

**Southern Foothills Area
Of
Narcotics Anonymous
Policy and Procedures
Guidelines**

Revised 08/24/2009

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ARTICLE I. NAME

As of January 18, 1991 the name shall be The Southern Foothills Area Service Committee of Narcotics Anonymous, hereafter referred to as SFANA.

ARTICLE II. PURPOSE

The purpose of SFANA Area Service Committee (ASC) is to be supportive of its area and groups and their primary purpose, by associating a group with other groups locally, and by helping a group deal with its day to day situations and needs.

ARTICLE III. GUIDES

The SFANA will follow these guidelines:

1. The Twelve Traditions of Narcotics Anonymous
2. The Guide to Local Services
3. This Policy
4. The Twelve Concepts for NA Service

ARTICLE IV. Membership

A. The membership of the SFANA will consist of each present NA group or any future NA group included in, but not limited to, North and South Carolina, that choose to participate in the body.

B. Groups that choose to participate in the Area will elect a Group Service Rep. (GSR) and Alternate Group Service Representative. This representative will be entitled to one vote in the meetings of the representatives. In the event that a GSR is unable to attend an ASC, the Alternate GSR may cast that group's vote.

C. Groups will be added to the roster after their first business meeting. That is, They will have a vote effective at their second ASC meeting after being accepted to the ASC.

D. Any group that fails to send a representative or make contact with the ASC for 2 consecutive meetings, will lose voting privileges. Voting privileges will be restored at the 2nd consecutive meeting attended.

E. ASC meeting absences:

1. A group that misses 6 consecutive ASC meetings with no contact, phone call, letter, etc. to a person holding a position at the area level will be removed from the roster.

1. The Area Chair will review monthly attendance and take the necessary action to contact homegroups.

ARTICLE V. OFFICERS

A. The SFANA will be composed of the following officers:

- | | |
|-------------------|------------------------------------|
| A. Chairperson | H. Alt. RCM |
| B. Co-Chair | I. H&I Chair |
| C. Secretary | J. P.R. Chair |
| D. Alt. Secretary | K. Policy & Procedures Chair (P&P) |
| E. Treasurer | L. Literature Chair |
| F. Alt. Treasurer | M. Alt. Literature Chair |
| G. RCM | N. Activities Chair |
| | O. Group Service Representative |

Officers serve until the next regularly scheduled election.

B. All ASC members and officers may succeed themselves in office, but in keeping with the 9th Tradition and the principle of rotating leadership, it is recommended that no officer serve more than 2 consecutive terms.

C. All ASC trusted servants will be subject to prosecution for misappropriation of NA funds.

ARTICLE VI. OFFICERS/GSR RESPONSIBILITIES

NOTE: It is the responsibility of each officer/GSR to inform his or her alternate in the event they can't attend any committee meeting or function so that the alternate may prepare to sit in.

A. CHAIRPERSON

1. Calls meetings to order at agreed time.
2. Arranges the agenda and keeps the meeting to the agenda. The Chair can alter the agenda if needed.
3. Recognizes ASC and NA members who wish to speak.
4. Enforces rules that relate to order.
5. Responds to questions ASC members have about procedure or points of order.
6. Accepts motions from the floor. Once a motion is seconded the chair calls for a vote.
7. Makes sure everyone who votes is eligible to do so.
8. Expedites business. The Chair can relieve the floor from someone that has had it for an unreasonable amount of time.
9. Adjourns the meeting.
10. Acts as liaison between the ASC and officers who fail to function as responsible trusted servants.
11. Calls special meetings when necessary.
12. Represents the ASC at Regional Service Committee (RSC) meetings when either the RCM or the alternate can't attend.
13. Is a co-signer of the ASC bank account.
14. Appoints all special committees.
15. Responsible for coordinating the C.A.R. workshop.
16. Suggested 2 years clean.
17. Money received at area business meeting will be counted and sealed in deposit bag with deposit slip witnessed by 2 trusted servants. It is the responsibility of the Chair and the Treasurer to make sure this duty is carried out. Any willing trusted servant may witness with the Chair or Treasurer as long as 2 officers witness the deposit.
18. Conducts or has a delegate to conduct a brief monthly financial audit to check prior months receipt book with bank statement for deposit made the previous month prior to the ASC meeting.

This party must sign the treasurer's current monthly report to insure this has been verified and approved.
19. The Chair or who ever he or she delegates shall conduct a thorough audit of bank statements and bills every 3 months by the delegate and 2 or 3 GSRs. The selection of the GSRs shall be done in the manner of order from the top of the

mailing list. This should be conducted before the ASC meeting and the delegate shall submit a report of findings and concerns, which may be discussed at the ASC meeting.

20. Required to attend Policy and Procedure orientation.
21. Required to submit a written report at each ASC meeting.
22. Sees that Area inventory is distributed in January, turned in at the March ASC meeting, gone over before April ASC meeting, and results discussed at the April ASC meeting.

B. CO-CHAIR

1. Serves as chair if the chair is absent.
2. Coordinates subcommittee functions.
3. Assists the chair in his duties.
4. Is a co-signer of the ASC bank account.
5. Approves ASC minutes monthly before distribution.
6. Suggested 1 year clean.
7. Required to attend Policy and Procedure orientation.
8. Required to submit a written monthly report at each ASC meeting.

C. SECRETARY

1. Conducts an oral roll call of groups in the area at all ASC meetings to determine which ones are represented.
2. Assists the chair with any ASC correspondence.
3. Records in a legible form and distributes the minutes of each ASC meeting to each GSR, ASC officer, and RSC. It is suggested that the minutes are mailed out within 15 days of the previous ASC.
4. Have all forms, such as resumes, motions, etc., copied or retyped and sent with minutes.
5. Maintains ASC archives, including:
 - a. All ASC minutes
 - b. Files containing committee reports and subcommittee guidelines.
 - c. Policy & Procedure Guidelines
6. Make these records available to any NA member upon request.
7. Suggested clean time one year.
8. Required to attend Policy and Procedure orientation.
9. Required to submit a written report at each ASC meeting.

D. ALTERNATE SECRETARY

1. Performs the secretary's duties in his/her absence.
2. Assists secretary with his/her duties.
3. Suggested 6 months clean.
4. Required to attend Policy and Procedure orientation.

5. Required to submit a written report at each ASC meeting.

E. TREASURER

1. Secures all ASC monies not entrusted to other officers or sub committees in accordance with the conference approved "Treasurer's Handbook".
2. Provides detailed written report of all receipts and expenditures at each regular ASC meeting. (This report will be included in the minutes.)
3. Disburses funds in accordance with the ASC's directions.
4. Maintains accurate records and provides a monthly financial report.
5. Maintains a "prudent reserve" of \$600 and at the end of each month forwards any funds in the ASC bank account over "prudent reserve" to the RSC.
6. Is a co-signer of the ASC bank account.
7. Suggested prior treasury experience.
8. Suggested 2 years clean.
9. All money received at ASC meeting will be documented with receipt.
10. All treasury business that includes the exchange of cash is to be conducted only at ASC meeting.
11. Money received at area business meeting will be counted and sealed in deposit bag with deposit slip witnessed by 2 trusted servants. It is the responsibility of the Chair and the Treasurer to make sure this duty is carried out. Any willing trusted servant may witness with the Chair or Treasurer as long as 2 officers witness the deposit.
12. It is the treasurer's duty to make sure all checks written from Area checking account be required to include two signatures by approved Co-Signers of checking account.
13. Required to attend Policy and Procedure orientation.
14. Is entrusted with PO box key and is responsible for checking it before each ASC meeting and distributes mail.

F. ALTERNATE TREASURER

1. Performs Treasurer's duties in their absence.
2. Co-signer of ASC bank account.
3. Suggested previous group treasury experience.
4. Assist the treasurer in their duties.
5. Suggested one year clean time.
6. Required to attend Policy and Procedure orientation.
7. Required to submit written report at each ASC meeting.

G. RCM

1. Attends all ASC and RSC meetings.
2. Is the ASC's voice at all RSC meetings.
3. Presents a written report at each ASC meeting on the activities of the RSC.
4. Asks for feedback on current RSC issues during the report.
5. Forwards RSC and WSC correspondence to the Secretary for distribution.

6. Acts as Chair if Chair and Co-chair are absent.
7. May serve on one or more of the ASC's subcommittees but not as subcommittee chairperson.
8. Has a willingness to give time and resources necessary for the position.
9. Suggested 3 years clean.
10. Prior service experience.
11. Is entrusted with a PO Box key and checks the PO Box when necessary.
12. Required to attend Policy and Procedure orientation.

H. ALTERNATE RCM

1. Serves as RCM in his/her absence.
2. Attends all ASC and RSC meetings.
3. Assists RCM with his/her duties.
4. Suggested 2 years clean.
5. Required to attend Policy and Procedure orientation.
6. Required to submit a written report at each ASC meeting.

I. H&I CHAIR

1. Coordinates all Hospital and Institution meetings within the area in accordance with the approved "H&I Guidelines".
2. Provides a written report of this committee at all ASC meetings.
3. Conducts monthly sub-committee meetings.
4. Demonstrates a knowledge and commitment to H&I.
5. Prior service experience on H&I sub-committee.
6. Represents SFANA H&I at Regional H&I meetings.
7. Suggested 2 years clean.
8. H&I Co-chair elected by sub-committee should attend ASC in the absence of his/her chair.
9. Required to attend Policy and Procedure orientation.

J. PUBLIC RELATIONS CHAIR

1. Coordinates all Public Information meetings within the Area in accordance with the approved "PR Handbook".
2. Provides a written report of this committee at all ASC meetings.
3. Conducts monthly sub-committee meetings.
4. Maintains an accurate Area meeting schedule, updated and reprinted as needed, and makes this schedule available to Area groups at ASC meetings on an as needed basis.
5. Demonstrates a knowledge and commitment to P.R.
6. Prior service experience on the P.R. sub-committee.
7. Represents the Area at Regional P.R. meetings.
8. Suggested 2 years clean.

9. P.R. Co-chair elected by the sub-committee, should attend the ASC in the absence of his/her chair.
10. Maintains line of communication with Answer Phone or current answering service.
11. Maintains group registrations with CRNA.
12. Required to attend Policy and Procedure orientation.

K. POLICY AND PROCEDURES CHAIR

1. Coordinates P&P sub-committee meetings according to area guidelines.
2. Provides a written report at all ASC meetings.
3. Maintains and understands the Area Policy and Procedures Guidelines.
4. Reviews the ASC P&P quarterly and revises if needed. (Committee to meet as needed until guidelines are completed.)
5. Conducts an annual P&P orientation prior to the September ASC for new officers and GSRs. Also holds orientation for any mid-term changes of officers.
6. Reviews motions forwarded to committee by ASC.
7. Assists chair during ASC meetings to interpretations of policy and points of order.
8. Suggested 2 years clean.
9. Corrects typographical errors in policy.

L. LITERATURE CHAIR

1. Maintains literature stockpile for the Area.
2. Makes this stockpile available to GSRs during the ASC meeting so that they may purchase literature for the groups.
3. Distributes a group starter kit, provided by the Area, to any new group that forms and wishes to join the Area. The group starter kit will consist of:
 - a. (1) "Basic Text"
 - b. (1) "Just For Today" meditation
 - c. (1) start-up folder
 - d. (5) white chips, (2) orange chips, (2) green chips, (2) red chips
(1) Blue chip, (1) yellow chip, (1) glow in the dark chip, (1) one gray chip, and
(1) black chip
4. Provides literature support to any group affected by a natural disaster. (See Regional Disaster Handbook)
5. Provides a detailed financial statement and inventory of stock to the ASC at its monthly meeting.
6. Prior Literature and/or treasurer experience suggested.
7. Suggested one year clean.
8. Literature Co-Chair should attend ASC in the absence of his/her chair.
9. The Literature Chair, Literature Co-Chair, Area Chair and/or Area Co-Chair, along with two or three GSRs will do a quarterly financial and inventory audit of the literature stockpile.
10. Required to attend Policy and procedure orientation.

M. ALT. LITERATURE CHAIR

1. Assists Literature Chair at ASC meeting each month.
2. Attends ASC in the absence of his/her Chair.
3. Alternate Chair, along with Literature Chair, Area Chair, and/or Area Co-Chair, and two or three GSRs will do a quarterly financial and inventory audit of the literature stockpile.
4. Prior literature and/or treasurer experience suggested.
5. Suggested One year clean.
6. Required to attend Policy and Procedure Orientation.
7. In absence of any opposing nominations at election time, automatically steps up to Literature Chair.

N. ACTIVITIES CHAIR

1. Prepares the agenda and presides over subcommittee meetings.
2. Attends all ASC meetings and is the liaison between the ASC and the subcommittee.
3. Suggested minimum 2 years clean.
4. Participates in the activities of the subcommittee.
5. Is one of 4 persons able to sign subcommittee checks.
6. Activities Co-Chair should attend the ASC and assumes responsibilities of the chairperson in his/her absence.
7. Provides a written report at all ASC meetings.
8. Required to attend Policy and procedure orientation.

O. GSR

1. Prepares the agenda and presides over group conscience meetings.
2. Attends all ASC meetings and is the liaison between the ASC and their homegroup members.
3. Participates in the activities of the homegroup.
4. Alternate GSR should attend the ASC and assume responsibilities of GSR in his/her absence.
5. All GSRs and Alternate GSRs should attend Policy and Procedure orientation.

ARTICLE VII. ELECTIONS

It should be understood that any office on the ASC, the alternate position is a training/backup position. This helps maintain consistency in hopes that important positions are not left open for an undue amount of time. For this reason if any time an officer must resign his/her position, or in the event his/her term is up, the alternate will step up in order for this to work effectively. It is strongly suggested that all alternates attend all ASCs and position related meetings/functions.

- A. Nominations for officers will begin in May and close in July.

- B. Nominations for all subcommittee officers, except chair, will be submitted and elected by their subcommittees.
- C. In September the active Alternates and newly elected officers will take over positions.
- D. Elections are held in August for all positions.
- E. The following steps outline the electoral process:
 1. Any member of the area may make a nomination by submitting a nomination form and resume of the person being nominated. The nominee must fill out a resume.
 2. Nomination forms adopted and attached as addendum.
 3. Nominees must be present at the time they are nominated and during voting in order to express their willingness and to answer questions.
 4. A member may not hold more than one office at a time.
 5. The Vote:
 - a. The first candidate to receive majority is elected.
 - b. After the first ballot, assuming no candidate receives majority vote, all candidates except the top 2 will withdraw.
 - c. In cases where there are ties of second place, the top candidate and the 2 tied second place candidates will remain. A special vote will be cast to determine the top 2 candidates.
 - d. In case of a tie the Chairperson will be allowed to vote.
 - e. Voting will be done by secret ballot or show of hands.
 - f. Only GSRs vote for officers at Area elections.
- F. Area sends requirements and responsibilities for Area and Regional positions when resumes go to homegroups.

ARTICLE VIII. CAUSE FOR REMOVAL FROM OFFICE

- A. If for any reason an officer must miss a meeting, it is suggested he/she contact his/her alternate, the Chair, or Secretary prior to this absence if at all possible.
- B. Upon missing an ASC meeting, and no contact has been made to the ASC, the Chairperson, or Secretary will contact the officer to determine his/her willingness to continue to serve or obtain his/her resignation.
- C. Resignations should be submitted in written form.
- D. Upon missing 2 consecutive ASC meetings, and B above has been carried out, the position will be considered open and the alternate will step up. Nominations will be taken for the alternate position.
- E. A 2/3 vote of GSRs is needed to remove an officer for failure to carry out said commitments/responsibilities.

- F. Relapse constitutes immediate resignation.
- G. Deliberate misappropriation (i.e. theft) of NA property or embezzlement of NA funds constitute grounds for immediate removal from office.

ARTICLE IX. REGULAR MOTIONS

During a meeting of the ASC the following guide should be used in handling motions.

- A. Only voting members of the ASC have the ability to make motions at the ASC meeting. Voting members are all elected officers, subcommittee chairs and GSRs or their alternates in their absence.
- B. All motions coming before the ASC must be turned in on a motion form to the Policy and Procedure Chair normally at the same time that groups and subcommittee reports are turned in, but no later than new business.
- C. The P&P Chair will review the motion and forward it to the Chair with his/her recommendation notes.
- D. The Chairperson will read Motions at the appropriate time.
- E. Motions are allowed to be “seconded” on paper.
- F. If the motion is not seconded it dies.
- G. If the motion is seconded the chair calls for discussion. (2 pros and 2 cons and questions pertaining to the motion)
- H. Motions require every voting GSR to cast their vote. Yes, No, Abstain.
- I. In order for a motion to pass it must receive a 2/3 vote.
- J. A motion may be amended after the break only by its author. The amendment will be submitted in written form before the motion is voted on.
- K. Any motion that has been voted on can be resubmitted for a revote at any of the following ASC meetings.
- L. All motions, except housekeeping, must be sent back to the homegroups for their group’s God conscience.
- M. Housekeeping is any item that directly affects the ASC or it’s appointed committees and their ability to carry out the primary purpose of that committee or the ASC. Housekeeping votes are considered **ALL** votes. this means officers and GSRs vote on the motion.
- N. When an item is in question by any member of the ASC, the GSRs will decide by a vote on whether to take back to homegroups.
- O. All Regional motions require a 2/3 vote to pass.

ARTICLE X. AMENDMENTS TO THE POLICY AND PROCEDURES

The Policy and Procedure Guidelines may be amended at any time in accordance with the following:

- A. Proposed amendments or motions pertaining to ASC policy will be forwarded to P&P.
- B. P&P will review the proposition within 30 days after it is introduced.
- C. P&P will submit the reviewed amendment, with recommendations and identify which sections of policy will be revised at the next scheduled ASC business meeting.
- D. After a motion is taken back to homegroups, a 2/3 vote of attending groups with voting rights will be required for the motion to be adopted.
- E. All subcommittees are to submit updated copies of their guidelines to Area by the November ASC meeting for review.

ARTICLE XI. MEETINGS

The regular meeting of the ASC will be held the third Sunday of each month at 4pm at The Serenity Club located in Shelby, NC because of its central location. In the event an ASC meeting cannot be held on its regular day, a make up meeting should be called within 7 days.

- A. Quorum
Majority of voting GSRs for matters that are sent back to homegroups. The Area Chairperson can be empowered with the ability to establish decision for voting quorum on an emergency cause.

ARTICLE XII. FINANCE

Matters of ASC funds where it applies to routine distribution of funds to officers and subcommittees will be handled as outlined here.

- A. Revolving budgets will be established for officers, alternates, and subcommittees as requested by them and approved by the ASC. Request must be included in report with an intent for use of monies.
 - 1. Revolving budgets are established as:
 - a. Secretary - \$125
 - b. Public Relations - \$250
 - c. Activities - \$200
 - d. H&I - \$200
 - e. Treasurer - \$10
 - f. Literature- \$20

2. Activities committee is allowed to earmark (hold) their monthly budget, only if a proposal for expenditure is submitted in writing to the ASC on estimated cost.
 3. Literature monthly budget is equal to the amount of literature sales from the previous month.
- B. Each of the above will be allotted the approved amount as recorded and tracked by the Area Treasurer.
 - C. Each month receipts will be submitted to the treasurer for the amount of that month's expenses.
 - D. The treasurer will automatically reimburse the trusted servants so to bring his/her revolving budget back up to operational level.
 - E. No reimbursements will be made without receipts.
 - F. When a budgeted officer steps down/resigns/moves up or leaves office for any reason, the assigned budget will be either returned to the treasurer or forwarded to his/her successor.
 1. Subcommittee Chairs may receive \$30-\$50 for gas and lodging for CRCS business meetings. Receipts will be given to the ASC treasurer. Reasonable allotments above the \$50 may be approved by the ASC. Any amount not needed, will be returned to the treasurer.
 2. RCM may receive \$100 for gas and lodging for CRSC business meetings. Receipts will be given to the ASC treasurer. Reasonable allotments above the \$100 may be approved by the ASC. Any amount not needed shall be returned to the treasurer.
 3. Alt. RCM may receive \$75 for gas and lodging for CRSC business meetings. Receipts will be given to the ASC treasurer. Reasonable allotments above the \$75 may be approved by the ASC.
 - G. The ASC may provide funds to an Area Representative for travel expenses to functions submitted to and voted on by the ASC. This person must be sent as a representative from the ASC and must submit a written report upon return from travel.
 - H. The dollar amount set forth in this article may be amended at any time as outlined in Article X.
 - I. All the money coming into and going out of the ASC must go through the Area treasurer.
 - J. All group GSRs have pre-approved group conscience for all housekeeping issues of \$100 or under.
 - K. Any motion for any monies above previously approved budgets will be sent to homegroups for approval when the Area is using prudent reserve monies, except in the case of an emergency situation as declared by the Area Chair.
Example: 1) starter kit 2) Fund-raisers 3) Area travel
 - L. The SFANA prudent reserve is established at **\$600**.

ARTICLE XIII. ABOLISHMENT AND DISCONTINUATION

In the event of abolishment and discontinuation of the ASC, all assets will be divided among the current member groups as equally as possible.