



STATEN ISLAND AREA POLICY

APPROVED OCTOBER 2023

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I. Area Service Committee Meeting

A. Conducting Area Business

1. SIASC Meeting Day/Time—Second Tuesday of every month at 7:00 pm.
2. Meeting Place—[All Saints Church, 2329 Victory Blvd](#) and [Zoom ID# 87394767292](#). *(Voted into policy that Area will stay HYBRID until there are no more virtual meetings, 10/11/22)*
3. Steering Committee will meet the 1st Tuesday of the month at 7pm only virtually using the Area [Zoom ID# 87394767292](#). *(Voted into policy on 1/2/23)*
4. In the absence of the Chairperson, and the Vice Chair, the RCM will serve as the Chairperson. If the RCM is also absent, the next in line will be the Secretary.
5. That the SIASC read the 12 Traditions, 12 Concepts, Purpose of Area Service, Decorum Statement & a selection from SIASC Policy at the beginning of the monthly ASC meetings. *(12/16)*
6. That SIASC purchase, maintain and prominently display the 12 Steps, the 12 Concepts and the 12 Traditions banners at all SI Area Meetings. *(5/15)*
7. All of the policies for SIASC to be in accordance with the 12 Traditions of Narcotics Anonymous.
8. The Narcotics Anonymous Guide to Local Service is used to establish policy.
9. Robert's Rules of Order to be used where the Guide to Local Service does not address our needs.
10. Anyone who is NOT a GSR or representing a group, subcommittee chair or part of the steering committee is considered an observer. They must be recognized by the Area Chairperson in order to participate in Area business; they cannot make motions, nominations or second any motions or nominations.
11.
 - a. All chairs and subcommittee chairs should regularly attend the SIASC meetings. If not attending, they should notify the Area Chairperson prior to SIASC meeting and are expected to ensure their reports are submitted to the Area Chairperson.
 - b. In addition, if a subcommittee chair cannot attend then the subcommittee Vice-Chair should represent the subcommittee at the SIASC meeting.



- c. If Steering Committee members and subcommittee chairs do not attend two consecutive SIASC meetings they are expected to resign. (*Extenuating circumstances will be considered*)
12. If a subcommittee wants to submit an item for discussion on the SIASC meeting agenda they should submit a request at the Steering Committee Meeting which takes place on the 1st Tuesday of every month at 7:00pm on the [Area Zoom ID #87394767292](#). (*Steering does not meet in person, 1/23*)
13. All subcommittee reports are to be read in alphabetical order.
14. Business is conducted every month, group reports are given every other month.
15. Open Forum and/or Open Discussion is held at the end of each SIASC meeting for any concerns ASC members may have. There will be a sheet to sign if you want to be recognized to participate in either forum or discussion.
16. The Area as a whole, by a simple majority vote, may at any time request information contained in the archives, which would facilitate a better informed decision on any issue.
17. The Area Chairperson has sole responsibility for deciding if the SIASC meeting needs to be postponed, rescheduled, temporarily relocated or canceled. This is for one month only. If there is a need for a more permanent relocation then the membership will decide by a $\frac{2}{3}$ vote of attending GSRs at the SIASC meeting.

B. Quorum

1. Quorum to be determined by an average of the last 3 months GSR attendance. To be determined by the Area Chairperson at 7:00 and again at 7:30pm.
2. If a group service representative (GSR) needs to leave during the SIASC meeting, he/she is recognized as doing so by telling the Secretary. Once quorum is established, business (motions, elections etc.) can be conducted. If less than the determined amount of GSR's are present after 7:30pm business cannot be conducted. **subcommittee reports, nominations & group reports can be done without quorum.*



C. Minutes

1. Proofreading of the SIASC minutes is the responsibility of the Area Chairperson.
2. The Area Secretary will be required to work with the Technology Chair to place the minutes on the [SIANA website \(na-si.org\)](http://na-si.org) within 7 days after the ASC meeting. *(Revised 5/14/15)*
3. The Treasurer's report will be included in the minutes.
4. No personal attacks targeted at any addict will ever appear in our area service minutes, whether it is under the guise of a motion or intent.
5. Minutes are not read at ASC meetings unless a GSR has a correction.

D. Reports

1. The group service representative (GSR) report on their respective group could include average attendance, experience/strength/hope of each group, problems and solutions. (Form can be found on the website at na-si.org/gsr-information)
2. Anniversaries and announcements for their groups should be included.
3. There is a separate sheet at Area for anniversaries and announcements to be given to the Area Secretary so they can be included in the minutes.

E. Motions

1. Any motions to be addressed in new business (at the SIASC meeting) must be submitted to the Steering Committee by a GSR (or a group representative), or subcommittee chair at the Steering Committee meeting held the week prior to the SIASC meeting (1st Tuesday of the month at 7:00pm on the Area [Zoom ID# 87394767292](https://zoom.us/j/87394767292)).
2. The Area Chairperson may rule a motion out of order if the motion violates a current policy or contradicts any of our Traditions and/or Concepts for NA Service.
3. The Area Chairperson must remain neutral in all matters, and cannot make or second any motions.



4. All motions have to be submitted in writing including the motion makers' group name, the intent & the corresponding tradition(s)/concept(s). The motion form is available digitally on the Area website, as well as a document that can be printed and then written in. (Form can be found on the website at na-si.org/gsr-information)
5. The Steering Committee will ensure that all motions presented at the SIASC meeting are presented based on importance. The priority of importance is as follows: Elections, Time Frame Motions, Finances, Area/committee, procedural/policy, miscellaneous.
6. The motion maker speaks briefly (3 minutes) about why their group feels the motion is important (this is called intent).
7. ONLY the Area Chairperson will recognize or call for a second. The Chairperson will then state the GSR and group name that seconds the motion.
8. If there is no second, the Area Chairperson will announce that the motion dies due to a lack of support. This means the idea is no longer discussed and we move on to other business.
9. If the motion is seconded, the Area Chairperson will allow a 5 minute question and answer period between the motion maker and the membership.
 - a. The Area Chairperson will recognize members who want to ask a question to the motion maker. Once recognized, the member will ask a question to the motion maker. The motion maker will respond to the question asked.
 - b. The Area Vice Chairperson will be responsible for ensuring that the question and answer period stays within the allotted time frame (5 mins).
10. After the 5 minute question and answer period the Area Chairperson will ask the membership if there are any cons or pros to the motion.
 - a. There will be a limit of two cons and two pros.
 - b. If there are no cons, then no pros will be entertained.
 - c. If there are pros, then the Area Chairperson will recognize the speakers who have requested to present the cons or pros. Each speaker will have a maximum of two minutes to present their con or pro.
 - d. The Area Vice Chairperson will be responsible for ensuring each speaker stays within the allotted time frame.



11. At this point, the GSR'S will be instructed to take the motion back to their groups for discussion and to determine the groups vote on the motion.
 - a. The motions will be voted on at the next SIASC meeting during old business. The Area Chairperson will call for a vote on said motion. At this point, only the vote will be taken. All debates, pros, cons, or questions have been previously addressed at last month's SIASC meeting and will not be entertained. However, if a group has a question, concern or an amendment that was not previously discussed, it can be asked to the motion maker only. There will be no other discussion between the body. Only GSR's or individuals who represent a group may vote.
12. The Area Vice Chair is responsible for tallying the votes and making sure that all who are voting are eligible to vote.
13. All abstentions are not counted as a YAY or NAY vote, but are part of quorum and need to be documented.
14. Motion makers must be present during all discussions and voting.

F. Nominations

1. A GSR, representative of a group, subcommittee chairperson, steering committee member may nominate a member for an open Area commitment.
2. A GSR, representative of a group and subcommittee chairs are the only members that can second a nomination. Steering committee members cannot second a nomination.

G. Voting

1. Policy Changes
 - a. To set and change policy a $\frac{2}{3}$ vote of the attending group service representatives (GSR) is needed.
 - b. All officers of the Steering committee, subcommittees and Vice Chairs cannot be voting members of this body. The Steering committee policy prohibits a member of the Steering committee from holding the following positions: GSR, Alternate GSR, subcommittee Chairperson and



subcommittee Vice-Chairperson). The term “*this body*” refers to the attending GSR members who are eligible to vote at the SIASC meeting. Only GSR’s or individuals that the group designates to represent them can be voting members of this body.

- c. A GSR or alternate GSR will not be granted the privilege of voting for more than one group at SIASC meetings.
- d. GSR’s elected in new positions would vote as GSR for the group they represent.
- e. All abstentions are not counted as a YAY or NAY vote, but are part of quorum.

2. Regular Motions

- a. When a motion is read by the Chairperson at Area at the time it is to be voted on, only GSR’s or representatives may vote.
- b. Simple majority vote.
- c. The Vice Chairperson is to count votes and ensure that all who voted are eligible to vote.

3. Area Elections

- a. When an individual is nominated for a position at the SIASC meeting they first give their qualifications, and then questions may be directed towards them by the membership (GSR’s, steering committee and subcommittee chairs are included).
- b. All nominations be made, seconded and accepted at the SIASC meeting two months prior to elections. (ex. If a commitment runs January to December, the nominations must start in October to be voted on in December) (*Revised 5/15/18*)
- c. All nominees must be present at the time of nomination and election.
- d. That the minutes from the SIASC meeting contain the nominee and their qualifications for nominated positions.
- e. Steering Committee members and subcommittee chairs/vice chairs are eligible to nominate individuals for positions. However, only GSRs and individuals designated to represent a group can vote during elections.



- f. The Area Chairperson can move to acclimate if there is only one person running for an open/vacant commitment, nominations are closed and no one is opposed. (1/2023)

Steering Committee

Position	Clean Time Requirements	Term
Chair	2 Years	July to June
Vice-Chair	2 Years	July to June
Area Secretary	1 Year	January to December
Treasurer	2 Years	January to December
Assistant Treasurer	2 Years	January to December
Regional Committee Member (RCM)	2 Years	January to December
Alternate Regional Committee Member	2 Years	January to December
Policy Committee Chair	2 Years	January to December
Technology (non voting)	3 Years	January to December

Subcommittee Chairs

Position	Clean Time Requirements	Term
Events and Activities (E&A)	2 Years	January to December
Events and Activities (E&A) Treasurer	2 Years	January to December
Hospitals and Institutions (H&I)	2 Years	July to June
Public Relations (PR)	2 Years	January to December
Literature Management	2 Years	January to December
Homebound	2 Years	July to June
Speaker Exchange	2 Years	July to June



4. Terms
 - a. No individual can serve more than two consecutive terms in a Steering Committee position or subcommittee chair position.
 - b. In regards to unexpired terms which are filled in accordance with our guidelines: (see chart). If the incumbent serves more than 6 months of that term, this shall be considered their first year of service in that position. If they serve less than 6 months of that term, the incumbent would be eligible to serve an additional two full terms.

H. Flyers

1. Flyers for Staten Island Area should be submitted to the Steering Committee at the Steering Committee Meeting one week before the Area Service Meeting. The Steering Committee will review and proofread all flyers. Once the Steering Committee approves the flyer, it will be presented to the membership at the Area Service Meeting.
2. As per the Narcotics Anonymous World Service request, the trademarked NA logo must be used when using the NA Logo on flyers.

I. Managing External Communications

1. The current address is as follows:
Staten Island Area Narcotics Anonymous
% GNYRSO
154 Christopher Street
New York, NY 10014
2. All Staten Island Area groups and subcommittees may use this address.
3. The Staten Island Area has established a website www.na-si.org. The website is managed by the Chair of the Technology Committee.

II. Service Structure

A. Groups



1. New Groups
 - a. When a new group is formed and wants to become a member of the Staten Island Area of Narcotics Anonymous, that group must have their GSR, and/or a representative of the group, attend the SIASC meeting and request to be recognized as a member of the Staten Island Area of Narcotics Anonymous.
 - b. When a new meeting presents itself to the Staten Island Area they have to give the specifics of the meeting (ex: day, time, location, format, type of meeting). This information will be included in the minutes.
 - c. At the point when the Staten Island Area recognizes a new group, the RCM reports this information to the Greater New York Region of Narcotics Anonymous to obtain insurance coverage.
 - d. The Technology Chair will update the S.I. meeting list for the Area, Region and World.
2. Any group using another group's facility (for any purpose) should go to that group to inform them first.
3. Staten Island Area recognizes special interest groups.
4. Any member that a group delegates may represent that group at the SIASC meeting. (Group Service Representative)

B. Group Service Representative (GSR)

1. The Group Service Representative (GSR) is elected by an NA group to represent that group at the SIASC meetings. The GSR's form the foundation of the service structure. GSR's provide constant active influence over the discussions being carried on within the service structure. The GSRs' vote represents the conscience of the groups they serve and are to vote during the business conducted at Area.
2. GSR's handle all literature orders and area donations. Venmo is the mode of payment that is accepted for orders and donations. Be sure to include the group name and notate if it's a donation or literature order. Money orders, cash and checks are not accepted.



C. Steering Committee

1. The Policy Chair is recognized as a member of the Steering Committee, and is able to freely participate in discussion and procedures at the Steering Committee Meetings.
2. The Steering Committee meets the 1st Tuesday of the month on the [Area Zoom ID # 87394767292](#). (virtually only 1/2/23)
3. All Steering Committee members should remain in their position if their term expires until Area elects a replacement.
4. The Technology Chair is a non-voting member of the Steering Committee. (4/23)

D. Subcommittees

1. All subcommittees should list expenditures and revolving funds in their monthly reports.
2. All subcommittee chairs are elected by the SIASC. All other subcommittee positions (including vice-chairs, treasurers etc.) are elected within the subcommittee.
 - a. The only exception to this is the Treasurer of the Events and Activities subcommittee.
 - b. The Events and Activities Treasurer is required to manage large sums of money and thus it is required to have 2 years clean time. This is why this position is nominated by the Area and voted on by the Area.
3. All subcommittees submit in typed form to SIASC Policy Committee, the policy generated and used in each respective committee, once a year.
4. All subcommittee policies must conform to the Staten Island Area format for subcommittee policies.
5. All committees and subcommittees of the Staten Island Area should meet regularly on a designated day and time in a specified meeting place, or on the [Area Zoom ID #87394767292](#) (not to be at a private home).
6. Subcommittee chairs do not have to attend the steering committee meeting unless they have a reason (ex: motion, flyer, issue).



7. All subcommittee chairs may remain in their position if their term expires until Area elects a replacement.

Events and Activities (E&A) Committee

1. Two years clean time is required to hold the position of E&A Chair.
2. Two years clean time is required to hold the position of E&A Treasurer.
3. The E&A Committee shall send all deposits to the Area Treasurer via Venmo within two business days following such event, and promptly inform the Treasurer of the amount deposited and a breakdown of expenses and proceeds.
4. When funds are needed for an event/activity, the E&A Treasurer should request said funds from the Area Treasurer through Venmo. Amount and details are needed for accountability.
5. Anyone handling money for any NA function should have two years clean time and a visible means of support.
6. The E&A committee continues to have a 50/50 raffle, as in previous events.
7. The E&A committee must put on 3 policy events:
 - Gratitude Dance every November
 - Spiritual Breakfast
 - Free Picnic which is funded by the E&A Set-Aside (consists of the money acquired from 50% of all profits from fundraising events)
8. All other events require 60 days notice for approval from the Area.
9. To establish and maintain a \$3000 (10/2023) fund (seed money) for the E&A Committee to be maintained from proceeds from all events. If money for a policy event is requested and the seed money is below the \$3000, the E&A Committee will be given funds needed to put on the event up to the \$3000.
10. When the E&A Committee is planning an event that is considered a fundraiser (money making event) the \$3000 is the seed money that is to be used, without needing it to be voted on. A budget should be submitted prior to receiving the funds needed to put on the event. (If such an event



requires more than the \$3000 Seed Money, any amount over the \$3000 must be voted on at the ASC Meeting by the GSR'S).

11. When the E&A Committee is planning an event, or activity, that is not considered an fundraising event (learning days, service workshops, etc.) there is a \$150.00 limit. If more funds are needed, they must submit a budget that must be approved (voted on), by the GSR'S at the ASC meeting 60 days prior to the event.
12. E&A Merchandising is seed money \$700.00

Homebound Committee

Literature Management

1. Committee consists of the Chairperson, of which 2 years clean time is required.
2. The revolving fund is \$1500.
3. Literature bills are submitted to the Area Treasurer for payment.
4. Chairperson is responsible for ordering & receiving literature from GNYR (Greater New York Region).
5. Prices are set by the Steering Committee according to our cost and are raised when the GNYR raises their prices.
6. Literature is stored at the Chairpersons home, as there is no place available where the SIASC meeting is held.
7. Groups are to order their literature from the Literature Chairperson either via text, email or at the SIASC meeting. If ordering via text/email, the GSR or group representative must send a copy of the Venmo receipt of payment along with the literature order. Venmo is the accepted mode of payment.
8. Staten Island Area will provide new groups with \$40 worth of literature to be paid back to the Area. All money owed to the Staten Island Area for startup kits must be paid back in full before that group orders any more literature or makes donations to the Staten Island Area.
9. SIASC provides H&I with SI meeting lists for its meetings at no cost.



10. Every subcommittee chair and GSR can download a Guide to Local Service on the area website <https://na-si.org/siasc>.

Policy Committee

1. The Policy Committee's purpose is to research, clarify and suggest policy as the need arises, and to continue maintenance (updates, as they occur) and integrity of the Staten Island Area policies.
2. The Policy Committee is responsible for maintaining an archive of the Staten Island Area policies. In addition, the Policy Committee is responsible for ensuring the accuracy and integrity of the Staten Island Area policies.
3. The official policies will be distributed to groups at the Staten Island Area Service Committee meeting every January or when the policy is updated.
4. Responsible for suggesting policies and updating the current policy as changes occur.
5. Responsible for getting the insurance certificates for all groups, and events and activities.

Public Relations Committee

1. To open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to all addicts.
2. To initiate and coordinate public relations within the fellowship ensuring unity and clarity in all public relations activities. This includes possible participation and support of learning days, workshops and group presentations.

Speaker Exchange Committee

Technology Committee

1. The Technology Committee is responsible for designing, updating and managing the Staten Island Area website.



2. The Technology Committee is responsible for printing all Staten Island Area related documents including area policies, flyers and meeting lists.
3. Meeting List Coordination
 - a. Revising and printing the Staten Island Area meeting list.
 - b. Ensuring that World and Region are updated monthly with respect to Staten Island Area meetings.
 - c. That all subcommittee and ASC meetings be listed on the meeting list (time, place, etc.).
4. The Technology Chair is a non-voting member of the Steering Committee.

E. Establishing an Ad-Hoc Committee

1. All ad-hoc committees formed by the Area Chairperson are created to do a specific job that has a beginning time and an end time.
2. The clean time requirement to Chair the ad- hoc committee should be established at the time the ad- hoc committee is created.
3. A subcommittee chair is eligible to be the chair of an ad- hoc committee.
4. The Area Chair will appoint a member to Chair an ad-hoc committee. Once appointed as Chair of an ad-hoc committee, that individual will then ask members to join the committee.

F. Regional Committee Member

1. The Regional Committee Member (RCM) will include a copy of the Regional Treasurer's Report with the RCM report.
2. Staten Island Area will pay (\$375) for the RCM to attend the Mid-Atlantic Regional Learning Conference of Narcotics Anonymous (MARLCNA).
3. Responsible for SIASC being registered with the WSC.
4. Each group and subcommittee is asked to fill out a registration/update form.

Finances

A. Group & Subcommittee Finances

1. Groups must use Venmo as the preferred method of payment to purchase literature and make donations to the Staten Island Area. Include the group



name and a notation of what the VENMO transaction is for (ex: literature order/donation).

2. The Staten Island Area Treasurer will under no circumstance accept personal checks.
3. For groups that owe money to the area, any money donated from these groups to the area, that donation will be first deducted from money owed.
4. That representatives of subcommittees submit their receipts from expenses from their revolving funds at the Steering Committee meeting, to be replenished at the following Area meeting.

B. Insurance

1. Any Staten Island Area event (including regular scheduled meetings, such as activities, workshops, learning days, group functions, extended meetings, etc.) need insurance certificates.
2. All meetings must be listed on our meeting list to be covered and receive an insurance certificate.

C. Establishing Operating Expenses

Operating expenses are defined as a fixed sum of money to be utilized to pay expenses and replenish the subcommittees revolving funds.

1. The expenses include, but are not limited to, the following:
 - a. The total of subcommittee revolving funds.
 - b. Annual rent for the Staten Island Area meeting space and all subcommittees meeting spaces.
2. When a subcommittee fund's changes, the Treasurer should present a motion to the Area to reflect the change to the operating expenses. The motion is to be voted on at the SIASC meeting and requires a $\frac{2}{3}$ majority vote of GSR's to pass. The subcommittee should request the change from the treasurer to be brought to the SIASC meeting as a motion.(first must go to the Steering Committee)



3. Staten Island Area must donate \$200 of its monthly revenue to Region, after all operating expenses are paid. (12/20) This is to be done monthly.
4. The operating expenses are continually replenished from group donations and proceeds from Area events. This should be continually reviewed and monitored by the Treasurer.

D. Prudent Reserve

1. The prudent reserve is defined as a wise and practical sum of money set apart for future use in case of an emergency or extenuating circumstances.
2. The prudent reserve must be reviewed annually in March at the Steering Committee Meeting. Changes will be presented to the groups for approval during the following months ASC meeting.
3. Set aside prudent reserve at two months of operating expenses.
4. Prudent reserve should be compiled by taking a 2 month average (rounded to the nearest \$50) based on a yearly total of expenses (excluding E&A seed money set aside to fund an event). (\$7100 as of 8-22-23)

E. Disbursement of Funds from the Prudent Reserve

1. To disburse funds from the Prudent Reserve, a motion needs to be brought to the floor of SIASC to be voted on.
2. A $\frac{2}{3}$ majority vote of GSR's are required to use the funds.

F. Revolving Funds and Subcommittee Expenses

1. Any money over the revolving fund needs prior approval.
2. Staten Island Area is not responsible for reimbursing any subcommittee member, liaison, representative or other member for traveling expenses that are service related.
3. Subcommittee members or members of the Steering Committee receiving revolving funds have to submit an itemized financial report to be published in the Area minutes each month.



4. Following each Area event put on by the E&A committee, 50% of the proceeds are to be held in reserve (set-aside) so that we may have one event per year without suggested donations.
5. Any subcommittee that is requesting money from their revolving fund should send a request for the funds to the Area Treasurer via Venmo, including the amount requested and what it is being used for.

G. Storage Facility

1. That the SIASC provides a storage facility to secure SIASC literature, E&A Committee supplies, etc.

H. Miscellaneous

1. Area Chairperson, Area Vice Chairperson and the Treasurer are all signers on the SIASC bank account.
2. In the event that signers on the SIASC bank account that are married/related, one must be removed from the account. Another Steering Committee trusted servant will take their place.



Glossary/Definitions

1. GSR- Group Service Representative
2. RCM-Regional Committee Member
3. Area or SIASC- Staten Island Area Service Committee
4. GNYR-Greater New York Region
5. MARLCNA- Mid-Atlantic Regional Learning Conference of Narcotics Anonymous
6. NAWS or World-Narcotics Anonymous World Services
7. WSC-World Service Conference
8. WSO-World Service Office
9. Minutes-The official written record of the proceedings of the ASC meeting.
10. Pros-The primary positive aspects of an idea, process, or thing.
11. Cons-The primary negative aspects an idea, process, or thing
12. Quorum-SIASC quorum is the average GSR Attendance of the past 3 months. Quorum must be established in order to do any Area business.
13. Move to acclimate...If there is only one person running for an open/vacant commitment, nominations are closed and no one opposes, the Chair can move to acclimate. (1/2023)
14. Revolving Fund-subcommittee funds available monthly
15. Monthly Expenses-Monthly expenses SIA pays for
16. Yearly Expenses-Yearly expenses SIA pays for
17. Operating expenses-a fixed sum of money to be utilized to pay expenses and replenish the subcommittees revolving funds.
18. Seed Money-Start-up money that is self-replenishing
19. Set-Aside-money acquired from 50% of profits from all fundraising events

Revolving Funds Allocation

Homebound	\$20
Hospitals & Institutions	\$300
Public Relations	\$250
Secretary	\$20
Speaker Exchange	\$20
Technology	\$300
Treasurer	\$20

