

STATEN ISLAND AREA POLICY



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Finances

Groups

- A. Checks should be made out to SIASC (09/08/87)
- B. Groups are to use money orders or personal checks for Area Business (01/10/89)
- C. If any group bounces a check they will be accountable for any costs incurred (10/10/89)
- D. Groups that have given us checks that have been returned cannot pay for literature by personal check. Once a person bounces a check he or 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 other means (08/31/91)
- E. For Groups that owe money to the area, any money donated from these groups to the area that donation will first be deducted from the money owed (02/09/88)
- F. That Groups pay for their own Conference Agenda Report and that any Group not able to afford one be given on by the SIASC.
- G. When A new Group is formed and want to become a member of Area they have their GSR attend Area Service and request to be recognized as a member of 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 01/14/98 and made policy.
- H. GSR reports on groups, should include average attendance, Financial summary, hope, strength and experience of each group. (09/8/87)
- I. Submit group reports in writing and that only problems or emergency matters be reported orally. Amendment - To announce the anniversaries orally. (11/88)
- J. To make policy to suggest that any group using another group's facility for any Purpose go to that group who's at the facility first.

Prudent Reserve

- A. That the Steering(should be changed to steering committee) committees in conjunction with the treasurer and subcommittee chairs draft an outline of a prudent reserve for the new year (4/11/90)
- B. Staten Island Area review their prudent reserve yearly (December) (03/10/92)
- C. To define prudent reserve as a wise and practical sum of money set apart for future use in case of an (03/10/92)
- D. Set aside prudent reserve at three month's expenses rounded to the nearest \$50.00 (03/10//92)
- E. Prudent reserve should be compiled by taking a 3 month average based on a yearly total of expenses Subcommittee rent and expenses, P.O. Box tee). excluding E&A seed money set aside to fund an event.
- F. Operating expenses be defined as: A fixed sum of money to be utilized by the Area to be distributed by SIASC Steering Committee to pay expenses (i.e. Sub Committee, Rent, PO Box ect.) 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 and Operating Expense

- A. Total of subcommittee revolving funds
- B. Annual rent for area and all subcommittee's
- 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. A revolving fund of \$150.00 for PI committee (11/10/87) (reauthorized 11/19/93)
- B. Any money laid out needs prior approval or we cannot guarantee reimbursements (8/9/88)
- C. To give the literature review committee a \$75.00 revolving fund. (Note: This was the revolving fund and it was increased and reduced by to \$75.00 on (8/92))
- D. That all subcommittees list expenditures on revolving funds in their monthly reports (01/10/89)
- E. Anyone handling money for NA functions should have one-year clean time and a visible means of support. (4/11/89)
- F. To set up a revolving fund of \$200.00 for literature and expenses for Hall (11/90) This was increased to \$250.00 in 4/96
- G. The H&I committee request \$10.00 to pay rent at their committee meeting (11/90)
- H. That all subcommittee members of SIA submit an expense report to set a revolving fund. (4/11/90) (Note: This is no longer needed because revolving funds have been set)
- I. SI Area is not responsible for reimbursing any subcommittee members, liaison representatives or other members for traveling expenses that are service related (1/6/90)
- J. A subcommittees or members of the executive body receiving revolving funds should have to submit an itemized financial report to be published in the area minutes each month. (12/13/90)
- K. The secretary receives \$200.00 for minutes (Copying mamas and supplies) The secretary will submit expense reports every month (10/8/91)
- L. SIASA establish and maintains \$500.00 revolving fund for the E&A committee to be maintained from proceeds from events (10/8/91) E&A seed money was increased from \$500.00 to \$1500.00. (11/2001)
- M. Following each area event put on by the E&A committee, 15% of the proceeds be held in reserve so that we may have one event per year without suggested donations. (12/10/91)
- N. The Helpline Committee receive a revolving fund of \$40.00(12/93) (This motion was amended to \$75.00)
- O. To have petty cash funds of \$100.00 for the treasurer. (10/8/91)
- P. For the treasurer to have a \$20.00 revolving fund (11/9/93)

Reports

- A. GSR reports on groups should include average attendance, financial summary; hope, strength and experience of each group.
- B. To get the group report form printed for use as is, except the amount of space for "Problems & Solutions" would be decreased and the amount of space for " Comments" would be increased. (9/13/88)
- C. That GSR's when reading group reports will omit attendance and financial information (10/11/88)
- D. Submit group reports in writing and that only problems or emergency waken are reported orally. Amendment to announce anniversaries orally (11/88)
- E. It is suggested that any group using another groups facility for any purpose go to that group to inform them. (11/10/92)

Representation

- A. That who represents a group should be left to the group; Policy should be made at group level so that if the group allows the Secretary to delegate someone that is the groups policy.

Literature

- A. To front 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 handbooks of NA(2/9/88). On 2/13/90 it was clarified that they would be group property. Literature management was instructed to order sufficient copies, as reported in answer to question.
- C. The Area will provide 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. That the SIASC adopt the new RSO members and groups list for the use of groups on Staten Island.
- E. Literature management funds be increased from \$850.00 to \$1050.00 (in reference to inventory) (3/12/91)

Miscellaneous

- A. For groups that owe money to the area, any money donated from these groups to the area, that donation will be frat deducted from money owed (2/9/88)
- B. For GSR, if they have a motion to have it written also with the intent, the name of the GSR, and group to be amended for the following Area Service meeting (3/8/88)
- C. All motions must be submitted in written form with an intent and the motions makers name (11/90)
- D. Any motions to be addressed in new business must be submitted to the Executive Committee on or prior to the agenda meeting (1/90)

SIASC NA

- E. That when a group representative need to leave during the SIAC meeting he/she is recognized as doing so (leaving the quorum) by telling the secretary (11/10/92)
- F. All tape 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 (09/13/88)
- B. To permit H&I to get SI meeting lists for its meetings (01/10/89)
- C. That all subcommittee and Area Service Committees be listed on the meetings list, time, place, etc (1/14/92)
- D. SI create a position of Meeting List Coordinator to represent Staten Island at the Regional meeting list committee meeting. (02/02)

SIASC Meeting Times

- A. That Area Service be held from 7:00 pm to 10:00 pm (10/10/89)
- B. That we take a 10 minute break at 8:30 pm (09/08/92)

Minutes

- A. Some form of timetable for the minutes to be sent out in an orderly fashion (11/9/93)
- B. That the treasurer's report be included with the mailed minutes (8/9/89)
- 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

Motions

- A. That subcommittees reports be read alphabetically and rotated monthly, for instance Ad Hoc, E&A, Helpline, H&I(8/11/93)
- B. That the SIASC conduct business in the following manner: Motions to be read and renewed by questions, Pros&Cons be recognized directly after a motion is raised on the floor, to the motion maker, at the SIASC meetings (9/9/92)
- C. That the area chair remain neutral in all matters and not make or second any motions (31???)
- D. All motions must be submitted in written form with intent, and the motion maker's name (11/90)
- E. Any motions to be addressed in new business must be submitted to the Executive Committee on or prior to the agenda meeting(11/90) (appears in 2 places)
- F. Any new business he submitted by GSR the Tuesday prior to the Area Service meeting or before the meeting begins.

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)
- C. That a GSR or Alt. GSR not be granted the privilege of voting for more than one group at SIASC meetings (10/9/91)
- A. That new groups be recognized by SIASC for all purposes except voting and quorum until the group has a GSR present at Area Service (or a member voting for the i.e. Secretary. (11/11/94)

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, providing one-third of the voting body must be present to effectuate the quorum. (11/94)

Operating

- A. That the SIASC read the 12 Concepts for NA service at the beginning of the monthly meetings CS/11/93)
- B. That when a group representative needs to leave during the SIAC meeting he/she is recognized as doing so (leaving the quorum) by telling the secretary (11/10/92)
- C. That the area speak out and decide 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)
- D. 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)
- E. That 20 additional copies of Area announcements be made available at Area Service meeting (1/14/02)
- F. That SI Area recognize special interest groups (11/12/91)
- G. That all motions be prioritized accordingly - 1) Elections 2) Time Frame 3) Finance 4) Area/Committee, 5) Procedural~ Policy 6) Miscellaneous (11/6/90)
- A. 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)
- B. 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)
- C. 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, if not attend two consecutive meetings they'd be expected to resign. (extenuating circumstances will be considered) (9/12/89)
- D. All of our policies for SIASC be in accordance with the 12 Traditions (12/89)
- E. Temporary Working Guide to Service (TWGS) is to be used to establish policy (8/12/87) (no longer applicable - GUIDE TO LOCAL SERVICE should be put in place)
- F. Robert's Rules of Order to be used where Working Guide doesn't address our needs.

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
- B. That all nominations for SI Area Steering Committee 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 agenda contain the nominee and their qualifications for elected positions (11/6/90)

POSITIONS/REQUIREMENTS/TERMS OF OFFICES

AD-Hoc Committee

- 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

E&A January - December

H&I July - June

PI January - December

Literature Management January-December

Literature Review July - June

Home Bound July - June

Helpline July - June

Steering Committee - Clean Time/Terms of Office

Position	Requirements	Term	Year Passed
Chair	2 Years	July to June	06/23/87
Vice Chair	1 Year	July to June	02/02/02
Secretary	6 Months	July to June	02/02/02
Cores Secretary	1 Year	Jan to December	02/02/02
Treasurer	2 Year	Jan to December	06/23/87
Asst. Treasurer	1 Year	Jan to December	06/23/87
RCM	2 Years	Jan to December	1988
Alt. RCM	2 Years	Jan to December	1988
Policy Committee	2 Years	Jan to December	1990

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 should 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 (1/14/92)

Treasurer

- A. The Area Treasurer and Assistant Treasurer must have a visible means of support (10/94)
- B. For the treasurer to have a \$20.00 revolving fund (11/9/93)
- C. To have a petty cash fund of \$100.00 for the treasurer (10/9/91)

RCM

- A. In file future the Alt. ASR will work in concert with the ASR. 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. (8/12/92)

MARI ICNA

- A. 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 CI/12/93)
- B. The name of the Steering Committee be changed to the Steering Committee (7/10/90)
- C. All officers of the Steering Committees Sub committee Chair and Vice Chair Cannot be voting members of this body, be it GSR or Alt. GSR (2/89)
- D. That officers and Chairpersons of any SI Area Committee of this body that be Chairperson, Vice Chairperson, Secretary, Treasurer, Asst. Treasurer, RCM, Alt. RCM, Literature Chairperson, Hal Chairperson and Convention & Activities Chairperson cannot be a voting member of this body be it GSR or Alt. (6/21/88)

Policy Committee

- A. Policy Committee Chair should have at least 2 years clean time (11/90)
- B. To form a Policy Committee for \$IA: To compile Area Policy already set and to keep an on going records policy changes or new policies are adapted. (The second portion of this motion is superseded by the following motion dated -7/14/92 (11/6/90)
- C. That the SI 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)
- 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)

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 clarify that they would be group property(2/13/??) Literature Management was instructed to order sufficient copies, as reported in answer to the question.
- B. All chairs and subcommittee chairs should regularly attend Area Service meetings. If not attending they are expected to submit their reports at Area Service. The chair of the SIASC should also be notified prior to Area Service if not attending. If chairs or subcommittee chairs do not attend two consecutive meetings they'd be expected to resign. (Extenuating circumstances will be considered) (9/12/89)
- C. That all subcommittees list expenditures and revolving funds in their monthly reports (1/10/89)
- D. A subcommittee chair is eligible to chair an ad hoc committee (2/13/ 89)
- E. All officers of the steering committee, subcommittee chairs and vice chairs can not be voting members of this body, be It GSR or Alt. GSR (2/89)
- F. The Steering Committee meet in a place other than a private home (6/12/90)
- G. That all subcommittee chairs be elected by SIASC (6/12/90)
- H. That all subcommittee submit in type written form to SIASC the policy generated and used in each respective committee fists PI, Literature Review and Policy)men appropriate) (11/16/90)
- I. 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)
- J. That the Steering Committee define their purpose, establish and submit guidelines for that committee (11/10/92)
- K. That all Sub-committee Chairs attend their Regional Committee meetings. (8/99)
- L. All Sub-committee and Area Chairs may remain in their position if their term expires unto Area elects a replacement. (5/99)

E&A Committee

- A. All tapes presented to the Region be those that come from NA meetings CZ/9188)
- 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 bold 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 \$500.00 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
- J. 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)
 - a. 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 Liasion unnecessary (1/8/91)
- C. That this subcommittee receive a revolving fund of \$40.00. This motion was amended that they receive \$75.00 (1/12/93)

Homebound

- A. To establish a committee for home bound 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 (02/19/88)
- C. Chair or Vice Chair must have attended one Learning Day to be elected (8/9/88)
- D. To permit H&I to get SI meeting list for it's meeting (01/10/89)
- E. That the term of H&I Chair run from July to June (08/11/93)
- F. To increase the revolving fund for H&I literature to \$250 (4/96)
- G. The WSC requested that the EXACTNA Logo be used on all Ayers, etc.

Machinery

- A. That SI Area purchase a copier machine (9/2002)
- B. That SI Area purchase a typewriter (1999)

Miscellaneous information

> (11/13/87)PI established a post office box at New Dorp Station:

SIASC NA

Narcotics Anonymous

PO Box 060246

SI, NY 10306-0003

Groups and subcommittees may use this address. Further note who has access to keys.

> (10/11/88) A letter on letterhead is needed to change the name on the box. The letter is being obtained.

> (3/13/90) It was agreed that a note taker will be used for the area business. E m :Area minutes and other subcommittee use.

History

> (01/10/90) The name of the Steering Committee be changed to the Steering Committee.

> (08/12/87) SIASC Conference was registered with the world.

PRACTIC

(Not Policy)

Groups

> (08/01/98) GSRs should suggest to their secretary to try to inverse the one vote at one business meeting only for all members pertaining to area topics reported in the minutes.

> (08/09/88) Each group and subcommittee is asked to Ful ani a registration and update fem.

> (09/13/88) Groups need not Sn out the Code Numbers on the update/registration forms.

> (10/11/88) Current ASR 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. (This should be done by the Area Secretary)

> (????) Currently - GSRs elected to new area positions retain their vote until the close of the current SIASC meeting. Their new position is assumed at the start of the next SIASC.

Minutes

> (08/09/92) The world will be sent a copy of our minutes unless there are objections, to keep the World abreast of SIASC business conducted.

> (08/31/91) The chair pointed out that a copy of the treasury report should be submitted to all GSRs at the Area Service meeting to address any questions concerning money.

> (08/09/88) (In reference to Literature Management) Please note the attached monthly tally sheet (distributed at meeting reflecting the purchase & payments made by each group)

> (08/10/88) Proofreading of the Area minutes is the responsibility of the Area Chairperson.

Finance

Literature Management

Literature Management Assistant

Miscellaneous

> ie - Currently all members of the Steering Committee should attend.

> Who is allowed to make motions at Area Service? Current practice is that anyone can. GSFIs, individuals, subcommittees -Should the members of the Steering Committee (Chair, Vice Chair, Secretary, etc..)

> If a subcommittee etc, wants to get on the agenda they should submit a request a week before Area Service at the Steering Committee. (Prior practice)

SIASC NA

> (110M) Some form of time table for the minutes to be sent out in an orderly fashion. (11/6/90)

> All subcommittees were directed to submit their purpose and a description of each position a copy of this is attached however we do not see where this was ever approved. The ad hoc committee feels these should