

# DAYTONA AREA SERVICE COMMITTEE POLICY

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Updated November 10, 2010

## **The Twelve Traditions of N.A.**

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

- 1.) Our common welfare should come first; personal recovery depends on N.A. unity.
- 2.) For our group purpose, there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
- 3.) The only requirement for membership is a desire to stop using.
- 4.) Each group should be autonomous except in matters affecting other groups or N.A. as a whole.
- 5.) Each group has but one primary purpose—to carry the message to the addict who still suffers.
- 6.) An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
- 7.) Every N.A. group ought to be fully self-supporting, declining outside contributions.
- 8.) Narcotics Anonymous should remain forever non-professional, but our service centers may employ special workers.
- 9.) N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
- 10.) Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.
- 11.) Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
- 12.) Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

## **Twelve Concepts for N.A. Service**

- 1.) To fulfill our fellowship's purpose, the N.A. groups have joined together to create a structure, which develops, coordinates and maintains services on behalf of N.A. as a whole.
- 2.) The final responsibility and authority for N.A. services rests with the groups.
- 3.) The N.A. groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
- 4.) Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
- 5.) For each responsibility assigned to the service structure, a single point of decision accountability should be clearly defined.
- 6.) Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
- 7.) All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its' decision making process.
- 8.) Our service structure depends on the integrity and effectiveness of our communications.
- 9.) All elements of our service structure have the responsibility to carefully consider all viewpoints in all decision-making processes.
- 10.) Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
- 11.) N.A. funds are to be used to further our primary purpose, and must be used responsibly.
- 12.) In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

## **Definition of an ASC**

An Area Service Committee (ASC) is a committee made up of representatives (GSR's) from groups within a designated area, which meets monthly for the express purpose of serving specific needs of its' members' groups. The most important service which an ASC provides is that of its' groups support. Whenever a group has a specific situation or need, which it is not able to handle on its' own, it can come to the ASC for help. These situations are almost limitless in scope; however, we learned that we can get much accomplished when we work together. An ASC performs other functions, which are of help to the groups. It can help groups get started or give aid to floundering groups. In order to provide these services, an ASC needs active participation of its' GSR's. A group supports its' ASC both financially and emotionally. It takes money to provide these services. It is a group's responsibility to offer this support. However, as an area grows, the financial needs of the committee also grow. In order to provide a full line of services, it requires a steady, reliable flow of money. Some areas provide these funds through activities, these alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the members of a group. The active participation of each GSR is essential for a successful ASC. Each GSR must keep their own group informed and must represent that group's conscience in all committee decisions. GSR's should evaluate each vote in terms of the needs of those they serve, and the needs of N.A. as a whole in the area they serve. In addition to this, a GSR participates in helping to carry out the ASC's other specific functions. The attracting of new members, the planning and the implementation of activities, and the aide given to the groups with specific situations are services, which require much more effort than a monthly meeting.

## **Area Service Committee (ASC) Format**

- 1.) Opening Prayer (Serenity Prayer)
- 2.) Read 12 Traditions
- 3.) Read 12 Concepts
- 4.) Read Definition of an ASC
- 5.) Open floor to any member of N.A. wishing to address the ASC
- 6.) Roll call
- 7.) Secretary report: after reading the monthly old and new business, moves to accept the minutes as is, or accept minutes with said changes
- 8.) Treasurer's report: after reading the monthly and/or quarterly report, will move to accept the report as is, or with said changes
- 9.) Regional Committee Member (RCM) report
- 10.) Subcommittee reports:
  - a.) Activities
  - b.) Convention
  - c.) Hospitals & Institutions
  - d.) Literature
  - e.) Newsletter
  - f.) Policy
  - g.) Public Relations
  - h.) Administrative
- 11.) Elections of Officers (if necessary)
- 12.) New Business
- 13.) Group Service Representative (GSR) reports
- 14.) Old Business (prearranged agenda has priority)
- 15.) Subcommittee of the month
- 16.) Group of the month
- 17.) Announcements for the good of N.A.
- 18.) Plans for the next meeting are discussed (time and location)
- 19.) Closing Prayer (Serenity Prayer)

(Format at discretion of ASC Chairperson)

## **Area Format Guidelines**

- 03-11-09 All Subcommittee and RCM-1 reports will be written or typed so Secretary will have accurate notes
- 03-12-1 All motions and decisions, etc. will be limited to 2 pros and 2 cons.
- 03-12-2 Time will be set aside at every ASC for open forum when any addict can address the area floor. Time constraints will be determined by the ASC chair.
- 04-05-1 Motions will be numbered as follows: year, month and motion
- 04-05-5 When a motion creates or changes policy, a copy of the motion will be kept with Policy at close of that ASC, and then attached to that month's minutes, with the original motion staying with ASC Secretary
- 04-05-9 We will nominate and announce a group of the month and subcommittee of the month
- 04-08-5 Anyone being nominated for a position at Area must be present.
- 05-01-03 That Area meets the second Sunday of each month at 9:00 a.m., except in May which will be on the first Sunday to avoid falling on Mother's Day
- 05-01-08 Members must be present by 9:30 a.m. to have a vote that day at Area.
- 05-03-05 That in our ASC Minutes – the exact vote count is added as follows: # of yes, # of no, and # of abstentions – pass or fail
- 06-10-2 Motions that change or create policy shall require 2/3 of the groups present at roll call
- 06-10-03A The quorum required to conduct business at the ASC shall be one more than half of the total number of groups present.
- 06-10-03B For the purpose of voting, quorum will be defined as the number of groups present thirty minutes after scheduled start.

**Daytona Area Service Committee**  
**Parliamentary Rules of Order**

Motion	2 <sup>nd</sup> Required	Debatable	Amendable	Vote
Main Motion	Yes	2 Pro / 2 Con	Yes	Majority
Amendment	Yes	2 Pro / 2 Con	No	Majority
Refer to Committee	Yes	1 Pro / 1 Con	Yes	Majority
Table	Yes	1 Pro / 1 Con	Yes	Majority
Point of Order	No	No	No	None
Appeal Chair Decision	Yes	1 Pro / 1 Con	No	Majority
Waive Policy	Yes	1 Pro / 1 Con	Yes	2/3
Point of Information	No	No	No	No
Reconsider	Yes	1 Pro / 1 Con	No	2/3

Unanimous Consent: This is a method that allows the ASC to move quickly through routine business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote or a motion. If the Chairperson senses no opposition to a motion he/she will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to vote as prescribed for the motion.

Withdraw or Modify: A request to withdraw or modify may be made by the maker of the original motion upon his acceptance of a suggestion from another member. After the motion is made, it belongs to the ASC as a whole, and the maker must request the ASC's permission. The Chair treats this as a unanimous consent matter; that is if no one objects to this, the request is granted. If there is an objection, the Chairperson automatically puts the request to a vote, which is not debatable.

Motion to Call a Vote: A motion to call the vote must be seconded and allows for only one pro and one con. A 2/3 majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without further amendment or debate. This motion is not to be made to suppress information, but rather to expedite the proceedings.

Point of Information: A point of information is a question directed to the Chairperson to obtain information concerning parliamentary procedure of the motion that is pending. This allows a member to ask a question and it is not to make a statement or give information.

Point of Order: When a member feels that the rules, policy or guidelines of the ASC are not being adhered to, he can make a 'point of order', which in effect is asking the Chairperson to make a determination of whether or not the procedure the member is pointing out is in fact being violated. A point of order is not a method in which to dispute the accuracy or validity of other members' remarks, but instead is to bring to the attention of the Chair that a member feels that proper procedure has not been followed.

Suspend the Rules: A motion to suspend the rules is made when a member of the ASC would like to waive a certain ASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a 2/3 majority.

Appeal the Decision of the Chair: By electing the ASC Chairperson, the ASC delegates the authority and the duty to make the necessary rulings on the questions or parliamentary procedure, but any two members have the right to appeal their decision on such a question. By one member making the appeal and another member seconding, the question is taken from the Chair, and given to the ASC for final decision. The Chairperson shall speak con to the appeal and the maker of the appeal shall speak pro to the appeal, not to exceed one minute each.

## General Policy Guidelines

- 03-11-7 All GSR's will have a Guide to Local Service and updated ASC package
- 03-11-12 All new groups will be given a group starter kit consisting of: 5 of each IP, 5 of each key tags and reading card set, along with an ASC package
- 03-12-1 All motions and decisions, etc. will be limited to 2 pros and 2 cons.
- 04-02-1 Guide to Local Service is part of ASC Guidelines
- 04-02-6 Only GSR, Alt. GSR, ASC Admin. Board, or Subcommittee Chairs can make or second a motion
- 04-05-5 When a motion creates or changes policy, a copy of the motion will be kept with Policy at close of that ASC, and then attached to that month's minutes, with the original motion staying with ASC Secretary
- 04-07-3 Groups missing three consecutive meetings without contacting the ASC Chair will be removed from roll call and lose their ability to vote
- 04-07-4 Any new group or group that has missed three consecutive meetings must attend two consecutive meetings to be able to vote
- 04-10-9 Web page will be created with Area information and a link to NAWS and Region; a position is created to facilitate the duties involved with the web page
- 04-12-12 Any motions dealing with distribution of Area funds, elections for Administrative positions or subcommittee chairs will go back to groups for vote.
- 05-01-03 That Area meets the second Sunday of each month at 9:00 a.m., except in May which will be on the first Sunday to avoid falling on Mother's Day
- 05-01-07 That policy only be waived ONCE during ASC meeting

## **General Policy Guidelines**

- 05-02-02      That all motions dealing with policy changes and/or amendments of policy be tabled to policy committee for review
- 05-03-03      Policy will update the Policy package monthly, as needed, by distributing only revised pages to all trusted servants of ASC.
- 05-08-14      The Area maintains a centralized location for storage of convention, literature, and subcommittee supplies.
- 06-01-03      To have the Daytona ASC assume the costs of printing meeting schedules every two months, whatever those costs may be.
- 06-04-01      That the existing P.O. Box be used for all Daytona Area of N.A. business. The Treasurer and Convention Chair shall be the only people with keys.
- 09-08-07      To stop mailing the minutes. Have all GSR's obtain minutes from webpage.
- 09-12-12      Motions that address current Policy shall include: 1.) Specific current Policy to be addressed or affected; 2.) Clear and concise language regarding new proposed amendments and/or revisions to existing Policy; 3.) The intent of the motion should take into consideration the 12 Traditions, 12 Concepts, and A Guide to Local Service in Narcotics Anonymous.

## **Travel Policy**

### **Purpose**

*The primary purpose of a Travel Policy is to create guidelines to provide oversight, enhance accountability and transparency of all financial matters regarding travel of the DASC. In keeping with the spirit of our Traditions, Concepts and the Guide to Local Service.*

*Eleventh Concept – NA funds are to be used to further our primary purpose, and must be managed responsibly. The Eleventh Concept establishes the sole absolute priority for the use of NA funds: to carry the message. The importance of that priority calls for total fiscal accountability.*

*Intent & Purpose: No addict with the willingness to serve be excluded because of his or her financial situation.*

**Trusted Servants who travel at the direction of the ASC shall have all necessary and reasonable expenses paid. These may include:**

#### **1.) Transportation**

- Compensation for use of a personal vehicle shall be no more than one half (1/2) of the current IRS Standard Mileage Rate for business miles driven over 50 miles from ASC meeting place, up to \$300.00 total, whichever come first, for combined travel amongst all trusted servants. The reimbursement will be for only the miles driven over the first 50 miles.
- Tolls
- Parking (limited to the destination hotel)
- Bus fare (not to exceed the same cost of ½ of the current IRS Standard Mileage Rate.)

#### **2.) Lodging**

- Room rates not to exceed \$120.00 a night – one male room, and (only when/if necessary)- one female room.
- Friday night room for RCM 1&2 and H&I and PR Sub-Committee Chairperson to attend the Saturday RSC Area Support Group & Fellowship Development Group, providing RSC is over 100 miles from the ASC meeting place.
- Saturday night room for RCM 1&2 to attend Regional Service Conference.

#### **3.) Meals**

- Not to exceed \$15.00 per day.

**An estimated advance of funds shall be made upon request.**

**Each Trusted Servant shall submit a detailed expense related report on the Check Request Form, along with all receipts, and return any unused advanced funds at the next ASC meeting.**

**It is the responsibility of the traveling trusted servant to make the most efficient use of Fellowship funds. This may be done by:**

- **Sharing resources – Ask fellow addicts for help, sharing hotel room, stay overnight at an addict's home, pack a meal.**

## **Financial Policy**

### **Purpose**

*The primary purpose of a Financial Policy is to create guidelines to provide an oversight, enhance accountability and transparency of all financial matters of the DASC.*

*In keeping with the spirit of our 12 Traditions and 12 Concepts and The Guide to Local Service.*

*Eleventh Concept – NA funds are to be used to further our primary purpose, and must be managed responsibly. The Eleventh Concept establishes the sole absolute priority for the use of NA funds: to carry the message. The importance of that priority calls for total fiscal accountability.*

### **Fiscal Year and Month**

The DASC shall keep its accounts on the basis of a fiscal year beginning on the day of ASC meeting in December and ending on the day prior to the ASC meeting in December the following year. Similarly, each fiscal month shall begin on the day the ASC meets and ends on the day prior to the day the ASC meets the following month.

### **Budgets**

Each ASC standing subcommittee and each Area trusted servant shall prepare an annual budget stating in detail all proposed expenditures and all proposed income arising from or related to the function of the committee and trusted servant. Proposed expenditures should be divided into two sections, the first stating those expenditures required by ASC policy and the second any additional expenditures proposed at the discretion of the committee or trusted servant. Each budget should also include the previous year's approved budget amounts. Budgets shall also include a listing of the previous year's actual expenditures for comparison. These budgets should be submitted to the ASC at the November meeting. Any new line item expenditures must be brought to the ASC in a motion form and approved by the groups.

### **Prudent Reserve**

The Treasurer shall calculate the prudent reserve as one-eighteenth of the total amount of all annual budgeted expenditures. (In another words, the prudent reserve is one and one half month's average expenses.) In cases where a subcommittee or trusted servant's budget has not been approved, the Treasurer, in calculating the prudent reserve shall use either the proposed budgeted amount or the amount of the prior year's actual expenditures, whichever is smaller. As budgets are approved or modified by the ASC, the Treasurer shall adjust the prudent reserve, during the fiscal year.

### **Special Reserves**

Special reserves may be established only by the ASC, for future events or purchases that are not included in the current fiscal year budget.

### **Disbursements**

The Treasurer shall make disbursements for specific line items of the approved budgets as the need arises, but no moneys will be disbursed without a written receipt or verified invoices. The Treasurer shall also make disbursements at the specific direction of the ASC.

## **Transactions**

All financial matters shall go to the Treasurer before going to the groups. All transactions of the ASC, over \$20.00 will be in the form of a money order or cashier's check.

## **Financial Emergencies**

If a request payment would reduce the balance of ASC funds below 40% of the prudent reserve, the Treasurer shall inform the Chairperson and Administrative Committee of the ASC and all ASC subcommittees and trusted servants that a financial emergency exists. The financial emergency will continue until the balance of the ASC funds reported at an ASC meeting rises to 60% of the prudent reserve. During a financial emergency, no subcommittee or trusted servant shall expend any funds or enter into any agreement requiring the expenditures of funds without the specific approval of the ASC.

## **Financial Statements**

The Treasurer shall prepare a monthly financial statement, in writing, showing all receipts and expenditures for the fiscal month and the fiscal year to date. The statement shall break down expenditures by budget line item and provide totals for each subcommittee and trusted servant. Current approved annual budget amount should also be shown. If no budget has been approved, the amount included in the prudent reserve calculation shall be stated.

## **Fund Flow**

Prior to the close of each fiscal month, the Treasurer shall determine fund flow. The following are the calculations that will determine fund flow.

- Add income to the current month's opening balance.
- Subtract any expenditures made during the month.

If the results of these calculations exceed the prudent reserve figure, the excess will be donated to the FRSC quarterly.

## **Subcommittee Funding**

All funds generated by an ASC subcommittee over and above the subcommittee's prudent reserve, excluding the Convention Committee, shall be turned over to the ASC Treasurer at the next ASC meeting following the event or to the Treasurer within 72 hours of the event.

## **Funds Held by the Convention Committee**

As suggested by the Convention policy and guidelines, certain funds are held by the Convention Committee for expenditures at the direction of that said committee. In every respect, these funds are to be handled and accounted for in the same manner as other area funds. The Convention Committee Treasurer shall provide the ASC with a monthly statement which will include itemized payments, income and balances.

**This Financial Policy are guidelines for all Administrative and Subcommittee Policies when it pertains to finances.**

## **Qualifications & Responsibilities of ASC Officers**

Qualifications of ASC officers are:

- 1.) Working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Narcotics Anonymous through application.
- 2.) An understanding of the service structure of Narcotics Anonymous, and of the offices.

### **Chairperson:**

#### **Qualifications:**

- a.) Willingness and time to serve
- b.) Service experience
- c.) Active at least one year in N.A. service structure
- d.) Suggested two year abstinence from all drugs
- e.) Leadership ability
- f.) Ability to communicate
- g.) Ability to organize

#### **Responsibilities:**

- a.) Arranges an agenda for and presides over monthly meetings
- b.) Responsible for correspondence
- c.) Maintains Area files and archives
- d.) Co-signer on the Area bank account
- e.) Enforces rules of decorum and discipline
- f.) Attempts to be absolutely fair and impartial

### **Vice-Chairperson—(two year commitment)**

#### **Qualifications:**

- a.) Willingness and time to serve
- b.) Service experience
- c.) Active at least six months in the N.A. service structure
- d.) Suggested two year abstinence from all drugs
- e.) Leadership ability
- f.) Ability to communicate
- g.) Ability to organize

#### **Responsibilities:**

- a.) in the absence of the chairperson to perform all duties of the chairperson
- b.) co-signer of the Area bank account
- c.) coordinates all subcommittee functions
- d.) liaison between all subcommittees to assure proper cooperation of responsibilities
- e.) shall fill in for Area subcommittee chairs, if that subcommittee has no chair or vice-chair

## **Secretary:**

### **Qualifications:**

- a.) Willingness and time to serve
- b.) Service experience
- c.) At least six months in the N.A. service structure
- d.) Suggested one year abstinence from all drugs
- e.) Leadership ability
- f.) Ability to communicate
- g.) Ability to organize and take accurate notes
- h.) Computer knowledgeable

### **Responsibilities:**

- a.) Keeps accurate record of each ASC meeting
- b.) Types and distributes copies to each GSR and each member of the administrative committee, no later than TWO WEEKS following the ASC meeting. All motions to be numbered from #1 to the end of business (YR/MO/#)
- c.) Record shall include the secretary's report and treasurer's report
- d.) Included with the minutes are GSR reports and the motion counts
- e.) Types and sends letters or correspondence that the committee dictates
- f.) Keeps Area copies and makes it available to members of the Area for savings in the distribution of material
- g.) Does any job that may be appointed to the secretary during the year
- h.) To maintain an updated ASC roll call
- i.) Submit expenses on a quarterly basis at \$40/quarter
- j.) Does not mail minutes; coordinate with webpage to post them online for GSR's

## **Alternate Secretary—(two year commitment):**

### **Qualifications:**

- a.) Willingness and time to serve
- b.) Service experience
- c.) Active at least six months in the N.A. service structure
- d.) Suggested six months abstinence from all drugs
- e.) Leadership ability
- f.) Ability to communicate
- g.) Ability to organize

### **Responsibilities:**

- a.) The first year of service is spent becoming familiar with the job, attending all ASC meetings, and assisting the secretary wherever possible. If for any reason the secretary is unable to complete their term in the office, the alternate fills in for the secretary.

## **Treasurer**

### **Qualifications:**

- a.) Willingness and time to serve
- b.) Service experience
- c.) Active at least six months in the N.A. service structure
- d.) Suggested two year abstinence from all drugs
- e.) Ability to communicate
- f.) Leadership ability
- g.) Ability to organize

### **Responsibilities:**

- a.) Make a report of contributions including a detailed description of all sources of revenue and a breakdown by classification expenditures of budgets that includes exact cost report of activities at every ASC meeting
- b.) Monthly, quarterly and annual reports
- c.) Responsible for delivering a copy of these reports to the GSR's so that they may follow and refer to it during each ASC
- d.) Acts as finance chairperson
- e.) Co-signer on the Area bank account
- f.) Co-signer on the Activities bank account
- g.) Gives Administrative committee a copy of the ASC bank deposit slip and any member who wants one
- h.) Establish and maintain a prudent reserve that is adequate to serve the Area, will provide information quarterly to ASC members regarding 7<sup>th</sup> Tradition and 11<sup>th</sup> Concept, to include any N.A. approved (WSO, Regional) fund flow information
- i.) Distributes the money to pay all bills
- j.) Keeps accurate receipts
- k.) Makes sure all checks written are initialed by the receiver and Treasurer
- l.) Maintain separate account for "Ring Central" debits monthly

## **Alternate Treasurer—(two year commitment):**

### **Qualifications:**

- a.) Willingness and time to serve
- b.) Service experience
- c.) Active at least six months in the N.A. service structure
- d.) Suggested two year abstinence from all drugs
- e.) Leadership ability
- f.) Ability to communicate
- g.) Ability to organize

### **Responsibilities:**

- a.) The first year of service is spent becoming familiar with the job, attending all ASC meetings, and assisting the treasurer wherever possible. If for any reason the treasurer is unable to complete their term in the office, the alternate fulfills the treasurer duties.

## **Regional Committee Member (RCM):**

### **Qualifications:**

- a.) Willingness and time to serve
- b.) Service experience
- c.) Active at least one year in the N.A. service structure
- d.) Suggested two year abstinence from all drugs
- e.) Leadership ability
- f.) Ability to communicate
- g.) Ability to organize

### **Responsibilities:**

- a.) Read and explain Regional motions at ASC, as necessary, giving GSR's an opportunity to ask questions for clarification
- b.) Represent the group conscience of the ASC at the regional level
- c.) Provide their Area with the agenda for the RSC at least ten days before the RSC meets
- d.) Attends all ASC meetings, and takes part in any decisions which affect the region, speaking as the voice of their ASC's conscience
- e.) Office of the RSC is immensely important, for an RCM is the next link in expressing the will of a loving God. An RCM must be willing to work for the common good, placing principles before personalities at all times.

## **RCM Two—(two year commitment):**

### **Qualifications:**

- a.) Willingness and time to serve
- b.) Service experience
- c.) Active at least one year in N.A. service structure
- d.) Suggested one year abstinence from all drugs
- e.) Leadership ability
- f.) Ability to communicate
- g.) Ability to organize

### **Responsibilities:**

- a.) The first year of service is spent becoming familiar with the job, attending all ASC and RSC meetings and filling in for the RCM if they are absent or for any reason unable to complete their term of office.

## Officers Guidelines

- 04-11-4 ASC Secretary responsibilities include maintaining archives for 3 yrs of ASC original motion with vote count
- 04-07-5 No elected trusted servant can serve two full consecutive terms in the same elected position
- 04-08-5 Anyone being nominated for a position at Area must be present
- 05-06-3 All ASC officers and subcommittees are required to submit a written financial report as follows: 1.) amount of funds disbursed from ASC; 2.) total income if necessary; 3.) line item costs with receipts; 4.) deduct costs from income if necessary; 5.) profit/loss if necessary; 6.) funds coming back to Area
- 05-07-09 Any Area subcommittee chair who misses 3 consecutive RSC subcommittee meetings without prior notice to RCM-1, so that RCM-1 can provide respective regional subcommittee with written report, will be removed from position
- 06-02-01 If an administrative position or subcommittee chairperson position becomes vacant, the alternate or vice-chair only needs a vote of acclimation by the ASC to assume that position.
- 06-02-02 If an administrative position or subcommittee chairperson position becomes vacant and there is no alternate or vice-chair to fill that position, nominations shall be open to the Area.
- 06-05-05 Any ASC officer or subcommittee chair missing two consecutive ASC meetings shall be removed from that position.

## Officers Guidelines

- 06-12-01 All elected members of the ASC must remain for the duration of the entire meeting. Leaving early from the meeting two consecutive times will result in forfeiture of the position. After the break an ASC member roll call will be taken. Exceptions will be considered only for emergency.
- 06-12-06 Elected members of the ASC can not hold two or more positions on the Area floor that require them to be present at Area Service Committee meetings
- 09-06-06 That Area Secretary expenses be submitted on a quarterly basis instead of a monthly basis - \$40/quarter
- 09-08-03B Area to obtain a Bank Debit Card to be used each month by "Ring Central" to automatically withdraw payment from a separate account of the ASC with an outgoing balance of only \$200. This is a month-to-month account.
- 09-11-09 The Daytona ASC Administrative Committee Vice-Chair, RCM2, Alternate Secretary, Alternate Treasurer, Policy Vice-Chair, and Alternate Literature only need a vote of acclimation taken on the area floor, in July to assume the second year of service.
- 09-11-10 If ASC Administrative Committee Vice-Chair, RCM2, Alternate Secretary, Alternate Treasurer, Policy Vice-Chair, and Alternate Literature do not receive a vote of acclimation or are vacant, then said positions will be open to the area
- 09-11-11 Nominations for ASC Administrative Committee Vice-Chair, RCM2, Alternate Secretary, Alternate Treasurer, Policy Vice-Chair, and Alternate Literature will be taken in July & August. Elections will take place in September and positions will be assumed in October
- 10-05-04 That one person shall not hold the positions: Area Treasurer and DACNA Treasurer, at the same time.

## Qualifications and Responsibilities of Subcommittees

The qualifications of a subcommittee chairperson are: a willingness and time to serve in that capacity, each subcommittee will have their own CLEAN TIME requirements, knowledge of the Twelve Traditions of NA and the service structure, and six months service on the respective subcommittee prior to nomination of said subcommittee.

It is required that each subcommittee submits written plans for their yearly budget in November for the approval of the ASC in December. H&I & PR are required to attend the Regional Service Conference, and maintain communication between area, regional and world chairpersons of these committees. Subcommittee chairpersons should have a willingness to participate in the Administrative Committee.

### **Subcommittees:**

Activities  
Convention  
Hospitals & Institutions  
Newsletter  
Policy  
Public Relations

- Each subcommittee should have a regularly scheduled meeting, announced, including where and when
- All subcommittee meeting times and places are to be included in the ASC minutes each month
- All subcommittee funds should be funneled through the ASC treasurer with appropriate receipts and ASC check request form
- All subcommittees should follow their respective WSC and ASC guidelines
- All subcommittees should prepare their own respective guidelines and submit them to Area for approval in November

### **Subcommittee Budgets:**

All subcommittees will submit an annual budget. This is to include mailing minutes, printing, miscellaneous meeting hall fees, etc. To be submitted in November for the following twelve month period. Before yearly budgets are submitted, each area subcommittee is responsible to get three bids for outside vendors by November.

Administrative—General operating expenses  
Activities—See ASC policy  
H&I—Printing, postage, key fobs (tags) and literature  
Literature—Purchase of review and approval literature  
Newsletter—General operating expenses  
Policy—General operating expenses  
Public Relations—General operating expenses; Includes literature and PSA's

**Administrative:**

The administrative subcommittee consists of Area Chair, Vice-Chair, RCM, RCM2, all subcommittee chairs or vice-chairs in their absence, Secretary, Treasurer and their alternates. The purpose of the administrative committee is to serve the administrative needs of the Area.

**Activities:**

Coordinates and plans monthly activities which promote unity and fellowship in the N.A. program, as well as to generate funds. The activities subcommittee will have its' own bank account which will be maintained by the activities committee, on which the ASC treasurer will also be a signer (see activities guidelines). Any function planned by this committee will be allowed by group conscience of the activities committee. The following are yearly ongoing events: 1.) Memorial Day Picnic; 2.) Labor Day Picnic/Softball Tournament; 3.) Anniversary Dinner

**Hospitals & Institutions:**

Is in charge of carrying the message of recovery to the addict that cannot come to us or to an institution where for any reason has restrictions that differ from the Twelve Traditions. The Area H&I subcommittee keeps records of H&I meetings, coordinates panels and establishes new meetings to as many hospitals and institutions as possible.

**Literature:**

Maintains, distributes, orders and fills all literature orders at each ASC. Holds all literature and is in charge of transporting it to and from each Area meeting.

**Policy:**

See Area guidelines for explanation. Policy committee will clearly explain their reasons for recommending or not recommending a motion (based solely on Twelve Traditions, Twelve Concepts & Twelve Steps). When updating the Area policy package, include all Area subcommittee guidelines & budgets. Maintain update on a month-to-month basis.

**Public Relations:**

Attempts to carry the N.A. message of recovery to those who help or have contact with addicts, and attempts to establish lines of communication via radio shows, public service announcements, poster, mail-outs, attendance in related conventions of professional fields, etc. The ways and means are innumerable. All PR work should go through the subcommittee. Also, establishes, maintains and coordinates an effective 24hrs/7days a week answering service. This committee is responsible to meet the needs of the addicts in this area. They do so by following the Twelve Traditions and Policy guidelines of the Daytona Area Service Committee. The purpose of this is to provide a means by which a still suffering addict can reach a member of N.A.

**Ad-Hoc:**

Formed for a specific purpose, case or situation. The ASC Chair chooses the chairperson. When the committee has fulfilled its' purpose, the committee is dissolved. This must be made in the form of a motion to the ASC by the Chairperson.

## General Subcommittee Guidelines

- 03-11-9 All subcommittee and RCM-1 reports will be written or typed so Secretary will have accurate notes
- 03-11-13 All subcommittee chairs will attend their respective regional subcommittee meetings
- 04-07-5 No elected trusted servant can serve two full consecutive terms in the same elected position
- 04-08-5 Anyone being nominated for a position at Area must be present
- 04-11-6 Subcommittee reports will be submitted in report form instead of meeting minutes
- 05-03-03 Policy will update the Policy package monthly, as needed, by distributing only revised pages to all trusted servants of ASC.
- 05-03-04 Web position to be placed under the guidelines and responsibilities of PR committee
- 05-01-02 All financial matters/information must go to the Treasurer before going to groups for approval
- 05-04-04 That subcommittee chairs contact committee members before changing meeting place and time
- 05-06-3 All ASC officers and subcommittees are required to submit a written financial report as follows: 1.) amount of funds disbursed from ASC; 2.) total income if necessary; 3.) line item costs with receipts; 4.) deduct costs from income if necessary; 5.) profit/loss if necessary; 6.) funds coming back to Area
- 05-06-04 When subcommittee chairs change hands, inventory of items held by past chair will be taken and signed for by old and new chair, finally by ASC Chair
- 05-07-09 Any Area subcommittee chair who misses 3 consecutive RSC subcommittee meetings without prior notice to RCM-1, so that RCM can provide respective regional subcommittee with written report, will be removed from position
- 05-10-11 Nominations for all subcommittee chairs, excluding DACNA, will be taken in July and August, elections will take place in September and positions will be assumed in October.
- 06-02-01 If an administrative position or subcommittee chairperson position becomes vacant, the alternate or vice-chair only needs a vote of acclimation by the ASC to assume that position.

## General Subcommittee Guidelines

- 06-02-02 If an administrative position or subcommittee chairperson position becomes vacant, and there is no alternate or vice-chair to fill that position, nominations shall be open to the Area
- 06-05-05 Any ASC officer or subcommittee chair missing two consecutive ASC meetings shall be removed from that position
- 06-12-01 All elected members of the ASC must remain for the duration of the entire meeting. Leaving early from the meeting two consecutive times will result in forfeiture of the position. After the break an ASC roll call will be taken. Exceptions will be considered only for emergency.
- 06-12-06 Elected members of the ASC can not hold two or more positions on the Area floor that require them to be present at Area Service Committee meetings
- 08-12-04 That all subcommittees; Area level & DACNA, have open meetings that are announced and include where and when
- 09-08-09 To require policy and budget changes be submitted by the November deadline in order to receive Area Funds from the Treasurer.
- 09-11-09 The Daytona ASC Administrative Committee Vice-Chair, RCM2, Alternate Secretary, Alternate Treasurer, Policy Vice-Chair, and Alternate Literature only need a vote of acclimation taken on the area floor, in July to assume the second year of service.
- 09-11-10 If ASC Administrative Committee Vice-Chair, RCM2, Alternate Secretary, Alternate Treasurer, Policy Vice-Chair, and Alternate Literature do not receive a vote of acclimation or are vacant, then said positions will be open to the area
- 09-11-11 Nominations for ASC Administrative Committee Vice-Chair, RCM2, Alternate Secretary, Alternate Treasurer, Policy Vice-Chair, and Alternate Literature will be taken in July & August. Elections will take place in September and positions will be assumed in October
- 09-12-09A Before yearly budgets are submitted, each area subcommittee is responsible to get three bids for all outside vendors by November.
- 10-05-04 That one person shall not hold the positions: Area Treasurer and DACNA Treasurer, at the same time.
- 10-06-07A Nominations/Elections for procedures for convention admin committee as follows: Nominations be taken at ASC one month prior to convention. Elections held at ASC month of convention, officers to take positions at the close of ASC following the convention date (ex. Convention dates April 29-30, May 1, nominations held in March ASC. Elections held in April ASC and positions taken at the close of the May ASC)