

Area Service Committee  
January 8, 2012

**Open Meeting** 1:00 pm with Serenity Prayer

**12 Traditions:** Read by Matt (Alternate Secretary)

**12 Concepts:** Read by John (The NA group)

**Definition of the ASC:** Read by Todd (Third tradition)

**Open Floor:**

+Area Statement

January 8, 2012

Robert (vice chair) Brought up how the groups should be doing a service inventory. **See attachment** at end of minutes for the service inventory to bring to back to groups and fill out.

Courtney (DACNA ) Brought up the idea that the ADMEN committee should be on the policy committee.

**New GSR'S:**

Bob (Serenity Now) Bob (Afternoon Recovery)

**M/S/T :( 11/11/01) (RCM 1/ Hardcore).** Motion to accept December ASC minutes.

21 OF 28 GROUPS PRESENT-QUORUM=14-SIMPLE MAJORITY=11

**Administrative Reports:**

**Chair report:**

**Vice Chair Report:** I have been standing in as Policy Chair, revising, and consolidating policy. I have also been working closely with the DACNA chairperson to coordinate the 501C3 project.

ILS,

Robert

**Treasurer Report:** Handed out at area.

**RCM 1 Report:** No report

**Open AREA Positions**

Policy chair, Alt Literature chair, Vice Policy Chair, RCM 2

**Open Subcommittee Positions:**

DACNA Alt treasurer, Activities Alt treasurer, H&I literature coordinator

**Subcommittee Reports:**

**Activities Report:** Activities met on January 1, 2012 at Family Church Warehouse at 6pm. There were 4 total addicts in attendance. Please ask GSR's to announce at home groups that activities needs support!! We discussed possible new locations to hold business mtgs. Holiday Event financials are as follows: Total Expenses for Dec/Jan 2011-2012=\$463.40, Total Income for Holiday Ball=\$363.00.....Breakdown as follows=Monthly Rent Dec/Jan=\$30.00, DJ=\$150, Location rent=\$100.00, Food and Decorations= \$183.40. Total deposited in account \$363.00. Treasurer

will update account balance\$\_\_\_\_\_. We also discussed upcoming Valentine Event. Possible dates Feb 11th, Sat. Food and light refreshments will be served, location TBA, "Game" from 8-9, 80's dance from 9-11. Flyers will be passed out today. When the location is final, we will post flyer on Daytona NA website and be announcing the location in the upcoming month.  
ILS, Bob

**H&I Report:** No report

**DACNA Report** - DACNA 13 met 1/1/2012. Treasurer report will be attached to minutes reflecting a December ending balance of \$6969.74

- DACNA Pre-Registration discount and early bird hotel discounts have ended. Current hotel rates are \$108 and \$128 for the Plaza Ocean Club and the Plaza Resort and Spa respectively. Group rates are only good until April 20,2012. Registration is now \$20. There are still preconvention t-shirts available for the first 72 registrants.

- Speaker CD submissions have been received and decisions for all main speakers will be made at the February DACNA committee meeting

- DACNA was present at the Activities Masquerade Ball and sold coffees – raised \$32

- DACNA is having a Chili Cook Off – Speaker – and BINGO Night on Saturday January 28, 2012 @ 1250 Beville Road (where New School and Afternoon Recovery meet). Chili cook off starts at 6:00pm, Speaker at 7:30 and BINGO to follow the speaker. For \$5, ticket holders will be able to vote for the best chili. BINGO cards will be sold separately. We encourage EVERYONE to bring their best chili!!!

- Nominations for DACNA 14 will be accepted at the April ASC – please share this information with people now so there is plenty of time to spread the word and get trusted servants to fill the necessary positions.

**ILS,**

**Courtney B.**

Treasurer Report: Jan 5,2012

I was unable to come to the committee meeting , If there is any monies to be collected or checks that need to be written please contact me and I will make arrangements if necessary to get with you. Thank you

The Ending Balance on Dec 31,2011 remains the same as last month \$6969.74

**Literature Report:** No written report submitted

**Policy Report:** No report

**Public Relations Report:** No report

**Old Business:**

**M/S/T: (11/12/02)** (Freedom to Change/ Literature) TO add to financial policy pg 12 under financial statement to add “legal” after “prepare” so it reads: That the treasurer shall prepare a legal monthly financial statement in writing showing all receipts and expenditures for the fiscal month and fiscal year to date. **INTENT:** To protect the trusted servants from legal repercussions. **TABLED TO GROUPS.**

FOR\_\_\_11\_\_\_\_OP\_\_\_2\_\_\_\_ABS\_\_\_5\_\_\_\_ **FAILED**

**M/S/T:(11/12/03)**(Freedom to change/ Literature) To adopt to policy pages 13 Responsibilities of ASC Chairperson, Page 16 RCM1, RCM 2 Responsibilities, Page 19 Responsibilities of Subcommittees a motion to Read: That all be responsible to plan and hold a learning day once a year, separately or together. **INTENT:** To train future trusted servants, according to the 4<sup>th</sup> concept. **TABLED TO GROUPS.**

FOR\_\_\_17\_\_\_\_OP\_\_\_1\_\_\_\_ABS\_\_\_2\_\_\_\_ **PASSED**

**M/S/T:(11/12/04)**(Surrender or Die/ Hardcore) To nominate Su M for RCM 2. **Qualifications:** 12 years clean, H&I panel leader, involved in service structure for 12 years. Has sponsor and sponsees. Never misappropriated N.A funds, never not fulfilled a service commitment. Lives and works steps. Has willingness to serve and meets qualifications. **INTENT:** To fulfill position. **TABLED TO GROUPS**

FOR\_\_\_20\_\_\_\_OP\_\_\_0\_\_\_\_ABS\_\_\_1\_\_\_\_ **PASSED**

***New Business:***

**M/S/T: (11/07/02)** (Just For Today/Beachside Recovery) That the Daytona Area donates to the new area \$1,500. Intent: To help the new area in their startup as we know how difficult it can be financially. **VOTED ON ASC FLOOR.**

FOR\_\_\_6\_\_\_\_OP\_\_\_11\_\_\_\_ABS\_\_\_3\_\_\_\_ **FAILED**

**M/S/T: (12/01/02)** (Just for today/PR ) To change meeting place to club YANA for 1 year. **VOTED ON ASC FLOOR.**

**PASSED**

**M/S/T:(12/01/03)**(ASC Vice Chair/ RCM1) To table to groups Area inventory questionnaires for review and input from groups. **INTENT:** To do an Area Inventory to determine where and how the DACNA can better serve the Area groups. **TABLED TO GROUPS FOR REVIEW.**

**M/S/T:(12/01/04)**(DACNA/ PR) To keep Unity Springs meetings on meeting schedule indefinitely and for Daytona Area PR to coordinate at least once per month with them to ensure accuracy of information on schedule and website. **INTENT:** To ensure that people in Daytona Area treatment centers, jails and other local people have information for as many meetings as possible.

**VOTED ON ASC FLOOR**

FOR\_\_\_18\_\_\_\_OP\_\_\_0\_\_\_\_ABS\_\_\_0\_\_\_\_ **PASSED**

**M/S/T:(12/01/05)**(DACNA/ PR)To tabled to groups the Daytona ASC Policy Guidelines for review and approval. **INTENT:** To better serve the groups. **TABLED TO GROUPS**

**DASCNA Policy Subcommittee Guidelines 2011/2012**

## **1. PURPOSE:**

To consider motions that will effect the policy of the Daytona ASC , and to consider whether or not the motion facilitates , inhibits, or has no effect on the ASC's ability to serve its member groups. To maintain current DASCNA Policy to help expedite DASCNA business effectively and efficiently.

1. Does the motion conflict with any of the Twelve Steps, Twelve Traditions, or Twelve Concepts?
2. Does the motion change or establish policy?
3. What impact the motion may have on Daytona Area, (i.e. financial, spiritual , time, etc...)

## **RESPONSIBILITIES:**

The policy subcommittee is responsible to review all motions that change or amend current DASCNA Policy and determine the specific part of policy that it effects, amends, or revises and to determine if the intent of the motion is in conflict with the Twelve Traditions, Twelve Concepts, A Guide to Local Service, or the current DASCNA Policy. The Policy Subcommittee will also transform the new amendments and revisions into clear and concise language in the part of the DASCNA policy that the motion amends or revises and create updated pages to be given to the members of the DASCNA.

Policy subcommittee will submit an annual updated policy package to all trusted servants of the DASCNA area floor , and update monthly as needed, by distributing only the revised pages of the policy package to all trusted servants. This is to include categorizing all approved motions into (i.e. voting , qualifications , duties and responsibilities , elections , subcommittee policy , etc.) so the ASC will be able to read and understand the Policy. The policy subcommittee will be responsible for keeping yellow copy of ASC motion forms and evidence of motions that effect policy change have been passed by the groups. The policy subcommittee will be responsible for keeping policy change records for the Policy Committee. The Policy Committee will also be responsible for maintaining the DASCNA archives and keeping them in order ,in protective containers, at the DASCNA storage. The policy subcommittee will be responsible for keeping one motion form to be reproduced when supplies run low, and will be responsible for the task of having them reprinted. (Motion form printing is not included in Policy Budget as it is not an annual task.) The policy committee will be responsible for keeping the webpage information up to date by working with the DASCNA webservant.

**2. MEMBERSHIP:** The Policy Committee is open to all members of N.A. who have a basic understanding of the Twelve Steps , Twelve Traditions , and Twelve Concepts.

**VOTING:** Voting is limited to members who have been present at 2 consecutive policy meetings and have at least 6 months clean time. The Policy Chair Person does not have a vote in policy committee business unless the is a tie; then the chairperson will have the tie break vote.

## **QUALIFICATIONS AND RESPONSIBILITIES :**

A. Chairperson :

1. There is a requirement of two years clean time.

2. There is a requirement of at least one year prior experience in the Policy Committee.
3. Should be actively involved in Narcotics Anonymous.
4. There is a requirement that they have a working knowledge of the Twelve Steps , Twelve Traditions , Twelve Concepts , and the Daytona Area Service Committee Policy.
- 5.They are required to not have a current position on the DASCNA .(ASC members cannot hold two positions at ASC.)
- 6.The Policy Chair Person is required to attend all DASCNA business meetings, and Policy meetings.
7. The Chair Person is required to hold a monthly policy committee business meeting , and facilitate that meeting according to ASC and Policy committee Guidelines.
8. The Policy Chairperson is required to have regular communication with the ASC Secretary and ASC Administration members.
- 9.The Policy Committee Chairperson will submit a Monthly report to the

2

DASCNA orally and the report will be written or typed and given to the ASC Secretary to go into the ASC monthly minutes.

10. The Policy Chair is required to obtain all yellow copies of the ASC motion slips that pertain to DASCNA Policy changes to be given to the Policy Committee Secretary for records.
11. This is a one year commitment.
12. The Policy Chair will act as policy secretary if there is policy vice chair or policy secretary.
13. If Policy Chairperson misses two consecutive ASC meetings the person shall be removed from the Policy Chairperson position.
14. The Policy Chair must remain for the duration of the entire ASC meeting.leaving early from the ASC meeting two consecutive times will result in forfeiture of the Policy Chair position.Exceptions will only be considered in the event of an emergency.

#### **B. Vice Chairperson :**

1. There is a two year clean time requirement.
2. There is a requirement to have a working knowledge of the Twelve Steps , Twelve Traditions, Twelve Concepts , and the current Policy of the DASCNA.
3. The Policy Vice Chair position is a two year commitment ,the first year as Policy vice Chair and the second as Policy chairperson .

4. The Policy vice chair should not hold two positions at the DASCNA meeting.
5. The Policy Vice Chairperson will be required to attend the DASCNA meetings, if the Policy chair is going to be absent from the ASC meeting, and will be the acting Policy Chair at the ASC level.
6. The Policy Vice chair is responsible to act as policy secretary if there is no policy secretary.

### **C. SECRETARY :**

1. There is a one year clean time requirement for this position. 2.  
There is a requirement that the Policy Secretary have secretarial experience ,organizational skills in taking notes at the business meeting , tallying votes.
3. The Policy Secretary is required to have a working knowledge of the 12 Steps , 12 traditions, 12 Concepts , and the DASCNA Policy.
4. They should be actively involved in Narcotics Anonymous.
5. The Policy Secretary will be responsible for taking minutes during the policy subcommittee business meeting and forwarding copies to all policy subcommittee members.
6. The Policy secretary is responsible for keeping all minutes and records on file for at least one year before archiving.
7. The Policy Secretary is responsible for forwarding updated DASCNA policy to the DASCNA web page, and communicating with the webservant to maintain updated policy.

**D. Budget :** The Policy Subcommittee will submit a budget to the DASCNA at the November business meeting for the following twelve month period. These budgets are to include all printing fees, meeting space fees, pertaining to the Policy Subcommittees' Business meeting. The Policy subcommittee will be responsible for obtaining three bids from outside vendors.( example: Printing costs, meeting space fees).

Thes

### **E. Agenda :**

1. Opening Prayer
2. Read Definition and Purpose of the DASCNA Policy Committee
3. Read 12 Traditions and Twelve Concepts
4. Roll Call/ Establish Voting membership
5. Old Business
6. New Business

7. Plan and confirm next months business meeting date, time, and location.

8. Close the meeting

4

#### **F. Policy Subcommittee Rules of Order:**

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly. Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order.

Motions : Require a second verbal or written

Debate limits: 2 Pros and 2Cons

#### **Parliamentary Motions:**

Motion to Amend : Requires simple majority , is Debatable,requires a second

Motion to call the previous question : two-thirds majority , not debatable, needs a second

Motion to table: simple majority required , is not debatable, needs a second

Motion to Remove from table : Simple Majority required , Is not debatable, needs a second

Motion to Refer :Simple Majority , Not Debatable, needs a second

Motion to Reconsider or Rescind : Majority required varies , Is Debatable , needs a 2nd

Request to withdraw a motion : Unanimous consent required ,not debatable, no second needed

Motion to Amend by Substitution : Simple Majority , is Debatable , needs 2nd

Order of the Day :no vote , not debatable, interrupt , no 2nd

Adjourn : Simple Majority ,not Debatable, needs 2nd

Appeal ruling of chair: Simple Majority , is Debatable, needs 2nd

Main motion : Vote varies, is debatable, needs 2nd

Point of Order: no vote required , not Debatable,no 2nd

Point of Information : No Vote Required , not Debatable,no 2nd

Personal Privilege : No Vote required , Not Debatable,no 2nd

Parliamentary Inquiry : No Vote required , Not debatable, no 2nd, interrupt

Frivolous Motion : needs 2nd , simple majority, Debatable

Motion to Revisit : Requires a second, two -thirds, is debatable

FOR\_\_\_\_\_OP\_\_\_\_\_ABS\_\_\_\_\_

**M/S/T:(12/01/05)(DACNA/ PR)**To tabled to groups the Daytona ASC Policy for review and approval.

**INTENT:** To better serve the groups.

**TABLED TO GROUPS FOR REVIEW SEE ATTACHMENT AT END OF MINUTES.**

GSR Reports:

1. Afternoon Recovery- No report.
2. Baker's Dozen- Mark W 5years, Don K 1 year all is well. ILS Barry C
3. Beachside Recovery- No report.
4. Coming Home-No report.
5. Courage to Change- No report.
6. Freedom to Change- Robert 1/29/12 1 year All is well ILS Robert R.
7. Hardcore- John K. 34 years on January 18th ILS Joe L.
8. It Starts Here-Scott C 1 year 1/11 Lacey 1/25 1 year. all is well ILS Bill R.
9. Just For Today-Bill G pending 27 years. ILS Ron A.
10. Last Chance- Chris B 5 years on 2/23 all is well.
11. More Will Be Revealed- Chris 4 years on January 26<sup>th</sup> Thursday 7pm .ILS John P.
12. New Attitudes- Mike 24 years Miguel 8 years. All is well. ILS Miguel
13. New School- No report.
14. Next Step- No report.
15. Point of Freedom- Leigh M 2 years 1/14 Brian C 11 years 1/31.All is well ILS Steve B
16. Raw- All is well ILS Nick.
17. Revolutions- All is well. ILS Carlos
18. Serenity by the Sea- Moving to a new location meetings will be stopped until a new meeting place is found.ILS Don
19. Serenity Now- ILS Bob J.
20. Staying Clean- 40 people in attendance 7<sup>th</sup> tradition basket goes around and only \$6 or \$8 are put in any suggestions? ILS Bill H.

21. Steps to Freedom- No report.
22. Street Survivors-. ILS Kevin
23. Surrender or Die- Sue 13 years Bonnie 7 years 1/30. All is well ILS Sabina.
24. Text Message- Are looking for a new meeting location. ILS Jerry
25. The NA Group-. ILS John G
26. Third Tradition- Steve M 1/14 4 years Cat 1/21 1 year ILS Todd.
27. Uncut Recovery- No report.
28. Unspun n done- No report.
29. 2 o'clock- Katie B 1 year on 2/10 Rob Z 1 year 2/17

Group of the month: Third

Subcommittee of the month: PR

**Next meeting: Febuary 12<sup>th</sup>,2012 at 1 o'clock at YANA.**

Contact info:

ASC Chair: Chris B

ASC Vice-Chair: Robert B

ASC Secretary: samanthadeshong@yahoo.com

ASC Alt Secretary: Matt o. matthewmosborn@att.net

ASC Treasurer: Paul C [pkculver@aol.com](mailto:pkculver@aol.com)

ASC Alt Treasurer:

RCM1:Kathleen katwest2@gmail.com

RCM2:

Activities: Bob BROWE1067@gmail.com

DACNA: Courtney

H&I: Anthony boc3801@aol.com

Policy:

Literature: Carlos

Alt Literature:

PR: Banks

ILS Sam D.

# SERVICE INVENTORY

A service body may want to consider sending this inventory to the groups, trusted servants, and experienced members. Everyone contributes to the planning process when they answer these questions. Using a five-point scale assists a service body to see where improvement is needed and where there is outstanding service provision.

A scale can simply be:

1	2	3	4	5
Not at all	Needs Improvement	Adequate	Outstanding	Excellent

Members provide a number next to each question. The numbers are totaled and the service body will see where the largest need for improvement (2) is noted and be able to see where services are excellent (5).

## How well has the service body done this year with providing services?

- \_\_\_\_\_ The service body communicates information effectively and regularly between service bodies and the groups.
- \_\_\_\_\_ The service body responds to the needs of those they serve.
- \_\_\_\_\_ The service body has sufficient funds to meet the service needs.
- \_\_\_\_\_ Trusted servants of the service body have mentoring and training; they feel valued and supported.
- \_\_\_\_\_ The service body focuses on unity and effectively carries the message of recovery through its services.
- \_\_\_\_\_ Trusted servant positions are filled with qualified members by matching talent to task.
- \_\_\_\_\_ Trusted servant leaders have a term of service which includes mentoring a trusted servant for leadership.
- \_\_\_\_\_ Open trusted servant positions within the service body are filled within 60 days with a qualified member.
- \_\_\_\_\_ The service body uses consensus-based decision making.

## How well has the service body done this year in making NA's message more widely known in the larger community?

- \_\_\_\_\_ The trusted servants of the service body have regular interactions with professionals in the community who interact with addicts.
- \_\_\_\_\_ The service body is timely in its response to the needs to the larger community.
- \_\_\_\_\_ The service body has the human and financial resources to carry NA's message of recovery in an efficient and effective way.
- \_\_\_\_\_ The trusted servants who interact with members of the community are regularly trained.
- \_\_\_\_\_ The service body has established helpful, mutual relationships with those in the larger community.
- \_\_\_\_\_ Professionals and agencies in the larger community can easily reach an NA member who is in a position to respond to their questions or requests.

---

Is there any particular service and/or function that you perceive is outstanding within the service body?  
Please identify:

---

---

---

---

Is there any one service and/or function within the service body that you perceive needs improvement?  
Please identify:

---

---

---

---

Is there any service that is being provided that is no longer needed or can be combined with another service?

---

---

---

---

Is there any service that is not being provided that is needed?

---

---

---

---

## Table of Contents

The Twelve Traditions of NA	2
The Twelve Concepts	3
Definition and Purpose of the DASCNA	4
Area Service Committee (ASC) Format	5
Attendance , New Groups, Groups	6
Qualifications and Responsibilities of ASC Officers	7-11
Rules of Order, Motions, Debate Limits	12
Voting, Quorum	13
Motion Table	14
ASC Officers Nominations, Elections	15
Qualifications and Responsibilities of Subcommittees	16-18
Travel Policy	19
Financial Policy	20-22

Resources and additional information can be found in a Guide to Local Services in N.A.(2002 version) and Roberts Rules of Order 11th Edition. The DASCNA is not affiliated with Roberts Rules Of Order its listing is intended for informational purposes only.

### **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 primary 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 THE DAYTONA AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS**

The Daytona Area Service Committee for Narcotics Anonymous is a committee made up of the GSRs and their alternates, Administration officers and Subcommittee chairpersons and the Dacna chairperson elected by the N.A. groups. The Area Service Committee is the “Workhorse” of the service structure. Most of the hands-on work of delivering NA services is done at the area level. The Area service committee is the one closest to home and the committee best situated to provide the most direct service to the groups and the community.

The Daytona Area Service Committee for Narcotics Anonymous is ultimately responsible to the Narcotics Anonymous Groups in the Daytona Area. The Daytona Area Narcotics Anonymous groups send group service representatives (GSRs) to serve on the area committee. While still maintaining final responsibility and authority for area services, they invest enough delegated authority in their GSRs- and through them, in the area committee- for the necessary work to get done. N.A. groups also send money to the area committee, money needed to coordinate H&I panels, maintain phonline services, and conduct public relations activities. Through their contributions of money and manpower, the groups exercise both their responsibility and their authority for NA services. Group service representatives provide a “grass roots” perspective to the area decision making process, helping ensure that the committee’s feet are planted firmly on the ground. Administrative officers and subcommittee chairpersons also bear substantial responsibility for the fulfillment of area services. Their ongoing growth and experience in carrying out their duties is an invaluable resource to the area as it develops and expresses its group conscience. We ought never allow a base of valuable experience to be created without utilizing it to the fullest.

## **PURPOSE OF THE DAYTONA AREA SERVICE COMMITTEE FOR NARCOTICS ANONYMOUS**

The purpose of DASCNA is to develop and maintain services on behalf of the Daytona Area N.A. groups. All of these services require a certain degree of organization, the complexity of which could easily divert NA groups from the week-in, week-out task of conducting Narcotics Anonymous meetings for their members. Some of these services are : NA panel presentations, Public Relations panels, monthly meeting directories, phonline, web pages, A ready supply of NA books and pamphlets, and social activities so addicts can feel more comfortable in the local NA community and increase unity and camaraderie among area members.

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

- 1.) Opening Prayer (Serenity Prayer)
- 2.) Read 12 Traditions
- 3.) Read 12 Concepts
- 4.) Read the Definition and Purpose of the DASCNA
- 5.) Open floor to any member of N.A. wishing to address the ASC
- 6.) Roll call
- 7.) Secretary report: after reading the monthly unfinished and new business, moves to accept the minutes as is, or accept minutes with said changes(if minutes were made accessible to ASC members prior to meeting (online ) it is not necessary to read them aloud .
  
- 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.) Policy
  - f.) Public Relations
  - g.) Administrative
- 11.) Elections of Officers (if necessary)
- 12.) New Business
- 13.) Group Service Representative (GSR) reports
- 14.) Unfinished Business (Be sure to not use the term old business in the minutes so we do not deal with the motions that have been already passed.)
- 15.) Subcommittee of the month
- 16.) Group of the month
- 17.) Announcements for the good of N.A.
- 18.) Plans for the next business meeting are discussed (time and location)
- 19.) Closing Prayer (Serenity Prayer)

### **ATTENDANCE**

The Area meets the second Sunday of each month at the time and location to be determined by the ASC at the end of the monthly business meeting, except in May which will be on the first Sunday to avoid falling on Mothers Day. Members must be present before the first half hour of the business meeting has started to have a vote that day at area. Groups that miss three consecutive meetings without contacting the ASC Chairperson will be removed from roll call and lose their ability to vote. Any new group or group that has missed three consecutive meetings must attend two

consecutive meetings to be able to vote. Any ASC officer or subcommittee chairperson missing two consecutive ASC meetings shall be removed from that position. 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.

### **NEW GROUPS**

Any new group that comes to the DASCNA may start voting and be recognized that day. All new groups will be given a NA group starter kit consisting of: 5 of each Introductory Pamphlets, 5 of each key tags White through multiple year (black), a set of group reading cards, and a copy of the current DASCNA Policy. All GSR's will be have a Guide to Local Services in NA and a current copy of the DASCNA Policy.

### **GROUPS**

All GSR's will have a Guide to Local Services in NA and a current copy of the DASCNA policy.

### **BOUNDARIES**

The DASCNA boundaries are the Atlantic Ocean to the EAST, Deland to the west, Edgewater to the South, Crescent City and Bunnell to the North NW.

### **MINUTES**

The minutes of the monthly business meeting can be downloaded or printed from the DASCNA Web Page by going to Daytonana.org as the minutes are no longer mailed to the GSR's.

## **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 (monthly written report)

- c.) Maintains Area files and archives
- d.) Co-signer on the Area bank account
- e.) Directs 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
- k.) Maintains ASC archives with original motions and vote count for past three years to present.

### **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 maintains a separate account for "Ring Central" debits monthly
- l.) Cannot hold the position as DACNA Treasurer while ASC Treasurer.

- m.) The ASC Treasurer is responsible for the key to the P.O. Box.
- n.) The ASC treasurer is responsible for calculating all literature orders before they go to the literature chairperson to be filled.

### **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.) Reads and explain Regional motions at ASC, as necessary, giving GSR's an opportunity to ask questions for clarification
- b.) Represents the group conscience of the ASC at the regional level.
- a.) c.) Provides the ASC with the agenda for the RSC at least ten days before the RSC meets.
- b.) d.) Attends all ASC meetings, and takes part in any decisions which affect the region, speaking as the voice of their ASC's conscience
- c.) 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.
- f.) Writes or types RCM reports so ASC Secretary will have accurate notes

### **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.

**REMOVAL OF OFFICERS**

Any member of the DASC who relapses will forfeit their position on the DASC. Any member of the DASC may forfeit their position at the ASC by form of a written resignation. Any ASC officer or subcommittee chair missing two consecutive ASC meetings shall be removed from that position. 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. Exceptions for leaving early will be considered only for emergency.

**LEARNING DAYS**

The ASC, RCM, and all Subcommittees are required to hold one learning day each year. Together or individually, to be determined by their conscience.

**AREA INVENTORY**

The Area will set aside one day each year for conducting an area service inventory. To stop, consider our actions and attitudes, and rededicate ourselves to our ideals. (Pages 58, 59, and 60 Guide to Local Services in N.A.)

**CORRESPONDENCE**

The existing P.O. Box will be used for all Daytona Area Service Committee for N.A. business mail. The ASC Treasurer and the DACNA Chairperson shall be the only two people with the keys.

**DAYTONA AREA SERVICE COMMITTEE  
RULES OF ORDER**

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order, and the Guide to Local Services in N.A. These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly. Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content. The ASC will have an open forum during every ASC Committee meeting so that any addict can address the ASC Committee. The time limit of the open forum will be determined by the ASC Chairperson.

## **DEBATE, LIMITS**

There will be only 2 pros and 2 cons heard on any main motion or parliamentary motion, or decision, etc. The time limit to which speakers address a motion in debate will be determined by the ASC Chairperson. Usually depending on the importance of the matter and the agenda for the business meeting.

## **MOTIONS**

All motions that are required to be submitted in writing will be submitted in the form of a written motion form that is numbered with the year, month, and motion number of that days business. The only ASC members that can make or second a motion are the GSRs, Alt GSRs, Elected officers of the ASC, which include Subcommittee chairpersons and their alternates. The ASC can only make a motion to waive the current Policy once during any one ASC meeting. When a motion creates or changes policy a copy of the motion will be kept with the Policy Chairperson at close of that ASC to be attached to that months meeting minutes and kept on file with the Policy records; the original copy of that motion will be kept with ASC secretary and the ASC minutes for that month. Any motions that deal with the distribution of Area funds, elections for Administrative Committee officers , or elections of Subcommittee Chairpersons will go back to groups for vote. All motions dealing with policy changes and/or amendments of policy will be tabled to the Policy Committee for review. Motions that address current policy shall include: 1.) Specific current policy to 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, The 12 Concepts, and a Guide to Local Services in Narcotics Anonymous.

## **VOTING**

Any group that meets the criteria established in the Guide to Local Services in N.A. pages 25 through 39, and page 47 is automatically a voting member of the DASCNA. Any new group that comes to the ASC may start voting and be recognized that day. The monthly ASC meeting minutes will reflect the exact vote count tallied ; number of yes votes, number of no votes, number of abstentions; and the outcome of the vote- Pass or Fail. Motions that change or create policy shall require 2/3 of the groups present at roll call. Votes will be taken by a request from the Chairperson to see a show of hands, of all in favor, then all opposed, then all abstaining. All alternate ASC officers and alternate GSR's can vote in the absence of the officers they are alternating. Except the ASC Chairperson which can only vote as the tie breaking vote . ASC officers can only vote on motions that directly address administration business of the ASC and that does not have to go back to groups for a vote.

## **Quorum**

For the purpose of voting quorum will be defined as the number of groups present thirty minutes after scheduled meeting start. Quorum is defined as one more than half of the groups present.

## **ELIMINATION OF A STANDING COMMITTEE**

A motion is made and seconded a 2/3 majority vote is required to eliminate.

## DACNA CONVENTION COMMITTEE

The nominations and election procedures for the DACNA Convention Committee are as follows: Nominations are to be taken at the ASC one month prior to the convention. Convention Committee elections are to be held at the ASC the month of the convention. The newly elected officers are to take office at the close of the 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. The DACNA Treasurer cannot hold the office as ASC Treasurer while in office. The DACNA convention chairperson will be responsible for the P.O. Box key. The DACNA committee will be responsible for maintaining the convention storage and the costs of storage, and storage keys.

### MOTION TABLE

Type of Motion	Purpose	Interrupt	Second	Debatable	Vote
Main Motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Majority
Amend	To change part of the language in a main motion.	No	Yes	Yes	Simple
Refer, Commit	To halt debate, send motion to subcommittee or ad hoc committee before vote.	No	Yes	Yes	Simple
Postpone	To put off further consideration of a motion until later date and time.	No	Yes	No	Simple
Point of Order	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Appeal Ruling of Chair	To challenge a decision the chair has made about the rules of order.	Yes	No	Yes	Simple
Suspend the Rules	A motion to suspend the rules is made when a member of the ASC would like to waive Policy. The motion will include the rule to be suspended and the length of time it will be suspended.	No	Yes	Yes	2/3 Majority
Request for Information	To be allowed to ask a question about a motion being discussed, not to offer information.	Yes	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Withdraw a Motion	To allow a motion's maker to take back that motion after debate has already begun.	Yes	No	No	Unanimous
Previous Question	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No	2/3
Remove from Table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, Repeal	To void the effect of a motion previously passed.	No	Yes	Yes	2/3
Personal, Privilege	To make a personal request of the chair or the committee.	If urgent	No	No	None
Order of the day	To make the committee return to its agenda if it gets onto another track.	Yes	No	No	None
Amend by Substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple

Parliamentary Inquiry	To ask the chairperson about how to do something according to rules of order.	Yes	No	No	Non
Trivial	Motions made to delay or obstruct business (Chair rules out of order)	Yes	No	No	None
Adjourn	To end the committee meeting.	No	Yes	No	Simple

### **NOMINATIONS OF ASC OFFICERS**

Anyone being nominated for a service position on the ASC must be present at the ASC meeting. Nominations for DASCNA Administrative Committee, ASC Vice Chairperson, RCM2, Alternate ASC Secretary, Alternate ASC Treasurer, ASC Policy Committee Vice Chairperson, and Literature Committee Vice Chairperson will be accepted by the DASCNA in July and August. If an ASC Committee position, or a Subcommittee Chairperson position becomes vacant, and there is no Alternate or Vice Chairperson to acclimate that position, the ASC will accept nominations from the membership at large until those positions have become occupied.

### **ELECTIONS ASC OF OFFICERS**

Elected members of the DASCNA cannot hold two or more positions on the Area Service Committee that require them to be present at the Area Service Committee meetings. No elected trusted servant can serve two full consecutive terms in the same elected position. Elections for nominees of the ASC Administrative Committee ASC Vice Chair, RCM2, Alt. ASC Secretary, Alt. ASC Treasurer, Policy committee Vice Chair, Literature Committee Vice Chair will take place in September and positions will be assumed in October. The Daytona ASC Administrative Committee, ASC Vice Chairperson, RCM2, Alternate ASC Secretary, Alternate ASC Treasurer, Policy Committee Vice Chairperson, and Literature Committee Vice Chairperson, only need a vote of acclimation taken at the ASC Business Meeting in July to assume the positions

ASC Vice Chairperson to ASC Chairperson  
 RCM2 to RCM1  
 Alt. ASC Secretary to ASC Secretary  
 Alt. ASC Treasurer to ASC Treasurer  
 Policy Committee Vice Chairperson to Policy Committee Chairperson  
 Literature Committee Vice Chairperson to Literature Committee Chairperson

### **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, The twelve Concepts of NA, and the NA service structure, and six months of active service on the respective subcommittee prior to their nomination of that said subcommittee.

It is required that each subcommittee submits accurate 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. Subcommittee reports are required to be submitted in report form and meeting minutes. Subcommittee Chairpersons are required to notify and contact the subcommittee members, the ASC Chairperson, and the P.R. Chairperson before changing the

subcommittee business meeting time and location. This is so the time and location of the subcommittee business meeting change will be reflected in the Meeting Directory.

**Subcommittees:**

Activities  
Convention  
Hospitals & Institutions  
Policy  
Public Relations

- Each subcommittee should have a regularly scheduled meeting, regularly announced, including where the business meeting is located and what time it is held.
- All subcommittee meeting times and places are to be included in the ASC minutes each month
- All subcommittee funds should be funneled through the DASCNA Treasurer. (see financial policy for more details)
- All subcommittees should follow their respective ASC and subcommittee guidelines.
- All subcommittees should prepare their own respective guidelines and submit them to Area for approval in November.
- All subcommittee reports will be written or typed so that the ASC Secretary has accurate notes.
- Any Subcommittee Chairperson who misses three consecutive RSC subcommittee meetings without prior notice to RCM's so that they can provide the region with the ASC H&I or PR subcommittee report will be removed from their subcommittee chairperson position.

**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.

**Activities:**

Dances, picnics, campouts, special speaker meetings-these events are put on by area activities subcommittees. Activities like these can provide a greater sense of community for the local NA fellowship and produce additional area income. It should always be kept in mind, however, that these functions are designed to enhance NA's primary purpose, not to replace group contributions in funding area services.

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). The Activities Alternate Treasurer will also be elected by the ASC as the officer is a signer on the Activities checking account. 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. Is responsible for the key to the ASC storage unit.

**Hospitals & Institutions:**

Hospitals and Institutions Subcommittees conduct panels that carry the NA message to addicts who often have no other way of hearing our message. 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. The H&I subcommittee responsibilities sometimes overlap those of the local Public Relations committee. For this reason we encourage H&I and PR subcommittees to closely cooperate with one another.

## **Literature:**

The literature supply committee maintains a stock of NA books and pamphlets that can be purchased by local groups at the monthly ASC meeting. The literature committee is responsible to order and replenish all literature purchased from the Literature committee at the monthly ASC meeting before the next monthly ASC meeting.

Maintains, distributes, orders and fills all literature orders at each ASC. Inventories and stores all literature in ASC storage unit and is in charge of transporting it to and from each Area meeting. Is responsible for the key to the ASC storage unit. All literature orders must go to the ASC Treasure for approval before going to the literature chairperson to be filled. This is to be sure that funds are available.

## **Policy:**

The policy committee is responsible to keep a regular updated log of area policy actions. That way when the ASC is confronted with a policy question the ASC can consult it to see what decisions have already been made regarding it. The policy log makes it unnecessary for the ASC to rehash the same question over and over again. The 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:**

The general mission of our area Public Relations subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous

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. The PR subcommittee also, establishes, maintains and coordinates an effective Phonenumber, and Web Page committee. This committee is responsible to meet the needs of the addicts in this area. They do so by following the Twelve Traditions, Twelve Concepts and the current Policy 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 NA.

## **Ad-Hoc:**

Sometimes an area committee comes up with a question or special project that does not fit into any existing subcommittee's job description. The ASC may wish to create an ad hoc committee to address the issue. Ad hoc committees are set up for specific purposes and have limited lives. When they have finished their jobs, they are disbanded. In creating an ad hoc committee, the ASC should clearly specify what the committee's purpose will be, what authority and resources it will be given, and how long it should take to complete the job. Then the ASC chairperson may appoint either the entire ad hoc committee or just a chairperson who will put the ad hoc committee together later. Once the ad hoc committee's work is completed, the committee is dissolved.

## **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.**

•

## **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. All ASC officers and Subcommittees are required to submit 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 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 is the guideline for all Administrative and Subcommittee Policies when it pertains to finances.**

### **Financial Policy**

The DASCNA will be responsible for assuming the costs of printing meeting schedules, maintaining a centralized location for storage of literature, and subcommittee supplies.

# **THE DAYTONA AREA SERVICE COMMITTEE FOR NARCOTICS ANONYMOUS POLICY LOG**

Revised 2012