- b) Meeting Lists*
- c) H&I Float*
- d) PI Float*
- e) Secretary Expenses*
- f) Service Manuals*
- h) RCM Travel*
- i) Newsletter Float*
- j) ORSC Contribution*
- k) Area Coffee Supplies*

*. 6 All funds exceeding prudent reserve and after any expenses arising from current business will be forwarded to O.R.S.C.*

## **6) Sub-Committee Accounts**

*.1 The Literature Committee will open a checking account for the purpose of handling funds generated by literature sales.*

- a) *All disbursements on this account will be handled by cheque and will take place at the regular monthly S.A.S.C. meeting.*
- b) *All revenues will be deposited upon receipt.*
- c) *No reimbursement will be made without proof or payment.*
- d) *Each cheque will require two signatures.*
- e) *The signatories on this account will be as follows:*
  - i) *Literature Chairperson*
  - ii) *Literature Treasurer*
  - iii) *Area Treasurer*
  - iv) *Area Vice Treasurer*
  - v) *Area Chairperson*
- e) *In the event that a cheque is made payable to one of the S.A. S. C. account signatories they are not authorized to sign the cheque. Therefore two other signatures will be required.*
- f) *A float of \$150.00, after normal operating expenses, will be maintained in the Literature account.*
- g) *A treasurer's report will be submitted to the S.A.S.C. Treasurer on a monthly basis and included in the S.A.S.C. minutes for that month.*

*.2 The Activities Committee will open a checking account for the purpose of handling activities funds.*

- a) All disbursements on this account will be handled by cheque and will be take place at the regular monthly Activities meetings.*
- b) All revenues will be deposited upon receipt.*
- c) No reimbursements will be made without proof of payment.*
- d) Each cheque will require two signatures.*
- e) The signatories on this account will be as follows:
  - i) Activities Chairperson*
  - ii) Activities Treasurer*
  - iii) Area Treasurer*
  - iv) Area Vice Treasurer*
  - v) Area Chairperson**
- e) In the event that a cheque is made payable to one of the S.A. S. C. account signatories they are not authorized to sign the cheque. Therefore two other signatures will be required.*
- f) A float of \$700.00, after normal operating expenses will be maintained in the Activities account.*

*g) In the event that unsuccessful activities deplete the Activities Committee float to \$350.00 from \$700.00 they will be stopped from holding further events pending review.*

*h) A treasurer report will be submitted to the S.A. S. C Treasurer on a monthly basis and included in the S.A.S.C. minutes for that month.*

*.3 The Newsletter Committee will open a checking account for the purpose of handling funds generated by literature sales.*

*a) All disbursements on this account will be handled by cheque and will take place at the regular monthly S.A. S. C. meetings.*

*b) All revenues will be deposited upon receipt.*

*c) No reimbursements will be made without proof of payment.*

*d) Each cheque will require two signatures.*

*e) The signatories on this account will be as follows:*

*i) Newsletter Chairperson*

*ii) Newsletter Treasurer*

*iii) Area Treasurer*

*iv) Area Vice Treasurer*

*v) Area Chairperson*

*e) In the event that a cheque is made payable to one*

*of the S.A.S.C. account signatories they are not authorized to sign a cheque. Therefore two other signatures will be required.*

*f) A float of \$50.00, after normal operating expenses, will be maintained in the Newsletter account.*

*g) A treasurer's report will be submitted to the S.A.S.C. Treasurer on a monthly basis and included in the S.A.S.C. minutes for that month.*

*4. The Campout Committee will open a checking account for the purpose of handling activities funds.*

*a) All disbursements on this account will be handled by cheque and will be take place at the regular monthly Campout meetings.*

*b) All revenues will be deposited upon receipt.*

*c) No reimbursements will be made without proof of payment.*

*d) Each cheque will require two signatures.*

*e) The signatories on this account will be as follows;*

*i) Campout Chairperson*

*ii) Campout Treasurer*

*iii) Area Treasurer*

*iv) Area Vice Treasurer*

*v) Area Chairperson*

**f-) In the event that a cheque is made payable to one of the S.A. S. C. account signatories they are not authorized to sign the cheque. Therefore two other signatures will be required.**

**g) A float of the previous years' grocery amount, after normal operating expenses will be maintained in the Campout account.**

**h) A treasurer report will be submitted to the S.A.S.C Treasurer on a monthly basis and included in the S.A.S.C. minutes for that month.**

**.5 In the event that any of the above sub-committees are without administrative officers (chairperson, vice-chair, treasurer, secretary) control and responsibility for the float shall revert to the Area Treasurer.**

## **7) Financial Audits and Reviews**

**The purpose of audits and reviews is to protect us from each other and ourselves and to ensure for financial integrity of our fellowship. More importantly they ensure that no one addict is made solely responsible for fellowship funds, a situation which has in the past, repeatedly endangered the recovery of many well intentioned individuals.**

**.1 An annual audit will be conducted each March by the A. S. C. O. 's, under the direction of the S.A. S. C. Treasurer.**

**The result of this audit will be made public and included in the April minutes.**

*.2 The S.A. S. C. Treasurer will perform an annual audit on all sub-committees keeping separate bank accounts and floats.*

*a) The S.A.S.C. Treasurer will call an annual audit meeting of these sub-committees not earlier than last day of February or later than April 15th.*

*b) The results of these audits will be made public and included in the April minutes.*

*.3 Budget estimates of recurring expenses (see spending hierarchy) for the upcoming year, based on the previous year, will be developed by the S.A. S. C. Treasurer and submitted to the S.A.S.C. in January of each year.*

*a) Copies of the budget should be made available to all voting members and returned to group level for discussion.*

*b) A vote to accept the budget will be held each February.*

*c) A clear majority of all voting members must be obtained to approve the budget.*

*d) In the event that a budget is defeated no further business may be conducted. The Area chairperson will call a special meeting to obtain agreement on a budget which may be approved by a 2/3 majority vote at the meeting and made public at and included in the minutes of the next regular scheduled S.A.S.C. meeting*

*.4 The fiscal year will run from March 1st, until the last day of February the following year.*

*. 5 Periodic reviews may be called randomly by the A. S. C. O.'s. This review will exclude the S.A. S. C. Treasurer and will be conducted as outlined in the Treasurer's Handbook.*

*. 6 An emergency audit may be called any time there is:*

*a) A risk to fellowship funds which can be demonstrated.*

*b) A concern for an individual's recovery which is specified.*

*.7 Emergency audits may be called by a 2/3 majority vote of all voting members at a regular S.A.S.C. meeting.*

## **8) Terms of Office**

*.1 Whenever possible it is suggested that a member progress through the Sudbury Area Service Structure as follows:*

*Sub-committee Officer  
Sub-committee Chairperson  
Area Service Committee  
Area Vice Chairperson  
Area Chairperson  
Alternate Regional Committee Member  
Regional Committee Member*

*. 2 No A. S. C. O. may hold more than one Area Service position at a time.*

*. 3 An A. S. C. O. or Sub-Committee Chairperson shall be elected to serve one term, but may be re-elected for a second and third term.*

*. 4 No A. S. C. O. or Sub-Committee Chair may serve more than three consecutive terms in the same position. Partial terms served due to dismissal or resignation do not count in calculating the above.*

*. 5 Any A. S. C. O. may be dismissed at any time for relapse, gross neglect of responsibilities continued absenteeism (three consecutive regular A. S. C. meeting), inability to perform responsibilities, refusal to comply with the documents listed in section 3.6, these guidelines or the group conscience of this committee.*

*. 6 A written motion for dismissal, with due cause stated, and must be seconded and voted on at a regular A.S.C. meeting.*

- a) *The individual in question must be notified, in writing and given the opportunity to speak in their own defense at the next A. S. C. meeting.*
- b) *A vote shall be taken and a clear majority of all voting members present shall be required for dismissal.*
- c) *The vote for dismissal shall be taken by secret ballot.*

*.7 Any A. S. C. O. elected to serve unexpired term or resignation will serve only until the next regular election.*

*.8 Voluntary resignations should be submitted in writing to the S.A.S.C. Chairperson and will take effect immediately.*

## **9) Trusted Servants**

### **.1 Area Chairperson**

- a) *The Chairperson responsibilities include but are not limited to the following:*
  - i) *To familiarize themselves with the Twelve Traditions, the Twelve Concepts of Service, The Sudbury Area Policies and Procedures and G.L.S.*
  - ii) *To prepare and circulate an agenda prior to each regular S.A. S. C. meeting listing and prioritizing both old and new business.*

- iii) *To maintain order and ensure the flow of business.*
- iv) *To maintain a set of duplicate archives.*
  
- v) *To ensure that a member is acting as a simple point of accountability at the service conference being responsible for unlocking and locking the building and setting alarm codes.*
  
- b) *To be considered for this office a nominee must have completed a term as either:*
  - i) *Area Vice Chairperson*
  - ii) *Group Service Representative*
  
- c) *The position of Chairperson will have a clean time requirement of 2 years.*

## **.2 Area Vice Chairperson**

- a) *Vice Chairperson is a training position, the responsibilities include but are not limited to the following:*
  - i) *To familiarize themselves with the Twelve Traditions, the Twelve Concepts of Service, The Sudbury Area Policies and Procedures and the G.L.S.*

*ii) Is to attend all A. S. C. meetings and to physically sit beside the Chairperson since this is a training position.*

*iii) If the Area Chairperson is unable to perform their duties due to temporary illness or absence, the Vice Chairperson will assume their duties.*

*iv) In the event that there is no Chairperson for an active Sub-Committee, the Area Vice Chair will run the Sub-Committee meetings until a Chairperson can be nominated.*

*b) To be considered for this office a nominee must have completed a term as G.S.R. or Sub-Committee Chair.*

*c) The position of Vice Chairperson will have a clean time requirement of 1 and a half year.*

### **.3 Treasurer**

*a) The Treasurer responsibilities include but are not limited to the following:*

*i) To familiarize themselves with the Twelve Traditions, the Twelve Concept of Service, The Sudbury Area Policies and Procedures and the Treasurer's Handbook.*

*ii) To be the custodian of the S.A.S.C bank accounts.*

*iii) To itemize monthly operating expenses and define*

*prudent reserve for the coming month.*

*iv) To keep a running ledger of income and expenses.*

*v) To submit a monthly financial report and bank reconciliation at the monthly A.S.C. meeting which will be included in the minutes.*

*vi) To be Co-Signer on all A. S. C. bank accounts.*

*vii) To oversee sub-committee floats in the absence of administrative committee.*

*viii) To perform audits, budgets and financial reviews.*

*b) To be considered for this office a nominee must have demonstrated bookkeeping experienced and completed a term as either:*

*i) Area Vice Treasurer*

*ii) Sub-Committee Treasurer*

*iii) Group Treasurer.*

*c) The Position of Treasurer will have a clean time requirement of 2 years.*

#### **.4) Area Vice Treasurer**

- a) *Area Vice Treasurer is a training position, the responsibilities include but are not limited to the following:*
- i) *To familiarize themselves with the Twelve Traditions, the Twelve Concepts of Service, The Sudbury Area Policies and Procedure and the Treasurer Handbook.*
  - ii) *To work with and become familiar with all aspects of the Treasurer position.*
  - iii) *To be present for all audits, budgets and financial reviews.*
  - iv) *To keep a duplicate running ledger, with monthly entries, for the sub-committees with floats, so as to be prepared for the yearly audit.*
  - v) *To be co-signer on all A. S. C. bank accounts.*
  - vi) *If the Treasurer is unable to perform their duties due to a temporary illness or absence, the Vice Treasurer will assume their duties.*
- b) *To be considered for this office a nominee must have demonstrated bookkeeping experience and completed a term as either:*
- i) *Sub-committee Treasurer*
  - ii) *Group Treasurer*
- c) *The position of Area Vice Treasurer will have a clean time requirement of 2 years*

## **.5 Secretary**

*a) The Secretaries responsibilities include but are not limited to the following:*

*i) To familiarize themselves with the Twelve Traditions, the Twelve Concepts of Service, The Sudbury Area Policies and Procedures and GLS.*

*ii) To keep accurate and legible minutes of a S.A. S. C. meetings.*

*iii) To type and arrange to have the minutes photocopied.*

*iv) To keep S.A. S. C. Treasurer informed as to the cost of photocopying the minutes on a monthly basis.*

*v) To distribute the monthly minutes, by post no later than 7days after to the regular S.A. S. C. meeting. Copies of the minutes should be sent to the Group Service Representative (GSR), Area Service Committee Officers (A. S. C. O.), Regional Committee Member (RCM), Alternate Regional Committee Member (A.RCM), all Sudbury Area Service Committee Sub-Committee Chairperson (S. C. C.) and the Ontario Regional Service Committee (O.R.S. C.)*

*vi) To retrieve all mail from the S.A.S.C. mailbox and distribute at the next regular S.A. S. C. meeting*

*vii) To renew the rental of the mailbox when necessary.*

*viii) To provide an updated roll of all S.A.S.C. voting members, every four months (January, May, September).*

*ix) To notify, in writing, any group not represented at three consecutive regular ASC Meetings*

*x) To prepare letters, documentation and other communications for A. S. C. O. 's*

*xi) To maintain an updated record of officers, committees, and groups, every four months (January, May, September).*

*xii) To maintain a filing system of all information generated by the A. S. C. including reports and minutes submitted by sub-committees.*

*b) To be considered for this office a nominee must have demonstrated secretarial skills and completed a term as either:*

*i) Sub-committee Secretary*

*ii) Group Secretary*

*c) The position of Secretary will have a clean time requirement of 1 year.*

## **.6 Regional Committee Member**

a) *The R.C.M. responsibilities include but are not limited to the following:*

*i) To familiarize themselves with the Twelve Traditions, the Twelve Concepts of Service, The Sudbury Area Policies and Procedures, The O.R.S.C. Policies and the GLS.*

*ii) To act as a liaison between S.A. S. C. and the O.R.C.M.*

*i) To attend all regularly scheduled O. R. S. C. meeting funding permitting, so as to express the group conscience of the Sudbury Area and cast our vote on all issues brought before Region*

*ii) To submit a written report outlining the business conducted at the quarterly O.R.S.C. meeting at the next regularly scheduled S.A.S.C. meetings.*

v) *To provide this area with an agenda for the upcoming O.R.S.C. meeting when available, for review and input.*

vi) *To provide this area with World Service Conference Agenda Reports (C.A.R.) and present it to the groups in a workshop form.*

vii) *To provide this area with World Service Conference Reports.*

viii) *To attend group business meetings, on their request, so as to clarify motions before Region, that require group conscience.*

b) *To be considered for this office a nominee must have completed a term as both:*

i) *A.S.C.O.*

ii) *G.S.R.*

c) *The position of R.C.M. will have a clean time requirement of 3 years.*

### ***.7 Alternate Regional Committee Member***

a) *The A.R.C.M. responsibilities include but are not limited to the following:*

i) *To familiarize themselves with the Twelve Traditions, the Twelve Concepts of Service, The Sudbury Area Policies and Procedures, The O.R.S.C. Policies and GLS.*

*ii) To attend, funding permitting, all regularly scheduled O.R.S.C. and S.A.S.C. meetings.*

*iii) To work with and become familiar with all aspects of the R.C.M. position.*

*iv) If the R. C.M. is unable to perform their duties due to temporary illness or absence, the Alternate will assume their duties.*

*b) To be considered for this office a nominee must have completed a term as;*

*i) G.S.R.*

*c) The position of A.RCM will have a clean time requirement of 2 years.*

## **.8 Sub-Committee Chairperson**

*a) The Sub-committee Chairperson responsibilities include but are not limited to the following;*

*i) To familiarize themselves with the Twelve Traditions, the Twelve Concepts of Service, the Sudbury Area Policies and Procedures, and the appropriate sub-committee guidelines.*

*ii) Chairpersons' duties will be defined as set forth within the appropriate sub-committee.*

*iii) To attend all regularly scheduled sub-committee meetings appropriate to their position.*

*iv) To attend all regularly scheduled S.A.S.C. meetings.*

*v) To submit a monthly written report at the regular meeting of the S.A.S.C.*

*b) To be considered for this office a nominee must have:*

*i) attended area for at least three months in the last year.*

- c) *The position of Sub-Committee Chairperson will have a clean time requirement of 1 year except as noted.*
- d) *Since the Chairperson of H&I ,P.I and Campout are in direct contact with the public the clean time requirement for these sub-committee be set at 2 years.*
- e) *The H&I and P.I. chairperson will be responsible for submitting quarterly reports including all minutes to region.*

#### **.10 Area Service Convention Representative (A.S.C.R.)**

- a) *The A. S. C. R. responsibilities include but are not limited to the following:*
  - i) *To familiarize themselves with the Twelve Traditions, the Twelve Concepts of Service, The Sudbury Area Policies and Procedures, and the Convention Handbook.*
  - ii) *To present the Sudbury Area at Pre-Convention meeting and keep us informed of upcoming fund raising events and positions available on various convention related committees.*

- iii) To organize local fundraising events through the Activities Committee.*
    - iv) To submit a monthly written report at the regular meeting of the S.A.S.C.*
  - b) To be considered for this office a nominee must have completed terms as two of:*
    - i) Sub-Committee Chairperson*
    - ii) G.S.R.*
    - iii) A.S.C.O.*
  - c) The position of AS.C.R. will have a clean time requirement of 2 years.*

***.11 Area Service Convention Representative Alternate  
(A.S. C.R.A)***

- a) The A. S. C. R.A responsibilities include but are not limited to the following:*
  - i) To familiarize themselves with the Twelve Traditions, the Twelve Concepts of Service, The Sudbury Area Policies and Procedures and the Convention Handbook.*
  - ii) To attend when possible pre-convention meetings.*
  - iii) To help organize local fundraising events through the Activities Committee.*

b) *To be considered for this office a nominee must have completed a term as one of:*

i) *Sub-Committee Chairperson*

ii) *G.S.R.*

iii) *A.S.C.O.*

c) *The position of A.S.C.R.A. will have a clean time requirement of 1 year.*

## 10) **Sub-Committees**

.1 *The sub-committees of the S.A. S. C. may include but are not limited to:*

.2 *Hospitals and Institutions*

.3 *Public Information*

.4

.5 *Policies and Procedures*

.6

.7 *Literature*

.8 *Activities*

.9 *Newsletter*

.10 *Campout*

.11 *Speaker Jam*

*.2 Sub-Committees are directly accountable to the S.A. S. C.*

*.3 Sub-Committees are required to develop their now Policies and Procedures.*

*.4 Sub-Committees policies are to be submitted to the S.A. S. C. for review and approval.*

*. 5 Once approved by S.A. S. C., sub-committee policy may only be changed through the amendment procedure.*

*. 6 Policies for S.A. S. C. sub-committees should include but are not limited to:*

- a) Name*
- b) Purpose*
- c) Function*
- d) Voting Procedures*
- e) Trusted Servants*
- f) Financial Procedures*

*. 7 The clean time for sub-committees office will be as follows:*

<i>Chairperson-</i>	<i>1year</i>
<i>Vice-Chairperson-</i>	<i>6months</i>
<i>Treasurer-</i>	<i>1 year</i>
<i>Secretary-</i>	<i>6 months</i>

*\* Except for H&I , PI, Campout and Speaker Jam- 2 years because they deal directly with the public\*\*\*Also Policies &Procedures because they directly work with SASCNA Policies and Procedures.*

*.8 Ad Hoc Committees may be formed and a chairperson appointed by the S.A.S.C. to deal with specific issues of immediate urgency and are disbanded when the need has been met.*

*.9 The Chairperson will provide Policies and Guidelines and clear direction in writing regarding Purpose and Function to any Ad Hoc Committee formed.*

## 11) Report Guidelines

### *.1 Secretary*

- a) Reads the minutes of the previous meeting.*
- b) Submits financial report detailing expenses for last month.*

### *.2 RCM*

- a) Submits motions that need group conscience.*
- b) Submits Calendar of Regional Workshop and Activities.*
- c) Submits itemized list of expenses.*

### *.3 Alternate RCM*

- a) Only submits report in absence of RCM*

### *.4 Treasurer*

- a) Submits itemized list of monthly operating expenses and define prudent reserve for the coming month.*
- b) To submit a monthly bank reconciliation.*
- c) Submit a year to date vs. budget report.*
- d) Provide notice of upcoming audits and reviews.*

- e) *Submit budget and audits as required by this office.*
- f) *To notify the S.A. S. C. of any sub-committee with a float, this is without the benefit of an administrative committee.*
- g) *To make a monthly financial report for Sub-Committees in the above situation.*

#### *.5 Alternate Treasurer*

- a) *Only submits a report in the absence of the Treasurer.*

#### *.6 Activities Chairperson*

- a) *Monthly report on activities that have taken place since the last regularly scheduled S.A. S. C. meeting*
- b) *A list of upcoming activities.*
- c) *Changes to committees P&P.*
- d) *Changes in administrative committees.*
- e) *Monthly financial report.*

### *.7 Literature Chairperson*

- a) Changes to committee P&P*
- b) Changes in administrative committee.*
- c) Monthly financial report.*
- d) Group orders placed*
- e) Orders placed with Regional Literature*
- f) Administrative expenses*
- g) Float and contributions to ASC*

### *.8 Hospitals and Institutions*

- a) Changes to committee P&P.*
- b) Changes in administrative committee.*
- c) Monthly financial requests.*
- d) Changes to meeting commitments.*

## *.9 Public Information*

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- a) Changes to committee P&P.*
- b) Changes in administrative committee.*
- c) Monthly financial request.*
- d) Upcoming presentations and the result past presentations.*
- e) Upcoming events.*

## *.10 Newsletter*

- a) Changes to committee P&P.*
- b) Changes in administrative committee.*
- c) Monthly financial report.*

## *.11 Campout*

- a) Changes to committee P&P.*
- b) Changes in administrative committee.*
- c) Monthly financial report.*

## *.12 Speaker Jam*

- d) Changes to committee P&P.*
- e) Changes in administrative committee.*
- f) All updates and needs for the upcoming  
Speaker Jam*

. 13 G.S.R.

- a) *Is the group still operating.*
- b) *Has the time or place changed.*
- c) *Amount of contribution to Area.*
- d) *Birthdays and events.*

**12) Operational Guidelines**

. 1 *Quorum will be defined as one half plus one of all eligible groups have a G.S.R., Alternate G.S.R. or a group Representative. If quorum is not met by 1:30 pm Area Will be Canceled.*

.2 *Simple majority will be defined as one half plus one of all S.A.S.C. voting members in attendance. Abstentions will be counted with the majority.*

. 3 *Clear majority will be defined as two thirds of all S.A. S. C. voting members in attendance, excluding abstentions.*

. 4 *Two thirds majority will be defined as two thirds of all S.A.S.C. voting members in attendance. Abstentions will be counted with the majority.*

*a) No voting participants may represent more than one group at a time.*

*. 6 Any member of the fellowship may be recognized by the S.A.S.C. chairperson as a non-voting participants. They are permitted to debate questions, enter a motion or a nomination, present reports, present personal points of privilege, call for points of order or query the Chairperson. They are not allowed to cast a vote, second a motion or appeal decision of the Chairperson.*

*.7 Any motion not affecting policy, which does not obtain a clear majority will be tabled and return to group. A simple majority vote of all voting participants will be required to pass the motion at the next regular S.A.S.C. meeting.*

*. 8 Motions creating or amending policy are automatically tabled for one month without discussion and returned to groups.*

*a) A 2/3 majority of all voting participants present will be required to pass the motion the next regular scheduled meeting of the S.A. S. C.*

*b) Area motions returning from group are not debatable.*

*. 9 All regional motions brought before Area will automatically be tabled and returned to group for conscience. At the next regular scheduled meeting of the S.A.S.C. a vote shall be taken, following a short question period and a 2/3 majority of all voting participants present will be required to pass the motion.*

*. 10 The S.A.S.C. Conference will be held monthly on the last Saturday of each month and the regular S.A.S.C. meeting will be scheduled from 1pm to 4pm*

*. 11 Special meetings, to deal with specific issues arising between regular S.A. S. C. meetings, may be called by a simple majority of G. S. R. 's or by the Chairperson.*

*a) Notice 7 days must be given to all voting participants and A. S. C. O. 's*

*b) Quorum must be met to hold the meeting.*

*c) Announcements concerning the meeting are to be made to the general membership in the week preceding the meeting.*

*d) The special meeting is limited to dealing with the issue stated in the meeting.*

*.12 Emergency meetings, to deal with urgent business arising between regular S.A. S. C. meetings may be called by the S.A.S.C Chairperson:*

*a) At least 25% of eligible S.A. S. C. voting participants must be in favor of holding the meeting.*

*b) The Procedure for determining if 25% agree is:*

- i) The Chairperson advises the Area Secretary of the reason for the meeting.*
- ii) The Chairperson notifies all voting participants at least 24hrs in advance advising them of the reason for the meeting.*
- iii) The Secretary then polls all voting participants.*
- c) The emergency meeting is strictly limited to dealing with reason stated in the notice.*
- d) 25% of all voting participants will constitute quorum.*
- e) All decisions made at these meetings must be reviewed and accepted at the next regular scheduled S.A. S. C. meeting, although they will constitute policy in the interim.*

### **13) Elections**

.1 One Area Service Officer term will run from the SASC meeting in November to the SASC meeting in December of the following year. (\*\*with option of 2 or 3 years\*\*)

*.2 One Sub-Committee Chair term will run from the SASC meeting in October to the SASC meeting in November of the following year. (\*\*with option of 2 or 3 years\*\*) \*\*\*\*(A. S. C. R. and A. S. C. R. A will be held in June.)*

*. 3 In the event of a vacated office, an election will be held to fill the position until the next regularly scheduled election.*

*a) Nominations will be announced one month prior to the election.*

*. 4 Nominees must be present and have submitted a service resume with an acknowledgment of their intention to stand.*

*a) Each nominee will be given an opportunity to share their Qualifications and to respond to any questions that arise.*

*b) Nominees will be absent from the room during discussion and voting procedures.*

*. 5 Voting will always be conducted by secret ballot.*

*. 6 A clear majority of all voting participants present is required to elect a member to office.*

*a) The balloting should be repeated for each position as many times as is necessary to obtain a clear majority for a single nominee.*

*b) In cases where there are more than two nominees, the nominee with the least amount of votes is*

*removed from the ballot.*

*c) In cases where there is only one nominee if a clear majority cannot be reached after three votes the nomination will be considered rejected.*

*.7 In the event that a position is left vacant nominations will be called for at each regular S.A. S. C. meeting until the position is filled.*

*.8 Newly elected officers will assume the responsibilities of their positions at the conclusion of the S.A. S. C. meeting at which they were elected.*

**Clean Time For Positions:**

- 1-) Chairperson- 2 years**
- 2-) Vice Chairperson- 1.5 years**
- 3-) Treasurer- 2 years**
- 4-) Assistant Treasurer- 2 year**
- 5-) Secretary- 1 year**
- 6-) R. C. M.- 3 years**
- 7-) A.R.C.M.- 2 years**
- 8-) Sub-Committee Chairperson- 1 years ( P&P, PI, H&I, Campout and Speaker Jam- 2 years )**
- 9-) A.S.C.R.- 2 years**
- 10-)A.S.C.R.A -) 1 year**

**14) New Business Procedures**

*.1 Motions topics are to be listed on the New Business agenda sheet and will be recognized in the order they are received by the Chairperson.*

*. 2 The Chairperson may rule a motion out of order.*

*. 3 A motion will be presented and defended by the person who made it.*

*a) Any person wishing to address the motion being discussed must first be recognized by the Chairperson.*

*. 4 A motion may be **withdrawn** prior to the vote with the approval of both the maker and seconder.*

*. 5 A motion may be **rescinded** at the meeting during which it was passed by a simple majority of voting members present.*

*. 6 A **friendly amendment** may be made to a motion, prior to a vote, with the consent of those that made and seconded the original motion.*

*a) An amendment, not supported by the original motioner and seconder, must be seconded by a G.S.R., discussed and voted upon before the original issue can be settled.*

*b) A simple majority of voting participants will be required to pass an amendment.*

*. 7 “**Question**” may be called at any time during the discussion of a motion, by any participant at the meeting. A simple majority, by show of hands, will be taken to decide if the discussion has been exhausted and a vote, on the original motion, should now be taken.*

*.8 Any participant may make a **motion to table** a motion in discussion. This motion must be seconded by a voting participant and passed by a simple majority through a show of hands.*

*a) If a motion to table is defeated, a second motion to table can only be allowed by the Chairperson.*

*.9 Any member of N.A. who believes that a procedure being followed is incorrect may raise a **point of order**. The Chairperson then stops the discussion and rules on the point.*

*.10 If a participant does not agree with a procedural ruling a **motion of dissent** is made and a vote taken. If a simple majority is achieved through a show of hands the procedural ruling is defeated.*

## *Table of Rules of Order*

<u>Types Of Motions</u>	<u>2nd Needed</u>	<u>Debatable</u>	<u>Interrupt</u>	<u>Amenable</u>
Main Motion	G.S.R.	Yes	No	Yes
Rescind	G.S.R.	Yes	No	Yes
Amendment	G.S.R.	Yes	No	Yes
Question	G.S.R.	No	Yes	No
To Table	G.S.R.	Yes	No	Yes
Dissent	G.S.R.	Yes	Yes	No
Point Of Order	None	No	Yes	No
*Amending Policy	G.S.R.	No	No	Yes
* Creating Policy	G.S.R.	No	No	Yes
*Regional Motions	None	No	No	No
Budget Approval	G.S.R.	Yes	No	No
Budget Ratification	A.S.C.O.	Yes	No	No
Reclaiming Sub-Committee Floats	G.S.R.	Yes	No	Yes

*Note \* These motions are immediately returned to Group Level for debate and need only be voted at Area.*

## *Table Of Votes*

<u>Type of Vote</u> -----	<u>Type of Majority</u>
Dissent From The Chair	Simple
Table a Motion	Simple
Question	Simple
Amending a Motion	Simple
Rescinding a Motion	Simple
Amending Policy	2/3
Creating Policy	2/3
Emergency Audits	2/3
Budget Ratification	2/3
Reclaiming Sub-Committee Float	2/3
Elections	Clear
Dismissal	Clear
Budget Approval	Clear

### 15) Sudbury Area Of NA Boundaries Defined:

Sudbury Area is included but not limited to the following:



## 16) Appendix "A" - Rules Of Order

### Decorum Statement

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honoured system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, and to get it done regardless of the degree of disagreement among the participants. By following these rules of order, we strive to be sure that we are making decisions on the basis of principle, rather than personalities. In keeping with that spirit, we encourage all participants to become familiar with these rules of order, and to conduct themselves accordingly. Once the meeting is under way, only one matter will be before the committee at anyone time, and no other discussion is in order. Please respect the Chair's right to be in control of the process of this meeting, so that you can have maximum benefit of its content.

### Debate Limit

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three *pro's* and two or three *con's* (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

### Motions

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are *main motions* and *parliamentary motions*.

### Main Motions

A motion is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the Chair, the member says, "I *move that* such and such be done by (this committee, one of its sub-committees, or a particular individual) under these terms." The person making the motion then speaks briefly about why they feel the idea is important - this is called speaking to the *intent* of the motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for complicated or long motions.

Every motion requires a *second* - the backing of another person who also wants the idea put into practice, or simply wants to see further discussion of the idea take place. The Chair will ask, after one person makes a motion, whether the motion has a second. The seconder simply raises their hand and, when recognized by the Chair, says, "I second that." If nobody seconds a motion, the Chair will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the Chair may rule it *out of order*. A motion may be ruled out of order for anyone of a number of reasons: the motion goes against the committee's standing policy, clearly contradicts one of the Concepts for NA Service or Twelve Traditions, or is inappropriate at that particular point in the

meeting at which it is made. *Robert's Rules of Order* can be consulted for more specific examples of motions which are out of order at any given time. Any members of the committee who wishes to challenge a ruling made by the Chair may *appeal* that ruling, as described below. If no appeal is made, or if the decision of the Chair is upheld, the committee moves on to other business.

## Parliamentary Motions

Parliamentary Motions can be best understood as "sub-motions" that are made during debate on a main motion, which effect in some way the main motion. There are many more of these than space and practicality permits us to include here, but a few that seem to be the most practical are discussed here.

### (1) *Motion to Amend* (Simple majority required - is debatable)

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, they can say "I *move to amend the motion* ... " and suggest specific language changes in the motion. If an amendment has been moved and seconded, debate then turns to the merits of the amendment. When debate on an amendment is exhausted, the body votes on the amendment. Then debate resumes on the merits of the main motion (as amended, if the amendment is carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

### (2) *Motion to call the Previous Question* (Two-thirds majority required - not debatable)

For our purposes, this may be the most important parliamentary motion. Use it often. This question is made by a member saying, "I *call for the question*, " or "I *move the previous question*." It is another way of saying, "I move that debate stops right now and that we vote immediately." This is one of many that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The Chair must recognize you when you make this motion, and a vote must be taken with no debate. If two thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote "no" to this motion if you are still confused about the issue, or if you are unsure of how to vote. By allowing debate to continue, we avoid half baked decisions about half understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the Chair to be heavy handed in stopping discussion, because the debate will stop soon enough through this process.

### (3) *Motion to Table* (Simple majority required - not debatable)

One way of disposing of a motion that is not ready for a vote is to *table* it. This is done by saying, "I *move we table this motion until such and such a date/meeting*. " This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

(4) *Motion to Remove from the Table* (Simple majority required - is debatable)

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, "I *move to remove from the table the motion to such and such.*" If this motion passes, the motion that had been tabled becomes the main motion, and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

(5) *Motion to Refer* (Simply majority - not debatable)

Sometimes the committee does not have enough information to make an immediate decision on a motion. Such motions can be removed from debate and sent to one of the sub-committees for further study; or, it can be sent to a special ad hoc committee. This can be done by a member saying, "I *move to refer the motion to the such and such sub-committee.*" If the motion to refer passes, the committee moves on to its next item of business. The sub-committee to which the motion is assigned will take it up at its next meeting. The sub-committee will report back on what it has come up with at the next meeting of the full committee.

Sometimes a member feels that a motion the committee has passed will prove harmful. The member can then move to either *reconsider* (reopen for debate and voting) or *rescind* (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind:

The motion must have been passed in either the last or the current meeting.

The member making to motion must have information on the issue that was not available in the original debate on the motion.

The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to consider again and again the motion it passes, while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the Chair will declare the motion out of order.

(7) *Request to Withdraw a Motion* (Unanimous consent required - not debatable)

Once a motion is made and the debate begins, the maker of the motion may move to withdraw it. The Chair asks if there are any objections. If there is even one objection, the motion stays on the floor, and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

(8) *Offering a Substitute Motion* (Simple majority required - debatable)

A *substitute motion* is the same as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

*(9) Motion to Adjourn* (Two-thirds majority required - debatable)

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires two-thirds to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the Chair may declare the meeting adjourned without a motion.

**Other Procedures**

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common:

*Order of the Day* - If a committee member feels that business is going too far astray from the original agenda, this can be used to help get things back on track. The member says, "I call for the order of the day." This means, "I move that the Chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require a second, and is not debatable. Regardless of what else is going on at the time, it requires an immediate vote.

*Point of Order* - If a committee member feels that something that is happening is in violation of the rules of order, and if the Chair does not appear likely to do anything about it, the member can raise a point of order. The member need not raise their hand, but may simply say, "point of order". The Chair then says, "What is your point of order?" The member then states how they feel the rules of order are being violated. The Chair then either agrees with, "Your point is well taken, " or disagrees with "overruled. " This decision, as all others, can be overruled.

*Point of Appeal* - Any time the Chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "I appeal the decision of the Chair. " The Chair then says, "On what grounds?" The member states their reasons. The Chair then speaks briefly to the intent of the ruling. A vote is taken with a two-thirds majority required to overrule the' decision of the Chair.

*Parliamentary Inquiry* - If a member wants to do something, but doesn't know how it fits in with the rules of order, the member can ask. Simply say, "Point of parliamentary inquiry. " The Chair must immediately recognize the member and answer the question.

*Point of Personal Privilege* - If the smoke is getting too heavy for you, the air conditioner or heater is too high, or if there is too much noise in the room, you can ask that something be done about it. You may interrupt the proceedings by saying, "Point of personal privilege. " The Chair must recognize you immediately, and if the request is reasonable, attempt to resolve the problem.