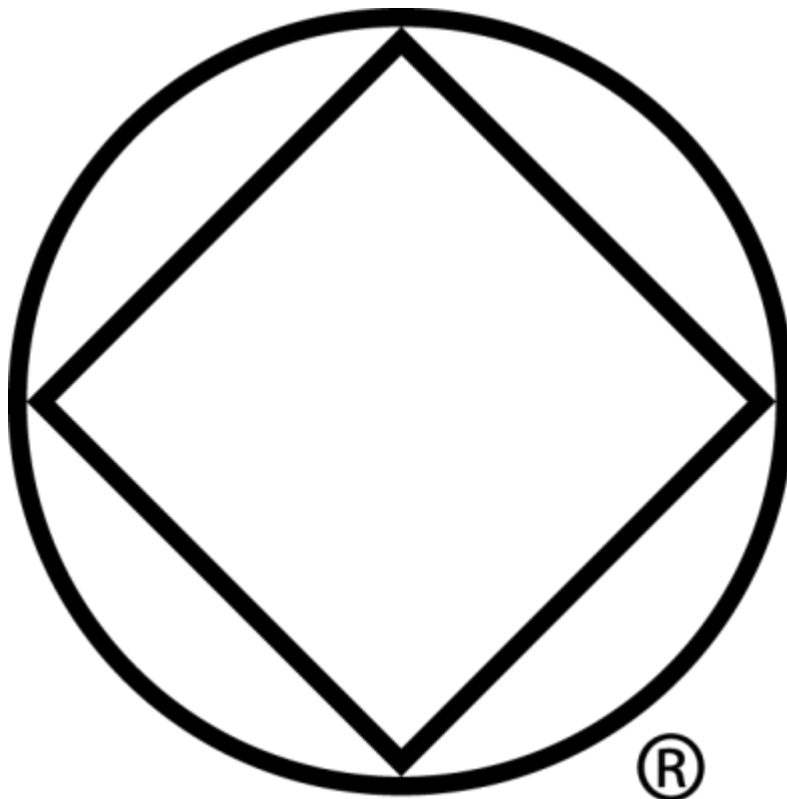


Policy, Procedure & Archives SVINA Guidelines

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“TO FULFILL OUR FELLOWSHIP’S PRIMARY PURPOSE, THE NA GROUPS HAVE JOINED TOGETHER TO CREATE A STRUCTURE WHICH DEVELOPS, COORDINATES, AND MAINTAINS SERVICES ON BEHALF OF NA AS A WHOLE.”

- CONCEPT 1

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Prudent (adjective:) 1 Careful to provide for the future. 2 discreet or cautious, circumspect. 3 having or exercising good judgment.	35
<i>ad hoc (adverb and adjective): for a particular (usu. exclusive) purpose. [Latin, = to this]</i>	35
- <i>Canadian Oxford Dictionary, 2nd Edition.</i>	35
The prudent reserve shall consist of sufficient funds to enable the ASC body to operate. This includes (but is not limited to) monthly expenses (eg: phone line, meeting list and newsletter printing, storage locker fees, PR expenses,) quarterly expenses for BC Regional Travel, annual operating expenses (Post Office Mailbox, Website Domain fees,) and the \$600 ad-hoc fund (venue deposits for SVINA events, service workshop expenses, etc.) The specific amount of the prudent reserve shall be determined by the outgoing treasurer in September of each year, or as soon after as possible, and shall be decided upon by the GSR group conscience, via consensus, as part of their acceptance of the treasurer's year-end report.....	35
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Section One: The Basics (Procedures for Our Business)

Concept Three:

The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.

1.1 Who We Are

A. Definition:

The South Vancouver Island Area Service Committee (ASC) is a committee made up of Group Service Representatives (GSRs), Area Service Officers (“the Executive”) and Subcommittee Facilitators. It meets regularly to serve the specific needs of its member groups.

B. Geographical Boundary:

The geographical boundary of the ASC shall be defined in two ways: one for service responsibilities and one for group representation. Our service structure may be responsible for the southern portion of Vancouver Island, up to and including all points

south of a line between Crofton and Port Renfrew. With regard to group representation, our outermost active groups will define our boundary. As of June 2017 we serve groups west to Sooke and north to Cowichan including the Saanich Peninsula and Salt Spring Island. The boundary is flexible and will be updated as new groups attend the ASC.

1.2 What We Are

A. Purpose:

The purpose of the ASC is to support the NA groups in the South Vancouver Island Area in fulfilling their primary purpose, to provide a forum for them to meet and discuss issues, to help the groups address their unique needs and situations and to encourage the growth of our fellowship.

B. Guiding Principles:

The SVIASC conducts business according to a number of guiding principles. In all matters before the ASC, the *Twelve Concepts*, the *Twelve Traditions*, *A Guide to Local Services in NA*, *Guiding Principles: The Spirit of Our Traditions*, the *SVINA Guidelines* (this document) and *Consensus Based Decision Making (CBDM)* will be applied as appropriate as the Group Conscience sees fit.”

1.2.1 Where We Are

A. Meeting Times:

The ASC will meet every month at a place and time decided at the close of each meeting. It has been standard practice to set the Area meeting on the same day of each month in order to ensure that ongoing business can be conducted. Conventionally, this is the 3rd Sunday of each month at 12:15 pm.

B. Changing Meeting Times:

If the need arises to change the date, time or place prior to the next Area meeting, the facilitator will notify all GSRs, ASC Officers and Subcommittee Facilitators by telephone, @svina.ca email accounts, and SVINA-approved private social media sites as soon as possible of the scheduling change.” A notice of the rescheduled meeting should be posted at the original location of the ASC meeting.

C. Refreshments:

Refreshments may be served at this meeting provided for by individual contributions. A 7th Tradition should never be taken for this purpose.

1.2.2 How It Works

ASC Agenda

NOTE: As per 2.4.2 (M), all ASC members must remain for the full meeting of the ASC

- Pre-ASC GSR Meeting:

- A time for GSRs to meet, to discuss group matters ("how are the groups doing," inner workings of the group)
- Any potentially involved or lengthy issues will be postponed to the ASC open discussion session
- They give their reports to each other (attendance, 7th) - they can use the GSR report template, circulate the birthday list.
- At the end of the ½-hour meeting, the GSRs elect a "GSR Liaison" to relay their report to the ASC executive committee.
- Adjourn for a 15-minute break.

- The Facilitator opens the ASC meeting:

- a) Calls the meeting to order.
- b) Asks for a moment of silence for the addict who still suffers.
- c) Asks members to invite the guidance of our Higher Power as we recite the Service Prayer.
- d) Asks for a volunteer to read the Twelve Concepts of NA Service.
- e) Asks each ASC body member to announce a spiritual principle that applies to them today, and briefly comment on it, if desired.
- f) Asks the secretary to circulate the 'Open Discussion List.'
- g) Asks that all cell phones be turned off.
- h) Asks the secretary to conduct roll call and establish quorum.
- i) Recognizes any new groups, new GSRs or anyone at the ASC for the first time.
- j) Establishes whether the Public Relations Facilitator is representing a group.
- k) Asks the secretary to announce how many GSRs make up the voting quorum.

- ASC Consensus to accept the minutes as per 1.2.4 (B)

- GSR Liaison Report

- ASC officer reports

- a) Facilitator.
- b) Co-facilitator.
- c) Treasurer (Vote to accept this report) and Alternate Treasurer.
- d) Secretary.
- e) Regional Committee Member and Alternate Regional Committee Member.
- f) Web Coordinator.

- Subcommittee Reports

- a) Public Relations Committee.
- b) Literature.

- c) Newsletter.
- d) Policy, Procedures, and Archives.
- e) Victoria Convention.
- f) Activities Committee.
- g) Sons of Recovery.
- h) Women in Recovery
- i) Other and ad hoc committees.

- **Elections**: Elections for any eligible or vacant positions at the ASC.

- **Break** -A break can be called anytime at the discretion of the Facilitator. Roll call is to follow all breaks. Normally, one 15 minute break is scheduled during the meeting.

- **Old Business** - Business arising from the minutes of the last ASC meeting.

- **Motions/Proposals**

- **Open Discussion / New Business**

"The sharing session has two types of agenda: group problems and area committee issues. Agenda items for the sharing session usually come up during reports from group service representatives, administrative officers, and subcommittee facilitators. After each report is given, anyone on the area committee - including the person who gave the report - can ask the committee facilitator to place a particular subject on the sharing session agenda."

A Guide to Local Service, page 64.

- **Updated Treasurer's Report**:

The Treasurer provides a brief, updated financial report (after collecting the 7th tradition from the respective groups and/or subcommittees, and factoring in the current expenses.)

- **Announcements**

- a) Any special upcoming events or functions
- b) Confirm the date, time and location for the next ASC meeting

Close with the Gratitude Prayer:

That no addict seeking recovery need ever die....
Our gratitude speaks
when we care and
when we share
with others
the NA way.

1.2.3 Who Counts and Why?

A. Need for Quorum:

An official quorum must be established to conduct any business requiring a final decision regarding proposals. Official quorum is one more than half of the active groups from the previous month's minutes. For example, 10 "active" groups need 6 eligible representatives to establish a quorum.

Quorum shall not fall below 5 active groups. The Public Relations facilitator may be included when establishing a quorum for a motion.

B. Active and Inactive Groups:

A group is considered "active" as soon as they attend the ASC, announce their status during roll call and then participate by making final decisions on proposals during the ASC meeting. An "inactive" group is one that has not been represented by an eligible trusted servant of the group for 3 consecutive meetings. It would be at the third meeting that the group would not be considered for a quorum. The ASC secretary will maintain a list of active and inactive groups to establish a quorum.

C. Business without Quorum:

If no official quorum has been established by 10 minutes after the starting time of the meeting, the meeting may, at the discretion of the chair, commence by conducting business not requiring a final decision regarding proposals.

If necessary, a second and final quorum call will be made sometime after the start of the meeting. If a quorum still cannot be established, the meeting will continue with business not requiring a final decision regarding proposals.

Once a quorum has been established, items requiring a final decision regarding proposals may be conducted.

D. Who May Make Final Decisions:

Only an eligible alternate can be considered for a quorum in the absence of an elected GSR for a group (see 1.2.4.A (b)).

E. Dissolution of Quorum:

If eligible decision-making members leave the meeting before all the business has been conducted, thus dissolving the quorum, any business requiring a decision made by eligible members of the ASC cannot be conducted in their absence. This highlights the importance of member attendance for the duration of the ASC meeting.

F. Seating Priority:

During the ASC meeting, seating priority at the table shall be given in the following order; the ASC facilitator, GSRs or their alternates, other ASC officers, subcommittee facilitators and then any member of the gallery.

1.2.4 Who Makes Decisions and How Do We Decide?

A. Decision-Making Eligibility:

- a) The GSR or the alternate GSR for a group.
- b) The respective group secretary, group treasurer, or other group member – only in the absence of an elected GSR or alternate GSR. That member must also have been asked by the group to represent them.

ASC officers and Subcommittee facilitators (except for PR, as per section (c)) are strictly prohibited from making final decisions, in the spirit of tradition 9:

“These boards and committees are established to serve only, not to govern. They are directly responsible for the groups and are always subject to the explicit direction of the groups.”

- It Works, How and Why: Tradition 9, page 194.

- c) The Public Relations facilitator, providing they have attended the group’s business meeting and are carrying the group’s conscience on a motion.

B. Making Decisions on Reports, ASC Policy and Elections (voting in nominees) to the Service Structure:

The treasurer report, acceptance of the minutes and any other general committee business will pass with a consensus of the eligible quorum present; either by a show of hands or verbal assent (for reports, minutes, or proposals not required to be sent to groups.)

In the matter of elections of trusted servants, election by consensus proceeds as per section 2.2.1.

All matters affecting *SVINA Guidelines* will pass with a consensus of the eligible quorum. These proposals must be sent back to the groups for one month for a group conscience prior to the decision.

Corrections to the *SVINA Guidelines* document with regards to grammatical errors, spelling mistakes, typographical errors, formatting, layout designs, inconsistencies with content or policy changes that were confirmed to have been approved by the groups by consensus, may be made as a Policy Committee decision, provided that the intent of the document is not changed.

C. Criteria and Design for Consensus Based Decision Making (CBDM):

The Consensus Based Decision Making (CBDM) Model is designed to foster unity amongst the ASC service body, when making decisions upon proposals. Proposals may already be prepared in advance to bring forth to the Area body (eg:

Motions/Proposals stage of the agenda,) or proposals may form out of a group conscience during the Open Discussion/New Business stage of the agenda.

Although the Facilitator has full discretion to prioritize proposals and topics on the table (eg: financial-impacting or time-sensitive ones first,) it is usually beneficial to deal with them as they present themselves, so that the continual flow of ideas and “mental frame of reference” is not interrupted. It can be hard to retain and re-visit these ideas at a later time, and can actually consume more time in the long run.

- NOTE: For information on how and why SVINA migrated from *Robert’s Rules of Order* to *Consensus-Based Decision Making*, please observe the Feb 2017 presentation in *Additional Resources (A)*.

The approach for implementing the Consensus Based Decision Making model proceeds as follows:

- NOTE: The “ASC Body,” for this purpose, is defined as the GSRs, ASC Executive Officers and Subcommittee Facilitators present for this process.

- NOTE: The “SVINA CBDM Flow” Diagram is also available on *Additional Resources (B)* which helps to illustrate this process.

1: Introduction of topic

- Topics shall be presented (eg: during Open Discussion/New Business.) (NOTE: Proposals already prepared, can start at stage 5.)

2: Test for interest

- Topic is prioritized for discussion.

3: Discuss Topic

- Focus on the issue that needs to be resolved.
- The ASC body achieves a thorough and common understanding of the issue.

4: Brainstorm solutions, if required.

- If the topic is straight-forward, the group proceeds to the next step. If the topic is involved or open-ended, ideas are presented and developed into proposals. If this stage proves to be too time-consuming, it may be prudent to suggest a workshop or re-visit the ideas for next area.

5: Clarify Proposal

- The Facilitator restates the proposal for clarity and the minutes.

6: Test for consensus

- 100% ASC body consensus, proceed with implementation.
- Less than 100% proceed to next step.

7: Hear Dissent

- Dissenters present their viewpoints.
- Body discusses the dissent, seeking understanding and solutions.
- A small group discussion, or a break may be necessary.

8: Test for consensus

- 100% ASC body consensus, proceed with implementation.
- Less than 100% proceed to next step.

9: Delay – Consult - Inform

- If required, delay the decision to the next ASC meeting.
- Refer GSRs to the groups for consideration of the topic (not just the proposal)
- GSRs may want to consider forming a workgroup, and seek more information.
- If the group conscience feels that none of these methods are necessary, proceed to step 10.

10: Test for consensus

- 85% support shall be considered consensus
- 16% or greater BLOCK, consensus will not have been achieved.

● NOTE: this decision must also meet what is called the GSR Threshold. As per concept 2, *“because the groups have created the service structure, they have final authority over all its affairs.”* Of this final decision, 85% GSR assent is consensus. 16% or more GSR block will block the proposal.

- Additional information on the *GSR Threshold* is available in *Additional Resources (C)*.

(D) Degrees of Dissent:

Assent

“Go for it!”

The ASC body is giving full assent to the proposal.

Assent with Reservations

“I think this may be a mistake, but I can live with it.”

The degree is basically going along with the group so that we can move forward, but not fully on board. In short, not stopping what the group wants to do.

The assumption is that the reservations have been heard already, and you are simply noting that you can support the proposal and continue to have these reservations.

Stand Aside

“I personally cannot do this, but I will not stop others from doing this.”

Basically taking yourself out of the equation. You do not agree, but will allow the group to move forward.

NOTE: a sizable number of Stand Asides (33% or more) of those GSRs present will indicate that a consensus to adopt the proposal is too weak. The proposal is then either dropped or delegated to the maker of the proposal or an Ad Hoc Committee for re-working. The content of the dissent is noted in the minutes.

Block

“I cannot support this or allow the group to support this, it is against our principles.”

Blocking is a rare and extreme form of dissent taken only if you honestly believe that one of the Traditions or Concepts is directly violated by a proposal, or that some fundamental or moral position would be violated.

A participant who blocks, must be able to articulate which and how a tradition, concept, policy or spiritual principle fundamental to NA is being violated.

A block must be based on a generally recognized principle, not a personal preference. Before a concern is considered to be a “valid” block, the group must have accepted the validity of the concern, and a reasonable attempt must have been made to resolve it.

Consider the following when considering a BLOCK:

- Blocking a proposal is a last resort and only done in rare and extreme cases
- Can I put aside my personal opinion to allow the rest of the group to move forward?
- Am I able to pass on making a point, when someone else has already made it?
- Straw Polls are for information to assess where the body is at. They are not votes.

1.2.5 Proposals

A: What is a proposal?

A proposal is an idea brought forth by eligible members of the Area Service Committee, to bring forward actions or changes affecting SVINA as a whole, that require the assent of the decision-making members of the Area Service Committee.

Such examples would be (but are not limited to:)

- Changes to the ASC Service Structure
- Decisions to create or disband subcommittees
- Decisions regarding management and allocation of SVINA funds
- Changes to this SVINA Guidelines document.

B. Who is eligible to submit a proposal?

GSRs, subcommittee facilitators, and the officers of the ASC are allowed to submit a proposal to the floor. These proposals do not need to be “seconded” (ie: as per motions with the older *Robert’s Rules of Order*) as consensus tests are used to determine the legitimacy of the proposal anyways. These proposals can be verbal or written. Verbal proposals need to be documented by the Area Secretary, and the Secretary must confirm the proper verbiage with the decision-making body before

moving on to new items of business.

To prevent conflicts of interest and preserve efficient facilitation, the ASC facilitator can only bring forth a proposal if it is recommended by another officer of the ASC.

Non-ASC Body Members:

SVINA members who are not members of the ASC body are, in most cases, prohibited from submitting proposals as it is assumed that these members are being represented by their GSRs. This is because (as per concept 7) SVINA members are encouraged to fully participate at the home-group level; it would ultimately defeat the whole purpose of a GSR to begin with:

“Determining participation at the group level is fairly simple: if you’re a group member, you may fully participate in the in the group’s decision-making process. Determining participation in the decision-making processes of most service boards and committees is a little more involved, yet the same basic principles still apply.”

- Concept 7, pg 16 – Twelve Concepts for NA Service.

However, there are exceptional circumstances where they may be allowed to submit a proposal, which can be determined by an 85% consensus of the ASC body on a per-case basis. Such exceptional circumstances are (but not limited to:)

- The SVINA member is looking to contribute to the ASC service structure (ie: offering to host some SVINA-related event like the *Holiday Dinner*, establish an ad-hoc committee for this purpose, or propose a new service position that may benefit SVINA.)
- The SVINA member’s GSR is not actively present at, or may not have been regularly attending the current ASC meeting (maybe said proposer may want to consider running for his/her home group’s GSR position? ☺ It’s worth asking ;)
- The SVINA member is attending the ASC with his/her GSR, and helping his/her GSR clarify and relay the proposal. This member is encouraged to sit beside his/her GSR at the main table during this time.

NOTE: The SVINA member can only participate by submitting the respective proposal only (ie: they cannot make decisions or test consensus on other unrelated proposals on the floor, or submit proposals for regular ASC business when their GSR is already present, etc.)

C. How do we assess proposals?

Proposals are assessed as per the CBDM guidelines in section 1.2.4 (C). The acceptance of the treasurer’s report and the ASC minutes (as per section 1.2.4 (B)) are not considered proposals.

The member submitting the proposal must be present for it to be accepted for consensus.

Proposals submitted prior to the ASC meeting or during the meeting are assessed as per the priority declared by the ASC facilitator, not necessarily by the order at which they are received.

For example: a proposal regarding financial changes for an immediate upcoming SVINA event may take priority over a general proposal requiring clarification and involved discussion (ie: creating another ASC subcommittee position).

1.2.6 Open Discussion and Time Management

A. What's the Difference?

Open discussion is dialogue that takes place when no proposal has yet been brought forth, if one will even be brought forth at all. It is meant to share and bounce ideas off ASC members, which may, in turn, become proposals.

Decision-making, however, is an action that follows a proposal that has reached consensus as per the CBDM process in 1.2.4 (C).

To avoid confusion and to save time spent on ASC business, the following guidelines have been adopted. They are meant to guide the facilitator in executing the agenda and are not to be a device to serve the interest of individuals.

B. What Does This All Mean?

Discussion will occur at times such as in Old Business or Open discussion/New Business. The ASC reports, GSR reports and Subcommittee reports are meant to be reports only.

Questions requiring clarification of ASC reports, or points of information are acceptable during this time period - these reports are meant to be only a maximum of 5 minutes each. The reason for this is simple math: 15 reports x 5 minutes each = one hour and 15 minutes. We submit advance reports online so that we can take our own time to read them beforehand - this saves everyone time.

Although we do need to carefully consider all viewpoints (as per Concept 9,) service structure also needs to be upheld. Questions about a report that begins to lead to involved discussion, should be forwarded to Open Discussion/New Business.

"We understand that "ought never be organized" doesn't mean that we do what we do without any planning or predictability. Our meetings are at regular times and places;

we create and maintain meeting schedules, websites, and phonelines. In order for us to grow and recover, we need some structure."

Tradition 9, pg 159: Guiding Principles: The Spirit of Our Traditions

The facilitator will, at his/her discretion, lead and ensure that such open discussion takes place within our guidelines, and that it stays on topic. Note that open discussion is essentially steps 1-3 on section 1.2.4 (C).

C. Time Management: How Long Does This All Take?

The goal is to keep the latter third of the ASC agenda (from "Old Business" to "Announcements" to one hour, or a maximum of 90 minutes in extreme cases. The facilitator's duty is to be mindful of this and take the appropriate action as outlined below.

The guidelines on time-management regarding open discussion are as follows:

The facilitator will announce how many topics are on the Open Discussion / New Business list. The facilitator will give an estimate of how much time this will consume (eg: "*We have 5 topics on the sheet. 5 x 15 minutes is one hour and 15 minutes. Please be mindful of the time.*")

As per section 1.2.5, the facilitator will prioritize the importance of the items on the list.

The eligible member (eg: GSR, Subcommittee Officer or ASC officer) bringing forth the topic of discussion speaks to this before the ASC.

****NOTE:**** SVINA members who are not members of the ASC body are again (as per 1.2.5 (b)) encouraged to fully participate in discussion at the home-group level; as it would ultimately defeat the whole purpose of a GSR to begin with. The same exceptions, however, can apply as per 85% consensus of the ASC body on a per-case basis.

For those GSRs, Subcommittee Officers and ASC officers who would like to speak to the topic, they must raise their hands before speaking. They must each take turns in priority sequence and other members must not interrupt them. Only the facilitator can interject to inform speakers how long they've been actively speaking for.

The facilitator also has permission to prioritize the order of speakers if appropriate (eg: one member may have had previous service experience on such topic - that clarification may help answer pending questions and save time!!)

Members who ask to speak during this time should be very conscious and aware of what's being discussed (for example: if someone else relays your exact concerns, you do not need to repeat them in excessive detail. You can simply say, "*I have the same concerns/beliefs as such-and-such member.*") The facilitator has the authority to confirm this with the member speaking.

After each logged member has been given the opportunity to speak, the facilitator asks the ASC body if they would like to continue discussing this topic and asks for another show of hands (eg: a "second phase" of discussion.)

Note that *points of clarification* are always accepted and do not constitute the "same member speaking twice," or necessarily triggering another phase of discussion. Points of clarification must be based on fact (eg: a literature excerpt or record of minutes) and not hearsay.

TWO PHASES OF DISCUSSION (PER TOPIC) ARE CONSIDERED FULL DISCUSSION. If a third phase of discussion is desired, the facilitator will want to recommend the following on step 4 on 1.2.4 (B): "*If this stage proves to be too time-consuming, it may be prudent to suggest a workshop or re-visit the ideas for next area.*"

In this case, the facilitator should recommend forwarding the topic to old business (or ending the topic for discussion, if the topic has been prolonged over multiple area service meetings with no consensus.) The facilitator should encourage the people who spoke, to get together and discuss the matter (privately or informally) before the next Area Service meeting. HOWEVER, this decision to postpone or end the topic of discussion requires 85% consensus of the GSR Threshold. If 16% or more of the GSRs present wish to still discuss the topic at hand, they can declare this.

"Allowing everyone into the process means that we need to be able to explain how and why decisions were made without becoming impatient or intolerant of those who are asking. Even so, when an issue has been raised and decided many times already, IT MAY NOT BE PRUDENT to revisit decisions if the circumstances and information haven't changed much."

- *Guiding Principles, Tradition 9, pg. 172*

It should be noted that all NA members who are not currently serving at the ASC body, who have been authorized to speak at the ASC level, should be mindful of the questions below, and the facilitator has full authorization to ask these questions, if appropriate, for sake of efficiency:

- *Have you consulted with your sponsor on this topic? What direction or guidance were you given?*
- *Have you consulted with your home group or service committee on this topic? What information are you not getting from these resources that you look to get from Area?*
- *Have you researched any of this information in our NAWS literature? (eg: A Guide to Local Service, or the Traditions in It Works: How and Why, or Guiding Principles?)*

1.2.7 Violent or Disruptive Behaviour

ASC:

In the event of violence, physical outbursts, verbal threats or other behaviour during the course of the ASC meeting that can threaten the respect and safety of the ASC members, the facilitator has authorization to take protective measures. Such protective measures are defined in the 7 strategies outlined in the NA Service Pamphlet: *Violent and Disruptive Behavior*. If at least one GSR objects to such measures as taken by the facilitator, a group conscience can be called at that moment to review the measure being taken, and determine if it's appropriate.

If all other listed strategies fail, the group conscience can decide on the strategy, "Temporarily Suspending a Meeting," and decide if a special session of the ASC should be held to complete business not done because of the disruption. Any further protective measures (eg: suspending or removing a member from a service position) will then be put to Open Discussion/New Business and decided upon the Group Conscience.

Subcommittees:

In the event of a report of violent behaviour, physical outburst, verbal threat or other behaviour that had (or could have) compromised the safety and security of a subcommittee's service body, that report will be forwarded to the ASC's Open Discussion/New Business. The reporter (eg: subcommittee chair or other subcommittee service member) will relay his/her report of the events that transpired. The Group Conscience can then make any recommendations or decisions on protective measures, if required.

"To give the NA groups the information they need to guide and support our services,

NA leaders regularly distribute full, unequivocal reports. We do not want our trusted servants to inundate us with every fact and figure possible, though we do expect them to provide us with complete information on all their activities and discussions if we ask for it."

- Concept 8, page 18.

Review and Redress:

It should be noted that, whether such behaviour takes place in the ASC or a subcommittee's service body, as per Concept 10, the person who has been reported to have exhibited such violent or disruptive behaviour is entitled to petition the ASC for the redress of a personal grievance without fear of reprisal. Depending on the circumstances, the group conscience can declare how the petition is to be received: written or verbal, should the security and safety of the ASC or respective subcommittee still be a concern.

(Sample Guidelines: In cases where the violent behaviour is so obvious (eg: a member got punched out by another member of the service body at the Area table, in front of everybody) the petition can be received in the form of a written letter. In cases of hearsay (eg: "I heard rumours that this guy/gal is rather intimidating and unstable, I don't think he/she should have a position of leadership") it may be appropriate to invite the member to the ASC table to share his/her side of the story, so that an informed decision can be made, but the petitioner can still submit a letter if desired.)

Regarding the action of Protective Measures:

Concept 4 states that "any NA member can be a leader, and every NA member has the right to serve the fellowship." This right is clearly defined.

With regards to leadership positions, however, Concept 4 also states:
"Able leadership in the spirit of service does not drive by arrogant mandate, demanding conformity; it leads by example, inviting respect."

If disruptive, abusive or violent behaviour is proven to have transpired in the service body, these factors should be weighed in when deciding to elect, keep or remove trusted servants in positions of leadership.

Special Session of the ASC:

To hold a special session of the ASC, a petition is submitted to the ASC facilitator. Due cause shall be determined by the ASC facilitator. The facilitator will contact the GSRs explaining the petition and conduct a vote of which 2/3rds approval is needed to hold a special session. The facilitator will set the location, date and time that is reasonable and prudent.

Section Two: Choosing and Becoming a Trusted Servant: Election, Roles, and Responsibilities

Concept Five:

For each responsibility assigned to the service structure, a single point of accountability should be clearly defined.

2.1 Holding an Elections Meeting

2.1.1 When Does this Happen for Us?

Timing / Frequency:

In September of each year, ASC Officer positions will be up for election:

- Facilitator
- Co-Facilitator
- Treasurer
- Alternate Treasurer
- Secretary
- Regional Committee Member (“RCM”)
- Alternate Regional Committee Member (“RCM 2”)
- Website Coordinator
- Sons of Recovery Facilitator
- Women in Recovery Facilitator
- Subcommittee Treasurer (which applies to the Sons of Recovery and Women Recovery Campouts.)

In March of each year, ASC standing subcommittee facilitators will be up for election:

- Public Relations Committee Facilitator
- Literature Committee Facilitator
- Newsletter Facilitator
- Policy, Procedure and Archives Facilitator
- Activities Subcommittee Facilitator
- Victoria Convention Facilitator
- Other and Ad-Hoc Committee Facilitator
- Subcommittee Treasurer (which applies to the Literature, Victoria Convention, Activities.)

****NOTE**** This position is elected on the subcommittee level, not at the ASC level, but the duties of 2.4.1 (k) and 2.4.2 (k) should be considered when electing this position.

2.1.2 How is Our Meeting Different during an Election Month?

It isn't. The ASC agenda of section 1.2.2 is followed. We use the guidelines of section 1.2.6 to manage the available time.

Elections are held after the Advance Reports (which are supposed to be brief) and before the old business / open discussion / new business periods, so that they will be taken care of in a timely fashion.

2.2 Nominations and Election of Executive Officers and Subcommittee Chairs

Concept Four:

Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.

2.2.1 How Does This All Happen?

A. Nominations:

During the "Elections" phase of the ASC agenda, the facilitator will ask for nominations from the floor. All nominations, including self-nominees are accepted. The facilitator will ask the election questions on "Additional Resources E" of each candidate present for nomination. The candidates must be present for eligibility.

After the election questions are asked for each candidate, the ASC body will then be asked if they have any additional questions for the candidates. Once the additional questions are asked (or, if no additional questions are asked at all,) the candidates will then be asked to leave the room.

B. Election:

The facilitator will then ask the body to discuss the candidate's eligibility and determine if he/she is suitable for the position. Although the facilitator may begin this process by asking if there are any questions or concerns regarding the candidate's eligibility, that question should not end with a mute silence leading to immediate election. Positive comments regarding the candidate's qualifications for eligibility should also be discussed so that the body knows that they are making an informed decision.

The ASC body may ask the candidate to come into the room a second or additional

time if more questions are required to determine the eligibility.

After a discussion regarding the candidate's qualifications, to reflect consensus as per 1.2.4 (C), 85% consensus among the GSR Threshold is required to elect candidates into trusted servant positions.

2.2.2 What If No One Stands for Election Into an Open Position?

A. Procedure for Elections at a Meeting other than an Elections Meeting: The nomination and election of an unfilled office after the September and March ASC meetings will be held on a month-to-month basis. When there is a nominee present at the ASC meeting, they may state their qualifications and the election will take place at that time.

B. Appointment of Temporary Officers: When an office or a subcommittee chair position has been vacated by resignation or the incumbent has been removed by the ASC, then the officers may appoint a temporary officer or subcommittee facilitator. The vacant position must then be taken back to the groups and announced, for at least one month, before an election can be held.

This would continue on a month-to-month basis until the position has been filled by a duly held election. In the event that the facilitator or RCM positions become vacant, the vice chair or RCM alternate assumes the duties of their respective office.

In the event that an office cannot be filled by the September and March elections, the incumbent will be asked to remain in a temporary capacity until an election can be duly held.

C. Definition of Interim Positions: An officer elected at the October, November, December, or January ASC meetings will be considered to have served a full term at the following election in September. Likewise a subcommittee chair elected at the April, May, June or July ASC meeting will be considered to have served a full term at the following election in March.

An officer elected or appointed after February 1st will be considered as having served on an interim basis at the following election in September. Likewise a subcommittee chair elected after August 1st will be considered having served on an interim basis at the following election in March. The time served by the officer elected or appointed after February 1st, or with the subcommittee chair elected or appointed after August 1st would not be considered in calculating consecutive full terms.

D. Principle of Service Rotation: ASC officers and standing subcommittee facilitators should not serve for more than two consecutive full terms. Time served on an interim basis would not count towards consecutive full terms.

2.3 Resignation and Removal from Service

2.3.1 Voluntary Resignation

Voluntary resignations are either given in writing to the ASC facilitator in advance of the next ASC meeting, or present in person at the next ASC meeting.

2.3.2 Removal from Service

A person may be removed from service in the following situations:

- a) Relapse during term of service – it is considered mandatory removal from the trusted servant position – see 2.3.3.
- b) Not fulfilling their duties and responsibilities.
- c) Breach of the Traditions, the Concepts, or any unethical conduct inconsistent with the role of a “trusted servant” as decided by the groups they serve.
- d) Any ASC officer or standing subcommittee facilitator missing or failing to submit a written report for more than two consecutive ASC meetings.

2.3.3 How Does This Occur?

A. Principle of Resolution: Initially, a group of ASC officers and other concerned members may meet with the individual to discuss the expressed concerns and see if there is a beneficial way to resolve the situation.

If there can be no resolution, then the above items represent prerequisites for removal. They are not intended to mean that removal is necessary or required in each case that these conditions exist. They are meant to be a guide for group conscience when the removal proceedings are initiated.

B. Removal Proceedings: To begin the removal proceedings, a proposal will be put forth by one of the ASC body members, and presented at the first ASC meeting following the meeting with the individual. The ASC facilitator will inform the officer or standing subcommittee facilitator named for removal from service, in the proposal before the meeting, if possible.

The respondent is given time for rebuttal or redress as per Concept 10. This would be the time to ask questions of the respondent.

The individual is then asked to leave the room. The facilitator guides the discussion and will move to close the discussion and request the group conscience decide as to the removal of the individual from service. The ASC body may ask the individual to come into the room a second or additional time if more questions are required with regards to this decision.

After a discussion regarding the request of removal, to reflect consensus as per 1.2.4 (C), 85% consensus among the GSR Threshold is required to remove the trusted servant from the position.

2.4 Qualifications and Duties for Area Service Trusted Servants

Concept Seven:

All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.

A. Limits of Guidelines: The qualifications suggested here are meant as a guide to GSRs in selecting trusted servants for the ASC. Some individuals nominated will not fit all of the criteria set forth and it should not disqualify them from consideration. It should be stated however, that these guidelines come from previous experience and should be weighed as such when considering a nominee for a particular trusted servant position.

B. Definitions: The term 'Area level of service' used below refers to ASC officers, subcommittee facilitators and GSRs.

2.4.1 Our Leaders: What Do They Need to Qualify?

A. Facilitator

- a) Willingness, time, and resources to serve.
- b) One-year commitment.
- c) Minimum four years clean time.
- d) Minimum of two years of NA service involvement.
- e) An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the ASC policies.
- f) Willingness to resign all other elected positions at the Area level of service.
- g) Worked a full set of steps from the NA step working guide with an NA sponsor.

B. Co-Facilitator

- a) Willingness, time, and resources to serve.
- b) Two-year commitment- first year as co-facilitator with the intent of serving the second year as the facilitator.
- c) Minimum three years clean time.
- d) Minimum of two years of NA service involvement.
- e) An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the ASC policies.
- f) Willingness to resign all other elected positions at the Area level of service.
- g) Worked a full set of steps from the NA step working guide with an

C. Area Treasurer

- a) Willingness, time, and resources to serve.
- b) One-year commitment.
- c) Minimum five years clean time.
- d) Minimum of two years of NA service involvement.
- e) An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the ASC policies.
- f) Be financially secure, have some bookkeeping experience, be good at managing their personal finances, as well as inspiring the trust of the ASC.
- g) An understanding of ASC policy on managing NA funds and the theft of NA funds.
- h) Willingness to resign all other elected positions at the Area level of service.

D. Alternate Treasurer

- a) Willingness, time, and resources to serve.
- b) One-year commitment.
- c) Minimum four years clean time.
- d) Minimum of two years of NA service involvement.
- e) An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the ASC policies.
- f) Be financially secure, have some bookkeeping experience, be good at managing their personal finances, as well as inspiring the trust of the ASC.
- g) An understanding of ASC policy on managing NA funds and the theft of NA funds.
- h) Willingness to resign all other elected positions at the Area level of service.

E. Secretary

- a) Willingness, time, and resources to serve.
- b) One-year commitment.
- c) Minimum one year clean time.
- d) Minimum of three months of NA service involvement.
- e) An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the ASC policies.
- f) Organizational skills necessary to record meeting minutes and the ability to provide typewritten minutes, computer skills and strong communication skills.
- g) Willingness to resign all other elected positions at the Area level of service.

F. Regional Committee Member

- a) Willingness, time, and resources to serve.
- b) One-year commitment.
- c) Minimum three years clean time.
- d) Minimum of two years of NA service involvement.
- e) An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the ASC policies.

- f) Time and resources to be an active participant in the quarterly Regional Service Committee meetings.
- g) Willingness to resign all other elected positions at the Area level of service.

G. Alternate Regional Committee Member

- a) Willingness, time, and resources to serve.
- b) Two-year commitment- first year as the alternate with the intent of serving the second year as the RCM.
- c) Minimum two years clean time.
- d) Minimum of one year of NA service involvement.
- e) An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the ASC policies.
- f) Willingness to resign all other elected positions at the Area level of service

H. Web Coordinator

- a) Willingness, time, and resources to serve.
- b) One year commitment.
- c) Minimum two years clean time.
- d) Minimum of one year of NA service involvement.
- e) An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the ASC policies.
- f) Willingness to resign all other elected positions at the Area level of service.
- g) Technology skills and tools necessary to access the Internet.
- h) Knowledge of the following:
 - i. html and php scripts.
 - ii. Domain name registration and web hosting management.
 - iii. cpanel, and other web panel interfaces.

I. Subcommittee Facilitator

- a) Willingness, time, and resources to serve.
- b) One-year commitment.
- c) Minimum two years clean time.
- d) Minimum of one year of NA service involvement with 6 months participating in the subcommittee.
- e) An understanding of the Twelve Traditions and Twelve Concepts of NA and an understanding of the ASC policies.
- f) Willingness to resign all other elected positions at the Area level of service.

J. Victoria Convention Facilitator

- a) Willingness, time, and resources to serve.
- b) Two-year commitment.
- c) Minimum five years clean time.
- d) Minimum of two years of NA service involvement.
- e) Have the organizational skills required and the ability to exercise patience and tolerance.
- f) An understanding of the Twelve Traditions and Twelve Concepts of NA and an understanding of the ASC policies.
- g) Willingness to resign all other elected positions at the Area level of service.

K. Subcommittee Treasurer

- a) Willingness, time, and resources to serve.
- b) One-year commitment.
- c) Minimum four years clean time.
- d) Minimum of two years of NA service involvement.
- e) An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the ASC policies.
- f) Be financially secure, have some bookkeeping experience, be good at managing their personal finances, as well as inspiring the trust of the ASC.
- g) An understanding of ASC policy on managing NA funds and the theft of NA funds.
- h) Willingness to resign all other elected positions at the Area level of service.

L. Activities Subcommittee Facilitator

- a) Willingness, time and resources to serve.
- b) A one-year term.
- c) Minimum two years clean time.
- d) Minimum one year of NA service involvement.
- e) An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the ASC policies.
- f) A willingness to help facilitate events and coordinate subcommittees/groups that are willing to undertake single events.

2.4.2 Our Leaders: What Are Their Jobs?

A. Facilitator

- a) Ensures meeting starts and ends on time.
- b) Arranges, chooses and executes the meeting agenda.
- c) Co-signer of the ASC bank account.
- d) Conducts elections of new ASC officers and subcommittee facilitators.
- e) Understands and upholds the ASC procedural guidelines.
- f) Conducts phone votes for required business when ASC is not in session.
- g) Assists in auditing treasury books for the previous year.
- h) Helps to ensure the incoming facilitator is prepared for the position.
- i) Submits a written report of activities in advance of the ASC to the ASC secretary.
- j) Attends all ASC meetings.

B. Co-Facilitator

- a) Assumes duties of facilitator in their absence, removal or resignation.
- b) Assists the facilitator in carrying out their duties.
- c) Orients newly elected ASC officers and subcommittee facilitators to ASC procedural guidelines.
- d) Co-signer of the ASC bank account.
- e) Helps coordinate subcommittees.

- f) Is the point of contact for the subcommittees that serve the groups.
- g) Stays informed of subcommittee's projects and problems.
- h) Attends subcommittee meetings, whenever possible.
- i) Works closely with subcommittee facilitators to prepare reports or budgets, if required.
- j) Helps put on one service workshop per year (Learning Days).
- k) Submits a written report of activities in advance of the ASC to the ASC secretary.
- l) Attends all ASC meetings.

C. Area Treasurer

- a) Maintains accurate account of the ASC bank account, including all income sources and detailed expenditures.
- b) Submits a written report in advance of the ASC to the ASC secretary of all fiscal activity between ASC meetings. This should include the month's bank statement and a reconciliation report.
- c) Gives a verbal closing balance before the end of the ASC meeting.
- d) Disburses funds requested by the ASC officers, standing subcommittees and ad hoc committee representatives and others, as required by the ASC motions and the procedural guidelines.
- e) As an incoming treasurer, will audit treasury books for the previous year.
- f) Submits quarterly reports of all fiscal activity.
- g) As an outgoing treasurer, will write a report of the previous year's treasury activity and, based on the previous year's monthly expenses, will set an appropriate value for the upcoming year's prudent reserve, to be presented at the October ASC meeting. The travel fund prudent reserve amount will be set by the Area Treasurer in the outgoing annual report.
- h) Maintains a record of each group's contributions each fiscal year from October to the following year.
- i) Also records any contributions from individuals, from the Victoria Convention subcommittee or any other subcommittee.
- j) Supports subcommittee treasurers.
- k) Ensures that the literature stock is protected by a valid insurance policy and that all documentation is on file.
- l) Co-signer of the ASC bank account.
- m) If required, may be a co-signer for subcommittee bank accounts.
- n) Trains the Alternate Treasurer in all related duties.
- o) Attends all ASC meetings.

D. Alternate Treasurer

- a) Assumes the duties of the Treasurer in their absence, removal, or resignation.
- b) As an incoming treasurer, will assist in the audit of treasury books for the previous year.
- c) Becomes familiar with and assists the treasurer in all their duties.
- d) Supports subcommittee treasurers.
- e) Submits a written report of activities in advance to the ASC secretary.
- f) Attends all ASC meetings.

E. Secretary

- a) Records and maintains ASC meeting minutes.
- b) Receives and prepares reports submitted in advance for circulation before the ASC.
- c) Prepares and circulates the open sharing topic list and the birthday list.
- d) Maintain files of ASC meeting minutes and other documents.
- e) Has the use of the monthly photocopy budget and is responsible for ASC photocopying, correspondence, and phone vote records.
- f) Will maintain an updated copy of the ASC procedural guidelines, which is to be considered the “official” copy. Addenda to this policy will be sent with the meeting minutes as needed.
- g) Will edit the ASC procedural guidelines annually after the September meeting to reflect revisions made during the previous year.
- h) Reviews submitted motions for clarity and orderliness and then number them before giving them to the facilitator.
- i) Picks up the mail at the post office.
- j) Holds and assigns the keys for the area storage locker.
- k) May assist in auditing treasury books for the previous year.
- l) Helps to ensure the incoming Secretary is prepared for the position.
- m) Registers ASC groups once a year with WSO with the assistance of the GSRs.
- n) Maintains a list of active and inactive groups to establish a quorum.
- o) Attends all ASC meetings.
- p) Confirms that there are no conflicting events on the date chosen for the next ASC meeting. Ensures that the room is available and is booked.

F. Regional Committee Member (RCM 1)

- a) Attends all ASC meetings.
- b) Submits a written report of activities in advance of the ASC to the ASC secretary.
- c) Makes available the British Columbia Regional Service Committee (BCRSC) meeting minutes, if requested by a member of the ASC.
- d) Chairs the ASC meeting in the absence of the facilitator and co-facilitator.
- e) Is available to attend group business meetings, if requested.
- f) Attends all BCRSC meetings.
- g) Gives a written report to the BCRSC.
- h) Acts as liaison between the ASC and the BCRSC.
- i) Coordinates the use of the travel budget to attend the BCRSC.
- j) Works with co-facilitator to put on a Learning Days that includes a GSR workshop.
- k) Orients new GSRs to the ASC procedural guidelines.
- l) Trains RCM alternate.
- m) Co-signer of the ASC bank account.

G. Alternate Regional Committee Member (RCM 2)

- a) Assumes the duties of the RCM in their absence, removal, or resignation.
- b) Submits a written report of activities in advance of the ASC to the ASC secretary.

- c) Attends all ASC meetings.
- d) Attends at least two BCRSC meetings.
- e) Assists RCM in conducting any workshops at the Learning Days.
- f) Assists RCM in carrying out their duties.

H. Web Coordinator

- a) Maintains SVINA website and email.
- b) Updates group meetings, events, resources, and service meetings.
- c) Redirects e-mail that is sent through the website "Contact Us" form to the appropriate NA member for response. General inquiries about NA or NA in our area should be directed to the Chair of the PR committee.
- d) Regularly updates the SVINA.CA website. Special attention must be paid to ensuring the online meeting list is always accurate and up-to-date. When changes to the meeting list are made, the Website Coordinator should send the PR phone line coordinator an email.
- e) Assists any ASC or Sub-committee positions with email.
- f) Submits a written report of activities in advance to the ASC secretary.
- g) Attends all ASC meetings.
- h) Continuously works to improve the SVIANA site as required, including:
 - i. Making timely corrections to the site whenever errors are discovered. This includes spelling and grammatical errors. As this is a public medium, the reputation of NA is at stake.
 - ii. Considering and responding to suggestions from NA members on how the site could be improved. Simple changes that will improve the quality of the site should be implemented quickly. Larger changes or additions should be brought to the PR committee for approval before they go ahead.
 - iii. Conducting a regular evaluation of the usefulness of the website. At least once per year, a process for soliciting ideas from the fellowship on how the website might be improved should be implemented. This process should be inclusive, and harness the energy of the SVINA table to come up with suggestions. The website coordinator will be responsible for compiling these suggestions and working with the PR committee to determine which improvements, if any, should be implemented.
 - iv. Ensuring that additions to the site be proofread for errors, and corrected before being made available online. Any larger additions should also be presented to the PR committee for approval before being made available online.
 - v. Assisting the following ASC positions:
 - 1) ASC Secretary to upload area information.
 - 2) Literature Sub-committee to update literature order form.
 - 3) Newsletter Sub-committee to upload newsletter announcements.
 - 4) PR Meeting list distributor to update PDF Meeting list.

I. Subcommittee Facilitator

- a) Attends all ASC meetings.
- b) Submits a written report of subcommittee activity, inactivity and any other

- pertinent information to the ASC Secretary in advance of the ASC.
- c) Submits a quarterly report of accomplishments, goals, and finances.
 - d) Gives an accurate accounting of monies spent.
 - e) Provides receipts for any expenses that need to be reimbursed.
 - f) Report any incidents of violent behaviour, physical outbursts, verbal threats or other behaviour that had (or could have) compromised the safety and security of the service body.

J. Victoria Convention Facilitator or Co-Facilitator

- a) Attends all ASC meetings.
- b) If required by the facility, ensures that the event is covered by Liability Insurance.
- c) Submits a written report of subcommittee activity, inactivity and any other pertinent information to the ASC Secretary in advance of the ASC.
- d) Gives an accurate accounting of monies spent by their subcommittee.
- e) Provides a final report to the ASC, including all financial records, subcommittee facilitators' reports and recommendations, within two months of the completed convention.
- f) Report any incidents of violent behaviour, physical outbursts, verbal threats or other behaviour that had (or could have) compromised the safety and security of the service body.

K. Subcommittee Treasurer

- a) Maintains accurate account of the subcommittee bank account, including all income sources and detailed expenditures.
- b) Submits a written report in advance of the ASC to the subcommittee Chair of all fiscal activity between ASC meetings. This should include the month's bank statement and a reconciliation report.
- c) Disburses funds requested by the subcommittee, in accordance with the procedural guidelines.
- d) As an incoming treasurer, will audit treasury books for the previous year.
- e) As an outgoing treasurer, will write a report of the previous year's treasury activity.
- f) Co-signer for subcommittee bank accounts.
- g) Attends all subcommittee meetings.
- h) Will attend ASC meetings when required.

L. Group Service Representative

- a) Attends all ASC meetings.
- b) Reports information from the ASC back to their group.
- c) Submits a written report in advance of the ASC to the ASC secretary on their group's status.
- d) Supports one ASC subcommittee by voluntary participation to help foster unity.
- e) Supports ASC fellowship activities by voluntary participation, whenever possible.
- f) Becomes familiar with the ASC procedural guidelines.

M. Activities Subcommittee Facilitator

- a) Attends ASC meetings for the duration of their term.
- b) Submits a written report of subcommittee activity, inactivity and any other pertinent information to the ASC Secretary in advance of the ASC.
- c) Submits a report of accomplishments, goals, and finances.
- d) Gives an accurate accounting of monies spent.
- e) Provides receipts for any expenses that need to be reimbursed.
- f) Report any incidents of violent behaviour, physical outbursts, verbal threats or other behaviour that had (or could have) compromised the safety and security of the service body.

N. All Members' Responsibilities: All members of the ASC are responsible to:

- a) Respect the opinions of other ASC participants.
- b) Allow full participation by all members.
- c) Observe the spiritual principles of the NA program.
- d) Remain for the full meeting of the ASC.

In general, all transactions and activities should be as transparent as possible, inviting participation from others in the fellowship.

2.5 Standing Subcommittees

A. Purpose: In order to minimize time spent in debate at the ASC meeting, a system of subcommittees is used. Standing subcommittees are formed to fulfill the responsibilities and tasks of the ASC as the groups dictate them. The initiation and finalization of their projects takes place at the ASC meeting. Each subcommittee is accountable to the ASC.

2.5.1 Convention Subcommittee

A. Subcommittee Responsibilities: The subcommittee's purpose is to plan and execute the Victoria Convention of Narcotics Anonymous (VCNA) every second year.

B. Responsibilities of the Subcommittee Chair or Vice Chair: The subcommittee facilitator or co-facilitator will submit a written report of all subcommittee activity, progress, goals and needs to the ASC Secretary in advance of the ASC meeting. This shall include a written statement of finances, including reconciliation to the Convention bank account. The subcommittee facilitator will be responsible for submitting a final financial report detailing the income and expenses of the Convention no later than 2 months after the conclusion of the Convention.

The subcommittee facilitator should be able to attend the Convention.

C. Further Information: Use the Convention Guidelines, available from the World Service Office, to provide more information on the work of this subcommittee.

2.5.2 Literature Subcommittee

A. Subcommittee Responsibilities: This subcommittee handles the purchase of NA literature and related materials from the BC Regional Literature Subcommittee and the sales to the groups in the Area. The subcommittee also deals with our primary purpose as it is achieved in writing. The subcommittee seeks and forwards the input of our Area in respect to literature being developed by the World Service Conference.

The subcommittee will maintain a stockpile of literature for the purpose of resale to the groups at the ASC meeting. The subcommittee will also strive to maintain an adequate supply of key tags, medallions and other special materials as the subcommittee feels is prudent to have in stock, accumulating an adequate amount to supply the area for a minimum of three months. After this has been established, excess funds should be directed to the ASC.

The subcommittee shall coordinate the review of new NA literature as needed.

B. Responsibilities of the Subcommittee Chair: The subcommittee facilitator will submit a written report of all subcommittee activity, progress, goals and needs to the ASC Secretary in advance of the ASC meeting. This shall include a written statement of finances, including reconciliation to the Literature bank account.

The subcommittee facilitator shall seek to encourage participation of the Fellowship in literature reviews and cooperate with other Area Literature subcommittees.

The subcommittee facilitator shall maintain accurate records of all literature sales on a monthly basis. The subcommittee facilitator will report the wholesale value of the literature in stock when making reports to the ASC and provide a full inventory of the literature stock each quarter.

C. Further Information: Use the Literature Committee Handbook, available from the World Service Office, to provide more information on the work of this subcommittee.

2.5.3 Newsletter Subcommittee

A. Subcommittee Responsibilities: The subcommittee's purpose is to publish a monthly newsletter listing area and regional events. They may also run articles on local service activities and members' recovery experiences.

The subcommittee shall take special heed of the Fifth Concept, ensuring that the newsletter has a responsible editorial policy.

B. Responsibilities of the Subcommittee Chair: The subcommittee facilitator will submit

a written report of all subcommittee activity, progress, goals and needs to the ASC Secretary in advance of the ASC meeting.

C. Further Information: Use the Handbook for NA Newsletters, available from the World Service Office, to provide more information on the work of this subcommittee

2.5.4 Policy, Procedures and Archives Subcommittee

A. Subcommittee Responsibilities: This subcommittee is concerned with those matters, which are the policy of the ASC. The general policies of Narcotics Anonymous are expressly stated in the Traditions; however, the application of these Traditions within our Area is the concern of this subcommittee. This subcommittee also studies and makes recommendations on ASC policy as directed by the ASC.

The subcommittee will hold an annual review of the policies in December (after the ASC secretary updates it). The subcommittee shall inventory the contents of the storage locker on a yearly basis and provide a report to the ASC.

B. Responsibilities of the Subcommittee Chair: The subcommittee facilitator will submit a written report of all subcommittee activity, progress, goals and needs to the ASC Secretary in advance of the ASC meeting.

2.5.5 Public Relations Subcommittee

A. Subcommittee Responsibilities: The SVINA Public Relations Subcommittee is responsible for maintaining the public face of Narcotics Anonymous in our Area. In order to carry out this role, the trusted servants who make up the PR Committee must be enabled to make timely decisions on matters affecting NA's public relations in the SVINA Area. This is especially important when situations arise that have a negative impact on our fellowship and its reputation in our communities. When faced with a situation that is showing evidence that it could potentially damage or tarnish the fellowship in view of the public, it is important that the PR Committee is able to make decisions relatively quickly in consultation with the NA Group involved, any members of NA, or the public who have come forward with concerns, and the SVINA executive. These should include decisions that may impact the SVINA meeting lists, the SVINA website, the SVINA phone line, or relationships between our groups and a facility when representatives of the facility come forward with complaints.

The committee is responsible for providing information about Narcotics Anonymous to local professionals and interested members of the public. As well, the PR subcommittee is responsible for increasing awareness about NA in our Area so that addicts have opportunities to learn about the NA program. The PR subcommittee also provides information and support to meetings within our fellowship. In particular, PR is responsible for producing and distributing meeting directories. It is also responsible for providing support to new, struggling, or geographically isolated meetings within our Area's boundaries. The PR subcommittee is responsible for updating and distributing meeting lists for the SVIA.

(For our purposes in Narcotics Anonymous, the term "public relations" refers to all of the relationships we create and maintain with the general public, professionals, potential

members, and each other in our groups and service communities.).

B. Responsibilities of the Subcommittee Chair: The subcommittee facilitator will submit a written report of all subcommittee activity, progress, goals and needs to the ASC Secretary in advance of the ASC meeting. The subcommittee facilitator is the primary point of contact for communications with groups outside the fellowship and is responsible for handling public relations requests and correspondence.

C. Further Information: All services provided by and/or service positions under Public Relations Subcommittee ought to refer to the Public Relations Hand Guide for all related and relevant service information.

2.5.6 Sons of Recovery Retreat Committee

A. Subcommittee Responsibilities: The subcommittee's purpose is to plan and execute the Sons of Recovery Men's Retreat once a year.

B. Responsibilities of the Subcommittee Chair: The subcommittee facilitator will submit a written report of all subcommittee activity, progress, goals and needs to the ASC Secretary in advance of the ASC meeting. This shall include a written statement of finances, including reconciliation to the Sons of Recovery bank account. The subcommittee facilitator will be responsible for submitting a final financial report detailing the income and expenses of the Sons of Recovery retreat no later than 2 months after the conclusion of the retreat.

The subcommittee facilitator should be able to attend the Sons of Recovery Retreat.

2.5.7 Activity Subcommittee

A. Subcommittee Responsibilities: This subcommittee's purpose is to help facilitate groups and individuals in helping plan and execute "one-time" events to bring activities and fun in recovery to SVINA. Because activities can involve many different ideas (campouts, sports, picnics, shows, dances) the committee will facilitate NA members desires to put on one time or ongoing events at the area level (such as ball tournaments, dances, campouts, Christmas dinners, etc). The committee will be available so that commitments can remain more flexible for interested parties on a per-case basis.

B. Responsibilities of the Subcommittee Chair: See section 2.4.2 (n)

Section Three: Financial Policies

Concept Eleven:

NA funds are to be used to further our primary purpose, and must be managed

responsibly.

3.1 ASC and Subcommittee Financial Policies

3.1.1 Prudent Reserve

Prudent (adjective:) 1 Careful to provide for the future. 2 discreet or cautious, circumspect. 3 having or exercising good judgment.

ad hoc (adverb and adjective): for a particular (usu. exclusive) purpose. [Latin, = to this]

- Canadian Oxford Dictionary, 2nd Edition.

The prudent reserve shall consist of sufficient funds to enable the ASC body to operate. This includes (but is not limited to) monthly expenses (eg: phone line, meeting list and newsletter printing, storage locker fees, PR expenses,) quarterly expenses for BC Regional Travel, annual operating expenses (Post Office Mailbox, Website Domain fees,) and the \$600 ad-hoc fund (venue deposits for SVINA events, service workshop expenses, etc.) The specific amount of the prudent reserve shall be determined by the outgoing treasurer in September of each year, or as soon after as possible, and shall be decided upon by the GSR group conscience, via consensus, as part of their acceptance of the treasurer's year-end report.

3.1.2 Subcommittee Financial Policies

A. Financial Policy – Convention Subcommittee

- a) \$2,500.00 shall be allocated and earmarked as seed money for the convention.
- b) Any surplus monies leftover, after the convention has taken place, shall be contributed to the ASC.

B. Financial Policy – Newsletter Subcommittee

- a) The subcommittee will have a monthly budget of seventy-five dollars (\$75) to pay for the normal activities of the subcommittee.
- b) If the entire monthly budget amount is not used it is not to be carried over to the next months allotted monies.
- c) Funds are to be used to ensure that the South Vancouver Island Area is served by the newsletter subcommittee and should not be used to distribute the newsletter to other areas.

C. Financial Policy – Literature Subcommittee

- a) The wholesale value of the literature stockpile and cash on hand will be twelve thousand dollars (\$12,000).
- b) An amount of cash may be maintained as a cash float for the purposes of

selling literature; beyond which literature funds will be maintained in the Literature bank account. The exact amount of the float will be determined by the needs of the Literature Subcommittee.

- c) Literature will be sold at an average of 12% over Regional cost. This is 10% to cover the handling costs and to allow about 2% for growth. With this in mind, the exact pricing of literature is left to the discretion of the subcommittee.
- d) Normal transactions require payment prior to the delivery of any literature, but this is left to the discretion of the facilitator.
- e) The subcommittee will pay for the normal activities of the subcommittee with their own funds.
- f) Requests for funds beyond the budget must be submitted and approved by the ASC at the monthly meetings.
- g) Literature start-up kits shall be supplied on a one-time basis only at no charge to new groups, valued at up to seventy-five dollars (\$75.00) resale. Each start-up kit may be custom built, based on the groups' individual needs.

D. Financial Policy – Public Relations Subcommittee

- a) The subcommittee will have a monthly budget of three hundred and fifty dollars (\$350.00) to pay for the normal activities of the subcommittee.
- b) If the entire monthly budget amount is not used it is not to be carried over to the next months allotted monies.
- c) Funds are to be used to ensure that the South Vancouver Island Area is served by the Public Relations Subcommittee and should not be directed or held for any other purpose.

E. Financial Policy – Sons of Recovery Retreat Subcommittee

- a) A prudent reserve of seven hundred and fifty dollars (\$750) in cash and a two hundred and fifty dollar (\$250) deposit (carried over from year to year by the facility) is to be used as seed money for the event.
- b) An initial payment of approximately two hundred and seventy dollars (\$270) is typically made by the outgoing committee to reserve camping spots for the next year's event. This payment is required by the facility, in addition to the above mentioned deposit.
- c) Any profits above the reserve shall be returned to the ASC following the previous event's accounts being reconciled, no later than 2 months after the conclusion of the retreat.

F. Financial Policy - Activities Financial Policies

- a) \$1,000.00 shall be allocated and earmarked as seed money for specific activities as specific expenses occur in priority sequence (eg: down payments for venues may be required in advance, those should take priority to secure the venue.) Any adjustments to this practice will need to meet consensus on a per-case basis (as per section 1.2.4.)
- b) Any surplus monies leftover, after the event(s) have taken place, shall be contributed to the ASC.

3.1.3 Travel Budget

ASC / SVINA:

ASC Members who attend the ASC from outside the Greater Victoria area (eg: OUTSIDE of Victoria, Oak Bay, View Royal, Saanich, Esquimalt) are eligible for reimbursement. This applies to ASC executive officers, Subcommittee Facilitators and GSRs traveling at least 40 km outside of Victoria (eg: Duncan (50km,) Mill Bay and Sooke (40km) and any other applicable areas within the boundaries of SVINA. The total distance travelled (including the return trip) will be reimbursed.)

The current per-kilometre rate of reimbursement will be reviewed annually.

Vehicle ferry fares for Salt Spring Island, and other applicable gulf islands within the SVINA boundaries are also eligible for reimbursement for the GSR traveling from those areas. The rate of reimbursement will apply to the distance travelled from Swartz Bay ferry terminal to Victoria (30 km,) and the return trip.

PR Panel Travel, Fellowship Liaison travel (eg: to transport trusted servants to and from facilities at least 40 km outside of Greater Victoria) is also eligible for reimbursement.

Only ONE vehicle per ASC member / PR Panel will be eligible for reimbursement (eg: an alternate GSR cannot simultaneously travel in another vehicle and claim a travel expense for the same ASC meeting.)

NOTE: Trusted servants can also practice tradition 7 by not requesting reimbursement for this travel, to offset what money they normally put in the basket at meetings.

BC Regional:

As per the section, “How can our group support other NA services?” as written in the official NAWS, “The Group Booklet”, RCMs (Regional Committee Members) are transported to the BC Regional Committee to participate in the work of the service structure on the SVINA’s behalf. Travel and lodging funds will be reimbursed to eligible members.

A: Who Is eligible for reimbursement:

Individuals who are eligible for reimbursement of travel expenses are:

- RCM 1
- RCM 2 (for mentoring only, or if the RCM 1 is unable to attend.)
- PR Chair
- PR Vice Chair (for mentoring only, or if the PR Chair is unable to attend.)

B. Source of Funds:

A reserve fund of one thousand dollars (\$1000) is earmarked to cover these expenses.

C. Amount/Rates available for reimbursement:

The current rates are made available in “Additional Resource: E – ASC / BC Regional Travel Reimbursement Rates.”

They are current as of March 2018. These rates can change and should be updated whenever the providers of these services (eg: ferry services, lodging venues) change their rates.

NOTE: Just as per the section for ASC/SVINA, only ONE vehicle will be eligible for reimbursement. If one of the eligible members wants to take his/her own vehicle in addition, he/she will NOT be reimbursed for the vehicle ferry fare, nor the per-kilometre rate of reimbursement for the additional vehicle. Any adjustments or exceptions (eg: one vehicle is unable to fit all the eligible trusted servants) can be discussed on a per-case basis at the ASC table, and will require the approval of the GSR threshold to override this.

D. Procedure for Requesting Funds:

All eligible trusted servants (RCM 1 & 2, PR Facilitator and PR Cofacilitator) must notify their intent to travel to BC Regional in their advanced reports. They must also provide an itemized breakdown of all figures in their claim, in their advance report. If they do not provide an advance report, they must provide an itemized breakdown in writing on paper to the treasurer at the ASC meeting. They must specify and calculate the km usage, if making vehicle expense claims. If the cheques are to be made payable to different entities (eg: BC Regional for lodging,) they must also specify this in their report, and for how much. They must use the figures in the “Additional Resource E – ASC / BC Regional Travel Reimbursement” table. If these figures are not provided, cheques for reimbursement will not be issued.

In the spirit of Tradition 1 and unity, it is also the responsibility of the trusted servants (RCM 1 & RCM 2, PR Facilitator and PR Cofacilitator) to work, meet, or communicate

together, before the next Area meeting, to form solutions regarding car pooling to keep quarterly travel expenses at or under \$1,000. If these trusted servants fail to do this, and if the requested amount exceeds \$1,000, no cheques will be issued to anyone until the request is dealt with during open discussion / new business.

For transparency purposes, individual cheques will be issued per each trusted servant or per payee (eg: BC Regional for lodging.) No bulk payments will be issued – this is poor accounting and can obscure accountability for who is requesting funds. No adjustments will be made to this without approval of the group conscience.

“When the groups receive full, regular reports on the activities of their service boards and committees, they begin to see the total service picture. The groups should also receive information on how much those activities cost. That kind of communication helps assure our groups that their contributions are being handled responsibly.”

- *Concept 11 (NA funds are to be used to further our primary purpose, and must be managed responsibly,) page 26*

In the event that insufficient funds are available for all trusted servants who wish to travel (eg: income from the 7th has been low over the most recent quarter,) the treasurer may make a recommendation or request guidance from the ASC body in determining how the available money should be allocated. A proposal is required to finalize the group’s decision in such instances and will require the consensus of the GSR Threshold.

Cheques for travel expenses will be issued prior to the BC Regional meeting and receipts must be submitted at the next Area meeting. If additional funds are required for unexpected expenses, receipts must be submitted to the next Area meeting and a proposal will be required for reimbursement. If a trusted servant does not spend the full amount requested in the budget, excess funds must be returned to Area.

Eligible trusted servants who wish to travel to BC Regional, that do not notify of their planned trip in their advance reports, will not be provided with reimbursement. Eligible SVINA members traveling at least 40km away to attend the ASC meeting, however, do not need to submit it in their advance report (if they’re at Area, and stayed for the duration, they obviously attended.)

3.1.4 How Do We Take Care of Money for the Groups We Serve? Financial Audit

A. Purpose: A financial review should be seen as a tool that may prevent a minor error from becoming a major one. It is not intended to be an inquisition!

B. Timing: This may be done at any time, as a way to provide support and guidance to those in positions that handle money.

It is recommended that no more than 24 hours notice is given before the financial review.

Financial reviews should not be predictable but should be varied as to time and place.

C. Assignment of Officers: All the ASC officers and two subcommittee facilitators or GSRs, if available, will conduct any financial review.

Those conducting the financial review must take physical possession of all records, statements, inventory and petty cash from the treasurer or other responsible trusted servant.

The treasurer or responsible trusted servant should be available to the review subcommittee in order to assist and answer questions if necessary.

3.1.5 Insurance

A. Purpose of the Insurance Refund Contract: Before any funds are withdrawn from the ASC or subcommittee bank account, an 'Insurance Refund Contract' will be signed by the NA member purchasing the insurance and by two ASC officers.

The Insurance Refund Contract is for the protection of NA funds, and is used when NA money is used to purchase insurance to protect the loss of Literature stored at a designated members residence.

The ASC treasurer will keep a copy of the insurance policy and the Insurance Refund Contract. Refer to Annex G for a sample Insurance Refund Contract.

B. Reimbursement of Unused Portions: An unused portion of the policy may arise for any of the following reasons:

- a) Termination of office.
- b) Completion of term in office.
- c) Removal of the NA property from the insured premises.
- d) When requested by the ASC.

Any member purchasing an insurance policy in their own name, using NA funds, for the Area or a subcommittee, will reimburse any unused portion, to the ASC or subcommittee from which the funds were drawn.

C. Literature insurance: The subcommittee facilitator shall purchase an insurance policy that protects the literature stock from fire, theft, water damage, vandalism, and any other natural disaster. This must be done as soon as the literature stock is in their possession. The ASC treasurer shall ensure that the policy is valid and that all documentation is kept on file.

3.2 How Our Money Moves and Where it Goes

A. Intent: The intent of this policy is to facilitate the spiritual obligation of funding all recognized levels of NA service by the Seventh Tradition of the NA groups. It also serves to guide the ASC in the handling of funds other than direct contributions from the NA groups it serves.

3.2.1 Contributions from Groups

A. Related Documents: With the passage of “A Guide to Local Services in NA” and the pamphlet entitled “Self Support, Principle and Practice”, the ASC proposes the following to facilitate these concepts of fund flow within our Area.

B. Distribution of Funds: As per the section, “How can our group support other NA services?” as written in the official NAWS, “The Group Booklet”, SVINA will serve as the collection and distribution point for Seventh Tradition contributions to the further levels of the service structure (eg: BC Regional, CANA, NAWS.)

Each month, at the end of each Area meeting, after SVINA has covered its current expenses and replenished its prudent reserve, the surplus funds will be divided and then sent on to the further levels of the service structure, as the group conscience sees fit.

If the resulting balance for the month is a deficit (eg: a negative balance) against the current prudent reserve, the body will wait until next month’s contributions (or after, depending on how long it takes) for the prudent reserve to replenish, until surplus or income is coming in again.

****NOTE – TYPICAL EXAMPLE**** A deficit can happen each quarter, due to regional travel costing up to \$1,000: this is normal – average monthly group contributions don’t usually approach \$1,000. The SVINA body will simply wait until group contributions replenish the prudent reserve balance, before making any future decisions regarding money.

C. Point of Accountability: The ASC treasurer will collect report and distribute Seventh Tradition funds received from the NA groups of the Area at each ASC meeting. All moneys accumulated shall be maintained in a bank account.

D. Signing Authorities for the ASC Bank Account: Any two of the following signing authorities shall be required:

- a) Facilitator.
- b) Co-facilitator.
- c) Treasurer.
- d) Regional Committee Member (RCM 1).

3.2.2 Subcommittee Profits

A. Profits from Literature Sales:

The profits from literature sales are intended for the re-supply of literature for the

groups in the Area, recouping the costs of shipping and administrative costs associated with literature sales.

B. Profits from Area Activities :

Activities that generate funds greater than expected will be returned to the ASC for its use to continue its support of the NA groups.

C. Profits from the Victoria Convention:

The profits from the Victoria Convention (monies left over after all bills are paid and the prudent reserve has been set aside) will be returned at the first or second ASC meeting following the convention.

3.2.3 Insufficient Funding

A. Response to Funding Shortfalls: If the ASC determines that there is profound lack of sufficient funding to continue basic services, then efforts at cost cutting and direct fund raising will be the preferred solution. Basic services are those services essential for carrying the message such as phone line, literature sales, basic H & I and PI activities, or fellowship services such as RCM participation at regional meetings or CAR workshops. The ASC should not look to the 7th Tradition that is distributed on behalf of the groups for making up shortfalls of funding. It must be remembered that the intent to collect and distribute 7th Tradition funds is to afford the group the convenience and accountability for funding all levels of service from the group.

3.2.4 Excess Funding

A. Determination of Excess Funds: At times, it may appear that there is an excess of funds over and above the proposed yearly budget for the ASC. Careful planning will determine if there is truly an excess and that it is a spiritual necessity to add these funds to the groups' contributions to other levels of service. A projection of activities and fellowship needs should be used in determining this question, based on the annual budget.

3.2.5 ASC Informational Events

A. Fiscal Responsibilities for ASC Events: All Learning Days, workshops or special subcommittee meetings shall be the financial responsibility of the ASC. A fund raising event should be included to help defer the costs.

3.3 Theft, misappropriation, or misallocation of NA Funds

A. Guiding Principles: The ASC shall be guided by the spiritual principles of recovery and shall allow every member an opportunity to behave responsibly in difficult situations and make amends. The recovery of funds is only part of a process that shall include healing for all those involved. This policy shall be a guideline to encourage a process that is both responsible and spiritual; taking additional measures (eg: formal

or legal collections) ONLY should they prove necessary. We must be careful to not discourage said members away from NA meetings, who have been found to have stolen, misappropriated or misallocated funds. Because of the controversies that surround this issue, the World Service Board of Trustees Bulletin #30, June 1996 “Theft of NA Funds” has been included as an attachment to the ASC procedural guidelines for guidance. See Annex E.

Below are the definitions for each financial violation (as per the Canadian Oxford Dictionary, 2nd edition:)

Theft: *the act or instance of stealing.*

Misappropriate: *apply (usu. another’s money) to one’s own use, or to a wrong use. (misappropriation – noun)*

(An example of misappropriation: “taking a loan” from the 7th, with full intention of paying it back, but then not being able to.)

Misallocation: *inappropriate or wrongful allocation, esp. of money.*

(An example of misallocation: allocating NA money to goods and services with full intention of fulfilling the primary purpose, but without the committee (or subcommittee’s) knowledge.)

B. Responsibility for Recovering Funds:

As per concept 2, the final responsibility and authority for NA services rests with the NA groups.

However, concept 5 also states that “for each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.”

The facilitator, along with the group conscience (GSRs, as per tradition 2) thus has the authority to delegate an ad-hoc committee (as per concept 5) to make arrangements to recover the funds.

C. What Do We Do if theft, misappropriation or misallocation occurs?

In any of these circumstances, the ASC facilitator will be notified immediately. The following steps will be taken to protect the fellowship’s money, and to encourage the person involved to act responsibly.

The ASC facilitator shall inform the rest of the ASC officers and the group conscience to evaluate the situation, delegate an emergency ad-hoc committee to meet with the person to set up a payment plan and secure a promissory note.

The emergency ad-hoc committee will be composed of the following members:

- ASC Executive Body
- At least two GSRs

The ASC treasurer will keep track of the payments and include them in the monthly treasurer's report. If payment is not received as agreed, the ASC treasurer shall notify the ASC facilitator. The ASC facilitator shall inform the group conscience of the missed payment and work with the ad-hoc committee or small team of SVINA members to recover the funds. All efforts shall be made to help the individual act responsibly. However, as a last resort they may initiate formal or legal proceedings, if necessary.

D. Consequences of Theft of Funds: If a person has stolen, misappropriated or misallocated NA funds, as determined by the group conscience, that person will be removed from serving in positions of handling money at the ASC level. As well, the ASC facilitator may notify GSRs, ASC subcommittee facilitators or other NA service committees of these actions as deemed necessary to protect NA and the individual in question.

E. Protections Against Theft: As a rule, throughout the service structure, we do not accept personal checks. We accept cash in person before the area body, money orders, bank drafts, or certified cheques.

Section Four: Annexes

Annex A: Other Procedures

Annex B: WSO Bulletin #21 – Fundraising and the 7th Tradition

Annex C: WSO Bulletin #30 – Theft of NA Funds

Annex D: WSO Bulletins Available Online

Annex E: Insurance Refund Contract

Annex A: Other Procedures

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

Order of the day

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, "I call for the order of the day." This means, "I move that the facilitator bring us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require a second, is not debatable, and does not even require a vote – the facilitator is obligated to enforce the request unless two-thirds of the body tell the facilitator otherwise.

Point of information

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the facilitator, "Point of information." This means, "I have a question to ask," not "I have information to offer." One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the facilitator or another member of the body.

Point of order

If it appears to a committee member that something is happening in violation of the rules of order, and if the facilitator has not yet done anything about it, the member can ask the facilitator for clarification of the rules at any time. The member may simply say out loud, "Point of order." The facilitator then says, "What is your point of order?" The member then states the question and asks the facilitator for clarification. If the facilitator agrees that the rules are not being followed, the facilitator says, "Your point is well taken", and restates the appropriate rule. If the facilitator does not agree, the facilitator says, "Overruled." This decision, as all others, can be appealed.

Point of appeal

Any time the facilitator makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "I appeal the decision of the facilitator." If the appeal is seconded, the facilitator then asks, "On what grounds do you appeal my decision?" The member states the reasons. The facilitator then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the facilitator.

Parliamentary inquiry

If a committee member wants to do something but doesn't know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, "Point of parliamentary inquiry." The facilitator must immediately recognize the member so that person may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

Point of personal privilege

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, "Point of personal privilege;" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the facilitator must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the facilitator will accommodate you.

Annex B: WSO Bulletin #21 – Fundraising and the 7th Tradition

#21 The Generation of Funds (Fundraising) and the Seventh Tradition in NA

This article was generated in December 1991 and revised in 2002 in response to the needs of the fellowship. It represents the views at the time of its writing.

Questions about fundraising and how fundraising relates to the traditions, especially Tradition Seven ("Every NA group ought to be fully self-supporting, declining outside contributions.") have

been asked on numerous occasions in the past few years. As groups, areas, and regions grow, the perceived need for finances to help fulfill the Fifth Tradition ("Each group has but one primary purpose--to carry the message to the addict who still suffers.") may also grow. When the cost of ancillary services--such as help lines, meeting lists, and literature for use in H&I meetings, among others--is considered, many groups, areas, and regions find themselves in the position of needing or wanting more funds than are provided by members' donations to the "basket" at the group level. It is at these times that questions arise as to how to fund the services that help carry our message to the still-suffering addict. This article will attempt to answer some of these questions as well as offer some simple guidelines about raising funds. We will try to provide a brief historical perspective on fundraising in NA, look at some of the problems that may result from various efforts, and strive to show the relationship of Tradition Seven to this issue.

In looking at this topic, it is helpful to understand how fundraising started in our fellowship. Many early groups held a variety of activities such as dinners, picnics, and other social events to promote recovery, unity, and a sense of belonging. While these activities were not specifically intended to raise funds, a number of them turned out to be financially successful, allowing the host group to purchase additional literature or other supplies for their meetings. As the fellowship grew and the need or want for additional services became greater, the purpose of some of these activities changed; instead of celebrating recovery, they were designed to raise funds.

As the fellowship continued to grow and more area and regional service committees were formed, the focus continued to change--in some instances, to make up for the perceived lack of funds being donated from the groups' Seventh Tradition collections. As time went on, more and more service committees began relying on this form of funding, reaching the point, at times, where the success or failure of an event such as a convention determined the area or region's ability to provide services and participate in the fund-flow. In other instances, groups, areas, and regions had such success with their social events that they began to put an extraordinary amount of time and effort into these activities, becoming invested in having a "successful" convention, dance, or campout.

A considerable number of problems arose from such practices. The accountability of service committees to their groups was affected as the committees began to rely upon these events instead of on contributions from the groups' Seventh Tradition collections for their funding. In some cases, the various service bodies began to get diverted from their original purpose by "money, property, and prestige." Some groups and service committees began to amass huge "prudent reserves," in some cases amounting to many thousands of dollars. For some groups and committees, this "prudent reserve" grew so large that the body holding it did not have to rely upon contributions for upwards of six months or more, despite the fact that in various fellowship service publications the recommended amount for a prudent reserve is one month's expenses. Merchandising efforts became a "business" in some cases, leading us away from the spiritual focus of our program. It became harder and harder to insure that donations to our fellowship came only from our members at various social events. And some members began to raise concerns that we could be perceived by those outside our program as a fellowship that is more involved with social functions and merchandising efforts than with helping addicts recover from the disease of addiction. As these problems became apparent, members began to share their concerns and started questioning the need for such practices. Some of the questions focused on the relationship between Tradition Seven and fundraising.

While this tradition specifically talks about self-support--declining donations from outside sources--some of the principles underlying the tradition, such as simplicity and faith, may prove to be of assistance in answering questions about funding our services. Our experience has

shown that, as recovering addicts, all of our needs add up to the need for ongoing freedom from active addiction. To attain this freedom, we need the principles contained in the Twelve Steps and the Twelve Traditions of NA, recovery meetings where we can share our experience, strength, and hope, and other recovering addicts to help us apply these spiritual principles in our lives. These three things are simple; they do not require us to obtain college degrees or expend vast sums of money.

In our active addiction, most of us seemed to have one thing in common: self-centeredness. As we begin the recovery process, we learn that we "keep what we have by giving it away." We start to learn the value of being a contributing member of our fellowship and of society as a whole. We begin to learn the simple truth that if we want to keep attending NA meetings and help carry the message, we need to contribute our fair share financially as well as with our time and energy. Self-support, within the context of Tradition Seven, goes far beyond mere financial support. Along the way, we learn that contributing our fair share is one way in which we can express our gratitude for what has been freely given to us. Over time, we develop faith that as long we are doing what we're supposed to--practicing the principles of our program--the God of our understanding will take care of us and show us a new way to live.

When looking at the needs of the group, simplicity once again comes to mind. Our needs are simple: a place where we can hold our meetings, literature to help carry our message, and, in most cases, simple refreshments. We do not need spacious, luxurious meeting facilities, excessive quantities of literature, or refreshments of every type to attract addicts to our meetings. The simplicity of our message and the effectiveness of our program are sufficient. We do not need large financial reserves if we have faith that the God of our understanding will take care of our needs. Our experience has shown that when a group's financial needs are not met, and that fact is communicated to the members, those needs are generally taken care of. The simplicity of our needs is reinforced by the simplicity of our primary purpose--to carry the message to the addict who still suffers. Our experience has shown that we must carry out this simple task to the very best of our ability, for it is the very essence of whom we are and what we do in NA. We have discovered that if everything we do is done to fulfill that purpose, generally, we will find the funds necessary to do what we must.

Many groups and service committees have decided to avoid controversy by simply seeking to carry the message to the addict who still suffers. In this manner, they rely solely on attracting new members to their groups by striving to strengthen their personal recovery, working and living NA's Twelve Steps. As new members are attracted, groups grow, Seventh Tradition collections increase, and more money is available for group needs. Accordingly, funds are donated to the area, the region, and world services. (For further information on this topic, please refer to IP No. 25 Self Support: Principle and Practice.) As services are funded more efficiently, the NA message of recovery is carried farther and better than ever before. The result is that more addicts seek recovery through Narcotics Anonymous and more NA meetings begin. This approach is seen as practical and realistic by many members of our fellowship. These members have reported that frustration over lack of funds and the sense of urgency to raise money can be counterbalanced by the spiritual unity that results from this focus on our primary purpose.

One of the things that have become evident over the past few years, however, is that large segments of the fellowship want activities and merchandise. If we don't assist in these efforts, members may end up conducting them on their own. Whenever this has occurred, the resulting problems have had considerable impact on all elements of NA, affecting our fellowship's overall success in achieving its primary purpose. We strongly believe that fundraising activities, which divert us from the spiritual nature of our program, are inappropriate and should not be encouraged within the fellowship. Social activities designed to enhance recovery and further

unity and members' sense of belonging, however, are not only acceptable but should be encouraged.

We believe that fundraising for the sake of fundraising is questionable, at best. There may be times, however, when a group or service committee finds itself in extraordinary financial constraints and begins to consider holding a fundraiser. At such times, we suggest that careful attention be given to the following questions: Are the funds collected from ordinary Seventh Tradition contributions enough to support the group or service committee's actual needs? Are wants supplanting needs? Is the need for the fundraiser of such a nature that not holding it will result in our primary purpose going unfulfilled? In addition to these questions, we recommend that all aspects of sponsoring a fundraising event be carefully considered.

When these events are held, members of the hosting group or service committee should examine the event with respect to all our traditions, lending their collective experience, strength, and hope to these examinations. One of the major points to consider is the motivation for holding such an event. An examination such as this helps keep us in tune with our principles. The following general concepts have arisen from the experience of our fellowship, and we present them here as starting points for your consideration:

1. Fundraising activities at an NA meeting are not usually appropriate because they may detract from our primary purpose and can present an inaccurate impression of the NA message, especially in the eyes of the newcomer or the non-addict visitor.
2. In order to follow the guidance of our traditions, a fundraising event should be planned and held by and for Narcotics Anonymous members.
3. In order to conform to the ideals of the Seventh Tradition, donations from nonmembers should not be accepted.
4. Since there are often times when we sponsor activities where there is a fixed charge for full participation, the term "donation" should not be associated with these types of fees. In this way, we are not confusing contributions with assessed charges for activities.
5. It must be determined whether the local NA community is willing and large enough to support the event.
6. All aspects of the fundraising event should be consistent with our goal of encouraging recovery from addiction. We should avoid hosting events that might encourage gambling, appear to offer "something for nothing," or award prizes that are either not recovery-oriented or that otherwise may be seen as being inappropriate. For example, a raffle prize such as a car or a television might make someone's living circumstances more comfortable, but at the same time may not be directly related to his or her recovery, whereas a prize of NA literature or tickets to an NA workshop or convention would be recovery-oriented. It should also be noted that, in many USA states and in some other countries, raffles are illegal. It may also be helpful to consider whether raffles--and especially cash raffles or lotteries--appeal more to the spirit of self-interest than the spirit of voluntary support implicit in our Seventh Tradition.

All of the solutions we see to the problems addressed in this article involve communication. We believe that improved communication about the needs of our service bodies results in increased support from NA groups and members. Improved communication improves the accountability of the service structure to our groups and members. Finally, improved communication helps us maintain our focus on spiritual principles like faith and trust, leading us away from fear, distrust, and self-centeredness.

Annex C: WSO Bulletin #30 – Theft of NA Funds

#30 Theft of NA Funds

The following paper was written in 1996 and revised in 2002 in response to a number of letters indicating that theft of NA funds is a recurring issue in our fellowship. In preparing this paper, we have relied on the experience of many groups, area and regional service committees, convention corporations, and service offices as shared with us in correspondence and at workshops on the issue. We encourage you to make use of this valuable and often painfully learned experience in your management of NA funds.

Substantial donations are contributed by the NA Fellowship every year. These funds are given by NA members who trust that they will somehow help other addicts get clean. While this money is precious, the member's trust is even more so. We need to keep the image of that one member and that one donation in mind whenever we make decisions about handling NA's money.

Most of NA's money gets where it is supposed to go. NA members serving in positions of financial responsibility for the fellowship volunteer countless hours to make sure everything adds up. Services such as local phone lines are paid for; literature is purchased and available to members at meetings; tens of thousands of meetings take place every week in rooms for which NA pays rent. Many individual trusted servants follow guidelines and pass on funds that are used to further our primary purpose. All of these things happen because NA communities utilize responsible accounting practices.

SAFEGUARDING FUNDS

Theft can be avoided by consistently and diligently following responsible financial principles and practices. The pain and conflict caused when one of our members steals from us, as well as the loss of funds that might have gone to help the still-suffering addict, point to our responsibility to prevent theft from happening in the first place.

Most theft of fellowship funds occurs when precautionary measures are not in place or are in place but not used. Some of us have hesitated to either institute or use these measures because they make us uncomfortable--we believe that they are somehow insulting to the people we ask to serve, or they seem too troublesome to follow. However, the very best safeguard against theft is to remove the opportunity to steal. It is far more uncomfortable and troublesome to deal with a theft after it has taken place than to take measures to prevent it from happening in the first place.

SELECTING TRUSTED SERVANTS

Our Fourth Concept tells us how to select our trusted servants: "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."

So what exactly are these "leadership qualities" the Fourth Concept tells us to look for? Honesty, integrity, maturity, and stability, both in recovery and in personal finances, are but a few. We often avoid asking questions regarding the financial stability of those we are considering for these types of positions, because those questions may be uncomfortable for us or we somehow feel they are inappropriate, given the spiritual nature of our program. We sometimes ignore evidence that a person is having a difficult time with his or her personal finances and should not have the additional burden of responsibility for NA's money. Not only is it okay to ask members standing for election about their qualifications in these areas, it is irresponsible not to.

Substantial clean time and financial stability should be required for positions where money is handled. Many NA communities have found it helpful to develop a list of questions regarding employment, service experience, experience with handling funds, and financial stability. These questions are then asked of all nominees as a matter of course, so that people do not feel singled out based on personalities.

RESPONSIBLE MANAGEMENT

"NA funds are to be used to further our primary purpose, and must be managed responsibly." Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, guidelines regarding the handling of funds should be developed and adhered to. The guidelines should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants.

The Treasurer's Handbook is an excellent resource for groups and service committees to use in instituting accounting procedures. All guidelines should include appropriate safeguards, such as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. For groups without checking accounts, many of these practices can still be incorporated into the handling of NA funds.

To paraphrase one of our sayings, an addict alone with NA money is in bad company. It is critically important that all processes be monitored by another person: two people count receipts; two people make the bank deposit (and this should be done immediately, not the following day); two people reconcile the original bank statements; and most importantly, two people are always present when any funds are disbursed. Financial records should be readily available to other trusted servants. It is important to note that other assets, such as convention merchandise, literature, and office equipment, should be treated as carefully as money.

Financial procedures need to be written into guidelines to require a review and signature of those responsible for handling funds before they are put into positions of responsibility. Members who know they will be held to standardized accounting and auditing procedures will most likely behave in a responsible manner. Include a statement that theft will not be tolerated, and outline the process that will be followed if a theft occurs. If you are unsure about how to write adequate financial guidelines, please contact the World Service Office for assistance.

WHEN SAFEGUARDS FAIL

If we develop and follow these procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future.

But suppose the answer is yes, we followed our guidelines to the letter. We did everything in our power to prevent a theft, and someone stole from us anyway. When this happens, there is often a mixture of reactions, ranging from, "Let's forgive and forget; after all, we're addicts who are prone to acting out on our disease. We don't want to run the individual out of meetings and into a possible relapse," to "Let's throw the thief in jail!" But whatever it is, we don't want our initial emotional reaction to dictate the outcome of the situation.

Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make

amends, which can then provide healing for all involved.

This is not to say that the disappearance of NA funds should be taken lightly or that a service committee should sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary.

First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?

If it becomes clear that money has indeed been taken, the group or service committee should then schedule a meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.

If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best not to drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid. We strongly suggest drafting a legally binding document, utilizing legal advice if possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement.

A report about the situation should be published, and regular reports on the status of the restitution agreement should be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position and not consider the person for another position until he or she has dealt with the issue through the process of the steps.

If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail to send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.

If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead,

using area and regional service committees and world services as resources.

RESOLUTION AND RECOVERY

Even if a successful resolution is reached, many of us will still be angry and hurt and may want to shun the person involved. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery. As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery, utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs. The misappropriation of NA funds affects groups, service committees, and world services in their efforts to carry the message to the still-suffering addict. The process necessary to deal with such incidents typically has long-term effects--conflict between members, disunity, disillusioned members--on any NA community, directly affecting the newcomer. The safeguards recommended in this bulletin not only protect our funds, but protect us from our disease. We implore NA communities worldwide to develop and follow procedures that protect NA funds; doing so will keep our future secure.

Annex D: WSO Bulletins Available Online

These bulletins are available on the NA website at NA World Services: www.na.org.

NA World Services Bulletins

- Bulletin 21 R: [The Generation of Funds \(Fundraising\) and the Seventh Tradition in NA](#)
- Bulletin 22 R: [Direct Contributions](#)
- Bulletin 30 R: [Theft of NA funds](#)
- Bulletin 31 N: [Meeting attendance cards](#)

WS Board of Trustee Bulletins

- Bulletin 13: [Some thoughts regarding our relationship to Alcoholics Anonymous](#)
- Bulletin 15: [Open and closed NA Meetings](#)
- Bulletin 17: [What is Addiction?](#)
- Bulletin 18: [Special interest meetings](#)
- Bulletin 19: [Gender-specific language and the use of the word "God" in NA literature](#)
- Bulletin 20: [Freedom from Prejudice, Part I and II](#)
- Bulletin 23: [Participation and decision making at the World Service Conference](#)
- Bulletin 25: [Public relations and the traditions](#)
- Bulletin 27: [HIV and AIDS in NA](#)
- Bulletin 28: [Freedom from prejudice](#)
- Bulletin 29: [Regarding Methadone and Other Drug Replacement Progra](#)

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The Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. And NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

The Twelve Concepts of Narcotics Anonymous

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Service Prayer

“God, grant us knowledge that we may act according to your divine precepts. Instill in us a sense of your purpose.”

“Make us servants of your will and grant us a bond of selflessness, that this may truly be your work, not ours - in order that no addict, anywhere, need die from the horrors of addiction.”

Adapted from the Introduction, NA Basic Text, 6th Ed.