

STATEN ISLAND AREA POLICY

TABLE OF CONTENTS

FINANCES Groups	Page 2
Prudent Reserve	Page 2
Prudent Reserve	
Disburse Funds	Page 3
Establishing Operating Expenses	Page 3
Revolving Funds and Subcommittee Expenses	Page 3
Reports	Page 4
Representation	Page 4
Literature	Page 4
Miscellaneous	Page 4
Meeting List	Page 4
SIASC Meeting Times	Page 5
Minutes	Page 5
Conducting Area Business	Page 5
Voting	Page 6
Quorum	Page 6
Elections	Page 7
Position/Requirements/Terms of Office	Page 7
Subcommittee Elections	Page 7
Steering Committee- Clean Time Terms Office	Page 7
Terms	Page 8
RCM	Page 8
MARLCA	Page 8
Steering Committee	Page 8
Policy Committee	Page 9
Subcommittee	Page 9
E&A	Page 10
Helpline	Page 11
Homebound	Page 11
H&I	Page 11
Literature Management	Page 11
Speaker Exchange /Outreach	Page 11
Flyers	Page 12
Miscellaneous Information	Page 12
History	Page 12
Minutes	Page 12

Finances Groups

A) Checks should be made out to SIASC (9/8/87)

B) Groups are to use money orders

C) Groups that have given us checks that have been returned cannot pay for literature by personal check Once a person bounces a check he/she may not Use a check for any area business for a period of 3 ASC meetings after the balance and charges have been repaid by money order or bank check. (8/31/91)

D) 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. (2/9/88)

E) That groups pay for their own conference agenda report and that any group not able to afford one is given one by SIASC

F) When a new group is formed that wants to become a member of Area they have their GSR attend Area Service and request to be recognized as a member o the Area. When a new meeting presents itself to the Area they have to state what type of meeting it is as reported in the minutes. This was updated 1/14/98 and made policy

G*) It is Policy to suggest any group using another group's facility for any purpose go to that group to inform them first

Prudent Reserve

A) That the name Steering committee (should be changed to steering committee) in conjunction with the treasurer and subcommittee chairs draft an outline of a prudent reserve for the fiscal year. (4/11/90)

B) Staten Island Area review's their prudent reserve yearly (December) (3/10/92)

C) To define prudent reserve as a wise and practical sum of money set apart for future use in case of an emergency/extenuating circumstances (3/10/92)

D) Set aside prudent reserve at three month's expenses rounded to the nearest \$50.00 (3/10/92)

E) Prudent reserve should be compiled by taking a 3 month average based on a yearly total of expenses (i.e. Subcommittee rent and expenses, P.O. Box etc.) excluding E&A seed money set aside to fund an event.

F) Operating expense be defined as: A fixed sum of money to be utilized by the Area to be disbursed by SIACS Steering Committee to pay expenses (i.e. Subcommittee rent and expenses, ~ Box etc.) and replenish subcommittee's revolving funds.

To Disburse Funds in the Prudent Reserve

A) A motion needs to be brought to the floor of SIASC to be voted on.

B) 2/3 majority vote is required to use the funds.

Establishing Operating Expenses

A) Total of subcommittee revolving funds

B) Annual rent for area and all subcommittees

C) P.O. Box Charges

D) The operating expense is continually replenished from group donations and proceeds from Area events. This should be continually reviewed and monitored by the treasurer. When a subcommittee funds changes the treasurer should present a motion to the Area to reflect the change to the operating expense. The motion is to be voted on at the SIASC meeting and requires a 2/3 majority vote to pass.

E) To donate 10% of Area funds to Region after operating expenses monthly. (1/2002)

Revolving Funds and Subcommittee Expenses

A) Any money laid out needs prior approval or we cannot guarantee reimbursement (8/9/88)

B) Anyone handling money for NA functions should have 1 year clean time and a visible means of support. Staten Island Area is not responsible for reimbursing any subcommittee member, liaison representatives or other members for traveling expenses that are service related. 11/6/090

C) Subcommittee or members of the steering committee receiving revolving funds should have to submit an itemized financial report to be published in the area minutes each month 12/13/90

D) Following each area event put on by the E&A committee 50% (7/14/09) of the proceeds are to be held in reserve so that we may have one event per year without suggested donations. 12/10/91

Reports

- A) GSR reports on groups should include average attendance, financial summary; hope strength and experience of each group, Problems and Solutions in writing and anniversaries.
- B) That GSR's when reading group reports may omit attendance and financial information (10/11/88)

Representation

- A) Any member that a group delegates may represent that group at area

Literature

- A) To provide new groups with \$25.00 worth of literature to be paid back to the area (4/12/88)
- B) For every member of a subcommittee and subcommittee chairs along with GSR'S receive a Guide to local services (2/9/88). On 2/13/90 it was clarified that they would be group property.
- C) The Area will provide a paper 12&12 poster set to any groups that cannot afford them with the suggestion that they post them at all meetings (2/13/90)
- D) The cut off time to receive literature is 7:30PM as per Literature Management policy.

Miscellaneous

- A) All tapes presented to the Region be those that come from NA meetings only (2/9/88)

Meeting List

- A) To print and disseminate the list at cost for groups only (9/13/88)
- B) To permit H&I to get SI meeting lists for its meetings (1/10/89)
- C) That all subcommittee and Area Service Committees be listed on the meetings list, time, place, etc (1/14/92)

D) SI Area to create a position of Meeting List Coordinator to represent Staten Island at the Regional meeting list committee meeting. (9/2002)

SIASC Meeting Times

- A) That Area Service be held from 7:00pm to 10:00pm (10/10/89)
- B) That we take a 10 minute break at 8:30pm (9/8/92)

Minutes

- A) Some form of time table for the minutes to be sent out in an orderly fashion (11/9/93)* 10- 14 days suggested.
- B) That the treasurer's report be included with the mailed minutes (5/9/89)
- C) The World will be sent a copy of our minutes along with the Treasurer's Report to keep the World abreast of SIASC business conducted. (1998)

CONDUCTING AREA BUSINESS

- A) That subcommittees reports be read alphabetically and rotated monthly, for instance Ad Hoc, E&A, Helpline, H&I (5/11/93)
- B) That the SIASC conduct business in the following manner: Motions to be read and followed by questions. Cons & Pros be recognized directly after a motion is raised on the floor, to the motion maker, at the SIASC meetings (9/8/92)
- C) That the area chair remain neutral in all matters and not make or second any motions
- E) All motions must be submitted in written form with intent, and the motion maker's group/subcommittee name (1/90)
- F) Any motions to be addressed in new business must be submitted to the Steering Committee at the steering Committee meeting on the 1st Tuesday of the month.
- G) That the SIASC read the 12 Concepts for NA service at the beginning of the monthly meetings (5/11/93)

- H) That no personal attacks targeted at any addict will ever appear in our area service minutes. Whether It be under the guise of a motion or intent or other (9/8/92)
- I) 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. (9/8/92)
- J) That SI Area recognize special interest groups (11/12/91)
- K) That all motions be prioritized accordingly – 1) Elections 2) Time Frame 3) Finance 4) Area/Committee, 5) Procedural – Policy 6) Miscellaneous (1 1/6/90)
- L) To change the format of the Area Service meeting in that on a rotating basis one month only subcommittee reports and group reports are addressed, (with the exception of time frame motions submitted to the steering committee before the agenda meeting) and in the following month all old business be conducted (10/2/90)
- L) That we spend fifteen minutes on quarterly basis during Area Service to discuss how we can get more support at business meetings (4/11/90)
- M) All Chairs and Subcommittee Chairs should regularly attend Area Service meetings. If not attending they are expected to submit their reports at Area Service on the night of Area Service. The Chair of SIASC should also be notified prior to Area Service. If not attend two consecutive meetings they'd be expected to resign. (Extenuating circumstances will be considered) (9/12/89)
- N) All of our policies for SIASC be in accordance with the 12 Traditions (12/89)
- O) Guide to Local Service is to be used to establish policy
- Q) Roberts Rules of Order to be used where Guide to Local service does not address our needs.
- R) That subcommittee chairs or reps must attend steering committee meeting (? 2009)
- S) That the Staten Island Area Chairperson follows all policies as written in the Staten Island Area Policy. (2011)
- T) Business will be conducted EVERY month, group reports every other month. (10/11)

Voting

- A) To set and change policy a 2/3 vote of the attending voting members is needed (11/88)
- B) All officers of the Steering Committee, Subcommittees and Vice Chairs cannot be voting members of this body, be it GSR or Alt. GSR (12/89)
- D) That a GSR or Alt. GSR not be granted the privilege of voting for more than one group at SIASC meetings (10/8/91)
- E) GSRs elected in new positions would vote as GSR for the group they represent

Quorum

- A) For the purpose of voting at area service meetings, the number of groups in the SIA shall be considered to be the average number of GSR's attending the Area Service for the last 3 meetings.
- B) Quorum to be determined by 7:30 PM *
- C) That when a group representative needs to leave during the SIAC meeting he/she is recognized as doing so by telling the secretary. 11/10/92
- D) Quorum to be determined as half of the groups on Staten Island, plus one (1). (11/11)

Elections

A) That when a person (people) are nominated for a position(s) at area service once they give their qualifications, that questions may be directed towards them at this time(9/8/92)

B) That all nominations be submitted to the Area a month prior to election. All nominees must be present at the time of nomination and election (5/8/90)

C That the Minutes contain the nominee and their qualifications for elected positions 11/6/90

D. As the Area's policy on elections is that people nominated must be present.

POSITIONS/REQUIREMENTS/TERMS OF OFFICES

AD Hoc Committee Formed by area to do a specific job that has a beginning time and an ending time.

A) The clean time requirement should be established at the time the ad hoc committees is established (2/14/89)

B) A subcommittee chair is eligible to be the chair of an ad hoc committee (2/14/89)

SUB-COMMITTEE ELECTIONS

<u>Position</u>	<u>Requirements</u>	<u>Term</u>
E&A	1 year	Jan to Dec
H&I	2 years	July-June
PI	2 years	Jan to Dec
Literature Management	1 year	Jan to Dec
Literature Review		July to June
Home Bound	2 years	July to June
Helpline		July to June
Speaker Exchange	2 years	July to June
Technology Committee	2 years	Jan to Dec

Steering Committee - Clean Time/Terms of Office

<u>Position</u>	<u>Requirements</u>	<u>Term</u>
Chair	2 years	July to June
Vice Chair	1 year	July to June
Recording Secretary	1 Year	Jan to Dec
Corresponding Secretary	6 months	Jan to Dec
Treasurer	2 years	Jan to Dec
Asst. Treasurer	1 year	Jan to Dec
RCM	3 years	Jan to Dec
Alt. RCM	2 years	Jan to Dec
Policy Committee	2 years	Jan to Dec

Terms

- (A) In regards to unexpired terms which are filled in accordance with our guidelines, 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 2 full terms in addition (7/14/92)
- (B) If a subcommittee etc wants to get on the agenda they should submit a request at the steering Committee Meeting

RCM

A) In the future the Alt. GSR will work in concert with the GSR. That will include the Agenda meeting (10/94)

(B) To request the RCM to include a copy of Regional Treasurer's Report with RCM report. (5/12/92)

MARLICNA

To fund RCM Chair, PI Chair, and Helpline Chair to attend a Multi-Regional Learning Conference at MARLICNA.

Steering Committee

(A) That the Policy Chair be recognized as a member of the Steering Committee, and be able to freely participate in discussion and procedures at the Agenda Meetings (1/12/93)

B) All officers of the Steering Committee, Subcommittee Chairs and Vice Chairs cannot be voting members of this body, be it GSR or Alt. GSR (2/89)

Policy Committee

a. That the Staten Island Area change policy regarding the purpose of the policy committee to read as follows: Policy committee's purpose is to research, clarify and suggest policy as the need arises and to continue maintenance of policy as we go along 7/14/92

Subcommittees

a. For every member of a subcommittee and subcommittee chairs along with the GSR's receive a handbook of NA (2/9/88) It was clarified that they would be group property (2/13/??)

b. That all subcommittees list expenditures and revolving funds in their monthly reports (1/10/89)

c. That the Steering Committee meet in a place other than a private home (6/12/90)

- d. That all subcommittee chairs be elected by SIASC (6/12/90)
- e. That all subcommittees submit in type written form to SIASC the policy generated and used in each respective committee, H&I, P1, Literature Review and Policy. (When appropriate) (11/16/90)
- f. That all committees and subcommittees of Staten Island Area should meet regularly at a designated time and day in a regular meeting place. (i.e. Church facility, Union Hall, Community center) (10/8/91)
- g. That the Steering Committee define their purpose, establish and submit guidelines for that committee (1 1/10/92)
- h. That all Sub-committee Chairs attend their Regional Committee meetings. (8/99)
- i. All Sub-committee and Area Chairs may remain in their position if their term expires until Area elects a replacement. (5/99)

E&A Committee

- (A) All tapes presented to the Region be those that come from NA meetings (2/9/88)
- (B) To change the name of the C&A committee to E&A (12/12/89)
- (C) That 2 years clean time is needed to hold position of E&A Chair (2/13/89)
- (D) That anyone handling money for an NA function should have one year clean time and a visible means of support (4/11/89)
- (E) SI Area picnic - Request each group to elect an E&A liaison to participate in this and future events (4/11/90)
- (F) That the E&A committee continue having 50/50 raffle as in previous events (8/13/91)
- (G) That SI Area Committee gives the E&A Committee permission to work on this and all Gratitude Dances that are held every year in November (10/8/91)
- (H) To establish and maintain \$2000.00 revolving fund for the E&A Committee to be maintained from proceeds from events (3/12/91)

(I) That the function of the SI E&A Committee be defined as: (3/12/91)

a. To put on Events & Activities that encourage unity and fellowship, conform to NA principles and reflect our primary purpose, to carry the message to the addict who still suffers.

(b) To circulate a questionnaire to the groups on an annual basis to determine what types of activities and events SIA would like to have.

(c) That the E&A Committee also provides liaison for all NY Freedom

G) The E&A Committee shall deposit all proceeds from the event in the area account within two business days following such event, and promptly inform the treasurer of the amount deposited
(1/11/94)

H.) E&A Rep (regional) 1 year knowledge of 12 traditions (1/10/89)

Helpline

(A) To form a Helpline Committee for the Staten Island Area (9/4/90)

(B) One year clean time, attend Regional Helpline meetings, preferably some service on Helpline, ability to organize and help give motivation and organization to committee thereby rendering the position of Help Line Liaison unnecessary (1/8/91)

Homebound

(A) To establish a committee for homebound addicts to receive a NA meeting at home (9/8/92) Note: Committee formed 12/93

H&I

(A) All H&I meetings should be speaker meeting only, with question and sharing done after meeting (1/12/88)

(B) For SI H&I to follow the guidelines in the NA H&I Handbook (2/19/88)

(C) Chair or Vice Chair must have attended one Learning Day to be elected (8/9/88)

Literature Management

(A) That we create a Literature Management Assistant position

Speaker Outreach

(A) To have Speaker Outreach be a standing sub-committee for SIASC. (11/12/91)

Flyers

- (A) To have any flyers for our Area submitted one week before Area Service meeting at the Steering Committee Agenda meeting so the flyer can be brought to the Area and put on the Area agenda as an time for considering the following week. (9/13/88)
- (B) That the WSC Requested that the exact NA Logo be used on all Flyers, etc.

Miscellaneous information

(11/13/87) P1 established a post office box at Stapleton Station:
Narcotics Anonymous
P0 Box
SI, NY 10304-

Groups and subcommittees may use this address. Further note Treasurer and P.I. Chair has access to keys. (10/11/88)
Area Web site is www.siarea.org

History

- P.I. Established a Post Office Box 11/13/87
 - SIASC Conference was registered with the world. (8/12/87)
 - Each group and subcommittee is asked to fill out a registration and update form. 8/9/88)
- Current RCM will return group registration forms from the WSC to the Area. One will be given to the group and a copy will be kept in the Area archives. (10/11/88)

Minutes

The world will be sent a copy of our minutes unless there are objections, to keep the World abreast of SIASC business conducted. (8/9/92)

(In reference to Literature Management) Please note the attached monthly tally sheet (distributed at meeting reflecting the purchase & payments made by each group (8/9/88)

Proof reading of the Area minutes is the responsibility of the Area Chairperson. (5/10/88)