



**SPRINGFIELD AREA SERVICE COMMITTEE
NARCOTICS ANONYMOUS
(S.A.S.C.N.A.)**

**POLICY AND ADMINISTRATIONS
GUIDELINES**

Revised June 2012

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Sections 1: What Springfield Area Service Committee of Narcotics Anonymous is and How we Operate

- 1.1 In accordance with our ninth Tradition, the members of Narcotics Anonymous (here in after) in Springfield, Ohio Area have formed the Springfield Area Service Committee of Narcotics Anonymous (here in after called SASCNA). This committee is directly responsible to the member groups it serves and is NOT an authoritative power. SASCNA, operating within tis defined and implied responsibilities as directed by the Fellowship of NA in the Springfield Area, strives to provide several services as follows:
 - 1.1.1 The primary function of SASCNA is to unify and aid groups within the Springfield Area.
 - 1.1.2 In accordance with the Ninth Tradition of NA, SASCNA is directly responsible to those they serve and shall be respectful of the Traditions and Concepts in all its affairs, matters of business, and keeping the interests of the NA Fellowship in the Springfield Area and around the world ever at heart.
 - 1.1.3 Additionally, this committee is to contribute to the growth of NA, both by initiating some work of the work to be finalized at the Regional and World Service Conference, and by helping to support our Region and World Services.
- 1.2 SASCNA is comprised of elected Area Committee Members from the member groups in the area (GSR and GSR Alternate) and elected Trusted Servants, i.e. Chairperson, Vice-chairperson, Treasurer, Secretary, Vice-Secretary. A group is a member of SASCNA when they say they are.
- 1.3 SASCNA meets every third Sunday of the month from 4 pm until 6 pm
 - 1.3.1 In June we will meet on the fourth Sunday due to Father's Day.
- 1.4 From time to time there may be a need for an emergency SASCNA meeting. An emergency meeting may only be called by a majority vote of all of the GSRs. The vote is to be tabulated by the RCM, with all trusted Servants and members of SASCNA being given 1 week (7 days) notice prior to such an emergency meeting.
- 1.5 It is the purpose of SASCNA to serve and aid member groups in carrying the message of recovery to the still suffering addict. SASCNA shall stockpile and distribute literature, receive and dispense money, Plan and implement (CLEAN) events, and provide groups and members a place to discuss problems and seek resolutions so that they may be better help to the still suffering addict. The Activities of SASCNA shall only be limited to the 12 Traditions of NA and the ultimate authority of a loving Higher Power.
- 1.6 The ASC uses the Sample Rules of Order from the Guide to Local Service (attached).

Section 2: SASCNA Meeting Format

- 2.1 Open with a moment of silence followed by the Serenity Prayer
- 2.2 Reading of the
 - 12 Traditions
 - 12 Concepts
 - Service Prayer
- 2.3 Roll call of ASC Trusted Servants and GSRs

2.4 Administration Committee Reports

Chairperson
Vice-Chairperson
Secretary
Vice-Secretary
Treasurer
RCM
RCM Alternate

2.5 Elections (as needed)

2.6 Old Business:

- 2.6.1 Motions that were taken back to the groups for a vote from the group conscience.
- 2.6.2 Motions with an undefined vote and/or tabled motions from last ASC meeting.

2.7 New Business:

- 2.7.1 Review of motions that need to be voted on at ASC meeting or that need to go back to groups for a group conscience vote.
- 2.7.2 Open-Discussion/Question to the ASC that do not need to be submitted as a motion.

2.8 Sub-Committee Reports:

Activities Committee
AD-Hoc Committee
Convention Committee
H & I Committee
Literature Committee
Phoneline / Public Relations Committee

2.9 Group Reports:

Steps that Change Group
Fresh Start Group
Afternoon Groups
Monday Night K.O.O.L Group
I Can't We Can Men's Group
No More Drama Group
Medway Group
We Do Recover Group
Newcomers Group
Work Them or Die Group
Keeping the Focus Group
Change or Die Women's Group
Choose Not to Use Group
Urba-na> Step Climbers Group & Freedom Fighters Group/Recovery Zone Study Group

2.10 Passing of the Seventh Tradition

2.11 Final Treasurer Report

2.12 State day and time of next ASC meeting

2.13 Close with the Serenity Prayer

Section 3: Voting Procedures

3.1 The voting body of SASCNA will be made up of the GSRs and GSR Alternates in the absence of the GSR in attendance.

3.2 Business of the committee shall be conducted according to SASCNA Policy and in accordance with the 12 Traditions of NA. The passage of motions on the floor of the committee requires a simple YES majority, while motions on the floor that change or make policy and are external in nature, go back to the groups, and require a 2/3 majority of the voting body. Internal motions that change or make policy may be voted on immediately by the GSRs present at the monthly ASC meeting but require a 2.3 majority passage. An abstention does not count in the total numbers present, voting members from which a needed percentage is derived. Unless a situation occurs where there are more abstentions than the total of YES and NO votes, where upon the motion will be placed on the floor again for further deliberation and clarification.

3.3 All ASC members shall vote on administrative matters, Only GSRs, or GSR Alternates in their the absence of the GSR may vote on motions affecting the groups.

3.3.1 In the absence of the GSR or GSR Alternate, the group's Treasurer or Secretary may be permitted to vote.

3.4 Motions that change or make policy must be taken back to the groups for a group conscience vote.

3.4.1 All motions that go back to the groups need to include intent, pro, and con for the minutes.

3.4.2 Any group having no home group members and/or having not had a group conscience must abstain from voting.

3.5 In case of a tie vote on GROUP issues, the issue will return to the groups for the conscience and called for another vote the following month. If the tie remains, the motion is dissolved.

3.6 In case of a tie vote on internal issues, the remaining SASCNA trusted servant will be asked to vote. The collective results of the votes will act as a tiebreaker. After two ties, the Area Chair breaks the tie.

3.7 If a motion is carried over to the next month, it will be voted upon during Old Business.

3.8 Anyone determined to have a clear and undeniable conflict of interest may be declared ineligible to vote on the motions at hand by a majority vote of all ASC members present. Anyone can question a voting member's eligibility in the form of a motion and, if seconded, the motion will be voted on. A decision like this is not to be taken lightly and only applies to situations of a job or monetary conflicts of interest. Again, let's not forget our 12th Tradition.

3.9 Any GSR or GSR Alternate that carries the conscience of a group regarding ASC group motions will be

allowed to vote each group's conscience regardless of how many groups they represent. Explanation: If a GSR or GSR Alternate represents 3 groups and brings the conscience of each of those groups to the ASC on motions affecting the groups, then 3 votes will be counted. This allows for each group to be represented.

3.10 Any GSR or GSR Alternate not present at 2 or more consecutive meetings loses his/her voting privileges for issues brought to the floor at the meetings missed. Prior to any voting in Old and New Business, and eligible GSR vote count will be taken.

3.11 Motions:

3.11.1 Only GSRs, committee trusted servants (except SASCNA Chair) and subcommittee chairs may make or second motions. (Any concerned member present may participate in the discussion on a motion.

3.11.2 All motions require a second, except these from the group's conscience.

3.11.3 A motion may be laid on the table/taken from the table by a majority vote.

3.11.4 A tabled motion is not debatable, not amendable, not reconsiderable, and cannot specify a time for resumption. For a motion to take from the table a previously tabled motion would have been in order.

3.11.5 A motion may be withdrawn or amended by the person making the motion as long as the motion has not been voted on.

3.11.6 A vote must occur if a motion is properly made.

3.12 That GSRs act a "Trusted Servants", with the ability to vote on motions that do not affect the individual addict.

Section 4: ASC Positions and Elections

4.1 Each year nominations for all positions are made in November and May, with the election held in December and June. Nominations may be made for all open positions in July with the approval of GSRs. Nominees should submit a Trusted Servant Nominee form to be included in the minutes.

4.2 Trusted servant s will be elected by a majority vote of all Area trusted servant members and GSRs present.

4.3 Elections will be staggered every six months. The newly elected trusted servant will be instructed on the duties of their position (by the ASC Administrative Body or the former Chair) and given one month to observe and allow for a smooth transition.

4.4 SASCNA Trusted Servants are elected for one year terms; expect the RCM Alternate, Vice-Chair, and the Vice-Secretary. They may move into the RCM, Chair and Secretary positions, respectively, upon the completion of the terms or in case of a resignation of the RCM, Chair, or Secretary. A vote of confidence is suggested.

4.3.1 The convention Chair will be a two year position and voted on in June so the incoming Chair can work closely with the current Chair before the Convention.

4.5 The clean time requirements will be determined by the ASC on an individual basis.

4.6 Schedule of Elections:

Position	Elections	Term Begins
Area Chair	December	January
Vice-Chair	December	January
H & I Chair	December	January
Literature Chair	December	January
Secretary	December	January
Vice-Secretary	December	January
Phoneline/Public Relations Chair	June	July
Activities	June	July
Treasurer	June	July
RCM	June	July
RCM Alternate	June	July
Convention Chair	June	July

4.7 Vacant and soon-to-be vacant positions are required to be announced by the Area Chair and to be put in the minutes. This is so that the GSRs may ask their groups for nominations.

4.8 Any person may nominate someone provided they meet the requirements of that office.

4.9 Anyone nominated to a position and unable to be in attendance for the election may accept the nomination in writing, with a letter of acceptance and/or Trusted Servant Nominee Form being submitted to the SASCNA Secretary specifying qualifications and willingness.

4.10 Trusted servants have the right to sit in on any discussion pertaining to their qualifications prior to election to office.

4.11 Nominations do not require a second.

4.12 A Trusted Servant of SASCNA may serve a second term in that position if nominated and elected.

4.13 Open mid-term positions may be filled at the Area meeting. The elected person shall serve in that position until the next regularly scheduled elections. A 2/3 majority of GSRs shall be required to fill a mid-term vacant position.

4.13.1 An open position will be voted on the following month after the position becomes available. This is so the groups may have a chance to bring a nomination if they so choose to.

4.13.2 If the next regularly scheduled elections are less than 6 months away, the newly elected trusted servant will stay until the following scheduled election.

4.14 In emergency situations (such as an unexpected resignation). A trusted servant position may be temporarily filled by a qualified trusted servant for a period of one month. If there is no Vice-Chair of that position. This is to keep an orderly flow of business.

4.15 Two hatting is permitted while there is a lack of qualified, committed, and willing persons to fill trusted servant positions. Every 2 months, the practice of two-hatting will be reviewed at the ASC meeting. (Two-hatting is the practice of the vice-chair being allowed to serve in a 2nd position that is open or has been vacated until the position is filled).

4.16 Outgoing Chairpersons must present incoming Chairperson with information on the activities during outgoing Chairperson's term.

4.17 Resignation and Removal from Office

4.17.1 Trusted servants may resign at any time during their term. It is suggested that a written letter or resignation be submitted to the SASCNA Chair before or at the time of resignation.

4.17.2 When an elected trusted servant cannot be in attendance, he/she is responsible for providing a ' written report to the ASC.

4.17.3 Any elected SASCNA Trusted Servant is allowed 2 absences per term except in the event of an emergency. A replacement or written report should be supplied in the case of absence.

4.18 SASCNA Trusted Servants may be removed from office by a majority vote of GSRs present for any of the following reasons:

4.18.1 Relapse

4.18.2 Excessive absence without notification

4.18.3 Neglect of duties

4.18.4 Disregard for group/area conscience

4.18.5 Any act of theft or violence in the ASC or towards committee members.

4.18.6 Misuse of funds

4.18.7 Falsification of reports

4.18.8 Repeated tradition violation.

4.18.9 Any other actions considered grossly inappropriate by the ASC.

4.19 Request for resignation of a Trusted Servant must be presented to the ASC in the form of a motion and be accompanied by an explanation.

4.20 RCM Alternate and ASC Vice-Chair may move into RCM and Chairperson positions, respectively, in case of resignation or removal upon the vote of confidence of the ASC.

4.21 The remove Trusted Servant will be notified by an ASC Trusted Servant within 7 days to challenge the removal. If the individual chooses to he/she may call an emergency ASC meeting for the purpose of rebuttal.

4.22 The removal from office is not to be taken lightly and should be carefully considered before action is taken against any member. Let's not forget our 12th Tradition.

Section 5: General Budget Guidelines

5.1 The ASC shall, to the best of their ability, estimate expenditures and income to facilitate the flow of funds

accordingly.

5.2 Quarterly donations of \$100.00 will be sent to the 4 Ohio Regional Service Committee of NA (hereinafter ORSCNA).

5.3 The ASC shall maintain a reasonable amount of money for unexpected expenses.

5.4 No purchase or sales are to be made on credit by ASC members without approval from the ASC.

5.5 The ASC shall donate a starter kit to any new ASC group upon request.

5.6 Generally all funds are to be handled by the ASC Treasurer.

5.7 Budgets are to be submitted by Subcommittee Chairs and special function chairs.

5.8 Once budgets are approved by the ASC, the Treasurer or appropriate officer may disburse the funds as they are requested.

5.9 When advances are requested for operating expenses, the Treasurer will write a check. Once the funds are expended, the receipts and leftover cash, if any, are to be turned in to the ASC Treasurer.

5.10 If a person spends their own money for ASC approved expenditures, they must be reimbursed by turning in their receipts along with an explanation to the purpose of the expenditure.

5.11 All final transactions will be conducted at the monthly ASC meetings.

5.12 Receipts for any position will be kept for at least two years, either by the treasurer or be passed on from one subcommittee chair to the next.

5.13 The ASC shall purchase the SASCNACC banner for the convention.

5.14 The ASC has determined that the following are the only position holders who may obtain copies from Box King: Secretary; Vice-Secretary, and Phonenumber/Public Relations

Sections 6: Travel Expenses

6.1 Travel expenses may be made available to RCM, RCM-Alternate, and Subcommittee Chairs or their Vice-Chairs.

6.2 If at all possible, ride sharing and room sharing are encouraged.

6.3 Travel expenses must be submitted in the form of a motion prior to the event.

6.4 Please include on the motions the following:

6.4.1 estimated mileage

6.4.2 estimated room cost.

Section 7: Subcommittee Guides

7.1 Within 2 months after elections, each, chair will present a yearly budget to SASCNA for review and approval.

7.2 The Budget shall include:

- 7.2.1 The amount of monthly operating expenses to be reimbursed upon submission of receipts.
- 7.2.2 Planned activities and estimated cost.
- 7.2.3 Any other miscellaneous expenses.

Section 8: Function

- 8.1 The subcommittee chair shall determine, in advance of the function who will handle the funds and how.
- 8.2 Funds shall be handled by as few people as possible.
- 8.3 The chair will designate a responsible person(s) to collect and count funds at the conclusion of the function.
- 8.4 The subcommittee chair is responsible for the funds to be given to the ASC Treasurer within 24 hours, so the ASC Treasurer can make the deposit into the bank account as soon as possible.
- 8.5 A full accounting of funds expended and received must be made at the first ASC meeting following the function.
- 8.6 The committee may make souvenirs items, such as t-shirts, available at ASC functions in accordance with the wishes of the fellowship and our traditions.
- 8.7 The subcommittee chair is responsible for considering all legal aspects of functions.
- 8.8 In accordance with Regional Motion #97-16, "only events registered with the activities chair prior to the event will be covered by the Regional insurance policy." This policy should be posted in a non-conspicuous place at each function.
- 8.9 For general information, direct all correspondence for the Ohio Regional Service Committee of Narcotics Anonymous: ORSCNA, 1561 Old Leonard Avenue, Columbus, Ohio 43219.
- 8.10 The NA logo is protected under the copyright laws of the United States and may not be affixed to any item without express permission of the World Service Office.
- 8.11 We always need money to our groups: there is rent to pay, supplies, and literature to buy. We take a collection in our meetings for cover these expensed and **whatever is left goes to support our services and to further our primary purpose.** Unfortunately, there is little left once a group pays its way. Sometimes a member who can afford it gives a little extra to help. Sometimes a committee is formed to put on an activity to raise funds. NA services remain in need of money, and even though it is sometimes frustrating, we really would not have it any other way. We know the price would be too high. We all have to pull together; we learn that we really are a part of something greater than we are.

Section 9: Miscellaneous

- 9.1 An annual Area inventory/review is to be taken by the RCM or another Area representative.
- 9.2 SASCNA has adopted the WSO guidelines concerning the theft of NA funds. The ASC will attempt to recover losses legally as a final solution when necessary (see attached WSO Bulletin #30).
- 9.3 Maintain SASCNA archives from past, present, and future: including but not limited to: T-shirts, tapes/CDs, fliers of functions, groups, and events. One shirt from any function, sub-committee, groups, or event be donated to the archives.

Section 10: ASC Chair Suggested Requirements and Responsibilities

- 10.1 Have the working knowledge of the ASC policy, the NA service structure, and the 12 Traditions.
- 10.2 Preside over ASC meetings and keep an orderly flow of business.
- 10.3 Follow the agenda for the ASC meeting as set out in policy.
- 10.4 Assist Area Treasurer and Literature in conducting a monthly/quarterly inventory audit of the literature office. When a new Literature Chair is elected, monthly audits will be conducted for the first 3 months; quarterly audits will be conducted thereafter.
- 10.5 Previous ASC experience and a minimum of 2 years clean time.
- 10.6 Term begins in January.

Section 11: ASC Vice-Chair Suggested Requirements and Responsibilities

- 11.1 Have working knowledge of the ASC Policy, The NA service structure, and the 12 Traditions.
- 11.2 Perform the duties of Chair in his/her absence.
- 11.3 Remain informed of all ASC activities and help coordinate these with the subcommittee chairs, and also attending subcommittee meetings whenever possible.
- 11.4 Review two-hatting every 2 months at the ASC.
- 11.5 Contact absent trusted servants after 2 consecutive months of absence.
- 11.6 After one year as Vice-Chair, this position may be elected to the position of Chair with a vote of confidence from the ASC members present with no nomination required. Any less than full term requires a nomination to become Chair.
- 11.7 Previous ASC experience and minimum of 1 year clean time.
- 11.8 Term begins in February.

Section 12: ASC Secretary Suggested Requirements and Responsibilities

- 12.1 Have the working knowledge of the ASC policy, the NA service structure, and the 12 Traditions.
- 12.2 Keep accurate minutes of each ASC meeting, including but not limited to: motions, nominations, votes, attendance and all other pertinent information. The Secretary will also be responsible to copy and distribute minutes of each ASC meeting to each ASC member within 2 weeks following the meeting.
- 12.3 Provide new group and group update forms to groups as new groups as added and group changes occur. Also send these forms to the World Service Office (WSO) and periodically obtain an updated list of SASCNA groups for the WSO to ensure the changes are correctly entered.
- 12.4 Maintain a complete set of ASC minutes to pass on to his/her successor.
- 12.5 Maintain a current mailing list of all ASC trusted servants to pass on to his/her successor.
- 12.6 Maintain the ASC PO Box and pick up mail, distribute mail to the ASC, and pay all ASC bills.

12.7 When advances are requested for operating expenses, the Treasurer will write a check. Once the funds are expended, the receipts and left over cash, if any, are to be returned to the ASC Treasurer.

12.8 Will keep backup copies of all receipts handed into the ASC Treasure.

12.9 Previous ASC experience desired and minimum of 1 year clean time.

12.10 Term begins in January.

Section 13: ASC Vice- Secretary Suggested Requirements and Responsibilities

13.1 Have the working knowledge of the ASC policy, the NA service structure, and the 12 Traditions.

13.2 Shall perform duties of the Secretary in the Secretary's absence.

13.3 After one year as Vice-Secretary, this position may be elected to the position of Secretary with a vote of confidence from the ASC members present with no nomination required. Any less than full term requires a nomination to become Secretary.

13.4 Shall attend ASC meetings with the Secretary.

13.5 Shall provide clerical support to the Secretary in the typing and distribution of monthly meetings minutes.

13.6 When advances are requested for operating expenses, the Treasurer will write a check. Once the funds are expended, the receipts and left over cash, if any, are to be returned to the ASC Treasurer.

13.7 Previous ASC experience desired and minimum of 1 year clean time.

13.8 Term begins in January.

Section 14: ASC Treasurer Suggested Requirements and Responsibilities

14.1 Have the working knowledge of the ASC policy, the NA service structure, and the 12 Traditions.

14.2 Make a monthly written report of receipts and expenditures for the inclusion in each set of monthly minutes.

14.3 Maintain ASC checking account for which 3 administrative members of the ASC shall have signature authority.

14.4 Is responsible for all ASC funds in his/her possession and shall promptly reimburse any losses or shortages (circumstances considered).

14.5 Maintain written records separate from the checking account and keep informed of all balances with ASC funds.

14.6 The ASC shall provide the Treasurer with a Treasure's Handbook to be passed on to his/her successor.

14.7 When advances are requested for operating expenses, the Treasurer will write a check. Once the funds are expended, the receipts and left over cash, if any, are to be returned to the ASC treasury.

14.8 Assist Area Chair and Literature in conducting a monthly/quarterly inventory audit of the literature

office. When a new Literature Chair is elected, monthly audits will be conducted for the first 3 months; quarterly audits will be conducted thereafter.

14.9 Due to the nature of the position, the ASC should carefully consider the person to be elected, specifically regarding honesty, integrity, maturity, and stability in both recovery and in personal finances.

14.10 Previous ASC experience desired and minimum of 2 years clean time.

14.11 Term begins in July.

Section 15: ASC Literature Chair Suggested Requirements and Responsibilities.

15.1 Have the working knowledge of the ASC policy, the NA service structure, and the 12 Traditions.

15.2 Shall form an operating policy and hold committee meeting regularly.

15.3 Within two months after elections, each chair will present a yearly budget to the ASC for review and approval.

15.4 Maintain a stockpile of NA for sale and distribution to persons or groups who wish to purchase. Literature will also be available for purchase after the monthly ASC meetings at the literature office.

15.5 Provide and maintain for sale and distribution a current schedule of meetings in the Springfield area.

15.6 Maintain current inventory of literature and cash on hand and submit a monthly report to the ASC.

15.7 When advances are requested for operating expenses, the Treasurer will write a check. Once the funds are expended, the receipts and left over cash, if any, are to be returned to the ASC Treasurer.

15.8 Review approval literature and give input to RCM for input to Regional Service Committee.

15.9 The ASC shall provide the Literature Chair with a Literature Handbook to be passed on to his/her successor.

15.10 Assist Area Chair and Treasurer in conducting a monthly/quarterly inventory audit of the literature office. When a new Literature Chair is elected, monthly audits will be conducted for the first 3 months; quarterly audits will be conducted thereafter.

15.11 Due to the nature of the position, the ASC should carefully consider the person to be elected, specifically regarding honesty, integrity, maturity, and stability in both recovery and in personal finances.

15.12 Previous ASC experience desired and minimum of 2 years clean time.

15.13 Term begins in January.

Section 16: ASC Activities Chair Suggested Requirements and Responsibilities

16.1 Have the working knowledge of the ASC policy, the NA service structure, and the 12 Traditions.

16.2 Shall form an operating policy and hold committee meeting regularly.

16.3 Within two months after elections, each chair will present a yearly budget to the ASC for review and approval.

- 16.4 Plan and implement “clean” activities as directed by the ASC. (Note: a tax-exempt certificate is to be given to the Activities Chair by the Area Treasurer for the purchase of supplies for each activity. The tax-exempt number is to be kept confidential.)
- 16.5 Report these activities to the RCM who will give this information to the Regional Activities Chair at the ORSCNA meeting each quarter. (Check the naohio.org when planning events and send fliers to ORSCNA Webmaster as “only events registered with ORSCNA prior to the event will be covered by the regional insurances policy”.) This policy should be posted in a non-conspicuous place at each function.
- 16.6 Keep informed of activities outside of the Springfield Area and report them to the ASC.
- 16.7 Help other trusted servants coordinate activities including, but not limited to, fund-raiser, dances, camp-outs, workshops, etc., and inform other areas to these functions, via the RCM.
- 16.8 Although this committee may be directed from time to time to raise funds, the primary purpose of this committee is to provide NA members with activities in the spirit of recovery. **This is not a fund-raising committee.**
- 16.9 When planning ASC functions, refer to the Convention Subcommittee Handbook.
- 16.10 When advances are requested for operating expenses, the Treasurer will write a check. Once the funds are expended, the receipts and left over cash, if any, are to be returned to the ASC Treasurer.
- 16.11 The ASC shall provide the Activities Chair with a Convention Subcommittee Handbook to be passed on to his/her successor.
- 16.12 Due to the nature of the position, the ASC should carefully consider the person to be elected, specifically regarding honesty, integrity, maturity, and stability in both recovery and in personal finances.
- 16.13 Previous ASC experience desired and minimum of 2 years clean time.
- 16.14 Term begins in July.

Section 17: ASC Regional Committee Member (RCM) Suggested Requirements and Responsibilities

- 17.1 Have the working knowledge of the ASC policy, the NA service structure, and the 12 Traditions.
- 17.2 Attend ORSCNA meetings representing SASCNA’s conscience and to act as a link between SASCNA and the other Ohio ASCs.
- 17.3 When advances are requested for operating expenses, the Treasurer will write a check. Once the funds are expended, the receipts and left over cash, if any, are to be returned to the ASC Treasurer.
- 17.4 Prior to attending ORSCNA meetings, refer to the Travel Expenses section for guidance.
- 17.5 Shall work with the Activities Chair in gathering information for SASCNA about activities outside SASCNA and inform the other areas of SASCNA activities.
- 17.6 Shall maintain a current mailing list of ORSCNA trusted servant and RCM’s and provide the Area Secretary with this list along with copies of ORSCNA quarterly meeting minutes.
- 17.7 Shall preside over the monthly ASC meeting in the absence of both the chair and Vice-Chair.
- 17.8 Previous ASC experience desired and minimum of 1 year clean time.

17.9 Term begins in July.

Section 18: ASC Regional Committee Member Alternate (RCM-A) Suggested Requirements and Responsibilities

18.1 Have the working knowledge of the ASC policy, the NA service structure, and the 12 Traditions.

18.2 Shall perform duties of the RCM in his/her absence.

18.3 After one year as RCM-A, this position may be elected to the position of RCM with a vote of confidence from the ASC members present with no nomination required. Any less than full term requires a nomination to become RCM.

18.4 Shall attend meetings with the RCM.

18.5 When advances are requested for operating expenses, the Treasurer will write a check. Once the funds are expended, the receipts and left over cash, if any, are to be returned to the ASC Treasurer.

18.6 Prior to attending ORSCNA meetings, refer to the Travel Expenses section for guidance.

18.7 Previous ASC experience desired and minimum of 1 year clean time

18.8 Term begins in July.

Section 19: ASC Phonenumber and Public Relations Chair Suggested Requirements and Responsibilities

19.1 Have the working knowledge of the ASC policy, the NA service structure, and the 12 Traditions.

19.2 Within two months after elections, each chair will present a yearly budget to the ASC for review and approval.

19.3 Form an operating policy and subcommittee and hold subcommittee meetings.

19.4 When advances are requested for operating expenses, the Treasurer will write a check. Once the funds are expended, the receipts and left over cash, if any, are to be returned to the ASC Treasurer.

19.5 Maintain a record of all expenditures and report monthly to the ASC.

19.6 ASC Phonenumber and Public Relations /chair will maintain SASCNA Website.

19.7 SASCNA website will include (but not limited to): updated meeting schedules, activity information and fliers, conventions information, registration fliers, fundraising fliers, SASCNA policy, ASC minutes and lines of communication.

19.7.1 Anything other than the items listed above must have approval from the ASC.

19.8 Maintain a Phonenumber log to account for all calls received, including hang-ups and out-of –town calls.

19.9 The ASC shall provide the Phonenumber and Public Relations Chair with a Phonenumber and Public Relations Subcommittee Handbook to be passed on to his/her successor.

19.10 It is suggested that the Phonenumber and Public Relations Chair attend ORSCNA meetings for support.

- 19.11 Prior to attending ORSCNA meetings, refer to the Travel Expenses section for guidance.
- 19.12 Due to the nature of the position, the ASC should carefully consider the person to be elected, specifically regarding honesty, integrity, maturity, and stability in both recovery and in personal finances.
- 19.13 Emphasis is to be placed on: the only requirement for membership, our primary purpose is to never endorse related facilities, non-professional, no opinions on outside issues, attraction rather than promotion, and anonymity.
- 19.14 Previous ASC experience desired and minimum of 2 years clean time.
- 19.15 Term begins in July.

Section 20: ASC Hospital and Institutions (H & I) Chair Suggested Requirements and Responsibilities

- 20.1 Have the working knowledge of the ASC policy, the NA service structure, and the 12 Traditions.
- 20.2 Within two months after elections, each chair will present a yearly budget to the ASC for review and approval.
- 20.3 When advances are requested for operating expenses, the Treasurer will write a check. Once the funds are expended, the receipts and left over cash, if any, are to be returned to the ASC Treasurer.
- 20.4 Form an operating policy and subcommittee and hold subcommittee meetings.
- 20.5 The ASC shall provide the Phonenumber and Public Relations Chair with a Phonenumber and Public Relations Subcommittee Handbook to be passed on to his/her successor.
- 20.6 It is suggested that the Phonenumber and Public Relations Chair attend ORSCNA meetings for support.
- 20.7 Prior to attending ORSCNA meetings, refer to the Travel Expenses section for guidance.
- 20.8 Is directly responsible to the ASC and is to keep ASC informed of all activities.
- 20.9 Emphasis is to be placed on: the only requirement for membership, our primary purpose is to never endorse related facilities, non-professional, no opinions on outside issues, attraction rather than promotion, and anonymity.
- 20.10 Previous H & I and ASC experience desired and minimum of 2 years clean time.
- 20.11 Term begins in January.

Section 21: ASC Convention Chair Suggested Requirements and Responsibilities

- 21.1 Have the working knowledge of the ASC policy, the NA service structure, and the 12 Traditions.
- 21.2 Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee and provide help when needed.
- 21.3 Helps resolve personality conflicts.
- 21.4 Keeps activities within the principles of the 12 Traditions and in accordance with the propose of the convention.

- 21.5 Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee functions.
- 21.6 Prevents important questions from being decided prematurely in order to foster understanding by the entire committee prior to action.
- 21.7 Allow the subcommittee to do their jobs while providing guidance and support. Only major issues need be brought to the Convention Committee. Subcommittees should be given trust and encouragement to use their own judgment.
- 21.8 Prepares the agenda for Convention Committee meetings and Executive Committee meetings.
- 21.9 Votes only to break a tie on issues brought before the Executive Committee.
- 21.10 Chairs the Convention Committee meetings as well as the Convention.
- 21.11 Is directly responsible to the ASC and keeps ASC informed of the Convention Committee's progress and all fund-raising activities associated with the Convention via flyers and written.
- 21.12 In accordance with Regional motion #97-16: Motion #97-16, "only events registered with ORSCNA prior to the event will be covered by the regional insurances policy". This policy should be posted in a non-conspicuous place at each function.
- 21.13 Due to the nature of the position, the ASC should carefully consider the person to be elected, specifically regarding honesty, integrity, maturity, and stability in both recovery and in personal finances.
- 21.14 Requires previous ASC experience, past Convention Committee member, and minimum of 5 years clean time.
- 21.15 The Chair person is voted in and Takes office in July of the convention year and is a 2 year commitment. The in-coming chair assists, and learns from out-going Chair until convention is over. Then takes office completely.

Section 22: ASC Ad-Hoc Committee Suggested Requirements and Responsibilities

- 22.1 Have the working knowledge of the ASC policy, the NA service structure, and the 12 Traditions.
- 22.2 May be formed or dissolve by the ASC as deemed necessary by majority vote of ASC members present.
- 22.3 Within two months after elections, each chair will present a yearly budget to the ASC for review and approval.
- 22.4 When advances are requested for operating expenses, the Treasurer will write a check. Once the funds are expended, the receipts and left over cash, if any, are to be returned to the ASC Treasurer.
- 22.5 Are directly responsible to the ASC and are to keep ASC informed of all activities.
- 22.6 Previous ASC experience desired and minimum of 1 year clean time.

Section 23: ASC Group Service Representative (GSR) and Group Service Representative Alternate (GSR-A) Suggested Requirements and Responsibilities.

23.1 Are responsible to their group and the ASC.

23.2 The groups determine duty requirements.

23.3 Regular attendance at monthly ASC meetings is required.

Revised: June 2012