

Open Arms Area

Service Committee Policy and Procedures

4-4-24

Open Arms Area
PO Box 787
Washingtonville, NY 10992

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Open Arms Area of Narcotics Anonymous Policies & Procedures

General Policies and Procedures

1. The Guide to Local Service is the basis of policy for this area.
2. OAA P+P overrides all subcommittee policies and handbooks. If a statement in a subcommittee policy disagrees with OAA policy, then OAA P+P will be the policy to follow and the subcommittee will then change its policy to conform to area policy.
3. Robert's Rules of Order will be used, as a guide, to conduct business in an orderly fashion, except when they conflict with specific Area policy, Guide to NA Service, or the 12 Concepts of NA.
4. The Area Service Committee (ASC) will meet on the first Thursday of each month at 7:30pm at Goshen Presbyterian Church, 33 Park Pl, Goshen, NY 10924
5. The Area Service Committee meetings and Administrative Body meetings shall be audio recorded for accuracy in producing the ASC Minutes.
6. The Open Arms Area boundaries shall be defined as 1) all of Orange County, 2) All of Beacon, 3) Sullivan County as far west as Route 55 to the Delaware River border. (11/18)
7. All administrative body and subcommittee members must inventory equipment, devices, keys, handbooks, and policies upon taking a position. These items are the property of OAA and must be returned or passed on to the next trusted servant prior to leaving the position and/or before the next area meeting (2/21).

ASC Meeting Format (amended 5/2/24)

1. Open with a moment of silence followed by the Serenity Prayer.
2. Reading of the 12 Traditions and 12 Concepts of NA and Service Prayer
3. Are there any new GSR's?
4. Secretary's Report. Needs a vote of acceptance
5. Treasurer's Report. Needs a vote of acceptance
6. Pass the basket
7. Policy and Procedure Report
8. Regional Committee Member (RCM) Report.
9. Subcommittee Reports
10. Group Reports

Motion sheets must be submitted by the end of Sub- Committee Reports

11. Old Business
12. New Business
13. Redress/grievance.
14. Motion to close with Serenity Prayer.

Nominations

1. Anyone seeking an ASC position is required to attend at least two (2) consecutive ASC meetings to be nominated and must be present for nomination and election.
2. If someone is continuing a position into a second year, the following questions do not need to be asked again. Instead ask “Has anything happened in the last year that would interfere with your ability to continue this position?”
3. The ASC Administrative body will be responsible for obtaining satisfactory answers to the following questions:
 - Does the nominee possess a working knowledge of the twelve steps, traditions, and concepts?
 - Does the nominee have and use an NA sponsor? Does he/she have his/her sponsor’s endorsement to serve in this capacity?
 - Is the nominee aware he/she can no longer serve as a GSR if position is taken?
 - Has the nominee ever been asked to step down from a position, or has abandoned a position of service? Please explain if answer is yes.
 - Ask the nominee to state prior service history.
 - Has the nominee ever misappropriated or been accused of misappropriating funds?
 - (For positions where the nominee will be handling NA funds) Does the nominee have a legal means of support?
 - Is the nominee in any collection process from ANY collection agency including IRS?
 - Is nominee able to fulfill all the requirements of this commitment?

Administrative Body

- a. The Area Service Committee Administrative body shall consist of nine members; ASC Chairperson, ASC Vice-chairperson, Secretary, Co-Secretary, Treasurer, Co-Treasurer, Regional Committee Member, Regional Committee Member – Alternate, and the Policy & Procedure Chairperson.
- b. Administrative Body and all sub-committee chairpersons shall meet quarterly throughout the fiscal year, at a place designated by the ASC chairperson, for the purpose of coordinating the body to better serve the ASC and the groups.
- c. Meeting shall be held in an open facility and open to all members wishing to attend.
- d. Meeting minutes will be made available to all GSRs by email and updated on website for all members of OAANA.

Requirements and Position Descriptions for ASC Officers

- a. Election of officers and sub-committee chairpersons will be held annually at the June ASC meeting. All area administrative body and sub-committee chair positions are 1 year, or until June, whichever comes first with the exception of the convention committee chairperson who serves for the duration of the convention (06/19).
- b. An administrative body member can only serve 2 one-year terms consecutively in any one single position and 3 years total consecutively on the administrative body (6/18).

c. Qualifications for officers will be as follows:

Chairperson

5 years clean time

- Legal means of financial support.
- Has a working knowledge of the 12 traditions and 12 Concepts for NA Service.

Vice-Chairperson

4 years clean time

- Legal means of support.
- Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.

Secretary & Co-secretary

2 years clean time

- Access to a computer and email.
- Good clerical skills are highly regarded.

Treasurer & Co-treasurer

5 years clean time

- Legal means of support
- Accounting experience is highly regarded, however, at minimum, must be able to balance a checkbook.

Regional Committee Member (RCM)

5 years clean time

- Legal means of support.

RCM Alternate

4 years clean time

- Legal means of support.

Policy and Procedure

5 years clean time

- Must have completed the 12 steps with an NA sponsor
- Must have a strong working knowledge of the 12 Traditions and 12 Concepts.

a. Position descriptions for officers will be as follows:

Chairperson

- a. The area committee chairperson is responsible for conducting Area Service Committee meeting, preparing the agenda, and various administrative duties.
- b. The chairs primary tools are the short-form rules of order, which appear at the end of this guide, a firm hand, a calm spirit, and a clear mind.
- c. The chairperson can find additional help in books about business meetings, decision-making processes, and volunteer organizations that are often readily available at local bookstores and libraries.
- d. Must be the co-signer on the area bank account.
- e. Must approve of ASC meeting minutes and Treasurer's Report before distribution.
- f. Must have reliable transportation to the ASC meetings

g. Shares the responsibility of checking the PO Box monthly with the treasurer (PO Box 787, Washingtonville) (2/21)

Vice Chairperson:

- a. The primary responsibility of the area committee vice chairperson is the coordination of the area subcommittees.
- b. The area vice chair keeps in regular touch with the chairpersons of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible.
- c. If disputes arise within a subcommittee or between subcommittees, the ASC vice chair helps find solutions to them.
- d. The vice chairperson works closely with subcommittee chairs when they prepare their annual reports and budget proposals.
- e. The vice chairperson is also responsible to assist the chairperson in conducting area committee meetings and to conduct ASC meetings him or herself in the chairperson's absence.
- f. Trains new GSRs

Secretary:

- a. Area secretaries handle all their committees' paperwork, a formidable job.
- b. Their first responsibility is to take clear, accurate minutes of area committee meetings and distribute those minutes to all committee participants within 10 days after OAA meeting
- c. Secretary is to record the ASC meetings using a recording device provided by the ASC. (S)he is also to maintain an archive of these recording to be made readily available when requested.
- d. In the process of keeping the minutes of each meeting, the secretary should update a log of area policy actions each time there is a change and include those changes into area policy. (in conjunction with P+P chairperson)
- e. The log lists motions the committee has passed regarding the activities of administrative officers and subcommittees.
- f. These motions should be listed chronologically under a heading for the officer or subcommittee they affect.
- g. Secretaries should have copies of the most recent printing of the log of policy actions available for new GSRs and should periodically distribute updated versions to all area committee participants.

- h. Because most secretaries mail and e-mail minutes to area committee members, they need to keep an updated list of participants' addresses.
- i. With their committees' permission, they should mail copies of these lists once or twice a year to the World Service Office. These lists will make it possible for the WSO to provide groups, subcommittees, and administrative officers with current information pertinent to their areas of service.

Treasurer:

- a. The treasurer receives contributions from the groups.
- b. When the treasurer receives cash contributions from the groups, they make out receipts to the contributors immediately, keeping copies for themselves with their official records.
- c. Administers the area's checking account
- d. Maintains a petty cash account with a maximum of one hundred dollars (\$100.00)
- e. Pays the rent for the committee's meeting hall
- f. Reimburses officers and subcommittee chairs for their budgeted expenses Keeps careful records of all transactions
- g. Reports on the financial condition of the area committee at each of its meetings.
- h. As the administrator of the area's unified general fund, the treasurer is also responsible to prepare an annual budget for the area committee.
- i. The Treasurer's Handbook, available from the World Service Office, contains a more detailed description of the treasurer's job and most of the forms the treasurer needs for keeping their records.
- j. While experience also strongly suggests that, to help prevent theft, this area's committee will only use two-signature checks to pay their bills.
- k. In order for a check to be valid, it should be signed by the treasurer and the ASC Chairperson. This does not include E+A checks (5/19)
- l. Maintains accurate records of the monthly ASC operating expenses
- m. Must maintain a file of detailed bank statements. (account number must be blacked out)
- n. Most recent bank statement must accompany ASC treasurer's reports and show equal total to report in order for treasurer's report to be approved.
- o. Shares the responsibility of checking the PO Box monthly with the chairperson (PO Box 787, Washingtonville) (2/21)

Regional Committee Member (RCM):

- a. RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service.
- b. Both the region and its areas depend on RCMs to be well-versed in NA service practices and principles.
- c. RCMs should be closely acquainted with the Twelve Traditions and Twelve Concepts, the fundamentals of service in our fellowship.
- d. Familiarity with all published service manuals and bulletins puts the resources of the whole fellowship at the RCMs' fingertips.
- e. RCMs should carefully study the reports from their own areas' groups, officers, and subcommittee chairs so that they can pass their areas' experience on to others at the regional meeting.
- f. RCMs will be more effective contacts between their areas and the regional committee if they take time to talk personally with other participants in their area committees. That way, they can get a better idea of what needs and concerns the regional committee should address.

Policy and Procedure

- a. Chairperson is considered as a member of the Administrative Body and also considered as a sub-committee Chairperson.
- b. Conducts separate monthly sub-committee meetings for the purpose of reviewing and updating policy.
- c. Any suggested changes or additions to the ASC policy must be submitted to the ASC body in the form of a motion.
- d. Policy funds are to be used to provide copies of the policy to GSRs and to cover the cost of rent for meeting space only.
- e. The Policy & Procedure sub-committee shall maintain a copy of all NA approved sub-committee handbooks in addition to providing each sub-committee with a copy of their respective Policies & Procedures.
- f. If there is no trusted servant for Policy and Procedure Chairperson, the ASC Vice-chairperson will assume those responsibilities until someone comes forward.

Co-Secretary, Co-Treasurer and Alternate RCM:

- a. Co-Secretary and Co-Treasurer will perform all duties of each respective office in absence, long or short term of the officer.

- b. The Alternate RCM will serve as an apprentice to the RCM. At least one year as Alternate RCM is a requirement for the RCM position.
- c. In the event of any sub-committee chairperson vacancies the Administrative Body is responsible for addressing any issues or concerns that may arise due to that vacancy.
- d. Any GSR elected to an ASC position (except co-positions) must resign as a GSR
- e. ASC Officers and Sub-committee Chairs who miss two (2) consecutive ASC meetings without notice or fail to fulfill the responsibilities of their commitment as written herein will be dismissed from their position. A representative may be sent or contact with an ASC Officer must be made to maintain the position.
- f. Any ASC officer can be removed at any time by a 2/3 majority vote.

Sub-Committees

**** (Any treasurer for any subcommittee is nominated and voted in by the GSRs at the ASC - 01/19)****

Chairperson Clean Time Requirements and responsibilities

Convention Committee

5 years

- b. Schedule and attends all sub-committee meetings
- c. Maintain order and flow of the meeting keeping discussions brief and to the topic
- d. Ensures the upholding of the Twelve Traditions and Twelve Concepts and abides by the policies outlined in the CC sub-committee policy
- e. Maintains a communication link between the sub-committee and the ASC
- f. Must be able to serve for duration of convention.

Events & Activities (E & A)

2 years (3/19)

- a. Schedules and attends all sub-committee meetings
- b. Maintains order and flow of the meeting keeping discussions brief and to the topic
- c. Ensures the upholding of the Twelve Traditions and Twelve Concepts and abides by the policies outlined in the Events and Activities sub-committee policy
- d. Maintains communication between the sub-committee and the ASC
- e. Must attend each meeting of the Regional Service Committee Events and Activities sub-committee and bring back a report of that meeting to the Open Arms Area sub-committee
- f. Helps organize and coordinate all events and activities for the Open Arms Area

- g. Will be one of two co-signers on the Events and Activities checking account. The E&A bank account requires one signature from the chairperson of E&A and one signature from the active E&A treasurer. If not available the Area treasurer will sign. (5/19)

Helpline **1 year**

- a. Coordinates all work done by the sub-committee
- b. Responsible for the overall operation of the Area Helpline

Hospitality **6 months**

- a. Maintains and replenish all supplies needed for this sub-committee
- b. Attends the OAASC monthly and supplies the committee with coffee and other refreshments as needed

Hospitals & Institutions (H & I) **2 years NA clean time**

- a. Attend and hold a sub-committee meeting monthly
- b. Maintain order and flow of the meeting keeping discussions brief and to the topic
- c. Ensures the upholding of the Twelve Traditions and Twelve Concepts
- d. Maintains a communications link between the sub-committee and the ASC
- e. Must participate at each meeting of the Regional Service Committee Hospitals and Institutions sub-committee and brings back a report of that meeting to the Open Arms Area sub-committee
- f. Work with panels to draft all correspondence to be served by the sub- committee.
- g. Shall present a budget for the year to the ASC within sixty (60) days of the beginning of the term, which shall include literature and learning days/workshops.

Public Relations **3 years (9/16)**

- a. Acts as a spokesperson for the area PR sub-committee
- b. Coordinates and is responsible for all work done by the sub-committee
- c. Responsible for facilitating the monthly sub-committee meeting
- d. Maintains communication with and attends the GNYRSC PR sub-committee

Speaker Exchange **1 year**

- a. Acts as a spokesperson for the OAASC Speaker Exchange sub-committee
- b. Coordinates and is responsible for all work done by the sub- committee
- c. Responsible for facilitating the monthly sub-committee meeting

Outreach/Homebound **3 years (9/16)**

- a. Acts as a spokesperson for the OAASC Outreach/Homebound sub-committee by reaching out to the groups listed in the OAA meeting list that do not attend the ASC meetings. (5/16)
- b. Coordinates and is responsible for all work done by the sub-committee
- c. Coordinates/Facilitates meetings for those members that are homebound (5/16)
- d. Responsible for facilitating the monthly sub-committee meeting

Literature

1 year & a legal means of support

- a. Maintains an inventory of literature and merchandise
- b. Attends all Open Arms Area Service Committee meetings to offer merchandise and material for sale
- c. Gives a detailed financial accounting of literature sales and purchases including back order status each month to the ASC
- d. Chairperson maintains communication with and attends all RSC sub-committee meetings

Meeting List

1 year

- a. Attends monthly OAASC meetings
- b. Updates and maintains meeting list as needed
- c. Provides copies to the ASC and H&I sub-committee
- d. Maintains communication and attends RSC Meeting List sub-committee meetings.
- e. Maintains the ASC printer and use this printer to print monthly meeting lists (10/18)

Web Site

3 years

- a. Attends monthly OAASC meetings
- b. Updates and maintains Web site as needed to include posting of monthly OAASC minutes, events and other communication
- c. Coordinates and is responsible for all work done by the sub-committee
- d. Responsible for facilitating the monthly sub-committee meeting
- e. Maintains communication and attends RSC Web Site sub-committee meetings

General Sub-committee Policy

- a. All Sub-committees will refer to NA approved handbooks, which will be made available upon request as a resource at the OAA meeting by Policy and Procedure sub-committee.

- b. Sub-committee chairpersons, or their representatives, are required to attend all respective Regional Sub-committee meetings or contact their Regional Chairperson.
 - c. Sub-committees should meet one half hour before the ASC meeting, or at a mutually agreed upon time and place. Care must be taken to insure that no committee member or potential member is neglected or excluded.
 - d. All sub-committees are required to have prepared and written policies and guidelines. All subcommittee policies get reviewed by the policy subcommittee for approval and to make sure the subcommittee policy does not contradict Area policy (11/18). These will include specific language concerning the formation of that sub-committee, officers, and their responsibilities and the sub-committee's duties and responsibilities to the OAA.
 - e. All sub-committees will provide financial accounting in their monthly reports to the ASC.
 - f. All sub-committee chairpersons, upon completion of their terms of office, are to submit the ASC Treasurer the sub-committee's revolving fund balance including all original receipts of expenses.
- g. Sub-committee reports:
- will be written on forms provided by the Secretary.
 - shall be presented when the sub-committee is called on by the ASC Chairperson (from a written report. Reports given from memory are not accepted).
 - should contain attendance, functions, open commitments, expenses, etc.
 - will be submitted to the Secretary when finished.

Events and Fliers

- a. All Sub-Committees will notify the Open Arms Area of any events at least 90 days prior to an event. FLIERS for events must be approved a minimum of 60 days before the event. Fliers for that event will be provided to area for distribution to GSR's at least 30 days prior to the event.
- b. All fliers submitted by ASC sub-committees are required to contain a Narcotics Anonymous logo and must be approved by the ASC Administrative body prior to distribution.

Group and Group Service Representative (GSR) Procedures

A GSR will be defined as follows:

- a. Group service representatives link their groups to the rest of Narcotics Anonymous.
- b. Most groups also elect an alternate GSR who can fill in for the Group representative when needed.
- c. GSRs serve a dual role. As our fellowship's Second Concept for Service indicates, GSRs take part on their groups' behalf in the area committee and the regional

assembly, conveying a sense of their groups' wishes to the service structure and bringing back information on what's happening in the larger world of NA.

- d. Our Twelve Concepts also suggest that GSRs are delegated the authority to serve in their own right as ASC and regional assembly participants, exercising their own conscience and best judgment in the best interests of NA as a whole.
- e. Basic equipment for group service representatives usually includes A Guide to Local Services in Narcotics Anonymous. Your group should supply you with this.
- f. New GSRs shall be given a copy of the Twelve Concepts of Narcotics Anonymous during orientation. Cost will be absorbed by the ASC.
- g. Qualifications and terms of service for GSRs are determined by the groups which elect them; however, orientation is offered by an experienced trusted servant at the area and attendance is strongly recommended.
- h. GSRs will be responsible for ensuring that the information for their group's meeting and contact person (GSR) are up to date.
- i. Group Service Representatives (GSRs) will submit their literature orders to the Literature Chairperson before the ASC meeting and may pick up their orders after 9:30pm or at the end of the business meeting, whichever is earlier.

Groups joining Open Arms Area

- a. The ASC will keep a roster of all Groups that are members of the Open Arms Area.
- b. To be a member of the Open Arms Area, a Group must:
 - Follow the 12 Traditions of NA.
 - Not be a member of another Area.
 - Have regularly scheduled, weekly meetings taking place
- c. To join the Open Arms Area, a Group must send a representative to ASC Meeting AS A MEMBER OF THE OPEN ARMS AREA, EACH GROUP SHOULD BE REPRESENTED AT LEAST TWO TIMES PER CALENDAR YEAR AT ASC MEETING.
- d. All regularly scheduled weekly meetings held by Open Arms Area Groups will be listed in:
 - The Open Arms Area paper meeting list
 - Open Arms Area Web-Site meeting list
 - The GNYR Web-Site meeting search
 - The NAWS Web-Site meeting search

e. **OAA Approved NA Recovery Literature:**

What kinds of literature should we use?

NA, 1990, 1997, THE GROUP BOOKLET, PAGE 9

NA World Services produces a number of different kinds of publications. However, only NA-approved literature is appropriate for reading in Narcotics Anonymous meetings. Selections from NA-approved books and pamphlets are usually read at the beginning of an NA meeting, and some meetings use them as the core of their format. NA-approved literature represents the widest range of recovery in Narcotics Anonymous. Groups often make other kinds of NA publications available on the literature tables at their meetings: various NA service bulletins and handbooks, The NA Way Magazine, and local NA newsletters. However, literature of any sort produced by other twelve-step fellowships or other organizations outside NA is inappropriate for display on our literature tables or reading at our meetings. To do either implies an endorsement of an outside enterprise, directly contradicting NA's Sixth Tradition.

NA, 2002, A Guide to Local Services in NA, The NA Group, Page 31

Literature used in OAA NA meetings must have one of the following trademarks:

- "NA Fellowship Approved" trademark The "NA Fellowship Approved" trademark is used to indicate that a piece of recovery literature has been approved by the Fellowship of Narcotics Anonymous as given voice by its groups through their regional delegates at the World Service Conference. The "NA Fellowship Approved" trademark may not be used on any other materials.



NA, 2002, A Guide to Local Services in NA, Page 113

- NA-approved literature. Recovery literature officially sanctioned by the Fellowship of Narcotics Anonymous as given voice by its groups through their delegates to the World Service Conference. Also referred to as "fellowship-approved literature."

NA, 2002, A Guide to Local Services in NA, Glossary, Page 115

- This is NA Conference-approved literature



NA, 2002, A Guide to Local Services in NA, Copyrights, Page 3

APPROVED EDITION REGISTERED 1 JULY 1993 AND REVISED 1 MAY 2023

THE FELLOWSHIP INTELLECTUAL PROPERTY TRUST

Approved by the Fellowship of Narcotics Anonymous as given voice by its groups through their regional service representatives at the World Service Conference on 27 April 1993 and revised on 1 May 2023. Note: At the WSC in 1997, the name “regional service representative” was changed to “regional delegate.”

ARTICLE II: INTELLECTUAL PROPERTIES HELD IN TRUST

SECTION 1: TWELVE STEPS, TWELVE TRADITIONS

By license agreement with Alcoholics Anonymous World Services, Inc., the Trust holds all rights to the Twelve Steps and Twelve Traditions as adapted for use by the Fellowship of Narcotics Anonymous, listed in Schedule A of these rules.

SECTION 2: OTHER RECOVERY LITERATURE

By assignment from the Trustor, the Trust holds all other recovery literature created directly or indirectly by the Trustor, the Beneficiary, and/or the Trustee. However, note that NA service handbooks and other service materials approved by NA’s World Service Conference are specifically excluded from the purview of this Trust. Recovery literature should be taken to mean any Narcotics Anonymous book, booklet, or pamphlet intended primarily for use by individual NA members or for use or distribution within the context of an NA recovery meeting. Only NA recovery literature is marked as Fellowship Approved. Service materials should be taken to mean those materials intended primarily for use within the context of an NA service board or committee.

SECTION 3: TRADEMARKS, SERVICE MARKS

Trademarks and service marks held by the Trust include, but are not necessarily limited to, the name “Narcotics Anonymous,” the stylized NA initials in a double circle, the four sided diamond enclosed in a circle touching all four of its points, and the original NA group logo. The Trust holds legal title to such marks and all translated, adapted, and hybrid forms of such marks.

SECTION 4: COPYRIGHTS

The Trust holds legal title to the copyrights for all books, booklets, pamphlets, and audio and/or video recordings, both in original and in translation, that have been approved by the WSC or its predecessors. The Trust holds legal title to the copyrights for all literary works in progress, both in original and in translation, developed by the WSC, through the World Board.

Group Reports

- a. Group Reports will be given after administrative body reports
- b. ALL Groups listed in the ASC Roster will be called.
- c. When a Group is called, individuals wishing to give that Group’s Report will do so.

- d. A written copy of the Report should be handed in by the end of the meeting. This should contain the group's name, the date, the GSR's name and any information, concerns, and announcements that were reported for the Group.
- e. If someone other than the Group's GSR or Alternate gives the Report, then the written report should include THAT person's name and GSR Absent, or NO GSR.
- f. Report forms will be provided by the Secretary.

Motions and Voting Procedures

- a. All motions must be written on a Motion Form available from the Secretary.
- b. Only one (1) motion per form.
- c. The Chairperson will record the results of the vote then give the sheet to the Secretary.
- d. All motions presented to the body shall be read by the ASC Chairperson (or other Administrative Body member). Motions will have a second by a GSR prior to presenting it to the ASC Administrative Body to be reported to the body. A count of all present GSRs shall be taken before motions are voted on. THE PASSING REQUIREMENT IS 2/3 OF ALL GSR'S (MINUS ABSTENTIONS) WITH A MINIMUM OF 10 GSRs NEEDING TO BE PRESENT IN ORDER TO AFFECT ASC POLICY.
- e. Only GSRs or their Alternates may vote on motions.
- f. Sub-committee Chairpersons may vote only on procedural matters. Procedural matters will be defined as all issues dealing with manner in which our ASC meeting is run.
- g. General Consent will be the first means of handling all motions. If there is no opposition to a motion, it will carry.
- h. Votes will be taken by a show of hands.
- i. All motions that are not time sensitive or are deemed as "housekeeping" motions must be presented to the groups for group conscious before being voted on.
- j. All motions will have one of the following results: Pass, Fail, Tabled, Withdrawn or Rescinded.
- k. Abstentions will have no effect on calculating the vote.
- l. Motion sheets must be submitted by the end of Sub-Committee Reports.

Fiscal Policies

**** All reimbursements require the submission of original receipts. ****

- a. A prudent reserve of two thousand dollars (\$2000.00) must be maintained in the treasury. (8/18)(4/19)

- b. Each month, after all financial obligations have been met; the ASC will maintain a balance of no more than four thousand dollars (\$4,000.00) (8/18)(4/19). The overage shall be donated to the Regional Service Committee (RSC). (2012)
- c. To fund RCM and Alternate RCM to attend MARLCNA.
- d. Annual Insurance coverage cost for the Area to be added to annual budget as Operating Expense.
- e. All sub-committee building use donations shall be initially approved as a motion and then paid by ASC on a regular basis (monthly, quarterly, or semi-annually).
- f. All sub-committees must submit original receipts for replenishment of their revolving funds or reimbursement of expenses within a two (2) month period. (10/16)
- g. Sub-Committee Fiscal Allotments are as follows:
 - **Convention Committee:**
 - Convention Committee is allotted up to eighty eight dollars (\$88.00) in literature per month. This literature is to be used at Convention Committee events and it is not to exceed eighty eight dollars (\$88.00). Subcommittee building use donations shall be initially approved as a motion. It will then be paid by the ASC on a regular basis (2/6/20. Replaces \$25 rent).
 - Currently there is no fiscal allotment. Subcommittee building use donations shall be initially approved as a motion then paid by ASC on regular basis (2/6/20. Replaces \$25 rent).
 - **Events & Activities (E & A):** The ASC will maintain their own account with a prudent reserve of five hundred dollars (\$500.00) which is to be used as operating expenses for the E&A sub-committee. An additional 500.00 shall be held aside as part of our 2,000.00 prudent reserve, for Events and Activities, available to the E&A chairperson upon request in the event the 500.00 E&A fund not be enough to seed larger events or multiple events” (11/18). E & A must demonstrate the need for additional funds by submitting a budget (11/18). Must have two signatures on bank account/checks. Any monies over that amount will be donated to the ASC.
 - **Helpline:** Helpline sub-committee is allotted up to one hundred dollars (\$100.00) per quarter for expenses directly related to the helpline. Helpline phone bill is paid for directly by the ASC.
 - **Hospitals and Institutions (H & I):** H&I are allotted up to three hundred fifty dollars (\$350.00) in literature per month as needed. H & I is allotted up to \$450.00 (7/18) annual budget specifically for H & I Learning day.
 - **Literature:** Sub-committee will be allotted up to fifty dollars (\$50.00) per month as needed for producing copies of order forms and to purchase any necessary supplies – receipts must be submitted. Sub-committee is to maintain a log of all back ordered merchandise and enter a dollar amount for that merchandise, to include the status of backorders each month.

- **Meeting List:** Meeting List sub-committee is allotted one hundred ten dollars (\$110.00) per month for expenses.
- **Policy and Procedure:** Policy & Procedure will be allotted up to fifty dollars (\$50.00) per month as needed to have copies of all the various policy and procedure documents available for the ASC.
- **Public Relations (P R):** Public Relations sub-committee has an operating fund of two hundred dollars (\$200.00) per month to cover presentation materials as needed.
- **Outreach/ Homebound:** will be allotted twenty-five dollars (\$25.00) for expenses pertaining to this sub-committee (12/16)
- **Speaker Exchange:** Currently there is no fiscal allotment.
- **Web-Site Committee:** Currently there is no fiscal allotment. ASC pays for website hosting.

h. Other fiscal allotments/procedures are as follows.

- **ASC Secretary** is allotted a maximum of sixty dollars (\$60.00) per month for expenses.
- Receipts submitted in the amount of one hundred dollars (\$100.00) (11/18) shall be reimbursed in cash through the petty cash account. Any receipts over the amount of one hundred dollars (\$100.00) will be reimbursed in check form.
- Requests for funds by a sub-committee or group, not already approved, must be submitted as a motion.
- The Open Arms Area will not accept personal checks.
- Travel expenses for all Area representatives must have prior approval from the ASC. Reimbursement will be made upon submission of original receipts.
- The ASC Treasurer shall be the co-signer for all sub-committee treasuries; however, as of 5/2/19, E+A can have their chairperson and treasurer be the signer and co-signer on checks.
- Groups that need but cannot afford to pay for literature at the present time, shall receive a thirty-dollar (\$30.00) loan for literature. That loan will be repaid in a responsible time and manner.
- Newly formed groups in need of a start-up kit may receive up to twenty-five dollars (\$25.00) in literature, including key chains, readings, and Information Pamphlets. Request must be submitted as a motion.

Miscellaneous Policies

- a. The ASC will purchase trash bags, toilet paper, and paper towels for the ASC meetings.
- b. Hospitality supplies for the ASC meetings will be purchased with donations from ASC members.
- c. ASC Officers are responsible for updating their contact information with the Secretary.

- d. Any special interest groups listed on the Open Arms Area meeting list must be open to any addict seeking recovery. Our meeting list will clearly state this policy.
- e. Anyone holding an ASC commitment must return all materials pertaining to the commitment to the ASC at the time the commitment is surrendered.
- f. All literature purchased for sale/use by the Open Arms Area Service Committee shall be purchased from the Greater New York Region Service Office.