

Procedural Guidelines

South Vancouver Island
Area Service Committee

of

Narcotics Anonymous

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Service Prayer

“God, grant us the 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.”

As adapted from the Introduction section in our Basic Text.

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- a. *The groups of the SVIASC adopted this document on the 25th day of September 2004. By conscience of the groups this document will be reviewed and updated yearly but not re-written before September 2010.*

Section 1.0 The South Vancouver Island Area Service Committee

- 1.1. The South Vancouver Island Area Service Committee (ASC) is a committee made up of group service representatives (GSRs), Area service officers and subcommittee chairpersons. It meets regularly to serve the specific needs of its member groups.
- 1.2. 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; all points south of a line between Crofton, and Port Renfrew. For groups, its outermost active groups will define our boundary. At this time we serve groups west to Sooke and north to Duncan including the Saanich Peninsula and Salt Spring Island. The boundary is flexible and will be updated as new groups attend the ASC.
- 1.3. In all matters before the ASC, the Twelve Concepts, the Twelve Traditions, A Guide to Local Services in NA, approved procedural guidelines and Robert's Rules of Order will be applied in this order.

Section 2.0 The Purpose of the ASC

- 2.1. The purpose of the ASC is to support the NA groups in the South Vancouver Island Area with their primary purpose, provide a forum for them within the area, to help the groups with their unique needs and situations and to encourage the growth of the Fellowship.
- 2.2. Our Ninth Tradition states: "NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve."
- 2.3. The purpose of laying out these committees in an orderly form, showing what they do, and how they relate to each other is not organizational in nature, but informational. What we are presenting is not an organization, but a method; a method by which the services necessary to NA can be provided and performed with the very minimum of confusion.

Section 3.0 Twelve Traditions of NA (from the Basic Text, page 57)

We keep what we have with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the groups springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

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. An 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.

Section 4.0 **Twelve Concepts for NA Service** *(from the Twelve Concepts for NA Service, pages 1 and 2)*

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.

Section 5.0 **Meeting Times and Location**

- 5.1. The ASC will meet every month at a place and time decided at the close of each meeting. Currently, this is the 3rd Sunday of each month at 10:00 am in the boardroom at 540 Manchester.
- 5.2. If prior to the meeting, the need arises to change the date, time or place, the chairperson will notify all GSRs, ASC officers and subcommittee chairpersons by telephone as soon as possible of the scheduling change.
- 5.3. A notice of the rescheduled meeting is to be posted at the original location of the ASC meeting.
- 5.4. Refreshments may be served at this meeting provided for by individual donations. A 7th Tradition should never be taken for this purpose.

Section 6.0 **Meeting Format - Regular Agenda**

- 6.1. Chairperson calls meeting to order
 - a. Moment of silence for the addict who still suffers
 - b. Invite the guidance of our Higher Power
 - c. Recite the serenity prayer
 - d. Pick a spiritual principle to focus on during the meeting
 - e. Read the Twelve Concepts of NA Service and the long version of a Concept
 - f. Asks if anyone has anything to add to today's agenda
 - g. Asks the secretary to circulate the 'Open Sharing Topic List' and the 'Birthday List'
 - h. Asks that all pagers and cell phones that are not needed be turned off.
- 6.2. Roll call and establish quorum
 - a. Recognition of any new groups, new GSRs or anyone at the ASC for the first time
 - b. Establish whether the outreach chairperson is representing a group
 - c. Announce how many GSRs make up the voting quorum
 - d. Ask GSRs to inform the chair if they will leave before the meeting ends, since this will affect quorum
- 6.3. Acceptance of the minutes from the last meeting by a member present at the last ASC meeting.

- 6.4. ASC officer reports
 - a. Chairperson
 - b. Vice Chairperson
 - c. Treasurer (Vote to accept this report)
 - d. Secretary
 - e. Regional Committee Member or Alternate Regional Committee Member
- 6.5. Old business
 - a. Business arising from the minutes of the last ASC meeting
 - b. Elections for any vacant position at the ASC
- 6.6. Group service representative reports – Reports given first in even numbered months
- 6.7. Subcommittee chairperson reports – Reports given first in odd numbered months
 - a. Activities
 - b. Public Relations Committee (Hospitals & Institutions, Public Information, Outreach and Phonenumber)
 - c. Literature
 - d. Newsletter
 - e. Policy, Procedures and Archives
 - f. Victoria Convention
 - g. Other
- 6.8. Break
 - a. Called anytime at the discretion of the chairperson, roll call to follow all breaks.
- 6.9. Open sharing session (*from a Guide to Local Services in NA - pages 67 to 68*)
 - a. The sharing session may discuss either group problems or area committee issues. Anyone in the gallery can add a topic to the list that is being circulated. This is the forum where we can share our similar experiences with certain problems or discuss an issue to get a better understanding of it. Although the rules of common courtesy are in place, the rules of order are not. It's an informal time in which ideas can be freely shared, ideas that can help the committee be more effective in fulfilling its purpose.
- 6.10. New business
 - a. New business arising from reports
 - b. Other new business
 - c. Treasurer to provide a brief updated financial report
- 6.11. Announcements
 - a. Any special upcoming events or functions
 - b. Choose a date, time and location for the next ASC meeting
- 6.12. Closing citation
 - a. My gratitude speaks when I care and when I share with others the NA way.

Meeting Format - Elections Agenda

- 6.13. Chairperson calls meeting to order
 - a. Moment of silence for the addict who still suffers
 - b. Recite the serenity prayer
 - c. Read the Twelve Concepts of NA Service and the long version of Concept 4
 - d. Asks if anyone has anything to add to today's agenda
- 6.14. Roll call and establish quorum
 - a. Announce how many GSRs make up the voting quorum
 - b. Ask GSRs to inform the chair if they will leave before the meeting ends, since this will affect quorum
 - c. A break will be called anytime, at the discretion of the chairperson, roll call to follow all breaks

- 6.15. Election of ASC officers
 - a. Chairperson
 - b. Vice Chairperson
 - c. Treasurer
 - d. Alternate Treasurer
 - e. Secretary
 - f. Regional Committee Member
 - g. Alternate Regional Committee Member
- 6.16. Election of Subcommittee chairpersons
 - a. Activities
 - b. Public Relations Committee (*Hospitals & Institutions, Public Information, Outreach and Phonenumber*)
 - c. Literature
 - d. Newsletter
 - e. Policy, Procedures and Archives
 - f. Victoria Convention
 - g. Other
- 6.17. Announcements
 - a. Any special upcoming events or functions
- 6.18. Closing citation
 - a. My gratitude speaks when I care and when I share with others the NA way.

Section 7.0 Meeting Agenda

- 7.1 Any GSR, ASC officer or subcommittee chairperson may request an item be put on the agenda by submitting the request in writing to the chairperson prior to the ASC meeting.
- 7.2 Any GSR, ASC officer or subcommittee chairperson may verbally request an item be added to the agenda at the start of the ASC meeting.
- 7.3 Agenda items submitted in writing take precedence over agenda items submitted verbally.

Section 8.0 Quorum

- 8.1 An official quorum must be established to conduct any business requiring a vote.
- 8.2 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 outreach chairperson may be included when establishing a quorum for a motion (see 9.1.c).
- 8.3 A group is considered "active" as soon as they attend the ASC, announce their status during roll call and then participate by voting 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.
- 8.4 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 vote.
- 8.5 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 vote.
- 8.6 Once a quorum has been established, items needing a vote may be conducted.
- 8.7 Only an eligible voting alternate can be considered for a quorum in the absence of an elected GSR for a group (see 9.1.c).
- 8.8 If eligible voting members leave the meeting before all the business has been conducted, thus dissolving the quorum, normal business requiring a vote will not be conducted in their absence.

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

Section 9.0 Voting

9.1 Voting Eligibility:

- a. The GSR or the alternate GSR for a group.
- b. The secretary, treasurer or other group member, only in the absence of an elected GSR or alternate GSR. They must also have been asked by the group to represent them. Members already attending the ASC with other duties should refrain from taking this responsibility on so that others will have the opportunity to serve. This 'spirit of rotation' is referred to in Tradition Nine.
- c. The outreach chairperson, providing they have attended the group's business meeting and are carrying the group's conscience on a motion.
- d. The ASC chairperson will only vote in the case of a tie.

9.2 Voting on Reports, ASC Policy and Elections to the Service Structure:

- a. The treasurer report, acceptance of the minutes and any other general committee business will pass with a simple majority of the quorum present, by a show of hands.
- b. All matters affecting ASC policy will pass with a simple majority of the voting quorum. Items must be sent back to the groups for one month for a group conscience prior to the vote.
- c. Any elections of members to the service structure will pass with a simple majority of the voting quorum.

- 9.3 One individual may not vote for more than one group. The exception to this is if the outreach chairperson is carrying the vote of more than one group. They must only vote on issues as directed by the group or groups they represent.

9.4 Criteria for Simple Majority and Two-Thirds Majority Voting:

- a. A simple majority is determined as one more than half of the quorum. All fractions are rounded down in considering half the quorum. A quorum of 10 representatives has a simple majority of 6 (10 divided by 2 equals 5, add 1 equals 6). For a quorum of 13 representatives, the simple majority is 7 (13 divided by 2 equals 6.5, rounded down to 6, add 1 equals 7).
- b. A two-thirds majority is determined as two-thirds of the quorum as determined in the following formula. All fractions will be rounded up to the next whole number. A quorum of 10 representatives has a two-thirds majority of 7 (10 multiplied by 0.66, equals 6.6, rounded up to the next whole number, which is 7). For a quorum of 13 representatives, the two-thirds majority is 9 (13 multiplied by 0.66, equals 8.58, rounded up to the next whole number, which is 9).
- c. See Attachment C - Motion Table that specifies where a simple or two-thirds majorities are used.

- 9.5 **Abstention Voting:** A group representative may choose to vote in abstention for a variety of reasons. It must be understood that in all votes, an abstention affects the outcome. Below is an explanation of how an abstention vote affects motions at the ASC.

- a. **Simple Majority** – A vote of abstention on a question before the ASC requiring a simple majority will not be counted as a vote against the question on the floor. For example, the resulting vote for a quorum of 10 representatives is 4 yeas, 2 nays and 4 abstentions. This results as a vote of approval on the question before the ASC. This is because simple majority vote was reached of the *remaining* representatives (the simple majority of 6 voters is 4).
- b. **Two-Thirds Majority** – A vote of abstention on a question before the ASC requiring a two-thirds majority will be considered as a vote against the question before the ASC. Using the same numbers as in the previous example above, the motion would fail because the required 7 yeas were not achieved (4 yeas, 2 nays and 4 abstentions).
- c. Regardless of its effect on a vote, an abstention will be recorded as an abstention in the meeting minutes.

Section 10.0 Motions

A motion is the method by which actions are decided by the ASC. The following are the guidelines for its use:

- 10.1 GSRs, subcommittee chairpersons, and the officers of the ASC are the only members of the meeting allowed to submit a motion to the floor. They may also second any motion. The ASC chairperson can only make a motion if it is recommended by the other officers of the ASC.
- 10.2 All motions are debatable except motions to accept the treasurer report or acceptance of the minutes.
- 10.3 All motions, except those to approve the reports, will be written and given to the secretary on the approved form, with the intent clearly stated. The member making the motion must be present for it to be recognized.
- 10.4 Verbal motions may be accepted at the discretion of the ASC chairperson. The maker is still required to fill out an approved motion form to ensure accuracy of the records.
- 10.5 If a member makes a “motion to amend” a motion during a debate and the original motion maker and the seconder agree, then the amendment may be accepted as a *friendly amendment*.
- 10.6 Only the member submitting the motion, providing there are no objections, may “withdraw a motion”.
- 10.7 A “motion to reconsider or rescind” a previously approved motion must be in accordance with Attachment B – Parliamentary Motions.
- 10.8 Motions submitted prior to the ASC meeting and others submitted during the meeting are numbered as they come in and are dealt with in that order.

Section 11.0 Debate and Discussion

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

- 11.1 The difference between discussion and debate is as follows: *Discussion* is that which takes place when there is no motion on the floor. *Debate* is that which follows a motion that has been seconded but before a vote is taken.
- 11.2 Every NA member who attends the meeting may speak on the floor in a *discussion*. Only members of the ASC, or others at the discretion of the chairperson, may *debate* a motion. A member with experience or information regarding the issue being addressed will have precedence over the order of speakers.
- 11.3 Discussion will occur at times such as in old business, new business, the area or group reports and the subcommittee reports. The chairperson will, at their discretion, lead, interpret these guidelines and close the discussion at hand. The guidelines on discussion are as follows:
 - a. Any NA member may participate in a discussion.
 - b. Any member who has had the floor once during the discussion may not have it again while the same issue is being discussed, if there is any member who has not had a chance to speak yet. Once everyone who desires a turn has had a chance to speak, and then members may seek the floor a second time.
 - c. A participant may appeal to the chairperson to continue the discussion. It would be up to the chairperson to continue the discussion, suggest that a motion be made to either address the issue at hand or table it until the next ASC meeting. The GSRs may override the chairperson’s decision by a two-thirds majority vote.
 - d. The chairperson will not recognize a motion until they feel that the discussion is complete.

- 11.4 The limits on debate are as follows and will be applied at the discretion of the chairperson:
- a. Each member in debate will be given a one-minute limit to address the motion being debated.
 - b. The member who made the motion may have a final appeal before the vote is taken.
 - c. There are only three pros and three cons considered for each motion being debated.
 - d. Any member who has had the floor once during a debate having given a pro or a con to a motion may not have the floor while the same issue is being debated.
 - e. Questions pertinent to the motion and its content shall be directed to the chairperson. The chairperson may limit the number of such questions before the vote is taken.
 - f. Once the limits of debate have been met or no further debate is desired by the ASC, the secretary will restate the motion and the chairperson will ask for a vote by the voting members.

Section 12.0 Nominations and Election of Officers and Subcommittee Chairs

Tradition Nine, in the 'It Works How and Why' states that it is our primary purpose, not the personalities of our trusted servants, that defines NA. To reinforce the anonymity of Tradition Nine, our groups, service boards and committees practice various systems of rotating leadership so that no one personality ever dominates. This 'spirit of rotation' encourages all our members to participate in service work and suggests that we try not to take on the responsibilities of more than one service position.

- 12.1 In August, nominations for ASC officers and the standing subcommittee chairpersons should be solicited from the groups by "group conscience".
- 12.2 The chairperson shall read the suggested minimum qualifications for each position from the approved ASC procedural guidelines at each meeting as needed.
- 12.3 In September, nominations will be brought to the ASC meeting.
- 12.4 The Victoria Convention chairperson will be elected at the second meeting of the ASC after the Convention or as soon as someone is willing to stand for the position.
- 12.5 After the secretary has recorded all the nominations from the GSRs, the chairperson will ask for nominations from the floor. All nominations, including self-nominees will be added to the list.
- 12.6 The chairperson will then move to close the nominations, which must be seconded and passed by the GSRs.
- 12.7 The chairperson will then call for the nominees to state their qualifications for each position. This is the time to ask the nominees any questions and have any discussion.
- 12.8 Those nominees not in attendance will be removed from the nomination list.
- 12.9 The final vote will be taken at the September ASC meeting, by ballot or by a show of hands. The nominees that are present at the final vote will be asked to leave the room for the election so that the GSRs may vote.
- 12.10 Election for all service positions will pass with a simple majority of the voting quorum.
- 12.11 The newly elected officers will begin their term on October 1st.
- 12.12 The nomination and election of an unfilled office after the September ASC meeting 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.
- 12.13 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 chairperson. 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 chairperson or RCM positions become vacant, the vice chair or RCM alternate assumes the duties of their respective office.
- 12.14 ASC officers and standing subcommittee chairpersons should not serve for more than two consecutive full terms. Time served on an interim basis would not count towards consecutive full terms.

- 12.15 An officer or subcommittee chairperson 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.
- 12.16 An officer elected or appointed after February 1st will be considered as having served on an interim basis at the following election in September. (The time served by the officer elected or appointed after February 1st would not be considered in calculating consecutive full terms).
- 12.17 In the event that an office cannot be filled by the September election, the incumbent will be asked to remain in a temporary capacity until an election can duly be held.

Section 13.0 Resignation and Removal from Service

13.1 Voluntary Resignation:

- a. Given in writing to the ASC chairperson in advance of the next ASC meeting.

13.2 Removal from Service: A person may be removed from service if;

- a. Relapse during term of service. Mandatory removal from the trusted servant position.
- 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”.
- d. Any ASC officer or standing subcommittee chairperson missing or failing to submit a written report for more than two consecutive ASC meetings.

13.3 Removal Procedures:

- a. 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.
- b. If there can be no resolution, then items 13.2b, 2c and 2d 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.
- c. To begin the removal proceedings, a motion stating intent with due cause will be made by one of the ASC officers and presented at the first ASC following the meeting with the individual.
- d. The ASC chairperson will inform the officer or standing subcommittee chairperson named for removal from service in the motion before the meeting, if possible.
- e. The respondent is given time for rebuttal (if so desired, not lasting more than ten minutes). This would be the time to ask questions of the respondent.
- f. The respondent should be present in the room when the merits of the motion are debated.
- g. The chairperson guides the debate and will move to close the debate and take a vote on the motion to remove an individual from service.
- h. A closed ballot is taken. A two-thirds majority vote is needed to remove an individual from service. The secretary will announce the results.

Section 14.0 Qualifications for Area Service Trusted Servants

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. The term ‘Area level of service’ used below refers to ASC officers, subcommittee chairpersons and GSRs.

14.1 Chairperson

- a. Willingness, time and resources to serve.
- b. One-year commitment.
- c. Minimum four years clean time.
- d. Minimum of two years of ASC service involvement.
- e. An understanding of the Twelve Traditions and Twelve Concepts of NA through application, and an understanding of the ASC policies.
- f. Willingness to resign all other elected positions at the Area level of service.

- 14.2 **Vice Chairperson**
- a. Willingness, time and resources to serve.
 - b. Two-year commitment. First year as vice chairperson with the intent of serving the second year as the chairperson.
 - c. Minimum three years clean time.
 - d. Minimum of two years of ASC service involvement.
 - e. An understanding of the Twelve Traditions and Twelve Concepts of NA through application, and an understanding of the ASC policies.
 - f. Willingness to resign all other elected positions at the Area level of service.
- 14.3 **Treasurer**
- a. Willingness, time and resources to serve.
 - b. One-year commitment.
 - c. Minimum five years clean time.
 - d. Minimum of two years of ASC service involvement.
 - e. An understanding of the Twelve Traditions and Twelve Concepts of NA through application, 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.
- 14.4 **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 through application, 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.
- 14.5 **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 through application and an understanding of the ASC policies.
 - f. Organizational skills necessary to record meeting minutes and the ability to provide typewritten minutes.
 - g. Willingness to resign all other elected positions at the Area level of service.
- 14.6 **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 ASC service involvement.
 - e. An understanding of the Twelve Traditions and Twelve Concepts of NA through application.
 - f. Time and resources to be an active participant in the quarterly RSC meetings.
 - g. Willingness to resign all other elected positions at the Area level of service.
- 14.7 **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 ASC service involvement.
 - e. An understanding of the Twelve Traditions and Twelve Concepts of NA through application.
 - f. Willingness to resign all other elected positions at the Area level of service.

- 14.8 **Subcommittee Chairperson**
- 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 through application.
 - f. Willingness to resign all other elected positions at the Area level of service.
- 14.9 **Subcommittee Treasurer**
- a. Willingness, time and resources to serve.
 - b. Minimum three years clean time.
 - c. Minimum of two years of NA service involvement.
 - d. An understanding of the Twelve Traditions and Twelve Concepts of NA through application.
 - e. An understanding of ASC policy on managing NA funds and the theft of NA funds.
 - f. Willingness to resign all other elected positions at the Area level of service.
- 14.10 **Group Service Representative**
- a. Willingness, time and resources to serve.
 - b. The amount of clean time specified by their home group.
 - c. Other qualifications as defined by their home group.
 - d. An understanding of the Twelve Traditions and Twelve Concepts of NA through application.
 - e. Willingness to resign all other elected positions at the Area level of service.
- 14.11 **Victoria Convention Chairperson**
- 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 through application.
 - g. Willingness to resign all other elected positions at the Area level of service.

Section 15.0 Duties and General Responsibilities of Area Service Trusted Servants

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

- 15.1 **Chairperson**
- a. Assures 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 chairpersons.
 - 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 assure the incoming chairperson is prepared for the position.
 - i. Attends all ASC meetings.
- 15.2 **Vice Chairperson**
- a. Assumes duties of chairperson in their absence, removal or resignation.
 - b. Assists the chairperson in carrying out their duties.
 - c. Orients newly elected ASC officers and subcommittee chairpersons to ASC procedural guidelines.
 - d. Co-signer of the ASC bank account.
 - e. Helps coordinate subcommittees.
 - f. Is the point of contact for subcommittees.
 - g. Stays informed of subcommittee's projects and problems. Attends subcommittee meetings, whenever possible.
 - h. Works closely with subcommittee chairpersons to prepare reports or budgets, if required.
 - i. Helps put on one service workshop per year (Learning Days).
 - j. Attends all ASC meetings.

15.3 **Treasurer**

- a. Maintains accurate account of the ASC bank account including all income sources and detailed expenditures.
- b. Submits a written report 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. Disperses 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, to be presented at the September ASC meeting.
- h. Maintains a record of each group's donations each fiscal year from October to the following year. Also records any donations from individuals, from the Victoria Convention subcommittee or any other subcommittee.
- i. Supports subcommittee treasurers.
- j. Ensures that the literature stock is protected by a valid insurance policy and that all documentation is on file, in accordance with Section 22.7.
- k. Co-signer of the ASC bank account. If required, may be a co-signer for subcommittee bank accounts; activities, literature, H&I, outreach or any other.
- l. Trains the Alternate Treasurer in all related duties.
- m. Attends all ASC meetings.

15.4 **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. Attends all ASC meetings

15.5 **Secretary**

- a. Records and maintains ASC meeting minutes.
- b. Prepares and circulates the open sharing topic list and the birthday list.
- c. Maintain files of ASC meeting minutes and other documents.
- d. Holds and assigns the keys for the area storage locker.
- e. Has the use of the monthly photocopy budget and is responsible for ASC photocopying, correspondence, phone vote records and picking up the mail at the post office.
- 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 chairperson.
- i. May assist in auditing treasury books for the previous year.
- j. Helps to assure the incoming Secretary is prepared for the position.
- k. Registers ASC groups once a year with WSO with the assistance of the GSRs.
- l. Maintains a list of active and inactive groups to establish a quorum.
- m. Attends all ASC meetings.
- n. 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.

- 15.6 **Regional Committee Member**
- a. Attends all ASC meetings.
 - b. Gives a written report to the ASC.
 - 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 chairperson and vice chairperson.
 - 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 vice chairperson and the outreach chairperson 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.
- 15.7 **Alternate Regional Committee Member**
- a. Assumes the duties of the RCM in their absence, removal or resignation.
 - b. Attends all ASC meetings.
 - c. Attends at least two BCRSC meetings.
 - d. Assists RCM in conducting any workshops at the Learning Days.
 - e. Assists RCM in carrying out their duties.
- 15.8 **Subcommittee Chairperson**
- a. Attends all ASC meetings.
 - b. Gives a written report of subcommittee activity, inactivity and any other pertinent information to the ASC.
 - c. Gives an accurate accounting of monies spent by their subcommittee.
 - d. Provides receipts for any expenses that need to be reimbursed.
- 15.9 **Subcommittee Treasurer**
- a. Will work with the ASC treasurer to ensure proper handling of funds.
 - b. Will maintain accurate records of expenditures and receipts.
- 15.10 **Group Service Representative**
- a. Attends all ASC meetings.
 - b. Reports all ASC activities to their group.
 - c. Reports to the ASC their groups' 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.
- 15.11 **Victoria Convention Chairperson or Vice Chairperson**
- a. Attends all ASC meetings.
 - b. If required by the facility, ensures that the event is covered by Liability Insurance through SBC Insurance in Vancouver (604) 737-3018 (or similar).
 - c. Gives a written report of subcommittee activity, inactivity and any other pertinent information to 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 chairpersons' reports and recommendations, within two months of the completed convention.
- 15.12 **All members of the ASC are responsible to...**
- a. Respect others opinions.
 - 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.

Section 16.0 Standing Subcommittees

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.

16.1 Activities Subcommittee

Shall arrange and coordinate social functions to encourage fellowship and help carry the message of recovery. All events shall be consistent with the spiritual principals of recovery. It is not the purpose of the Activities subcommittee to raise funds for NA but to raise funds to be self-financing.

- a. The subcommittee chairperson will submit a written report of all subcommittee activity, progress, goals and needs at each ASC meeting.
- b. The subcommittee chairperson shall seek to encourage the growth and progress of the subcommittee in our Area and cooperate with other ASC subcommittees.
- c. The chairperson shall submit a schedule of events during the year as they become available.
- d. A prudent reserve of six hundred fifty dollars (\$650) is to be used as seed money for events. Any profits, above this reserve, are to be returned at the next ASC meeting following each event.
- e. Activity subcommittee funds may be used for other ASC services, if necessary.

16.2 Literature and Directories Subcommittee

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.

- a. The subcommittee chairperson will submit a written report of all subcommittee activity, progress, goals and needs at each ASC meeting.
- b. The subcommittee chairperson shall seek to encourage participation of the Fellowship in literature reviews and cooperate with other Area Literature subcommittees.
- c. The subcommittee will maintain a stockpile of literature for the purpose of resale to the groups at the ASC meeting. The wholesale value of the literature stockpile will be twenty one hundred dollars (\$2100). This is made up of literature stock - fifteen hundred dollars (\$1500), cash in the bank – five hundred dollars (\$500) and a float – one hundred dollars (\$100).
- d. 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.
- e. The subcommittee chairperson shall maintain accurate records of all literature sales on a monthly basis.
- f. The subcommittee chairperson 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.
- g. 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.
- h. Normal transactions require payment prior to the delivery of any literature, but this is left to the discretion of the chairperson.
- i. The subcommittee will pay for the normal activities of the subcommittee with their own funds.
- j. Requests for funds beyond the budget must be submitted and approved by the ASC at the monthly meetings.
- k. The subcommittee shall coordinate the review of new NA literature as needed.
- l. Literature start-up kits shall be supplied at no charge to new groups, valued at twenty-five dollars (\$25) resale. Each start-up kit may be custom built, based on the groups' individual needs. As an example, a start-up kit may contain any of the following items; (1) set of group readings, (4) white booklets, (25) information pamphlets, (10) key tags and (2) packages of current meeting lists.
- m. The subcommittee chairperson 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 payment for this policy will be from the subcommittee funds and shall be in accordance with Section 22.7. The ASC treasurer shall ensure that the policy is valid and that all documentation is kept on file.
- n. Use the Literature Committee Handbook, available from the World Service Office, to provide more information on the work of this subcommittee.

16.3 **Newsletter Subcommittee**

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.

- a. The subcommittee chairperson will submit a written report of all subcommittee activity, progress, goals and needs at each ASC meeting.
- b. The subcommittee shall take special heed of the Fifth Concept, ensuring that the newsletter has a responsible editorial policy.
- c. The subcommittee will have a monthly budget of fifty dollars (\$50) to pay for the normal activities of the subcommittee. If the entire monthly budget amount is not used it is not to be carried over to the next months allotted monies.
- d. Use the Handbook for NA Newsletters, available from the World Service Office, to provide more information on the work of this subcommittee.

16.4 **Public Relations Subcommittee (PR)**

This subcommittee was formed on September 25th, 2005. Currently this committee is forming amendments to policy based on the new Public Relations Handguide, which was approved by the fellowship on 03 Nov 2007. Policy for this committee will be the following:

- a. Outreach Handguide
- b. Hospitals & Institutions (H&I)
- c. Public Information (PI)
- d. Phonenumber

until the Conference approval of the new PR Guide is adopted this committee will follow all current guides and current policy of the SVIASC.

- a. The subcommittee is responsible for the creation and printing of meeting directories for the SVIASC.

16.5 **Outreach Subcommittee**

This subcommittee serves as the outstretched hand of an established NA community to isolated groups and addicts. By phone, by mail, and by car they make sure that no group and no addict has to go it alone if at all possible. They also help keep geographically isolated groups and addicts in touch with the mainstream of the NA Fellowship.

- a. The subcommittee chairperson will submit a written report of all subcommittee activity, progress, goals and needs at each ASC meeting.
- b. The subcommittee chairperson shall seek to encourage the growth and progress of the subcommittee in our Area and cooperate with other Area Outreach subcommittees.
- c. The chairperson may vote on a motion at the ASC meeting providing the conditions of Section 9.1.c are met.
- d. The subcommittee will have a monthly budget of fifty dollars (\$50) to pay for the normal activities of the subcommittee. If the entire monthly budget amount is not used it is not to be carried over to the next months allotted monies.
- e. Requests for funds beyond the budget must be submitted and approved by the ASC at the monthly meetings.
- f. Use the Outreach Resource Information, available from the World Service Office, to provide more information on the work of this subcommittee.

- 16.6 **Hospitals and Institutions Subcommittee (H & I)** *(May be combined with the PI subcommittee)*
Acts to carry the message of NA into institutions such as hospitals, jails, detoxification centers and recovery houses where those addicts would otherwise be unable to receive the message from another addict. H & I will conduct panels that carry the NA message to addicts that often have no other way of hearing the NA message.
- a. The subcommittee chairperson will submit a written report of all subcommittee activity, progress, goals and needs at each ASC meeting.
 - b. The subcommittee chairperson shall seek to encourage the growth and progress of the subcommittee in our Area and cooperate with other Area H & I subcommittees.
 - c. The subcommittee will have a monthly budget of fifty dollars (\$50) to pay for the normal activities and literature needs of the subcommittee. Literature requests are made directly to the Literature subcommittee, which will request payment from the ASC treasurer. Receipts must accompany other requests for reimbursement. If the entire monthly budget amount is not used it is not to be carried over to the next months allotted monies.
 - d. Requests for funds beyond the budget must be submitted and approved by the ASC at the monthly meetings.
 - e. Use the H&I Handbook, available from the World Service Office, to provide more information on the work of this subcommittee.
- 16.7 **Public Information Subcommittee (PI)** *(May be combined with the H & I subcommittee)*
Will be responsible for informing the public about recovery from addiction. It seeks to accomplish its task by using different media to inform the public that Narcotics Anonymous exists while maintaining the spirit of the 10th and 11th Traditions of Narcotics Anonymous.
- a. The subcommittee chairperson will submit a written report of all subcommittee activity, progress, goals and needs at each ASC meeting.
 - b. The subcommittee chairperson shall seek to encourage the growth and progress of the subcommittee in our Area and cooperate with other Area PI subcommittees.
 - c. The subcommittee will have a monthly budget of fifty dollars (\$50) to pay for the normal activities and literature needs of the subcommittee. Literature requests are made directly to the Literature subcommittee, which will request payment from the ASC treasurer. Receipts must accompany other requests for reimbursement. If the entire monthly budget amount is not used it is not to be carried over to the next months allotted monies.
 - d. Requests for funds beyond the budget must be submitted and approved by the ASC at the monthly meetings.
 - e. Use the Guide to Public Information, available from the World Service Office, to provide more information on the work of this subcommittee.
- 16.8 **Phoneline Subcommittee** *(May be combined with the PI subcommittee)*
The Phoneline subcommittee's purpose is to provide a telephone line that addicts may use in seeking information regarding meeting schedules, activities scheduled, general information and/or a connection with a fellow addict.
- a. The subcommittee chairperson will submit a written report of all subcommittee activity, progress, goals and needs at each ASC meeting.
 - b. Maintain a "Phone Line Volunteer" list of NA members willing to speak to the addict who still suffers and to the public.
 - c. Maintain a list of NA members who have been properly oriented and are willing to do public speaking at schools or other places as requested.
 - d. The chairperson shall coordinate with the PI chairperson for requests of information about NA.
 - e. Use the Guide to Phoneline Services, available from the World Service Office, to provide more information on the work of this subcommittee.

16.9 **Policy, Procedures and Archives Subcommittee**

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.

- a. The subcommittee chairperson will submit a written report of all subcommittee activity, progress, goals and needs at each ASC meeting.
- b. The subcommittee will hold an annual review of the policies in December (after the ASC secretary updates it).
- c. Shall inventory the contents of the storage locker on a yearly basis and provide a report to the ASC.

16.10 **Victoria Convention Subcommittee**

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

- a. The subcommittee chairperson or vice chairperson will submit a written report of all subcommittee activity, progress, goals and needs at each ASC meeting.
- b. The subcommittee shall receive nine hundred dollars (\$900) for seed money following the previous convention accounts being reconciled.
- c. All money earned shall be returned to the ASC.
- d. Use the Convention Guidelines, available from the World Service Office, to provide more information on the work of this subcommittee. Also use the Areas Suggested Guidelines for the Victoria Convention (if available).

Section 17.0 Financial Audit

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

17.1 **Financial Review:**

- a. All the ASC officers and two subcommittee chairpersons or GSRs, if available, will conduct any financial review.
- b. It is recommended that no more than 24 hours notice is given before the financial review.
- c. 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.
- d. The treasurer or responsible trusted servant should be available to the review subcommittee in order to assist and answer questions if necessary.
- e. 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!**
- f. Financial reviews should not be predictable but should be varied as to time and place.

Section 18.0 Theft of Funds Policy

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 steps of increasing severity should they prove necessary. 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.

18.1 All the ASC officers and two selected GSRs, if available, shall be responsible for recovery of theft of funds.

18.2 As a rule, throughout the service structure, we do not accept personal checks. We prefer using a money order, a bank draft, a certified cheque or cash.

- 18.3 In the case of theft of funds, the ASC chairperson 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.
- 18.4 The ASC chairperson shall convene the rest of the ASC officers and two selected GSRs, to evaluate the situation and one member will be designated to meet with the person to set up a payment plan and secure a promissory note.
- 18.5 The ASC treasurer will keep track of the payments and include them in the monthly treasurer's report.
- 18.6 If payment is not received as agreed, the ASC treasurer shall notify the ASC chairperson. The ASC officers and two selected GSRs shall meet as needed to monitor the situation and act to recover the funds. All efforts shall be made to help the individual act responsibly. However, as a last resort they may initiate legal proceedings, if necessary.
- 18.7 If a person has stolen NA funds, as determined by the ASC chairperson, that person will not be allowed to serve in positions of handling money.
- 18.8 The ASC chairperson may notify GSRs, ASC subcommittee chairpersons or other NA service committees of these actions as deemed necessary to protect NA and the individual in question.

Section 19.0 Deactivation of a Standing Subcommittee

To deactivate an active standing subcommittee, the subcommittee itself must have a GSR submit a motion to do so. The motion must be seconded and taken to the groups for their conscience on the question. The motion is then brought up as new business at the next ASC meeting. The motion to deactivate must be approved by a two-thirds majority of the voting quorum. The subcommittee would then be considered inactive. Sometimes, if a subcommittee is active with only a chairperson, and that chairperson stands down, the subcommittee will immediately become inactive. To become active again, the chairperson position would have to be announced at the groups for at least one month.

Section 20.0 Disruptive Behaviour

In the event of violence, verbal threats or other behaviour during the course of the ASC meeting that seriously threatens the respect and safety of the ASC members, the chairperson will call for a break and may choose to adjourn the ASC meeting. The GSRs may override this decision by a simple majority vote, if a GSR objects to the decision. Then all the ASC officers and two selected GSRs will meet to remedy the situation that caused the disruption. They will decide if a special session of the ASC should be held to complete business not done because of the disruption.

Section 21.0 Special Session of the ASC

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

Section 22.0 Fund Flow and Fiscal Policy

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 donations from the NA groups it serves. The policy is divided into the following categories:

- Donations from NA Groups
- Profits from Literature Sales
- Profits from Area Activities
- Profits from the Victoria Convention

22.1 **Donations from NA Groups**

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:

- a. The ASC will serve as the collection and distribution point for Seventh Tradition donations to the recognized levels of service on behalf of the NA groups it serves. After the ASC sets aside money to cover its budgeted expenses, the surplus funds will be divided and then sent on to the regional and world levels of the service. This division will be based on the following formula:
 - Seventy-five percent (75%) will be given to the British Columbia Regional Service Committee.
 - Twenty-five percent (25%) will be given to the World Service Conference.
- b. 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. Any two of the following signing authorities shall be required:
 - Chairperson
 - Vice Chairperson
 - Treasurer
 - Regional Committee Member

22.2 **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.

22.3 **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.

22.4 **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 considered as a part of the Seventh Tradition formula used for groups. These funds shall be returned at the first or second ASC meeting following the convention.

22.5 **Insufficient Funding**

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 phoneline, 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 Seventh 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 Seventh Tradition funds is to afford the group the convenience and accountability for funding all levels of service *from the group*.

22.6 **Excess Funding**

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' donations to other levels of service. A projection of activities and fellowship needs should be used in determining this question, based on the annual budget.

22.7 **Insurance Policy**

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.

- a. An unused portion of the policy may arise for any of the following reasons:
 - Termination of office
 - Completion of term in office
 - Removal of the NA property from the insured premises
 - When requested by the ASC
- b. Before any funds are withdrawn from the ASC or subcommittee bank account, an 'Insurance Refund Contract' (see below) will be signed by the NA member purchasing the insurance and by two ASC officers.

Insurance Refund Contract

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

- b. The ASC treasurer will keep a copy of the insurance policy and the 'Insurance Refund Contract'.

Refer to Annex G

22.8 **ASC Informational 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.

22.9 **ASC Prudent Reserve**

The prudent reserve shall consist of sufficient funds to enable each ASC officer, subcommittee chair and Regional Committee Member to operate between meetings. It includes an estimated amount of the monthly ASC expenses. This amount is set at five hundred and thirty dollars (\$530) and shall be considered separate from expendable funds. A summary of the prudent reserves is as follows:

Monthly

Area Service Committee expenses:

Photocopies, etc.	\$100.00	
PR	\$200.00	
Answering Service	\$200.00	
Travel Budget	\$100.00	<i>(per month) to a maximum of \$450.00</i>
Subcommittees Rent	\$10.00	
ASC Rent	\$5.00	
Newsletter	\$50.00	
Telus	\$55.00	
Storage locker	\$69.00	
Mailbox	\$10.50	<i>(per month) payment made in Feb upon invoicing</i>
Web Site	\$8.50	<i>(per month) payment made in June upon invoicing</i>
Total:	\$838.00	

Within Subcommittees

Activities	\$650.00	
Literature	\$600.00	
Victoria Convention	\$900.00	<i>(Kept in trust by the ASC until needed)</i>

22.10 **Travel Budget**

The main purpose of the travel budget is to facilitate the attendance of RCM to the British Columbia Regional Service Committee (BCRSC) meetings. The BCRSC is held every three months at different locations throughout the BC mainland and on Vancouver Island. Since the expenses will be different each time, depending on the location, a fund will be established and allowed to accumulate between meetings, from which these costs can be reimbursed.

- a. The ASC shall set aside one hundred dollars (\$100) each month for the travel fund. The fund will be allowed to accumulate to a maximum of four hundred and fifty dollars (\$450).
- b. Receipts will be required for the expenses to be reimbursed.
- c. The budget is to cover all reasonable expenses incurred by the RCM; including travel, tolls, meals and accommodation. They are encouraged to use this fund with discretion and respect for our primary purpose, sharing expenses whenever possible. Suggestions include billeting with other NA members or sharing hotel rooms.
- d. Individuals who are eligible for reimbursement of expenses from the travel budget are the Regional Committee Member and the RCM Alternate. Subcommittee chairs and other NA members are encouraged to car pool with the RCM if they wish to attend the BCRSC.
- e. The BCRSC subcommittees have a travel fund available to help NA members attend the subcommittee meetings.

This ends the South Vancouver Island Area Procedural Guidelines.

South Vancouver Island Area Service Committee

Date: _____

Motion:

Intent of
Motion:

Made by:

Seconded by:

Motion Number:

Vote: Yea

Ney

Abstention

Comments:

Annex: B

Parliamentary Motions (from *A Guide to Local Services in NA – pages 108 to 113*)

Parliamentary motions can be best understood as “sub-motions” made during debate on a main motion that affect that motion in some way. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed below.

1. Motion to AMEND.
SIMPLE majority required.
Is DEBATABLE.

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, “*I move to amend the motion...*” and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment, debate proceeds as if the main motion had been formally amended. This is called making a *friendly amendment*.

2. Motion to call the PREVIOUS QUESTION.
TWO-THIRDS majority required.
Is NOT DEBATABLE.

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, “*I call for the question,*” or “*I move the previous question.*” It is another way of saying, “I move that debate stop right now and that we vote immediately.” This is one of the many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chairperson must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote “no” to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chairperson to be heavy handed in stopping discussion, because the chairperson knows you will stop it soon enough.

3. Motion to TABLE.
SIMPLE majority required.
Is NOT DEBATABLE.

One way of disposing of a motion that is not ready for a vote is to *table* it. This is done by saying; “*I move to table this motion until such-and-such a date/meeting.*” This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

4. Motion to REMOVE FROM THE TABLE.
SIMPLE majority required.
Is NOT DEBATABLE.

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, “*I move to remove from the table the motion to such-and-such.*” If the motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

Annex: B

5. **Motion to REFER.** **SIMPLE majority required.** **Is DEBATABLE.**

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, “*I move to refer the motion to the such-and-such subcommittee.*” If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to the next item of business. If the motion to refer does not pass, the committee either continues debating the motion or votes on it.

The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

6. **Motion to RECONSIDER or RESCIND.** **MAJORITY required varies.** **Is DEBATABLE.**

Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either *reconsider* (reopen for debate and voting) or *rescind* (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind:

- The motion must have been passed in either the last months or the current meeting.
- The member making the motion must have information on the issue that was not available in the original debate on the motion.
- The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.

The motion to reconsider requires a simple majority.

The motion to rescind requires a simple majority, provided that the committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

7. **Request to WITHDRAW A MOTION.** **UNANIMOUS CONSENT required.** **Is NOT DEBATABLE.**

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chairperson asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

8. **Offering a SUBSTITUTE MOTION.** **SIMPLE majority required.** **Is DEBATABLE.**

A *substitute motion* is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

9. **Motion to ADJOURN.** **SIMPLE majority required.** **Is NOT DEBATABLE.**

Any voting member may move to adjourn at any time. This motion is always in order, it is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chairperson may declare the meeting adjourned without a motion.

Annex: B

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 chairperson 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 chairperson is obligated to enforce the request unless two-thirds of the body tell the chairperson 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 chairperson, *"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 chairperson 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 chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, *"Point of order."* The chairperson then says, *"What is your point of order?"* The member then states the question and asks the chairperson for clarification. If the chairperson agrees that the rules are not being followed, the chairperson says, *"Your point is well taken"*, and restates the appropriate rule. If the chairperson does not agree, the chairperson says, *"Overruled."* This decision, as all others, can be appealed.

Point of appeal

Any time the chairperson 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 chairperson."* If the appeal is seconded, the chairperson then asks, *"On what grounds do you appeal my decision?"* The member states the reasons. The chairperson 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 chairperson.

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 chairperson 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 chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chairperson will accommodate you.

Motion Table

Type of Motion	Purpose	Interrupt	Second	Debat-able	Vote
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion.	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it while preserving its intent.	No	Yes	Yes	Simple
Appeal Ruling of Chairperson	To challenge a decision the chair has made re: rules of order.	Yes	Yes	Yes	Simple
Information, Point of	To be allowed to ask a question about a motion being discussed-not to offer information.	Yes	No	No	None
Main motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the Day	To make the committee return to its agenda if it gets distracted onto another track.	Yes	No	No	None
Order, Point of	To request clarification of rules of order when it may appear they are being broken.	Yes	No	No	None
Parliamentary Inquiry	To ask the chair about how to do something according to the rules of order.	Yes	No	No	None
Previous Question	To stop debate and vote right now on whatever motion is at hand.	Yes	Yes	No	Two-Thirds
Privilege, Personal	To make a personal request of the chair or the Committee.	If Urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, Commit	To send motions to subcommittee or ad hoc committee before further discussion or vote.	No	Yes	Yes	Simple
Remove From the Table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, Repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-Thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a Motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous

#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 helplines, 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.

Annex: D

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 as 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.

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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: E

#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 phonelines 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.

Annex: E

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.

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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.

These are the bulletins available on the NA website at [NA World Services http://www.na.org](http://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 Programs**

**South Vancouver Island Area Service Committee of Narcotics Anonymous
Insurance Refund Contract**

I, _____, Promise to reimburse any unused portion(s) of the Insurance, Policy Number _____, to the South Vancouver Island Area Service Committee (SVIASC) of Narcotics Anonymous (NA) or the South Vancouver Island Area Literature Committee (SVIALC) from which the funds were drawn.

Signed: _____

NA Member

Date: _____

Signed: _____

ASC Chair

Date: _____

Signed: _____

ASC Treasurer

Date: _____

Annex H

South Vancouver Island Area Service Committee
P.O. Box 8284
Victoria, BC
V8W 3R9



Member Name
Member Address
Member phone number

Date

RE: RESTITUTION AGREEMENT FOR THEFT OF SOUTH VANCOUVER ISLAND AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS FUNDS

Dear _____ ;

On behalf of the South Vancouver Island Area Service Committee of Narcotics Anonymous (“SVIASCNA”), I write regarding your admitted theft of SVIASCNA funds. While we are grateful for your admission of the theft of SVIASC prior to our determining it through an audit process, and while we wish you no personal harm as a result of guilt, shame or financial hardship, SVIASC does require your guarantee that you will make complete restitution. SVIASCNA also requires you to resign from your current elected service position of _____.

In accordance with the SVIASCNA Policy and Procedures Manual, which adopted NA World Service Bulletin #30: Theft of NA Funds (AMENDED), into policy July 2004; we have formulated the enclosed agreement for the repayment of funds that you have admitted absconding from SVIASCNA during the time you held the elected position of _____?

As you are likely aware, some NA members may be angry and hurt as a result of this incident, but we are hopeful that we can resolve this matter through a process that is both responsible and spiritual. As NA members practicing spiritual principals, we will endeavor to support you in continuing your recovery, utilizing meetings, sponsor, and the Twelve Steps throughout this process.

Please contact me at (250) XXX-XXXX by _____, to discuss this matter.

Sincerely,

NAME
SVIASCNA Chairperson
Enclosure.

**RESTITUTION AGREEMENT FOR THEFT OF
NARCOTICS ANONYMOUS FUNDS
(the "Agreement")**



BETWEEN:

**SOUTH VANCOUVER ISLAND AREA SERVICE
COMMITTEE OF NARCOTICS ANONYMOUS
"SVIASCNA"**

AND:

MEMBER NAME

WHEREAS:

_____ has admitted to the theft of SVIASCNA funds;

_____ and SVIASCNA hereby agree that:

1. _____ shall provide SVIASCNA with _____ monthly post-dated cheques of \$ _____ each commencing _____. Each cheque is to be dated on a date that will not cause _____ personal financial Hardship, but will not be longer that 30 days from the preceding cheque.

2. Should this agreement, which is made in good faith of both parties, be breached by _____ by failure to remit the full amount owed, SVIASC reserves the right to commence Legal Action against _____, and to request that _____ be charged under the Criminal Code of Canada for the theft of funds form SVIASCNA. Should SVIASC exercise that right, SVIASCNA is entitled to provide the authorities with a copy of the agreement, any other documentation obtained by means of a financial audit, and the proof of payments already remitted by _____.

3. The Chairperson of the SVIASCNA shall hold this signed and witnessed Agreement in trust. In the absence of a Chairperson, the Vice-Chairperson shall hold the document in trust until the agreement has been fulfilled and all monies remitted by _____; the ongoing status of which will be documented in the South Vancouver Island Area Service Committee Treasurers Report at the monthly meeting of the SVIASCNA.

Signed in Victoria, British Columbia, Canada on _____, 200X

Member

Print _____

Signature: _____

South Vancouver Island Area Service Committee of Narcotics Anonymous Chairperson

Print: _____

Signature: _____

Date	Section and Page Number	Procedural Guidelines Changes or Additions