



**Suffolk Area Policy**

**Updated draft 8-14-24**

A member of Eastern New York Region

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# **Suffolk Area Policy**

**Ratified 3/6/2024**

A member of Eastern New York Region

## **1) Basic Policies**

- **a)** “A guide to Local Services in Narcotics Anonymous” (GTLS) is a basic policy of Suffolk Area Service.
- **b)** 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.
- **c)** All groups should have their group reports filled out and turned into the ASC Secretary prior to the start of The ASC meetings. It must be submitted on a Group Report form.
- **d)** All sub-committee Chairs must submit written reports to the Secretary, either before the area or at the time they make their oral reports to the body.

## **2) The Area Service Committee Meeting:**

- **a)** The Suffolk Area Service Committee of NA (SASNA) meets the first Wednesday of each month at American Legion Hall located at 198 1st Street Brentwood, New York. The meeting begins at 8:00 PM, orientation for the 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.

## **3) Trusted Servants**

### **3A) 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 as a SASNA committee member or Subcommittee with the exception of Coffee Maker, Literature Assistant. (these positions do not handle any area money and therefore require six months NA street clean time), and do not have any other prior service requirements.

- **c) The PR chairperson requires six months prior PR, Helpline, and/or H&I service. (outreach and PI have been combined)**
- **d) Service and Committee member or Subcommittee 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.**
- **f) 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.**

### **3B) Position Description and Requirements:**

- **a) 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.**
- **b) SASNA considers “clean street time” to include no use of any type of mind or mood-altering substance. For all SASNA steering Committee members/elected officials, that clean time equals no use of Drug Replacement Therapy.**
- **c) “Street clean time” means not living in a residential treatment facility or a penal institution.**
- **d) All administrative committee positions, Area Chairperson, Vice Chairperson, Secretary, Treasurer, RCM and Alternate RCM, H&I, E&A, PR, Online, and Policy Chairperson require two years of NA clean street clean time.**
- **e) All members of the Steering Committee will participate in 24-hour proofreading of the secretary’s report.**
- **f) 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 and provide a written statement of their qualifications (Service Resume) to the ASC Secretary at that time.**
- **g) As of November of each year, each and every subcommittee provides the area with a written inventory of all the property under its control.**
- **h) All SASNA subcommittee policy changes are to be sent back to the groups of SASNA to be voted on in the form of a policy change motion, requiring a two-thirds majority vote to pass.**
- **i) 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.**
- **j) Assistant Treasurer, Supporting Secretary, and Literature Sales, (Outreach removed), require one-year NA clean street time, with the exception of positions stated above.**

### 3C) Additional Requirements

- a) Convention Chair: 4 years NA Street Clean Time, 1+ years prior service to Suffolk Area. Prior convention experience. Must be financially secure with a verifiable source of income.
- b) Convention Treasurer – 3 years NA street clean time, 1+ years service to Suffolk Area. Must be financially secure with a verifiable source of income. Accounting/bookkeeping skills. Must have access to a computer. Must have knowledge of or be willing to learn a money management program.
- c) E&A – 2 years NA Street Clean Time, 6 months prior E&A **and/or Convention chair, convention vice chair or convention Entertainment & Fundraising** service, verifiable legal source of income
- d) H&I Chair – One (1) year prior Suffolk Area H&I service, and must attend the most recent orientation
- e) Helpline Chair – One year NA clean time, six months prior Helpline service.
- f) Literature Sales Assistant – 6 months NA street clean time (equals no use of drug replacement therapy) and no prior area service.
- g) No person may hold more than one position on the steering committee at any time, nor may a person with a position as a steering committee member act as a GSR.
- h) All persons being placed in acting chair positions must have area policy stated clean time, working knowledge of Subcommittee policy, meet all area and subcommittee requirements to chair said subcommittee. The person shall state qualifications on the area floor prior to accepting acting positions to the area body. GSR will be given the opportunity to raise questions and objections

### 3D) Steering Committee Members: Administrative Committee Members:

- **a) 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.
- **b) 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.
- **c) Secretary** - 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.
- **d) Treasurer** – Follow the step by step: How to open a bank account. (separate supplement) 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 for the area records 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; reimburse 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.

- **e) 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 being 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. RCM to include in the regional report a complete treasury report. The report should include all area donations, insurance information, NAWS donations, regional subcommittees and RSC expenses. All debts to NAWS should be included.

**\*\*\*\* Assistants Steering Committee Members: Administrative Committee**

**Members:**

- **a) 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.
- **b) Assistant Treasurer** - Assists the Treasurer with his/her duties at the ASC meeting.
- **c) 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 Regional meeting and give reports to the ASC in the absence of the RCM.

**3E) Term Duration/Dates**

- **a) All ASC commitments** are one calendar year except the RCM and RCM Alternate terms run one year, July through June.
- **b) 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) starting three months prior to the convention.

The night of the vote, at that ASC meeting, should no nominations from Groups be forthcoming, nominations from the floor will be taken.

### **3F) 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 two consecutive terms.
- **d)** Should they miss THREE such meetings, the Area chair will bring their nonattendance to the attention of the ASC, who will have the option to entertain a "Motion to Dismiss" (this requires a simple majority  $\frac{1}{2} + 1$  to pass.)

### **3G) 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 nonattendance to the attention of the ASC, who will have the option to entertain a "Motion to Dismiss" (requires a simple majority  $\frac{1}{2}+1$  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.

### **3H) 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 the groups and subcommittees during October and the regular ASC session in November.
- **c)** When all of the groups nominations are in, 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.

- **e)** The ASC Chairperson may cast the “tie breaker” vote (If they are a nominee they must recuse themselves to allow the ASC Vice Chairperson to cast the tie-breaker.)
- **f)** 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.

#### **4) 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 ask for objections).
- **e)** Subcommittee Reports - Treasurer, RCM, Convention, Convention Treasurer, E&A, H&I, Literature Sales, Public Information, Policy, Helpline, Online, Meeting List Coordinator, Outreach, Insurance Liaison.
- **f)** Group Reports, New GSR(s) and “Burning Desires”.
- **g)** Old Business, New Business, (Consensus and Closing Prayer.)

#### **5) Secretary’s Report**

**The ASC Secretary’s Report should only contain the following information:**

- **a)** 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.
- **b)** Important Group and subcommittee announcements. (such as Group Anniversaries)
- **c)** Two months of anniversaries running from the 15th of the month thru the 15th of the second month.
- **d)** 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.

- e) Motions to be voted on at the next ASC meeting (New Business) both for the Area and the Region.
- f) Open commitments, including the clean time requirements as well as prior service requirements.
- g) Open H & I commitments to be provided by the H & I committee.
- h) **Public Relations** Subcommittee functions. (changed from Outreach)
- i) The steering committee will proofread the secretary report within 24 hours of receipt from the secretary.
- j) 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.
- k) 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 (distributed via website and email)

## **6) Treasury**

### **6A) Distribution of funds**

Once the month's donations and literature sales have been collected and counted, they will be used as follows:

- a) Up to 25% of collections to Hospitals & Institutions.
- b) Pay all SASNA monthly expenses.
- c) Anything remaining in excess of \$1000 donated to our member Region.
- d) 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 distribute any mail to the appropriate subcommittees if necessary or the steering committee.
- e) SASNA should pay insurance in installments to our member region. (9/21)
- f) SASNA may not lend or give funds to any groups other than the group starter kit.
- g) 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 order and/or donation is limited to 4 singles being submitted. 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.
- h) GSRs for new groups must be present at area to request a starter kit



- **i)** 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).
- **j)** There will be three (3) co-signers on the Suffolk Area service checking account:
  - (1) The ASC Chairperson
  - (2) The ASC Vice Chairperson
  - (3) The ASC Treasurer
 Two of the three cosigners must appear on any SAS checks that are written
- **k)** 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 Treasurer &/or Asst Treasurer tallies up all orders 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.
- **l)** Groups may not donate funds directly to any specific Subcommittee. Group donations will be accepted by the SASNA Treasurer and will be disbursed in accordance with the Suffolk Area policy.

**6B) Revolving funds-Budgets**

- **a)** 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).
- **b)** 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, traveling expenses such as railroad tickets, gas, tolls, while conducting ASC business, clerical supplies for copying reports and or flyers.
- **c)** 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.
- **d) PR** - Up to **\$200.00** to the Public **Relations** Subcommittee for clerical supplies and literature purchase for **PR** and/or travel expenses. *(outreach removed shifting bullets)*
- **e) 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.

- **f) 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.
- **g) Helpline** - Up to Fifty Dollars (\$50.00) every other month for the cost of flyers and orientation packets.
- **h) Online Subcommittee** - \$150 to cover expenses for website management and vendor payments.
- **i) Meeting Lists** - 4,500 SASNA meeting lists will be ordered every four months.
- **j) Literature Sales Subcommittee** - will receive 100% of the current month sales to replenish inventory.
- **k) Policy Subcommittee** - Eighty Dollars (\$80.00) to the Policy Subcommittee for the cost of printing/copying GSR packets and copies of the policy.
- **l) All Storage** - payment to the Suffolk Area Storage Unit to store the Area Literature, Convention, E&A, PI, the Archive, and any other items belonging to the Area.
- **m) ASC Rent** - for the ASC meeting place is paid on a quarterly basis (every three months). Rent at the current meeting place (American Legion Hall) is Seven-five dollars (\$85.00) per month. (took Effect in 2023)

## 7) 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, except for time framed motions. New Business motions will go back to the groups for a vote.
- **b)** All motions must be submitted on the approved SASNA motion form. The area will not accept any motions not submitted on this form.
- **c)** Any Policy motion that failed to pass requires a one year (12 months) waiting period before it may be resubmitted.
- **d)** All other motions not passed may not be voted on again until six (6) months after the original vote.
- **e)** It is the responsibility of the Policy Chair to determine whether a submitted motion will be a Policy Change Motion prior to its being presented to the Area Body for discussion. 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.
- **f)** 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.

- **g)** 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.

#### **8) 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.
- **c)** 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.
- **d)** GSRs are still responsible to take notes on all the motions going back to their groups to be voted on.

#### **9) Voting:**

##### **General guidelines:**

- **a)** The quorum count for ASC voting shall be all voting members present at 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)** All pros, cons and abstentions will be recorded by the ASC Secretary.
- **d)** 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.
- **e)** 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.
- **f)** The ASC Secretary is responsible for recording the votes, and any notes should be indicated in the recording of the motion disposition.
- **g)** When every Motion is presented it will be made clear that it is a simple motion, or time sensitive.

## **10) Vote Results**

### **10A) All Policy Changes**

- **a)** All Policy Change Motions must be sent to the Groups for a vote. Policy Change Motions cannot be considered a “Time Frame” motion. Groups have 60 days to review policy changes.
- **b)** Policy Change Vote Results, compare yeses, noes, and abstentions. If abstentions are the plurality, the vote is nullified and the motion is resubmitted to the Groups to be re-voted on the next month. Further discussion including two cons and two pros is allowed; it is treated as a new motion. If abstentions are not the plurality, disregard them and proceed.
- **c)** If the yeses are a two-thirds majority (of the yes and no votes, ignoring abstentions) the motion passes. If not, the motion fails.

### **10B) Regular Vote Results**

- **a)** Regular Vote Results, compare yeses, noes, and abstentions. If abstentions are the plurality, the vote is nullified and the motion is resubmitted to the Groups to be re-voted on the next month. Further discussion including two cons and two pros is allowed; it is treated as a new motion. If abstentions are not the plurality, disregard them and proceed.
- **b)** If the yeses are the majority (of the yes and no votes, ignoring abstentions) the motion passes. If not, the motion fails.

### **10C) Time sensitive vote results**

- **a)** Time sensitive vote results disregard abstentions and proceed.
- **b)** If the yeses are the majority (of the yes and no votes, ignoring abstentions) the motion passes. If not, the motion fails.

## **11) All Subcommittees:**

- **a)** 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 Treasurer, which has to be elected by the ASC.
- **b)** 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 SASNA 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 the ASC body for review and approval.

- **c) 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.
- **d) 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.
- **e) The Convention Subcommittee** - will maintain a separate bank account, but is fully accountable to the Suffolk Area groups, ASC and the Convention Subcommittee. All proceeds from any Convention activities are to be deposited into the Convention Subcommittee's bank account.
- **f) Events and Activities** - The primary purpose of E&A is to create events and activities which promote unity. Any and all activities other than those that fall within the primary purpose are to be directed by the area body.
- **g) 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.
- **h) Public Relations** - The primary purpose of the Public Relations is 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. The 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. Also Recovery by Internet helps addicts in isolated areas stay connected. (outreach & PI subcommittee Purposes have been combined)
- **i) Literature Sales** - The Literature Sales Subcommittee is responsible for supplying and distributing 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. The Literature Sales Subcommittee will provide an itemized report of expenses to the Treasurer on a monthly basis. (This report is to be made available to all groups). The SASNA will provide Starter Kits free of charge to any NEW group in the Suffolk Area upon receiving a written request to the Literature Sales Chairperson. These kits will contain the following items: 1) 1 set of IP's # 1, 2, 6, 7, 9, 11, 16, 19, and 24 (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)

- **j) Literature Assistant** - Responsible for assisting the Literature Sales Chair in assembling Literature Orders.
- **k) Meeting List Coordinator** - The MLC will have printed 4500 Long Island meeting lists (Suffolk and Nassau Counties), to be updated every four months. H&I meetings should not be listed on any Suffolk Area Meeting Lists. Place a disclaimer on the meeting list and the website saying that the printed meeting list is updated, but is subject to change without notice. **Will also perform the responsibilities of the Insurance Liaison, by providing** proper communication between the Area and the Region regarding all insurance matters. Responsible for conducting the day to day operations of their Subcommittee. Regularly communicate with the ASC Vice-Chair and to provide the ASC with monthly reports. **(combined responsibilities)**
- **l) 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 January ASC meeting. To orientate, new GSRs. Review motions and pass onto area Chair and Vice Chair. Have a hard copy of each subcommittee policy available at Area meetings. Copies of all motions passed and failed for one calendar year.
- **m) 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..
- **n) Online** - the SASNA Online Subcommittee is responsible for providing functional websites for anyone seeking information about recovery in the Suffolk Area of NA, and for maintaining SASNA Webmail, and maintaining an online directory for any groups not tethered (tied or connected) to a physical location.
- **o) Coffee Maker** - is responsible for setup/clean up and maintenance of the ASC meeting, (coffee/refreshments)

## 12) **Theft Policy**

- **a)** Should any SASNA participant or trusted servant be found to have misappropriated, or misused SASNA funds, including entry to events, and/or physical property belonging to the area, and/or its subcommittees. 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.

### **13) 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)** All SASNA subcommittee policy changes should be sent back to the groups of SASNA to be voted on in the form of a policy change motion.
- **d)** An insurance rider must be obtained through the Member Region for all group, subcommittee and area events that are not held at the groups normal meeting time and place. This includes the convention fundraising events and convention itself which requires a “Special Events Insurance Rider for its convention”. “A group's event will not be promoted by Suffolk Area until it is confirmed by the SASNA Insurance Liaison that the group has conformed with these requirements.”
- **e)** To allow the RCM to use the same distribution list as the SASNA Secretary (Email and Mailing List) in order to directly distribute Regional information (for example, Regional motions, nominations and event announcements) to SASNA Groups.
- **f)** To permanently use the online store for literature sales
- **g)** All Suffolk Area events and fundraisers must be posted on the Suffolk Area’s Secretary Report prior to the event or fundraiser.

## **Interim policies during COVID Restrictions**

- a) To have the SASNA ASC suspend all physical ASC meetings and subcommittee meetings, and to use a Virtual Platform to host them on-line to allow GSR(s) a way to vote and help any interested SASNA member groups with access to the Virtual Platform for the duration of the COVID 19 concerns and restrictions.
- b) To have the SASNA Treasurer Create a PayPal account for the Area to receive group donations from SASNA groups through the Area bank account for the duration of the COVID 19 concerns and restrictions

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Step by Step: How to open a bank account for SASNA





Area Banking Supplement  
Created 7-21-2023

### Step-By-Step: How to open a bank account

The government requires any bank account that is registered in the name of a group of people - whether that group is a business or not - to have an EIN (Employer Identification Number) This means that NA groups who want to open a bank account in the group's name/Subcommittee name must have an EIN in order to open the account. This does not mean that the government is going to make the group file a tax return or audit the group/subcommittee books. Having this number does not make your group/subcommittee exempt from state and local sales taxes. It is merely a number that identifies your bank account. It is very easy to get one of these numbers online.

- 1. Before going to the bank to open, add, and/or remove members from a bank account:**

**New Account (as per policy each SACNA term will follow this format)**

1. Hold a business meeting to vote members into the positions
2. The members that are going to be on the account should pick a bank and decide who will write the letter.
3. Set an appointment that works for all members going on the account.
4. Create the EIN as described above
5. Create a letter on letterhead (guidance for letter below)
6. When Going to the bank each member that will be a signing member should have Photo ID such as drivers license and should know their social

security # as you will be asked for this information as a signature on the account.

7. When you are at the bank be very clear that this is a Community or Volunteer Group looking to open an **Unincorporated Association Account**. Not all banks have this product available and if they don't go to a different bank. (At the time this guidance has been written we can confirm that Chase, BOA, and Well Farge do all)

**It should be formatted as follows  
to open new account**

Heading

SASNA or SACNA

136 Carleton Ave, Islip Terrace, NY 11752

PO BOX 460, Islip Terrace, NY 11752

Date

Dear (bank name) Representative,

As per our monthly meeting held on (insert date of vote), the (insert group name I.E) Suffolk Area Service of Narcotics Anonymous (SASNA) is stating that the following individual(s) have been directed to open a bank account in the group's name.

(insert Individuals names For Subcommittee: who the policy States Chairing member, Vice Chair, and Treasure, for groups whatever the group conscience decides) are to be Authorizing Representatives on the bank account(s)

In Addition we are requesting that the following individual be added to the bank account as Secretary and managing member, (insert member name that will be in this position).

We further request that the following individual be added to the bank account as acting secretary, (insert member name that will be in this position)

You may add any other request then sign the letter with the names and titles of group /subcommittee members.

Sincerely,

Insert title

Insert name

Insert title

Insert name

**To Change the signers on an existing account: (as per current practice each SASNA Term will follow this)**

1. Hold a business meeting to vote members into the positions
2. The members that are going to be on the account should decide who will write the letter.
3. Set an appointment that works for all members going on the account.
4. Create a letter on letterhead (guidance for letter below)
5. When Going to the bank each member that will be a signing member should have Photo ID such as drivers license and should know their social security # as you will be asked for this information as a signature on the account.

**To Change the signers on an existing account:**

Heading

SASNA or SACNA

136 Carleton Ave, Islip Terrace, NY 11752

PO BOX 460, Islip Terrace, NY 11752

Date

Dear (bank name) Representative,

As per our monthly meeting held on (insert date of vote), the (insert group name I.E) Suffolk Area Service of Narcotics Anonymous (SASNA) is stating that the following individual(s) (insert Names here Chair, Vice Chair, and Treasure) are the Authorizing Representatives on the Chase bank accounts.

We are requesting that the following person be removed from our bank account:

(Insert previous name here)

Additionally, we are requesting that the following individual be added to the bank account as Secretary managing member, (insert name here)

We further request that the following individual be added to the bank account as acting secretary:

(insert individuals name here)

Sincerely,

Insert title

Insert name

Insert title

Insert name

## To Create EIN:

### Steps:

1. Decide who will apply for the EIN and set up the bank account. This is usually a treasurer or chairperson for a subcommittee. There will only be one copy of the EIN so please make sure to know who has the preserved record and the group/subcommittee will have accessibility to it at all times.
2. Go online to; [www.irs.gov](http://www.irs.gov)
3. Under tools click on apply for Employer ID Number (EIN) or write EIN in the search box, and click go to the right.
4. Scroll down the page until you see Apply online now. Click it.
5. Click OK.
6. Click on Begin Application>>
7. Under the title: "**What type of legal structure is applying for an EIN**"  
Select the last option View additional types including tax-exempt and government Organizations then Click Continue >>
8. Under the title: "**Additional types**"  
Select one of two options "Community or Volunteer Group" then click continue>>
9. Under the title "**please confirm your selection**"  
Confirm your selection by clicking on Continue>>
10. Under the title: "**Please tell us about the Responsible Party**"  
There are three required fields: First name, Last name and Social Security number. This must be field out.
11. Under the title: "**Choose One**"  
I am a responsible and duly authorized officer or member of this organization.  
then Click Continue >>
12. Under the title: "**Where is the Responsible Party physically located?**"  
Fill in fields for your address and phone number
13. Under the title: "**Do you have an address different from the above where you want your mail to be sent?**"  
Click yes for subcommittees then Click Continue >>
14. Under the title: "**What is the Mailing Address of the Responsible Party?**"  
Put the AREA PO BOX; **PO BOX 460, Islip Terrace, NY 11752** then Click Continue >>
15. Under the title: "**Tell us about the Community or Volunteer Group**"  
Put the group name/subcommittee title in this field. For SACNA the title should always be SACNA Lighting the way with the number of the convention example

SACNA LIGHTING THE WAY 17 \*Start date will always be the month and year the form is being filled out. then Click Continue >>

16. Under the title: **“Tell us More about the Community or Volunteer Group”**

There is a series of questions click No for each one. then Click Continue >>

17. Under the title: **“What does your business or organization do?”**

Click other, on bottom. then Click Continue >>

18. Under the title: **“You have chosen Other.”**

Click other, on bottom, and enter in the line **“SELF HELP”** then Click Continue >>

19. On the next screen, **“how would you like to Receive your Confirmation Letter?”** Click receive letter online- then Click Continue >>

20. The next screen will show you a summary of your entries. Please proofread if Everything is correct, click submit at the bottom.

21. You will receive access to a PDF document that provides your official IRS EIN for the group/subcommittee. Print out a copy of this to take to the bank with you.