

SUFFOLK AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

POLICY PAMPHLET

SEPTEMBER 2006

- I. "A Guide to Local Services in Narcotics Anonymous" (GTLS) is the policy of this area, as supplemented by this pamphlet. "Roberts Rules of Order" will govern the conduct of the ASC meeting, except where it conflicts with our 12 Traditions, 12 Concepts of NA Service, the GTLS, or a specific Suffolk Area policy.

II. Meeting Time and Place

- A. The Suffolk Area Service Committee of N.A. (SASNA) meets the first Wednesday of each month at Brentwood Presbyterian Church, 4th Avenue and 2nd Street, Brentwood, beginning at 8:00 p.m. Orientation for new GSR's will be from 7:30-8:00 p.m., and will be conducted by the Policy Chair or a person designated by the Steering Committee (location as of 9/99).
- B. The Steering Committee, consisting of the Area's Administrative Committee (Chairperson, Vice-Chair, RCM and Alternate, Secretary, Supportig Secretary, Treasurer and Assistant), and ALL Subcommittee chairs meets one half hour prior to the ASC meeting, from 7:00-7:30 p.m., in order to set the agenda and facilitate the functioning of the ASC. NOTE: Attendance at the Steering Committee meeting is mandatory - members may not miss more than 2 meetings during their term, or they may be replaced (at the discretion of the Admin Committee).

III. Meeting Format

- A. **Opening** - Serenity Prayer (suggested "WE" version)
- B. **Reading of the Service Prayer & the 12 Concepts of N.A. Service**
- C. **Reading by the Secretary**, and motion to accept, the minutes of 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. The motion to accept the minutes may be passed by consensus (Chair needs only to ask if there are any objections).
- D. **Treasurer's Report**
- E. **RCM's Report**
- F. **Subcommittee Reports:**

(Five minutes per report; questions not to be entertained from members of the subcommittee that is reporting)

1. Convention
2. Convention Treasurer
3. E & A
4. H & I
5. Literature Sales
6. Public Information
7. Policy
8. Helpline
9. Online
10. Meeting List Coordinator
11. Homebound
12. Literature Review
13. Newsletter
14. Speaker Exchange
15. Archivist
16. World Meeting List Online Coordinator (Voted 7/03)

17. Regional Convention Programming

- G. **Group Reports** (New GSR's and "burning desires")
- H. **Old Business**
- I. **New Business**
- J. **Motion to Close** (consensus) & **Closing Prayer**

IV. **Agenda/Motion Making**

- A. An agenda or motion sheet will be made available at the Chairperson's table before 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.
- B. Except for time-framed motions, new business motions will go back to the groups for a vote. The motion maker is given the opportunity to speak to the intent of the motion, and may be asked questions (up to 5 minutes of discussion, including any "points of information"). The Chairperson will then entertain two "cons" and two "pros" to the motion (starting with a "con"). If no "con" is forthcoming, the debate is closed. The motion is then sent back to the groups via the Secretary's Report. NOTE: GSR's are still responsible to take notes on all motions going back to their groups.
- C. Only Suffolk Area groups (represented by their GSR or alternate), Subcommittee chairs (or Vice-Chairs in their absence), or the RCM (or alternate) may make a motion.

V. **Additional Policy Concerning ASC Meeting Format and Decorum:**

- A. All groups should have their group reports filled out and turned in to the ASC Secretary prior to the start of the ASC meeting.
- B. All Subcommittees must submit written, as well as oral, monthly reports.

VI. **Voting**

- A. As the Area cannot dictate to the groups, the quorum for ASC voting shall be all voting members (GSR's or their Alternate in their absence) present at the ASC meeting.
- B. Voting at the ASC meeting is conducted on a plurality 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. In this case, further discussion, including two cons and two pros, is allowed. This policy covers regular business motions only. Please note that a change in policy still requires a 2/3 majority vote.
- C. Pros, cons and abstentions on all motions will be recorded by the ASC Secretary.
- D. Only GSR's, or their Alternates in their absence, may vote at the ASC meeting, except in the case of a tie, which will be broken by the vote of the ASC Chair.
- E. A GSR may only represent one group, and has only one vote at the ASC meeting.
- F. Any motion that fails to pass requires a one year (12 months) waiting period before it may be resubmitted.
- G. No re-voting on any passed motion will take place until three months after the original vote.

VII. **Trusted Servants (Steering Committee):**

- A. **Area Positions** (for a more in-depth discussion of duties, see the GTL):
 - 1. **Chairperson:** Responsible for conducting the ASC meeting, preparing the agenda, and various administrative duties. At the ASC meeting, votes only in case of a tie. A co-signer on the ASC bank account.
 - 2. **Vice Chairperson:** Coordinates all Area subcommittees, assists the Chairperson in conducting

the ASC meeting, conducts the ASC meeting in the Chairperson's absence. A co-signer on the ASC bank account.

3. **Secretary:** Takes clear, concise minutes of the ASC meeting, and prepares the minutes for distribution at the next meeting; responsible to prepare and mail the Secretary's Report in a timely fashion (see Miscellaneous Policies, section D, for details on what is to be included in the Secretary's Report).
- 3 A. **Supporting Secretary:** Assists the Secretary in all administrative duties. Responsible for preparing all forms required at the ASC meeting and setting up the Secretary's table at the ASC meeting.
4. **Treasurer:** Receives the funds from literature purchases and group donations, administers and keeps accurate records of the Area's treasury and bank account (see Section VIII), reports on the financial condition of the ASC at every meeting; monitors all subcommittee revolving funds, reimburses officers and subcommittee chairs for their expenses, pays the rent for the ASC meeting place, passes the basket at the ASC meeting. A co-signer on the ASC bank account.
5. **Assistant Treasurer:** Assists the Treasurer with his/her duties at the ASC meeting.
6. **Regional Committee Member (RCM):** The RCM is our link to the Greater NY Regional Service Committee (GNYSRSC). The RCM is responsible to provide information on the activities within our region, to report any regional information relevant to SASNA affairs, and inform the ASC on issues being discussed and/or voted on at various levels of service.
7. **Alternate RCM:** Assists the RCM in gathering information from the region, and ensures all points of view are properly presented to the ASC. The Alternate RCM may vote at GNYRSC meetings and give reports to the ASC in the RCM's absence.

B. Subcommittee Chairpersons:

Responsible to hold monthly meeting and conduct the day-to-day operations of their Subcommittees, to attend their respective regional meetings, to regularly communicate with the ASC Vice-Chair, and to provide the ASC with monthly reports. SASNA's Subcommittees are as follows:

1. Convention
2. Events & Activities (E & A)
3. Hospitals & Institutions (H & I)
4. Homebound
5. Literature Sales
6. Online (Website)
7. Meeting List Coordinator
8. Public Information (P.I.)
9. Policy
10. Helpline
11. Literature Review
12. Newsletter
13. Speaker Exchange
14. Archivist
15. World Meeting List Online Coordinator (voted 7/03)
16. Regional Convention Programming (3 representatives, plus one alternate)

NOTE: While the ASC elects all subcommittee chairs, each subcommittee may elect their own Vice-Chair, Secretary, etc. WITH THE EXCEPTION OF THE CONVENTION COMMITTEE, whose Treasurer, as well as Chair, is to be elected by the ASC.

C. Other Commitments:

1. ASC Meeting Coffeemaker

2. Literature Assistant

D. Terms, Requirements and Elections:

1. Terms: All ASC terms are one calendar year, except:

- a. The RCM and Alternate RCM's terms run one year, July through June.
- b. Regional Convention Programming Committee representatives' term is one year, running 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 Groups only) at that ASC meeting. Should no nominations from Groups be forthcoming, nominations from the floor will be taken the following month.
- d. All members of the Convention Committee executive body (including Subcommittee Chairs) are limited to two consecutive terms. An individual must step down for at least one term of service before being eligible to run for the same position.

2. Clean time requirements:

- a. All Administrative Committee positions (Chair, Vice-Chair, Secretary, Supporting Secretary, Treasurer, RCM and Alternate) require 2 years N.A. street clean time.
- b. Assistant Treasurer and all Subcommittee Chairpersons require one year N.A. street clean time with the exceptions of H & I, Convention and Policy, which require 2 years.
- c. Coffeemaker and Literature Assistant require 6 months N.A. street clean time.
- d. Regional Convention Programming Representatives require 3 years clean time, in accordance with Greater New York Regional Convention Corporation Policy.

3. Prior Service Requirements:

Suffolk Area Chairperson and Policy Chair positions require one year prior service to SASNA. All other positions require six months prior service to SASNA, except Coffeemaker and Literature Assistant which have no prior service requirement.

3 A. The PI Chair requires 6 months prior PI service experience.

4. Gainful Employment:

Treasurer position must have one year of consecutive gainful employment prior to, and concurrent with, their term of service.

5. Service and Residency:

The RCM and Alternate RCM must reside within Suffolk Area.

6. Nominations and Elections:

Nominations for all ASC positions (except RCM, RCM Alt., Convention Chair and Regional Programming Reps) will be opened in October of the previous calendar year. Nominations will be taken from the GROUPS ONLY during October and the regular nominations session in November. At the end 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.

Elections for SASNA trusted servants will occur at the December ASC meeting. All terms begin at the January ASC meeting, except where noted otherwise.

Nominations for RCM, RCM Alternate, and Regional Programming Reps open in April for nominations from the groups and the E&A Subcommittee {for Programming only}, May for nominations from the floor, elections occur in June, terms start in July.

7. Attendance and Service Resumes:

All nominees for SASNA trusted servant positions must be present for their nominations AND for the elections. All candidates must state their qualifications on the ASC floor when nominated, answer questions from the GSR's, and provide a written statement of their qualifications (Service

Resume) to the ASC Secretary at that time.

E. Additional Requirements and Duties:

1. All elected trusted servants are required to attend their respective regional meetings during their term. Should they miss two such meetings, they will be warned by the Steering Committee. 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 to pass).
2. All elected trusted servants are required to attend all ASC and Steering Committee meetings during their term. Should they miss two such meetings, they will be warned by the Steering Committee. 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 to pass).
3. Should there be a conflict between the ASC meeting and a regional subcommittee meeting, the chairperson should attend the regional meeting and have their vice-chair act in their stead at the ASC meeting.
4. The RCM (or Alternate RCM in their absence) may vote their conscience on time-frame and housekeeping matters at the RSC, but must bring any motions affecting our Area back to the ASC.
5. No person may hold more than one position on the Steering Committee at any time.
6. The primary purpose of the Events & Activities Subcommittee is to promote unity among the groups of Suffolk Area; its secondary purpose is to raise funds.
7. The Events & Activities Subcommittee is directed by the groups of Suffolk Area to participate in, and cooperate with, any Convention Subcommittee fund raising activities.)
8. The Convention Committee may hold its convention with the cooperation and participation (physical and/or financial) of any and/or all of our neighboring Areas.
9. The Archivist shall maintain an 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 retrieval of such items.

VIII. Treasury

- A. Suffolk Area will maintain a prudent reserve of \$2,000.00 (Two Thousand Dollars).
- B. The prior month's group donations to Suffolk Area shall be distributed as follows:
 1. 50% towards ASC expenses.
 2. 25% to the H & I Subcommittee, with a minimum set at \$225.00
 3. 25% donation to the Greater New York Region.
- C. Groups may not donate directly to any specific Subcommittee. Group donations will be accepted by the SAS Treasurer and will be disbursed in accordance with Suffolk Area policies.
- D. SAS will provide, free of charge, starter kits to any NEW group in Suffolk Area, upon written request to the Literature Sales Chair. These kits should contain the following items:

1. 1 set (5 each) of IP's # 1, 2, 6, 7, 9, 11, 16, 19, 22, 24 and 25.
2. 1 Basic Text (hardcover)
3. 1 Introductory Guide to NA
4. 3 "Little White Books"
5. 1 "The Group" Booklet
6. 1 "Twelve Concepts"
7. 1 set of Group Readings
8. 1 Poster Set

9. Key Tags: 2 sets (3 to each set) of "Welcome" key tags, 1 set of all others
- E. ASC expenses include the following revolving funds (NOTE: revolving funds are monthly budgets, unless otherwise noted, that are available to each Subcommittee or trusted servant named below, and which may be replenished upon presentation of proper receipts):
1. Up to **\$25.00 in cash** may be reimbursed to any Subcommittee (with the exception of Public Information, Policy, Helpline and RCM, see below) or ASC trusted servant for clerical and/or travel expenses, including, but not limited to, copies of reports and flyers, clerical supplies and stationary, railroad tickets, and gas and tolls while conducting ASC business.
 2. Up to **\$150.00** to the Suffolk ASC Secretary for publishing, copying and mailing of the GSR and Secretary's Reports, copying of the ASC minutes, and any other copies that may be required by the ASC.
 3. Up to **\$100.00** to the Public Information Subcommittee for clerical and/or travel expenses, and literature purchases for P.I. presentations.
 4. Up to **\$ 75.00** per month to the RCM & Alternate to cover the cost of paper copies of Regional reports and flyers, as well as up to **\$ 50.00** bimonthly for travel and other expenses relating to attendance at the Regional Weekend.
 5. Up to **\$300.00** to the Events and Activities Subcommittee, as well as 2 (two) Basic Texts and two (2) It Works How & Why to be donated to E&A for each event. (books voted 6/03)
 6. **\$200.00 (plus tax) for the answering service, plus the telephone bill** to the Helpline Subcommittee.
 7. Up to **\$200.00** every two months to the Newsletter Subcommittee for the cost of publishing a Suffolk Area Newsletter.
 8. Up to **\$450.00** quarterly (every three months) to the Meeting List Coordinator for the cost of publishing 6,000 Suffolk County Meeting Lists.
 9. **85% of the prior month's literature sales dollar amount** to the Literature Sales Subcommittee to maintain inventory.
 10. Up to **\$80.00** every two months to the Policy Subcommittee for the cost of GSR packets and copies of Policy.
 11. Up to **\$50.00** every other month to the Helpline Subcommittee for the cost of fliers and orientation packets.
- F. The Treasurer will maintain a Suffolk Area post office box, in order to have an address to receive bank statements, Regional reports, and any other correspondence necessary to conduct the business of the Area.
- G. The Literature Sales Chair will maintain a Suffolk Area storage facility, in order to have a place to store the Area's literature inventory and other items belonging to the Area or its Subcommittees.
- H. Rent for the ASC meeting place is to be paid on a quarterly (every three months) basis. Rent for Brentwood Presbyterian Church is \$75.00 per month.
- I. There will be three (3) co-signers on the Suffolk Area Service checking account:
1. The ASC Chairperson
 2. The ASC Vice-Chair
 3. The ASC Treasurer
- Two of the three signatures must appear on any SAS checks.
- J. The Suffolk Area Treasurer will accept only cash or money orders for literature purchases and donations made by any group or individual. Money orders should be made out to Suffolk Area Service or S.A.S., and should have a written breakdown on them indicating the amounts for each the literature purchase and the group donation.
- K. The Convention Subcommittee will maintain a separate bank account, but remains fully accountable to the groups of Suffolk Area and the ASC.
- L. Proceeds from Convention Merchandise sales are to be deposited in the Convention Subcommittee bank account.

IX. Miscellaneous Policies:

- A. Each group should purchase "A Guide to Local Services" (GTLS) and should follow it to the best of its ability.
- B. Any new group in Suffolk Area will be provided with a Starter Kit free of charge upon written request to the Literature Sales Chair.
- C. 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.
- D. The SAS Secretary's Report should contain ONLY the following:
 - 1. Date, time and place of the next ASC meeting and Indicate that we have Subcommittee meetings' time and place listed on every meeting list, followed by a list of subcommittees currently meeting (i.e. those on the list).
 - 2. Important group and Subcommittee announcements.
 - 3. Two months of anniversaries.
 - 4. Motions voted on at the ASC meeting (Old Business), along with the results (PASSED/FAILED), both Area and Regional.
 - 5. Motions to be voted on at the next ASC meeting (New Business), both Area and Regional.
 - 6. Open commitments, including clean time and prior service requirements.
 - 7. Open H. & I. commitments.
 - 8. Homebound subcommittee statement.
- E. ASC Minutes are to be distributed at the next ASC meeting before the start of business. They should contain minutes of the prior meeting, and copies of all Subcommittee reports, the Treasurer's Report, the RCM report, and any other information given to the Secretary at the prior meeting for distribution to the groups.
- F. Each SAS Subcommittee has the right to propose its own policy guidelines. 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 NA literature, and then forward them to the ASC body for review and approval.

- G. The E & A Subcommittee may submit its own nominations for Regional Convention Programming Reps and Alternate, at the same time as Group nominations.
- H. All Subcommittees must present proper receipts from all events or activities for which they have received seed money or expect to be reimbursed.
- I. Any Subcommittee expenditure of over \$200.00 (excluding hospitality) is to be bid out (comparatively priced) to three different suppliers, with such bids being presented in written form from the suppliers.
- J. All monies collected at any Suffolk Area function should be accounted for by two (2) responsible NA members.
- K. The Meeting List Coordinator will produce 6000 LONG ISLAND (Suffolk AND Nassau) meeting lists, to be updated quarterly (every three months).
- L. 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.
- M. H & I meetings are not to be listed on Suffolk Area meeting lists.
- N. The H & I Subcommittee will be provided with 2,000 meeting lists every three months.
- O. The Literature Sales Subcommittee will provide an itemized report of expenses to the groups on a monthly basis (an itemized receipt from the Regional or World Service Office will be acceptable).

- P. The price of the Basic Text at Suffolk Area is not to be increased without a motion to do so going back to the groups.
- Q. Any new GSR's receiving orientation for the first time will be allowed to go to the front of the literature purchasing line immediately following orientation. NOTE: This will be on a first time, one time ONLY basis.
- R. The Policy Chair is to provide an updated version of this pamphlet, including all Policy motions voted on the prior year, each November, to be ratified by the groups of Suffolk Area at the December ASC meeting.