STATEN ISLAND AREA POLICY

"OUR MESSAGE IS HOPE, OUR PROMISE IS FREEDOM..."

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I.   AREA SERVICE COMMITTEE MEETING

A . Staten Island Area Service Committee (SIASC) Meeting Times
> 1) The Area Service Committee Meeting is held on the second Monday of every month from 7:00pm to 9:00pm. Revised 6/16

B. Quorum
> 1. Quorum to be determined by 15 groups on Staten Island. Revised 10/16
> 2. Quorum to be determined by 7:30 PM by the Chairperson
> 3. 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 15 GSR are present after 7:30 pm business cannot be conducted. Revised 10/16

C. Conducting Area Business
> *Governance*
> 1. 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 meetings. 12/16
> 2. That SIASC purchase, maintain and display prominently The 12 Steps, The 12 Concepts, and The 12 Traditions banners at all SI Area Meetings. 5/15
> 3. All of our policies for SIASC to be in accordance with the 12 Traditions of Narcotics Anonymous.
> 4. The Narcotics Anonymous Guide to Local Service is used to establish policy.
> 5. Roberts Rules of Order to be used where Guide to Local Service does not address our needs.
> 6. The Staten Island Area Chairperson follows all policies as written in the Staten Island Area Policy.
> 7. All Chairs and Sub-committee Chairs should regularly attend the SIASC meetings. If not attending they are expected to ensure their reports are submitted to Area Chairperson and they should notify the Area Chairperson prior to SIASC meeting. In addition if a Sub-committee Chair cannot attend then the Sub-committee Vice-Chair should represent the sub-committee at the SIASC meeting. If Steering Committee members and Sub-committee Chairs do not attend two consecutive SIASC meetings they are expected to resign. (Extenuating circumstances will be considered).
>
> 8. If a sub-committee 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 first Monday of every month at 8:00pm. Revised 6/16

9. All sub-committee reports are to be read in alphabetical order.
10. Business will be conducted every month, group reports every other month.
11. 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.
12. The Area Chair has sole responsibility for deciding if the SIASC meeting needs to be postponed, rescheduled, temporary relocated, or cancelled. This is for one month only. If there is a need for a more permanent relocation then the membership will decide by a 2/3 vote of attending GSRs at the SIASC meeting.

Motions
1. Any motions to be addressed in new business (at the SIASC meeting) must be submitted to the Steering Committee at the Steering Committee meeting on the 1ˢᵗ Monday of the month. 6/16
2. Motions are to only be submitted to the Steering Committee by Group Service Representatives (GSR), and or an individual designated to represent a group or Sub-Committee.
3. The Area Chairperson may rule a motion out of order if the motion violates a policy or contradicts one of the Twelve Traditions or Twelve Concepts for NA Service.
4. The Area Chairperson must remain neutral in all matters and not make or second any motion.
5. All motions must be submitted in written form with intent, and the motion maker's group. In addition the motion must be supported by a tradition and/or a concept.
6. The Steering Committee will ensure that motions presented at the SIASC meeting are presented based on priority of importance. The priority of importance is as follows: 1)Elections, 2)Time Frame, 3)Finance 4)Area/Committee, 5)Procedural/Policy, 6)Miscellaneous
7. The person making the motion (at the Area Service Meeting) speaks briefly (3 minutes) about why they feel the idea is important (this is called the intent). The motion must be supported by a tradition or concept.
8. The Area Chairperson and only the Area Chairperson will recognize or call for a second. The Area Chairperson will then state _____ seconds the motion.
9. If there is no second the Area Chairperson will say the motion dies for a lack of support. This means that the idea will be discussed no further. The committee then moves on to other business.
10. If the motion is seconded the Area Chairperson will allow a five minute question and answer period between the motion maker and the

membership. The Area Chairperson will recognize members who will pose a question to the motion maker. Once recognized the member will pose a question to the motion maker. The motion maker will respond to the question posed. The Area Vice Chairperson will be responsible for ensuring that the question and answer period stay within the allotted time frame.

11. After the 5 minute question and answer period the Area Chairperson will ask the membership if there are any pros or cons to the motion. There will be a limit of two pros and two cons. If there are no cons then no pros will be entertained. If there are pros then the Area Chairperson will recognize the speakers who have requested to present the pros or cons. Each speaker will have a maximum of two minutes to present their pro or con. The Area Vice Chairperson will be responsible for ensuring each speaker stays within the allotted time frame.

12. At this point if there are no procedural challenges (Parliamentary Motions) to the motion The GSR will take the motion back to their respective groups for discussion and to determine the groups vote on that motion.

13. The following month at the SIASC Meeting the motion will be addressed in the new business section of the agenda.

14. At the point in the SIASC meeting agenda that it is time to address motions the Area Chairperson will call for a vote on the motion. At this point only the vote on the motion will take place. **All debates pros, cons and question have been addressed previously and at this point will not be entertained.**

15. Only GSR's or individuals that a group has decided will represent that group can vote on the motion.

16. The Area Vice Chairperson is responsible for tallying the vote and ensuring only those members who are eligible vote.

D. *Group Representation*
   1. Any member that a group delegates may represent that group at the SIASC meeting. The GSR's vote represents the conscious of the groups they represent. If a person is designated to represent a group that individual will be entitled to all the rights and privileges bestowed upon a GSR.

E. *Reports*
   1. The Group Service Representative (GSR) reports on groups should include average attendance, financial summary; hope strength and experience of each group, problems and solutions in writing and anniversaries. However, GSR's when reading group reports may omit attendance and financial information.

F. *Minutes*
   1. Proof reading of the SIASC minutes is the responsibility of the Area Chairperson.

2. The Corresponding Secretary will be required to send out the minutes for the SIASC meeting within 7 days after the day of the meeting.
3. The treasurer's report will be included with the mailed and or emailed minutes.
4. The Narcotics Anonymous World Service Office (WSO) will be sent a copy of our minutes along with the treasure's report unless there are objections, to keeping the WSO abreast of SIASC business.
5. 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 or other.

G. *Distribution of Literature*
1. New groups will be provided with $40.00 worth of literature to be paid back to the area.
2. For every member of a sub-committee and sub-committee chairs along with GSR'S receive a Guide to Local Service that would be group property.

H. *Managing External Communications*
1. The Public Relations Sub-committee established a post office box at Stapleton Station. The address is as follows:

   > Narcotics Anonymous
   > P0 BOX 40752
   > SI, NY 10304

2. All Staten Island Area groups and sub-committees may use this address. The Staten Island Area Treasurer and the Public Relations Chair has access to the post office box keys.
3. The Staten Island Area has established a website **www.na-si.org.** The website is managed by the Chair of the Technology Committee.
4. To have any flyers for Staten Island Area be submitted one week before the area service meeting to the Steering Committee at the Steering Committee 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.
5. As per the Narcotics Anonymous World Service Committee's request the exact NA logo must be used on all Staten Island Area flyers.

II. VOTING

A. *Policy Changes*
1. To set and change policy a 2/3 vote of the attending group service representatives (GSR) is needed.
2. All officers of the Steering Committee, Sub-committees and Vice Chairs cannot be voting members of this body. In the event a group elects a Steering Committee to be a GSR that member is still not eligible to be a voting member of this body. (In fact the Steering Committee policy prohibits a member of the Steering Committee from holding the following positions: GSR, Alt. GSR, Sub-committee Chair, and Sub-committee Vice-Chair). The term this body refers to the attending group service representatives members who are eligible to vote at the SIASC meeting. Only GSRs

or individuals that the group designates to represent it can be voting members of this body.

3. That a GSR or Alt. GSR not be granted the privilege of voting for more than one group at SIASC meetings.
4. GSRs elected in new positions would vote as GSR for the group they represent.

B. *Area Elections*

1. That when an individual is nominated for a position at the SIASC meeting they give their qualifications, and then questions may be directed towards them at this time by the membership.
2. That all nominations be made, seconded, and accepted at the SIASC meeting one month prior to election. All nominees must be present at the time of nomination and election.
3. That the minutes from the SIASC meeting contain the nominee and their qualifications for elected positions.
4. Steering Committees members and sub-committee chairs and vice chairs are eligible to nominate individuals for positions. However, Steering Committee members are not eligible to vote in the election. Only GSRs and individuals designated to represent a group can vote on elections. In the event a Steering Committee member is representing a group that Steering Committee member cannot vote in an election.
5. The Steering Committee and Sub-committee positions are as follows:

STEERING COMMITTEE

Position	Clean Time Requirements	Term
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.
Regional Comm. Member	2 Years	Jan. to Dec.
Alt. Regional Comm. Member	2 Years	Jan. to Dec.
Policy Committee Chair	2 Years	Jan. to Dec.

SUB-COMMITTEE CHAIRS

Position	Clean Time Requirements	Term
Events and Activities	1 Year	Jan. to Dec.
Hospitals and Institutions	2 Years	July to June
Public Relations	2 Years	Jan. to Dec.
Literature Management	1 year	Jan. to Dec.
Home Bound	2 Years	July to June

Revised by Policy Committee and Approved by the SIASC
7/1/17- DRAFT

Helpline	1 Year	July to June
Speaker Exchange	2 Years	July to June
Technology	2 Years	Jan. to Dec.

C. Terms

1. No individual can serve more than two consecutive terms in a Steering Committee position or Sub-committee Chair position.
2. 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 two full terms in addition.
3. In the event a position is vacant and filled the term will still expire according to the date indicated in the chart listed on page 5 of this document. The term does not expire from the point at which time the position was filled by the replacement.

III.   SERVICE STRUCTURE

A. Groups

1) When a new group is formed that wants to become a member of the Staten Island Area. That group must have their GSR attend SIASC meeting and request to be recognized as a member of the Staten Island Area. When a new meeting presents itself to the Staten Island Area they have to state what type of meeting. This information will be included in the minutes.
2) At the point Staten Island Area recognizes a new group the Staten Island Area Regional Committee Member (RCM) reports this information to the region. The Regional Delegate will then report this information to the World Service Office.
3) It is policy to suggest any group using another group's facility for any purpose go to that group to inform them first.
4) That Staten Island Area recognize special interest groups.
5) Any member that a group delegates may represent that group at the SIASC meeting.

B.Group Service Representative

1) The Group Service Representative (GSR) is elected by an NA group to represent the group at the SIASC meeting and the regional assembly. The GSRs form the foundation of the service structure. GSRs provide constant active influence over the discussions being carried on within the service structure. The GSRs (the GSR's vote represents the conscious of the groups they serve) vote to change area policy and elect steering committee members and sub-committee chairs.

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 in a place other than a private home.

3) That all Steering Committee members remain in their position if their term expires until Area elects a replacement.

D. Sub-committees

1) All sub-committees list expenditures and revolving funds in their monthly reports.
2) All sub-committee chairs be elected by SIASC. All other sub-committee positions (including vice-chairs, treasures etc.) are elected within the sub-committee. The only exception to this is the Treasure of the Events and Activities Sub-committee. The events and Activities Treasures is required to manage large sums of money and thus this position is nominated by the Area and voted on by the Area.
3) All sub-committees submit in typed form to SIASC the policy generated and used in each respective committee.
4) All sub-committee policies must conform to the Staten Island Area format for sub-committee policies.
5) All committees and sub-committees of Staten Island Area should meet regularly at a designated time and day in a regular meeting place other than a private home.
6) All sub-committee chairs or reps must attend steering committee meeting.
7) All Sub-committee Chairs attend their Regional Committee meetings.
8) All Sub-committee and Area Chairs may remain in their position if their term expires until Area elects a replacement.
9) The sub-committees are as follows:

Policy Committee

a) The Policy Committee's purpose is to research, clarify and suggest policy as the need arises and to continue maintenance and integrity of the Staten Island Area policies.
b) 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. The official policies will be distributed to groups at the Staten Island Area Service Committee meeting every January or when the policy is updated

Events and Activities (E&A) Committee

a) That 2 years clean time is needed to hold position of E&A Chair.
b) Regional E&A Rep 1 year clean time and knowledge of 12 traditions.
c) That the function of the Staten Island Area E&A Committee be defined as:
   i. 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.
   ii. To circulate a questionnaire to the groups on an annual basis to determine what types of activities and events SIA would like to have.
   iii. That the E&A Committee also provides liaison for all NY Freedom conventions.
   iv. 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.
d) All tapes presented to the Region be those that come from NA meetings.
e) To change the name of the C&A committee to E&A.
f) That anyone handling money for an NA function should have one year clean time and a visible means of support.

g) E&A request that each group to elect an E&A liaison to participate in the Staten Island Area picnic and future events.
h) That the E&A committee continue having 50/50 raffle as in previous events.
i) 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.
j) To establish and maintain $2000.00 revolving fund for the E&A Committee to be maintained from proceeds from events.

Helpline Committee

a) The Helpline Committee Chairperson must have one year clean time. In addition the Chairperson must attend Regional Helpline meetings, preferably some service on Helpline. Also the Chairperson should have the ability to organize and help give motivation and organization to committee thereby rendering the position of Help Line Liaison unnecessary.

Homebound Committee

a) To establish a committee for homebound addicts to receive a NA meeting at home.

Hospitals and Institutions Committee

a) Chair or Vice Chair must have attended one Learning Day to be elected.
b) All H&I meetings should be speaker meeting only, with question and sharing done after meeting.
c) For SI H&I to follow the guidelines in the NA H&I Handbook.

Literature Management Committee

a) That we create a Literature Management Assistant position
b) (In reference to Literature Management) Please note the attached monthly tally sheet distributed at meeting reflecting the purchase & payments made by each group.

Speaker Exchange Committee

a) To have Speaker Outreach be a standing sub-committee for SIASC.

Public Relations Committee

a) 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.
b) 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.

Technology Committee

a) Web Master-The technology committee is responsible for designing, updating and managing the Staten Island Area website
b) Print Coordination-The technology committee is responsible for printing all Staten Island Area related documents this includes area policies, flyers, and meeting list.
c) Meeting List Coordination- The technology is tasked with revising and printing the Staten Island Area meeting list and ensuring the World and Region are updated with respect to Staten Island Area meetings.

E. Establishing an Ad-Hoc Committee
1. That all AD Hoc Committees formed by area to do a specific job that have a beginning time and an ending time.
2. The clean time requirement to Chair the Ad Hoc committee should be established at the time the ad hoc committees is created.
3. A sub-committee 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. Region.
1) The Regional Committee Member (RCM) will include a copy of Regional Treasurer's Report with RCM report.
2) Staten Island Area will pay for the RCM, Public Relations Chair, and Helpline Chair to attend the Multi-Regional Learning Conference at MARLCNA.
3) SIASC Conference is registered with the world.
4) Each group and sub-committee is asked to fill out a registration and update form.
5) 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.

IV. FINANCES

A. Group & Sub Committees Finances
1) Groups must use money orders to purchase literature and make any other payments to Staten Island Area. Money orders should be made out to SIASC.
2) Staten Island Area 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 groups pay for their own conference agenda report and that any group not able to afford one is given one by SIASC
5) That representatives of sub-committees submit their receipts of their revolving funds at the steering committee to be replenished at the following area meeting.

B. Establishing Operating Expenses
1) Operating expense are defined as a fixed sum of money to be utilized to pay expenses and replenish sub-committee's revolving funds. The expenses included but are not limited to the following:
     o Total of sub-committee revolving funds.
     o Annual rent for Staten Island Area meeting space area and all sub-committees meeting spaces.
     o The Staten Island Area P.O. Box charges.
2) When a sub-committee 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 of Groups Service Representatives (GSR) to pass.
3) Staten Island Area must donate 10% of its monthly revenue to Region after all operating expenses are paid. This is to be done monthly.

4) The operating expense is continually replenished from group donations and proceeds from Area events. This should be continually reviewed and monitored by the treasurer.

C. *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 must be reviewed annually.
3) Set aside prudent reserve at three months of operating expenses
4) Prudent reserve should be compiled by taking a 3 month average (rounded to the nearest $50.00) based on a yearly total of expenses excluding E&A seed money set aside to fund an event. ($5000 as of 7.1.17)

D. *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 2/3 majority vote of Groups Service Representatives (GSR) is required to use the funds.

E. *Revolving Funds and Sub-committee Expenses (Also see page 14)*
1) Any money laid out needs prior approval or we cannot guarantee reimbursement.
2) 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
3) Sub-committee member, liaison representatives or other members for traveling expenses that are service related.
4) Sub-committee 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.
5) Following each area event put on by the E&A committee 50% of the proceeds are to be held in reserve so that we may have one event per year without suggested donations.

F. Storage Facility
1) That SIASC provide a storage facility to secure SIASC literature, E&A Committee's supplies, along with Technology Committee's equipment. 8/16

V. LITERATURE

A. *Literature Distribution*
1) Staten Island Area will provide new groups with $40.00 worth of literature to be paid back to the area. All money owed to Staten Island area for startup kits must be paid back in full before that group orders any more literature or makes donations to Staten Island Area.
2) For every member of a sub-committee and sub-committee chairs along with GSR'S receive a Guide to Local Service. On 2/13/90 it was clarified that they would be group property.

B. *Meeting List*
1) To print and disseminate the list at cost for groups only.
2) That SIASC provide H&I SI meeting lists for its meetings at no cost.

3) That all sub-committee and Area Service Committees be listed on the meetings list, time, place, etc.

C. *Miscellaneous*
   1) All tapes presented to the Region are to be those that come from NA meetings only.

VI. GLOSSARY

1. Area or SIASC- Staten Island Area Service Committee

2. GSR- Group Service Representative

3. MARLCNA- Mid-Atlantic Regional Learning Conference of Narcotics Anonymous

4. Minutes- The official written record of the proceedings of the area's meeting.

5. NAWS or World- Narcotics Anonymous World Services

6. Pros-The primary positive aspects of an idea, process, or thing.

7. Cons-The primary negative aspects an idea, process, or thing

8. Quorum- The number (as a majority) of officers or members of a body that when duly assembled is legally competent to transact business.

9. RCM- Regional Committee Member

10. WSC- World Service Conference

11. WSO- World Service Office

VII. REVOLVING FUNDS ALLOCATIONS

- Events & Activity Merchandise $500

- Events & Activity Seed Money $2000

- Helpline $75

- Homebound $50

- Hospitals & Institutions $300

- Literature Management Seed Money $1550

- Policy $75

- Public Relations $300

- RCM $275

- Secretary $200

- Speaker Exchange $75

- Technology $250

- Treasurer $20