

## SUFFOLK AREA SERVICE POLICY

### **I. Basic Policies**

“A guide to Local Services in Narcotics Anonymous” (GTLS) is a basic policy of Suffolk Area Service.

- a. This policy supplements the GTLS, and Suffolk Area will use “Robert Rules of Order” to govern the conduct of the ASC meeting except where it conflicts with our 12 Traditions, and the 12 Concepts of NA Service, the GTLS, or a specific Suffolk Area Policy.
- b. All groups should have their group reports filled out and turned into the ASC Secretary prior to the start of The ASC meetings.
- c. All sub-committee Chairs must submit written reports to the Secretary, either before or at the time they make their oral reports to the Body.

### **II. The Area Service Committee Meeting:**

The Suffolk Area Service Committee of NA (SASNA) meets the first Wednesday of each month at Brentwood Presbyterian Church located at the corner of 3<sup>rd</sup> Avenue and 2<sup>nd</sup> Street in Brentwood. The meeting begins at 8:00 PM, orientation for new GSR'S will be from 7:30 – 8:00 PM and will be conducted by the Policy Chair or a person designated by the Steering Committee. If the Area Chair and Vice-Chair are unavailable to conduct the Area meeting the Area Steering Committee will appoint a Steering Committee member or Subcommittee Chairperson to conduct the meeting in their absence.

- a. The Steering Committee which consists of the Area's Administrative Committee; (Chairperson, Vice Chair, RCM, Secretary and Supporting Secretary, Treasurer and Assistant Treasurer as well as all Subcommittee chairs) meets one hour prior to the ASC meeting, from 7:00 – 7:30 PM.

NOTE: Attendance at the Steering Committee meeting is mandatory, members of the committee may not miss more than “2” meetings during their term or they may be replaced (at the discretion of the Administrative Committee).

### **III. Meeting Agenda:**

- a. An agenda sheet will be made available at the Chairperson's table prior to the start of the ASC meeting.
- b. Opening – Serenity Prayer (suggested that it be the “WE” Version).
- c. Reading of the Service Prayer and the 12 Concepts of NA Service.
- d. Reading by the Secretary, and a motion to accept the minutes from the last Area Service Committee (ASC) meeting. If any information is wrong or missing, it must be brought to the body's attention at this time and a motion to accept the minutes may be passed by consensus, (Chairperson needs only to ask if there are any objections).
- e. Subcommittee Reports - Treasurer, RCM, Convention, Convention Treasurer,
- f. E & A, H & I, Literature Sales, Public Information, Policy, Helpline, Online, Meeting List Coordinator, Outreach, Archivist, Insurance Liaison.
- g. Group Reports, New GSR's and “Burning Desires”.
- h. Old Business, New Business, Motion to close (Consensus and Closing Prayer).

### **IV. Motions and Voting Motions:**

- a. An agenda or motion sheet will be made available at the Chairperson's table prior to the start of the ASC meeting and will be closed by the Chairperson before the start of Old Business. No new motions may be submitted after this time, with the exception of time framed motions. New Business motions will go back to the groups for a vote.

NOTE: All motions must be submitted on the approved SASNA motion form. The area will not accept any motions not submitted on this form.

### **V. Motion Discussions:**

- a. The motion maker is given the opportunity to speak on the intent of the motion and the GSRs are given an opportunity to question the motion. There can be a discussion up to a five (5) minute duration before moving on to the “cons” and “pros” portion of the discussion.

- b. The Chairperson will then entertain two (2) “cons” and two (2) “pros to the motion (starting with a “con”. If there are no “cons” to the motion the debate will close. The motion is then sent back to the groups via the Secretary’s Report to be voted on.

NOTE: ANY MOTION PRESENTED IS ALREADY THE FIRST PRO.

- c. Pros, Cons, and abstentions and all motions will be recorded by the ASC Secretary.
- d. Only Suffolk Area Groups (which are represented by their GSR or an alternate), Subcommittee Chair (or a Vice Chair in the absence of the Chairperson), the RCM (and or an alternate) may make a motion.

NOTE: GSRs are still responsible to take notes on all the motions going back to their groups to be voted on.

#### **VI. Voting:**

- a. The quorum count for ASC voting shall be all voting members present as the ASC meeting. (GSRs or their alternates in the GSRs absence).
- b. A GSR may only represent one group and has only one vote at the ASC meeting.
- c. Voting at the ASC meeting is conducted on a plurality basis, counting those in favor of the motion (“YES”), those against the motion (“NO”), and abstentions (Neither “Yes or No”). If abstentions are the plurality of the total vote (more abstentions than “Yes and No” combined), the vote will be nullified, and the motion will be resubmitted to the Groups to be re-voted on the next month. In this case, further discussion including two cons and two pros is allowed on the motion as it is being treated as a new motion. This policy covers regular business motions only.
- d. Voting at the ASC meeting will be conducted on a 2/3 Majority basis, counting those in favor, against, and abstentions. If abstentions are the plurality of the vote, the motion will roll over to the next month. This policy covers any regular business motions. A change in policy still requires 2/3 majority vote.
- e. All pros, cons and abstentions will be recorded by the ASC Secretary.
- f. Only GSRs (or their alternates in their absence) may vote at the ASC meeting, except in the case of a tie, the ASC chair will vote to break the tie.
- g. Any Policy motion that fails to pass requires a one year (12 months) waiting period before it may be resubmitted.
- h. All other motions not passed may not be voted on again until six (6) months after the original vote.

- i. The ASC Chairperson is responsible for tabulating the vote totals for each motion and will be considered the authoritative voice as to the final disposition of the motion.
- j. The ASC Secretary is responsible for recording the votes, and any notes should be indicated in the recording of the motion disposition.
- k. In order to pass, what is a non-policy change motion the ASC must have MORE THAN half in favor (50% Plus 1). A tie is a failure.
- l. The only exception is in the case of nominations; in which case the ASC Chairperson may make a “tie breaker” motion (unless they are one of the nominees, in this case, they must recue themselves and allow the ASC Vice Chairperson to cast the tie-breaker vote).

### **VII. Policy Change Motions:**

Policy change motions are motions that will cause a change to the Suffolk Area Service Policy or that will result in violation of the Suffolk Area Service Policy or breaking our traditions.

- a. It is the responsibility of the Policy Chair to determine whether or not a submitted motion will be a Policy Change Motion prior to it’s being presented to the Area Body for discussion.
- b. If the motion is a Policy Change Motion, it must be made clear to the Area quorum at the time the motion is presented.
- c. Policy Change Motions will require at least 2/3 quorum “Yes” vote to pass. Otherwise, the motion is considered as failed.
- d. All Policy Change Motions must be sent to the Groups for a vote. Policy Change Motions cannot be considered a “Time Frame” motion.
- e. If a Policy Change Motion passes, it immediately becomes part of Suffolk Area Service Policy and it is the responsibility of the Policy Chair to record and prepare the motion for immediate application to the Suffolk Area Policy.

### **VIII. Time Sensitive Motions:**

Time sensitive motions are motions that require the ASC Body to make a decision at the current ASC meeting and cannot be delayed by the time that is necessary to go back to the Groups for consideration and voting. In this case, the current ASC Body quorum must vote on the motion immediately.

- a. The need for a time sensitive motion must be requested by the motion maker and indicated on the motion form. The motion maker should explain

the need for the time sensitive vote on the motion form.

- b. The motion will not be presented as a time sensitive motion unless explicitly approved as such by the ASC Chairperson. The ASC Chairperson must approve the motion as a time sensitive motion.
- c. A policy change motion cannot be a time sensitive motion.

### **IX. Trusted Servants:**

All Potential Trusted Servants must state their respective clean time, prior service and requirements in order to be eligible for election to the respective position.

#### Position Description and Requirements:

- a. SASNA considers “clean street time” to include no use of any type of mind or mood-altering substance.
- b. “Street clean time” means not living in a residential treatment facility or a penal institution.
- c. All administrative committee positions, Area Chairperson, Vice Chairperson, Secretary, Treasurer, RCM and Alternate RCM H & I, Convention Chairperson Convention Treasurer, PI and Policy Chairperson require two years of NA clean street time.
- d. Required to attend all ASC and Steering Committee meetings. As a member of the Steering Committee, will participate in 24-hour proof reading of the secretary’s report.
- e. must be gainfully employed or have a verifiable income which is equivalent to being gainfully employed such as retirement benefits, investments or other assets prior to and concurrent with their service term.
- f. Assistant Treasurer, Supporting Secretary, and all Subcommittee Chairperson(s) require one-year NA clean street time, with the exception of positions stated above.

### **X. Prior Service Requirements**

- a. Suffolk Area Chairperson and Policy Chairperson require one-year prior service in SASNA.
- b. All other positions require six months prior service in SASNA, with the exception of Coffee Maker, Literature Assistant, and Literature Order Assistant (these positions

do not handle any area money and therefore require six months NA clean street time), and do not have any other prior service requirements.

- c. The PI chairperson requires six months prior PI service.
- d. Service and residency requirements for the RCM and the Alternate RCM must reside in Suffolk County.
- e. After each meeting, the area Chairperson or Vice Chairperson must stay at the SASNA meeting site until every NA member has left the premises.

#### **XI. Steering Committee Members: Administrative Committee Members:**

**Area Chairperson** – Responsible for conducting the ASC meeting, preparing the agenda, as well as various other administrative duties. At the ASC meeting votes only in case of a tie, as well as a co-signer on the ASC bank account.

**Vice Chairperson** – Coordinates all Area subcommittees, assists the Chairperson in conducting the ASC meeting as well as conducting the ASC meeting in the Chairperson's absence. Co-signer on the ASC bank account.

If the Area Chair and Vice-Chair are unavailable to conduct the Area meeting the Area Steering Committee will appoint a Steering Committee member or Subcommittee Chairperson to conduct the meeting in their absence.

#### **Secretary -**

- a) Takes clear concise minutes at the ASC meeting and prepares the minutes for distribution at the next meeting, is responsible to prepare and email the Secretary's Report within 10 days from ASC meeting. The secretary and supporting secretary both must be proficient enough in a word processing software to complete the requirements and content of the secretary report. The ASC Secretary's Report should only contain the following information:
- b) Date, time and place for the next ASC meeting, also indicate where the Subcommittee meetings take place as well as the day and time of the meeting. This information should also appear on the meeting list, followed by a list of subcommittees currently meeting.
- c) Important Group and subcommittee announcements.
- d) Two months of anniversaries running from the 15<sup>th</sup> of the month thru the 15<sup>th</sup> of the second month.
- e) Motions voted on at the ASC meeting (Old Business) along with the results whether they PASSED/FAILED, both for the Area and the Regional as well. All pros, cons and abstentions and all motions that were recorded at the previous ASC meeting.

- f) Motions to be voted on at the next ASC meeting (New Business) both for the Area and the Region.
- g) Open commitments, including the clean time requirements as well as prior service requirements.
- h) Open H & I commitments to be provided by the H & I committee.
- i) Outreach Subcommittee functions.
- j) The steering committee will proof read the secretary report within 24 hours of receipt from secretary.
- k) The secretary's report will be posted to the area website where it is accessible by all GSRs in Suffolk County via a special password given to the GSRs to protect anonymity.
- l) ASC minutes will be distributed at the next ASC meeting prior to the start of any business.
- m) The minutes should contain the minutes from the last ASC meeting, as well as copies of the Subcommittee reports, the Treasurer's report, the RCM report and any other information that was given to the Secretary at the previous meeting for distribution to the groups.

**Supporting Secretary** – Assists the secretary in all the administrative duties that the Secretary is responsible for, as well as preparing all forms required for the next ASC meeting and setting up the Secretary's table prior to the start of the ASC meeting.

**Treasurer** – With the assistance of the treasury team the treasurer receives all funds from literature sales and group donations forms, checks to ensure its accuracy, prepares a duplicate receipt (one for the GSR and one gets attached to the literature order form) and enters the order and donation on a spreadsheet that will be tallied and verified to agree to total cash/money orders received and actual total of all orders filled; administrates and keeps accurate records of the area treasury and bank account; reports on the financial status of the ASC at every meeting; monitors all subcommittee revolving funds; reimburses the officers and subcommittee chairpersons for the subcommittee expenses as well as paying the rent for the ASC meeting place; passes the basket at the ASC meeting and is a co-signer on the ASC bank account.

- a. The Treasurer will maintain a Suffolk Area post office box in order to receive the bank statements and any other correspondence that may be necessary to conduct the Area business and distributes any mail to the appropriate subcommittees if necessary or the steering committee.
- b. SASNA should pay an insurance premium to our member Region on annual basis.

- c. SASNA may not lend or give funds to any groups other than the group starter kit.
- d. The Suffolk Area Treasurer will accept only cash and or money orders for literature purchases and group donations made by any group or individual to the ASC and each group or individual's literature form order is limited to 4 singles being submitted with the order. Money orders should be made out to SASNA or Suffolk Area Service and should contain a written breakdown indicating the amounts for each of the literature purchases and any group donations.
- e. The Area Treasurer will open a linked account for the prudent reserve. Suffolk Area will maintain a prudent reserve of Four Thousand Dollars (\$4,000.00).
- f. There will be three (3) co-signers on the Suffolk Area service checking account:
  - a. The ASC Chairperson
  - b. The ASC Vice Chairperson
  - c. The ASC Treasurer
- g. Two of the three cosigners must appear on any SAS checks that are written.
- h. At the end of each ASC meeting the Treasurer & Asst Treasurer reconciles the group sales & donations spreadsheet to the cash and money orders received; the literature order pre-screener tallies up all order forms received and reconciles that to the totals on the spreadsheet and the funds received. All monies collected at any Suffolk Area function should be counted by two (2) trusted servants at the function. The funds are then bundled and bagged and taken immediately to the bank to be placed in the night deposit drop box by the Treasurer or asst Treasurer, escorted by another trusted servant other than one within the Treasury committee.
- i. The current month's group donations will be distributed as follows: 50% towards ASC expenses.
- j. 25% donation to Our Member Region.
- k. After disbursing all necessary monthly expenditures, the balance of all income (25%) and any funds exceeding \$1000 in the SASNA checking account will be donated to Our Member Region each month.
- l. NOTE: A motion was submitted and passed in 2013 that the 25% to H&I for literature with a minimum of \$300 be eliminated and that the H&I Chairperson submit the literature order directly to the Literature Chairperson to be purchased for them from Region.



## **Assistant Treasurer**

- a) Assists the Treasurer with his/her duties at the ASC meeting.
- b) Note: Groups may not donate funds directly to any specific Subcommittee.  
Group donations will be accepted by the SAS Treasurer and will be disbursed in accordance with the Suffolk Area policy.

## **XI. Revolving funds**

ASC expenses include revolving funds; NOTE: revolving funds are monthly budgets that have been setup and are available to each Subcommittee and/or may be reimbursed upon presentation of proper receipts, (Unless otherwise noted).

Up to \$25.00 in cash may be reimbursed to any Subcommittee or the ASC Chairperson/Vice Chairperson except for Public Information, Policy, Helpline and the RCM. This includes clerical, travelling expenses such as railroad tickets, gas, tolls, while conducting ASC business, clerical supplies for copying reports and or flyers.

**PI** - Up to \$175.00 to the Public Information Subcommittee for clerical supplies and literature purchase for P.I. and/or travel expenses.

**RCM** - Up to \$75.00 per month to the RCM or the Alternate to cover the cost of any paper copies which need to be made (such as Regional Reports and flyers), as well as \$50.00 bi-monthly for travel or any other expenses relating to attendance at the Regional meeting. SASNA also covers the cost of the hotel for the RCM and the Alternate RCM to attend MARLCNA FOR one weekend.

**E&A** - Up to \$750.00 per event to the Events and Activities Subcommittee, as well as two (2) Basic Texts and two (2) It Works How and Why to be donated at each event.

**Helpline** - Two Hundred Dollars (\$200.00) plus tax for the answering service, plus telephone bill to the Helpline Subcommittee. Up to Fifty Dollars (\$50.00) every other month for the cost of flyers and orientation packets.

**Meeting Lists** - Up to \$450.00 quarterly (every three months) to the Meeting List coordinator for the cost of publishing 6,500 Suffolk County Meeting Lists.

**Literature Sales Subcommittee** - will receive 85% of the current month sales to replenish inventory.

**Policy Subcommittee** - Eighty Dollars (\$80.00) to the Policy Subcommittee for the cost of printing/copying GSR packets and copies of the policy.

**Literature Storage** - payment to the Suffolk Area Storage Unit to store the Area Literature any other items belonging to the Area and any of the Subcommittee's.

**ASC Rent** - for the ASC meeting place is paid on a quarterly basis (every three months). Rent at the current meeting place (Brentwood Presbyterian Church) is One Hundred Twenty-five dollars (\$125.00) per month.

NOTE: Any Subcommittee expenditure which exceeds Two Hundred Dollars (\$200.00) must be bid out to three different suppliers and the bids must be in written form from the suppliers and then it will be voted on at the ASC monthly meeting.

## **XII. Subcommittees:**

NOTE: While the ASC elects all of the subcommittee chairpersons, each subcommittee may elect their own Vice Chair, Secretary, etc. WITH THE EXCEPTION OF THE CONVENTION COMMITTEE CHAIRPERSON AND TREASURER WHICH HAS TO BE ELECTED BY THE ASC.

Subcommittees are responsible to hold monthly meetings and conduct the day to day operations of their Subcommittees, to attend their respective Regional meetings and to regularly communicate with the ASC steering committee and the ASC body. They will also provide a written monthly report and will be given to the ASC Secretary. Each SAS Subcommittee has the right to propose its own policy. Such policies should be submitted to the SAS policy subcommittee for review, which will check them against the SAS policy pamphlet, the GTLS, and other appropriate N.A. literature and then will be forwarded to ASC body for review and approval.

**Convention** The convention committee may hold its convention with the cooperation and participation (physical and/or financial) of the ASC and/or our neighboring Areas. The Convention Chairperson is a signer on the convention checking account.

**Convention Treasurer** This position reports directly to the Area but works with the Convention Subcommittee. The Convention Treasurer is responsible for maintaining all Convention accounts and is a signer on the Convention checking account.

The Convention Subcommittee will maintain a separate bank account, but is fully accountable to the Suffolk Area groups, ASC and the Convention Subcommittee. Proceeds from Convention Merchandise sales are to be deposited into the Convention Subcommittee's bank account.

**Events and Activities** The primary purpose of the Events and Activities Subcommittee is to promote unity among the Suffolk Area groups; its secondary purpose is to raise funds if possible. The Events and Activities Sub-Committee is directed by the groups of Suffolk Area to precipitate in and cooperate with any Convention Sub- Committee fund raising activities.

**Hospitals and Institutions** The primary purpose of the Hospitals and Institutions subcommittee is to carry the message to the sick and suffering addicts in Hospitals, Detox Centers and Inpatient Facilities.

**Outreach** The primary purpose of the Outreach subcommittee is to carry the message to addicts who are not able to get to a meeting due to illness or surgery. This Committee also provides Letter Writing to addicts incarcerated and Speaker Exchange.

**Literature Sales** The Literature Sales Subcommittee is responsible for supplying and distributed the Area with its Literature. The Subcommittee will maintain a Suffolk Area storage facility to have a place to store the Area's literature inventory and any other items that belongs to the Area or its Subcommittees. The Literature Sales Subcommittee will provide and itemized report of expenses to the Treasurer on a monthly basis. (This report is to be made available to all groups). The price of the Basic Text may not be increased without a motion going back to the groups. The SAS will provide Starter Kits free of charge to any NEW group in the Suffolk Area upon receiving written request to the Literature Sales Chairperson. These kits will contain the following items:

1 set of IP's # 1, 2, 6, 7, 9, 11, 16, 19, 2, 24 and 25 (5 of Each); 1 Basic Text (Hardcover); 1 Introductory Guide to NA; 3 "Little White Books"; 1 "The Group" Booklet; 1 set of Group Readings; 1 Poster Set; Key Tags – (2) sets (5 each set) of "Welcome" key tags (1) set of the rest of key tags. (5 each type)

**Literature Assistant** Responsible for assisting the Literature Sales Chair in assembling Literature Orders.

**Meeting List Coordinator** The Meeting List Coordinator will have printed 6500 LONG ISLAND MEETING LIST (Suffolk and Nassau Counties), to be updated on a quarterly basis, (every three months). The SAS online Subcommittee database is to be used in producing our meeting lists in order to provide one central location for gathering all changes. (See online policy). H & I meetings should not be listed on any Suffolk Area Meeting Lists.

**Public Information** To open and maintain lines of communication between the public and Narcotic Anonymous so that the message of recovery is readily available to all addicts. To carry the message in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

**Policy** subcommittee is to provide an updated version of this policy including all Policy motions voted on the prior year, each November, first to the steering committee and then to the Suffolk Area groups to be ratified at the December ASC meeting.

**Helpline** The helpline subcommittee maintains a telephone information service for Narcotics Anonymous that helps addicts and others in the community find us easily and

quickly. Helpline volunteers often serve as the first point of contact between the community-at-large and the NA Fellowship. For this reason, it's vital that careful attention is paid to the work of this subcommittee.

**Online** the SASNA Online Subcommittee is responsible for providing functional websites for anyone seeking information about recovery in the Suffolk County Area of NA, and for maintaining SASNA Webmail.

**Newsletter** Some areas form subcommittees, which publish local newsletters listing area and regional events. Some newsletters also run articles on local service activities and members' recovery experiences.

Keep in mind that NA newsletters are often read as if they speak for Narcotics Anonymous as a whole, no matter how many disclaimers the newsletter subcommittee prints. That's why we encourage the area committee to take special heed of the Fifth Concept when creating this subcommittee, ensuring the newsletter has a responsible editorial policy.

**Archivist** The Archivist shall maintain inventory of stored items that have been deemed of historical interest to Suffolk Area, and shall respond in a timely manner to all requests for the retrieval of such items.

**Insurance Liaison** To provide proper communication between the Area and the Region regarding all insurance matters. Responsible to hold monthly meetings, to conduct the day to day operations of their Subcommittee, to attend their respective regional meetings, regularly communicate with the ASC Vice-Chair and to provide the ASC with monthly reports.

**Treasurer Pre-Screener** Responsible for "triage" of the literature order/donation forms being presented by GSR's. Does not handle money. Only checks accuracy of the forms.

**Treasurer Receipt Issuer** Responsible for completing a duplicate receipt for funds received from each group's Literature Form. One receipt is issued to the GSR and the other is attached to the literature form. Does not handle money.

**Regional Committee Member** The RCM is our link to Our Member Regional Service Committee. The RCM is responsible to provide any regional information relevant to SASNA affairs, as well as the activities within our region, and to inform the ASC on issues being discussed and/or voted on at various levels of service. The Suffolk RCM or their Alternate may not write/author a motion and present it to the RSC body for a vote without it passed by vote of the groups of SASNA first but may vote their conscience on any time sensitive housekeeping matters presented by another Area at the RSC.

**Regional Committee Member Alternate** Assists the RCM in gathering information from the region and ensures that all points of view are properly presented to the ASC. The Alternate RCM may vote at the GNYRSC meeting and give reports to the ASC in the absence of the RCM.

**ASC Meeting Coffeemaker** Responsible for setup, cleanup and maintenance of the ASC meeting (Coffee/Refreshments).

### **World Meeting List Coordinator**

#### **Literature Review**

**Regional Convention Programming** (3 Representatives, Plus 1 Alternate).

### **XII. Term Duration/Dates**

- a. All ASC commitments are one calendar year except:
- b. The RCM and RCM Alternate terms run one year, July through June.
- c. Convention Committee terms are up at the close of business, one month following each convention, and nominations for Convention Chair will be open (nominations from the Groups only) at that ASC meeting. Should nominations from Groups be forthcoming, nominations from the floor will be taken the following month.

### **XIII. Term Limits**

- a. All members of the ASC Steering committee (including Chair, Vice Chair, and Subcommittee Chairs) are limited to two consecutive terms.
- b. An individual must step down for at least one term of service before being eligible to run again for the same position.
- c. In all cases, Suffolk area level elected commitments are no longer than a two-year consecutive term.
- d. Should they miss THREE such meetings, the Area chair will bring their non-attendance to their question of the ASC, who will have the option to entertain a "Motion to Dismiss" (this requires a simple majority 2/3 to pass.)

### **XIV. Requirement to Attend Regional Meetings**

- a. All elected trusted servants are required to attend their respective Regional Meetings during their term.
- b. Should they miss TWO such meetings, they will be warned by the Steering Committee
- c. Should they miss THREE such meetings, the Area Chair will bring their non-attendance to the attention of the ASC, who will have the option to entertain a "Motion to Dismiss" (requires a simple majority 2/3 to pass.)
- d. Should there be a conflict between the ASC meeting and a regional sub-committee meeting, the sub-committee Chairperson should attend the

regional meeting and have their Vice Chair act in their place at the ASC meeting.

#### **XV. Nominations and Elections**

- a. Nominations for all positions (except for RCM, RCM alternate, and Convention Chair) will be opened in January of the previous calendar year.
- b. Nominations will be taken from GROUPS ONLY during October and the regular ASC session in November.
- c. When all of group nominations in November, nominations will be taken from the floor ONLY FOR THOSE POSITIONS THAT DO NOT HAVE ANY NOMINEES AT THAT TIME.
- d. Elections for SASNA trusted servants will occur at the December ASC meeting. All terms begin at the January ASC meeting except where otherwise noted. Nominations for RCM, RCM Alternate, open in April for nominations from groups, or May, nominations from the floor, elections occur in June, and terms start in July.

#### **XVI. Miscellaneous Policies**

- a. Each group should purchase "A Guide to Local Services" (GTLs) and should follow it to the best of its ability.
- b. The groups of Suffolk Area have determined that Group Anniversaries fall under the category of an outside enterprise, so it would be a direct violation of our 6th Tradition to fund such anniversaries from the group's treasury. If a group wants to solicit funds for a group anniversary, it should do so before or after its regular meeting.
- c. Each SASNA Sub-Committee has the right to propose its own policy guidelines. Such policies should be submitted to the SAS Policy Sub-Committee for review, which will check them against the SASNA Policy Pamphlet, the GLTS, and other appropriate NA Literature, and then forward them to the ASC body for review and approval.
- d. Any new GSRs receiving orientation for the first time will be allowed to go up to the front of the literature purchasing line immediately following orientation. NOTE: This will be on a one-time ONLY basis.
- e. SASNA will donate (1) basic text to all Suffolk area libraries with a limit of (5) per month.

#### **XVII. THEFT POLICY**

- a. Should any SASNA participant or trusted servant be found to have misappropriated, or Misused SASNA funds, the presiding officer of the SASNA shall, immediately, upon calling the SASNA meeting to order, fully disclose the alleged misuse of funds and the individual(s) involved. Any member accused of misuse of funds may exercise their 10th Concept right to redress at this time.
- b. SASNA ACTION: The SASNA, once informed of an alleged misuse of funds, may

- remove the individual(s) involved “with cause” by a simple majority vote.
- c. Should the SASNA remove a member with cause, said individual(s) participation within the SASNA is immediately terminated.
  - d. Any member removed by the SASNA for misappropriation, or misuse, of funds may not hold an elected seat on the SASNA or its subcommittees for a period of two (2) years.
  - e. RESTITUTION: Individuals removed for misappropriation of funds are expected to make full restitution. Should a member removed for misuse of funds fail to make full restitution said member may be subject to criminal and/or civil prosecution by the SASNA Steering Comm.