

Hamilton and Middletown Area  
Service Committee  
of  
Narcotics Anonymous  
Policy

---Updated January 2022---

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**I Internal**

**E External**

## 1. Purpose and Function

- 1.1. E The purpose of this policy is to provide a brief working outline to the Trusted Servants of the Hamilton and Middletown Area Service Committee of Narcotics Anonymous (HAMASCNA) and concerned members of the Fellowship it serves. It also addresses issues specified to HAMASCNA.
- 1.2. E The HAMASCNA Policy document is available to all concerned NA members to better familiarize everyone with HAMASCNA Policy, help eliminate confusion over matters of HAMASCNA Policy, and attract NA members to participate in Area Service.

## 2. What is HAMASCNA?

- 2.1. E HAMASCNA consists of NA members working together to serve the Fellowship of Narcotics Anonymous (NA) in the Hamilton and Middletown Area, but not to act as authority over the groups or meetings that include HAMASCNA.
- 2.2. E The primary purpose of HAMASCNA is to unify, aid, provide a forum for communication and offer guidance to groups with their needs and difficulties.
- 2.3. E HAMASCNA, operating within its defined and implied responsibilities as directed by those it serves, strives to provide the services as follows:
  - 2.3.1. E Facilitate the carrying of the NA message of recovery through subcommittee action.
  - 2.3.2. E To contribute to the growth of NA, as a whole, by initiating work to be completed at the Area, Regional, and World levels and supporting these structures.
- 2.4. E HAMASCNA in reference to policy is defined as the vote of confidence of GSR's present at the ASC meeting.
  - 2.4.1. E HAMANA in reference to policy is defined as the collected vote of the individual Home Group members.
- 2.5. E The administrative body of HAMASCNA consists of: Chairperson, Vice Chairperson, Secretary, Vice Secretary, Treasurer, Vice Treasurer, Regional Committee Member (RCM), RCM Alt, Literature Distribution, Vice Literature Distribution, Policy and Administration and various Subcommittee Chairpersons. In reference to policy HAMASCNA Trusted Servants is the Administrative Body not the GSR's.

## 3. How HAMASCNA operates

### 3.1. General Guidelines

- 3.1.1. E HAMASCNA recognizes the current NA Guide to Local Services, the Twelve Traditions of NA, and the Twelve Concepts of NA Service. HAMASCNA strives to operate within those guidelines, except when expressly stated otherwise in the HAMASCNA Policy.
- 3.1.2. E In accordance with Tradition Nine of NA, HAMASCNA is directly responsible to those it serves and shall be respective of the Twelve Traditions of NA in all its affairs and matters of business, keeping the interests of its members and the Fellowship at large, ever at heart.
- 3.1.3. I HAMASCNA meets monthly at a specified time and location.

- 3.1.3.1. **E** Any NA member may attend HAMASCNA meetings and are encouraged to participate.
- 3.1.3.2. **I** The date, time and location of the HAMASCNA meetings are determined by a majority vote from all the HAMASCNA members present.
- 3.1.3.3. **I** From time to time there may be a need for an emergency meeting of HAMASCNA. An emergency meeting may be called by a majority vote of the member GSR's, the vote is to be tabulated by the HAMASCNA Chairperson. All Trusted Servants and members of HAMASCNA are to be given 7 days notice prior to such meeting.
- 3.1.4. **E** HAMASCNA meeting will be conducted according to the HAMASCNA Rules of Order, adapted from the NA Guide to Local Service.
- 3.1.5. **I** Work is initiated and decisions are made by the making and passage of motions at the HAMASCNA meetings.
- 3.1.6. **I** From time to time there may be a need to make a decision that cannot wait until the next scheduled HAMASCNA meeting. In these cases, a decision may be made by the Chairperson after getting approval of the decision from the majority of the member GSR's.
- 3.1.7. **I** The HAMASCNA Chairperson, Vice Chairperson, and/or Treasurer, Vice Treasurer are responsible for checking the Area's Post Office Box.

### **3.2. Subcommittees**

- 3.2.1. **E** Current standing subcommittees of HAMASCNA:
  - 3.2.1.1. **E** Activities Subcommittee
  - 3.2.1.2. **E** Hospital and Institutions Subcommittee (H&I)
  - 3.2.1.3. **E** Public Relations (PR)
  - 3.2.1.4. **E** Serenity In The Woods Subcommittee (SITW)
  - 3.2.1.5. **E** Policy and Administration (P&A)
  - 3.2.1.6. **E** Webmaster
- 3.2.2. **I** Each standing subcommittee of HAMASCNA shall adopt, maintain and operate under a set of guidelines.
  - 3.2.2.1. **I** The Subcommittee Guidelines must not conflict with the HAMASCNA Policy.
  - 3.2.2.2. **E** The Subcommittee Guidelines must be approved by the HAMANA Conscience.
  - 3.2.2.3. **I** The Subcommittee Guidelines will become part of the HAMASCNA Policy after approval by HAMASCNA Conscience.
- 3.2.3. **I** The PR Subcommittee is responsible for updating the Area Phone Service.
- 3.2.4. **I** The PR Chair is responsible for maintaining the NAWS password and for ensuring that the World and Regional websites are updated with correct group and Trusted Servant Information.
  - 3.2.4.1. **I** NAWS password it also to be kept by the Area Chairperson and Area Treasurer each having their own personal password.
- 3.2.5. **I** Ad-Hoc Subcommittees may be created by HAMASCNA to accomplish specific tasks. Upon completion of such tasks the Ad-Hoc Subcommittee is dissolved. HAMASCNA appoints the Chairperson of an Ad-Hoc Subcommittee through the conscience of the GSR's.

### **3.3. Meeting Minutes**

- 3.3.1. I Meeting minutes shall be taken at all HAMASCNA meetings.
- 3.3.2. I Motions to the groups shall appear on the front of the meeting minutes.
- 3.3.3. I The names of the makers and seconds of motions shall not appear in the minutes.
- 3.3.4. I The exact wording of the motions, intent and vote shall be presented in the minutes.
- 3.3.5. I Copies of meeting minutes shall be made available online at the HAMASCNA.org website within 2 weeks after each meeting.
- 3.3.6. I An archive of meeting minutes and written motions (for 12 months prior) shall be maintained and available at all HAMASCNA meetings.
  - 3.3.6.1. I The Secretary is responsible for this archive.
- 3.3.7. I Flyers will be included in the minutes each month.

### **3.4. Financial Matters**

- 3.4.1. I The fiscal year of HAMASCNA is from June 1<sup>st</sup> to May 31<sup>st</sup> of each year.
- 3.4.2. I 10% of all monies over prudent reserve will be donated monthly to the Ohio Regional Service Committee of NA (ORSCNA).
- 3.4.3. I The prudent reserve for HAMASCNA is \$2000.
- 3.4.4. I The value of the literature stockpile shall not exceed \$2500.
- 3.4.5. I Complete financial accountability in the form of receipts or invoices and reports is required from all HAMASCNA Trusted Servants. Written financial reports shall be submitted at each meeting. Further requests for funds should be denied when this policy is ignored.
- 3.4.6. E The Treasurer, Chairperson, and Literature Distribution person shall have signature authorization on the HAMASCNA checking account.
- 3.4.7. I Petty cash funds are available to each subcommittee for administrative purposes. Complete financial accountability is required. Each subcommittee has a petty cash fund of \$20 with the following exceptions:
  - 3.4.7.1. I H&I may have \$100.
  - 3.4.7.2. I The Secretary may have \$50
  - 3.4.7.3. I PR may have \$40
- 3.4.8. I All requests for Area funds, other than petty cash, must be approved by the HAMASCNA voting body with the following exceptions:
  - 3.4.8.1. I Telephone answering service and telephone directory service charges
  - 3.4.8.2. I Rent for the Area Meeting facilities
  - 3.4.8.3. I Monthly literature purchases
  - 3.4.8.4. I Area Post Office Box expense
  - 3.4.8.5. I Area Storage Facility
- 3.4.9. I Subcommittee requests for funds are to be submitted to the Area Service Committee (ASC) for consideration purposes only, at the beginning of New Business. The Treasurer will state the balance of the Area's checking account and priorities in the carrying out our primary purpose will be considered.

- 3.4.10. I HAMASCNA will pay fuel expenses for RCM and RCM Alt to ORSCNA meeting. Lodging will be paid for Saturday night only when the ORSCNA meeting is in excess of 50 miles away.
- 3.4.10.1. I The amount funded for RCM and RCM Alt travel expenses must be approved by HAMASCNA prior to each trip. Excess funds will be returned to HAMASCNA. Mileage itinerary and lodging receipts shall be provided to HAMASCNA.
- 3.4.11. I The SITW Subcommittee maintains a checking account. \$1500.00 from the net income of the previous function will be placed in this account to begin funding for the next function. When funds exceed over \$2500.00 the excess will be turned over to HAMASCNA.
- 3.4.12. I An annual donation will be made each June to OCNA at the discretion of HAMASCNA voting body.

### **3.5. Literature and Meeting Schedules**

- 3.5.1. I Literature will be provided to the Area at cost.
- 3.5.2. I HAMASCNA will provide a kit of NA literature defined as, 10 White key tags, the set of 7 group readings, 1 Just For Today book, and a group starter kit, to a newly formed NA groups or meetings joining HAMASCNA.
- 3.5.3. I HAMASCNA will provide a Basic Text to Activities and SITW to be given to the newcomer with the least amount of clean time at each function.
- 3.5.4. I The ASC Meeting schedules will be created, produced, and updated by the PR Chair or a PR subcommittee member appointed by the PR Chair.
  - 3.5.4.1. I Literature Distribution will be back-up for Area Schedules in the absence of a PR Chair.
- 3.5.5. I Meeting schedules will include Cincinnati Area GCASCNA meetings.

### **3.6. Conference Agenda Report (CAR)**

- 3.6.1. I The Area CAR workshop is to establish HAMASCNA Conscience on the issues it contains. It will be a voting workshop.
- 3.6.2. I The RCM is responsible for holding a CAR workshop and carrying the Area's conscience to the Region.

### **3.7. Voting Procedures of HAMASCNA**

- 3.7.1. E The voting members of HAMASCNA are GSR's, their alternates, or official Group Representatives in attendance.
- 3.7.2. E Only members of HAMASCNA may make or second motions.
  - 3.7.2.1. E Any concerned NA member in attendance may participate freely in the discussion of a motion.
  - 3.7.2.2. E The Chairperson, or member acting in that role, may not make or second motions. The Chairperson may entertain a motion, which means asking a HAMASCNA member to make that motion.
- 3.7.3. E All main motions and parliamentary motions that change a main motion must be submitted in writing at the ASC meeting. Refer to the HAMASCNA Rules of Order section for definitions of main and parliamentary motions.
  - 3.7.3.1. I All parliamentary motions are handled internally at the ASC meeting.
- 3.7.4. I All motions require a second.

- 3.7.5. E The passage of all motions that make or change policy require a two-thirds majority of the voting body. The passage of all other motions require a simple “yes” majority.
- 3.7.5.1. E Any motions that change policy designated (E) “External” must go back to groups for voting, any motions designated as (I) “Internal” will be voted on by GSR’s at area meetings.
- 3.7.6. E An abstention does not count in the total number of present voting members from which the needed percentage is derived. If a situation occurs in which there are more abstentions than the total number of “yes” and “no” votes, the motion will return to the floor for further discussion or clarification. A motion may also be tabled for consideration at a later date.
- 3.7.7. E In the case of a tie vote, the remaining Trusted Servants in attendance, except the Chairperson will be asked to vote.
- 3.7.8. E The Chairperson breaks all ties after the Trusted Servant vote.

**3.8. General Format for the ASC Meetings**

- 3.8.1. I The meeting is called to order by the Chairperson.
- 3.8.2. I Traditional opening:
  - 3.8.2.1. I Serenity Prayer
  - 3.8.2.2. I Service Prayer
  - 3.8.2.3. I Reading of the Twelve Traditions of NA
  - 3.8.2.4. I Reading of the Twelve Concepts of NA Service
  - 3.8.2.5. I Reading of HAMASCNA’s Primary Purpose (policy sections 2.2, 2.3, 2.3.1, 2.3.2)
  - 3.8.2.6. I Reading of the definition of HAMANA (policy section 2.4)
- 3.8.3. I Roll call of Trusted Servants and GSR’s present and absent. Trusted Servants and Groups will be noted in the meeting minutes.
- 3.8.4. I Ask for and recognize new groups.
- 3.8.5. I Reports from HAMASCNA Administrative Body:
  - 3.8.5.1. I ASC Chairperson’s report
  - 3.8.5.2. I Secretary’s report
  - 3.8.5.3. I Treasurer’s report and review of transactions
  - 3.8.5.4. I RCM’s report
  - 3.8.5.5. I Literature Distribution’s Report
  - 3.8.5.6. I Subcommittee reports (alphabetically)
  - 3.8.5.7. I Reports from Ad-Hoc Subcommittees, special projects and other administrative committee members
- 3.8.6. I GSR’s and meeting reports, including an open forum for discussion of group issues and problems
- 3.8.7. I Answer any questions concerning Area Policy
- 3.8.8. I Break
- 3.8.9. I Re-open with the Serenity Prayer
- 3.8.10. I Old Business
- 3.8.11. I Nominations and elections as needed
- 3.8.12. I Treasurer will divulge HAMASCNA checking account balance in order to prioritize subcommittee business.
- 3.8.13. I Request for funds
- 3.8.14. I New Business



- 3.8.15. I NA announcements
- 3.8.16. I Set time, date, and location of next ASC meeting.
- 3.8.17. I Reading from NA literature (optional)
- 3.8.18. I Adjourn and close with the Serenity Prayer.

#### **4. HAMASCNA Rules of Order:**

##### **4.1. I Meetings**

Meetings will be conducted according to these rules of order, adapted from Roberts Rules of Order and the WSC Sample Rules of Order. By following these rules of order, we strive to be sure that we are making decisions based on principles rather than personalities. In keeping with that spirit, we encourage all participants to familiarize themselves with these rules of order and conduct themselves accordingly. Once the meeting is under way, only one matter will be before the committee at any one time, and no other discussion is in order. Please respect the Chairperson's right to be in control of the process of the meeting, so that you can have the maximum benefit of its content.

##### **4.2. I Debate Limits**

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on main and parliamentary motions is usually limited to two or three pros and two or three cons. Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

##### **4.3. E Motion**

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are Main Motions and Parliamentary Motions

###### **4.3.1. E Main Motions**

A main motion is a statement of an idea that a committee member wants the committee to put in practice. After being recognized by the Chairperson, the member says, "I move that such and such be done by a (committee, a subcommittee, or an individual) under these terms" The person making the motion then speaks briefly about why they feel the idea is important. This is called speaking to the intent of the motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for complicated or long motions. Every motion requires a second. (The backing of another person who also wants the idea put into practice, or who simply wants to see further discussion of the idea take place.) The Chairperson will ask, after one person makes a motion, whether the motion has a second. The person seconding the motion simply raises their hand, when recognized by the Chairperson will say, "I second that." If nobody seconds a motion, the Chairperson will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest. The committee then moves on to other business.

###### **4.3.2. I Parliamentary Motions:**

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

#### 4.3.2.1. **I Motion to Amend**

Simple majority vote is required and is debatable. This is the most used parliamentary motion. During debate on a motion, if a member feels that a motion would benefit from a change in its language, they can say, "I move to amend the motion..." and suggest specific changes in the motion. If an amendment has been moved and seconded, debate then turns to the merits of the amendment. When debate on the amendment is exhausted, the body then votes on the amendment. Then debate resumes on the merits of the main motion as amended if the amendment is carried. When the debate is exhausted on the merits of the main motion itself, a vote is taken, and the body moves on to the next item of business. If an amendment is offered and the person making and seconding the original motion accepts it no second is required, no debate is called for and no vote need be taken on the amendment debate. Proceed as if the main motion.

#### 4.3.2.2. **I Motion to Call the Previous Question**

Two-thirds majority vote is required and is not debatable. For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by saying, "I call for the question" or "I move the previous question." It is another way of saying, "I move that debate stops right now and that we vote immediately." This is one of the many that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The Chairperson must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote on the main motion and move on. One point worth making about this motion is that you must be careful not to squelch debate before an issue is thoroughly aired. Be sure to vote "no" to this motion if you are still confused about an issue, or if you are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it necessary for the Chairperson to be heavy handed in stopping discussion, because they know you will stop it soon enough.

#### 4.3.2.3. **I Motion to Table**

Simple majority vote is required and is not debatable. One way of disposing of a motion that is not ready for a vote is to "table it" This is done by saying, "I move to table this motion until such-and-such date or meeting." This motion is not debatable if it is made and seconded. If it passes, the committee moves on to the next item of business. The tabled motion will be included in the agenda on the date specified.

#### 4.3.2.4. **I Motion to remove from the Table**

Simple majority vote is required and is not debatable. A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, "I move to remove from the

table the motion to such-and-such.” If this motion passes, the motion that had been tabled then becomes the main motion and debate begins again. If the motion to remove from the table fails, the body then moves on the next item of business.

**4.3.2.5. I Motion to Refer**

Simple majority required and is debatable. Sometimes the committee does not have enough information to make an immediate decision on a motion. Such motions can be removed from debate and sent to one of the subcommittees for further study or it can be sent to a special ad-hoc subcommittee. This can be done by a member saying, “I move to refer the motion to the such-and-such subcommittee.” If the motion to refer passes, the committee moves on to its next item of business. The subcommittee to which the motion is assigned will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

**4.3.2.6. I Motion to Reconsider or Rescind**

Two-thirds majority required and is debatable. Sometimes a member feels that a motion the committee has passed will prove harmful. They can move to either reconsider (re-open for debate and voting) or rescind (void the effect of) the original motion. There are a few conditions on motions to reconsider or rescind:

The motion must have been passed in either the current or last meeting.

The member making the motion must have information on the issue that was not available in the original debate on the motion.

The member must have been on the winning side in the original vote or the maker of the original motion.

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

**4.3.2.7. I Request to Withdraw a Motion**

Unanimous consent required and is not debatable. Once a motion is made and debate begins, the maker of the motion may move to withdraw it. The Chairperson asks if there are any objections. If there is even one objection, the motion stays on the floor, and the debate resumes. If there are no objections, the motion is withdrawn, and the body moves on.

**4.3.2.8. I Offering a Substitute Motion**

Simple majority required and is debatable. A substitute motion is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revised a portion of it. It is handled the same way an amendment is handled.

#### **4.3.2.9. I Motion to Adjourn**

Two-thirds majority required and is not debatable. Any voting member may move to adjourn at any time. This motion is always in order. Obvious frivolous motions to adjourn may be ruled out of order. After all business is finished the Chairperson may declare the meeting adjourned without a motion

#### **4.4. I Other Procedures:**

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

##### **4.4.1. I Order of the Day**

If a committee member feels that the business is going too far astray from the original agenda, they can help get things back on track. They say, "I call for the Order of the Day." This means, (I move that the Chair bring us back on track and conduct the meeting according to the procedure, adhering to the agenda.) This does not require a second, and it is not debatable, and does not even require a vote-the Chairperson is obligated to enforce the request unless two-thirds of the body tell the Chairperson otherwise.

##### **4.4.2. I Point of Order**

If a committee member feels that something that has happened is in violation of the rules of order and the Chairperson does not appear to likely do anything about it, the member can raise a Point of Order. They need not raise their hand, but simply say out loud, "Point of Order." The Chairperson then says, "What is your Point of Order?" The member then states how they feel the rules of order are being violated. If the Chairperson agrees with their judgment, they say, "Your point is well taken." And the situation is cleared up. If the Chairperson does not agree, they say, "Overruled." This decision, as well as others, can be appealed.

##### **4.4.3. I Point of Appeal**

At any time the Chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "I appeal the decision of the Chairperson." The Chairperson then says, "On what grounds?" The member then states their reasons. The Chairperson then speaks briefly to the intent of the ruling. A vote is taken, requiring a two-thirds majority to overrule the decision of the Chairperson.

##### **4.4.4. I Parliamentary Inquiry**

If a committee member wants to do something or does not know how it fits in with the rules of order, all they have to do is ask. Without raising their hand, they say out loud, "Point of Parliamentary Inquiry." The Chairperson must immediately recognize them so that they may ask how to do such-and-such. The Chairperson will answer the question, possibly referring to a specific passage in policy in the explanation.

#### **4.5. I Voting Procedures:**

There are several ways that votes can be taken. Two of them are described here:

**4.5.1. I Show of Hands**

This is the most used method. With rare exceptions, votes will be taken by request from the Chairperson to see the hands of all those in favor, then all opposed, then all abstaining, on each issue. The Chairperson should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

**4.5.2. I Roll Call Vote**

Sometimes when a vote is taken on a controversial issue, or a very important one, members may call for a roll call vote. This request must be honored, whether or not it is made after a show of hands vote was already taken. The Secretary calls out the group or position titles of all voting members and asks their voice vote; yes, no or abstain. Each person's vote is then recorded in the minutes by position title or group.

**5. Elections of HAMASCNA**

**5.1. E** Nominations for all Area Trusted Servant positions will be taken, starting in April, at the regular Area Service Committee meeting. The May ASC meeting will be the last opportunity to nominate for a position, unless there have been no previous nominations for that position. It is the goal of the HAMASCNA to elect all Trusted Servant positions at the June Area Picnic.

**5.1.1. E** Serenity in the Woods Subcommittee Chairperson's term is from October to October. Deadlines for nominations of this Chairperson are the September ASC meeting.

**5.1.2. E** Nominations for vacant positions must be made at any ASC meeting. Once nominations are sent to the groups, no other nominations for that position will be accepted until after the vote has been taken.

**5.1.3. E** All nominations must return to the groups for conscience consideration before each election of that position can take place.

**5.2. E** Attendance is mandatory when the nomination form is turned in and must be present for the vote to obtain the position being ran for.

**5.3. E** An Area Trusted Servant Nominee form is available for use as a letter of willingness or method to help the groups make the best choice when electing Trusted Servants. The best decision is an informed decision. All nominees are asked to use this form, or provide a written resume.

**5.4. I** All Trusted Servant positions, with the following exceptions, are one year commitments:

**5.4.1. I** Ad-hoc, special and temporary Subcommittee Chairperson.

**5.4.2. I** HAMASCNA Vice-Chairperson, RCM Alternate, Vice Treasurer, and Vice Secretary are implied two-year commitments. Those person assuming their respective duties at the end of the first year after being nominated and elected from the Area fellowship through their GSR's.

**5.5. I** Subcommittees may elect their own Vice Chairperson to assist in the administration of the Subcommittee business.

**5.6. E** Nominations for vacant positions will be accepted at any HAMASCNA meeting. The nominations submitted at that meeting will be sent back to the groups to be voted on by the members.

5.6.1. I In the event of resignation or removal of Subcommittee Chairperson, the Vice Chairperson shall assume the duties of the Chairperson until such time that a Subcommittee Chairperson is elected.

5.7. I "Two-Hatting"

5.7.1. I No member shall hold more than one HAMASCNA Trusted Servant concurrently with the exception of temporary or Subcommittee Vice Chairperson position.

**6. Resignation and Removal of Trusted Servants.**

6.1. I Trusted Servants may resign at any time during their term. It is suggested that a letter of resignation be submitted to the HAMASCNA Chairperson prior to or at the time of resignation.

6.2. I Any HAMASCNA Trusted Servant is permitted two absences per term, except in an emergency. A written report should be supplied in case of absence from the ASN meeting.

6.3. I HAMASCNA Trusted Servants may be removed from office for any of the following reasons:

6.3.1. I A HAMASCNA Trusted Servant must be removed from office if that Trusted Servant relapses.

6.3.2. I Excessive absences without prior notification.

6.3.3. I Neglect of duties.

6.3.4. I Disregard of Area Conscience or HAMASCNA Conscience.

6.3.5. I Disregard of the Twelve Traditions of Narcotics Anonymous and/or the Twelve Concepts for NA Service.

6.3.6. I Misuse of funds.

6.3.7. I Falsification of financial reports.

6.3.8. I Any act of theft or violence or of intimidation in a committee or towards committee members.

6.4. I The alternate and vice positions may move into respective vacant positions and vote of confidence is required.

6.5. I In the event of a HAMASCNA Trusted Servant missing two consecutive ASC meetings, the Area Vice Chair will make a phone call to said Trusted Servant.

6.6. I Procedure for removal of Trusted Servants:

6.6.1. I Requests for resignation or notice of impending action for removal must be presented to the ASC in the form of a motion accompanied with an explanation.

6.6.2. I The individual in question will be notified in writing by an ASC Administrative Servant at least seven days prior to any action being taken. A copy of the motion will be read at the ASC meeting prior to HAMASCNA removal vote.

6.6.3. I The individual must be given the opportunity for rebuttal before the removal vote.

## **7. HAMASCNA Administration:**

The following is a brief outline of the duties and qualifications of the HAMASCNA Trusted Servants. As previously stated, it is the goal of HAMASCNA, to serve the fellowship of Narcotics Anonymous according to the current Guide to Service. All Trusted Servants or those willing to serve in that capacity are urged to consult the current service guide and subcommittee guidelines for further description of service position

### **7.1. I Chairperson**

- 7.1.1. I Suggested minimum two-year clean time
- 7.1.2. I Conducts the ASC meeting in a timely and orderly fashion
- 7.1.3. I Helps to ensure respect for Area Policy, Twelve Traditions of NA, and the Twelve Concepts for NA Service at the ASC meeting.
- 7.1.4. I Sets the agenda for each ASC meeting and includes a written agenda in the minutes for the next ASC meeting.
- 7.1.5. I Responsible for checking the Area Post Office Box in the absence of the Treasurer.
- 7.1.6. I Responsible for keeping spare key and combination procedures for storage unit
- 7.1.7. I Must attend Annual Treasurer Audit

### **7.2. I Vice Chairperson**

- 7.2.1. I Suggested minimum one-year clean time
- 7.2.2. I Learns the skills to become Chairperson
- 7.2.3. I Assists the Chairperson in their duties
- 7.2.4. I Chairs the ASC meeting in the Chairperson's absence
- 7.2.5. I Co-ordinates subcommittee efforts with Subcommittee Chairs
- 7.2.6. I Will make a phone call to any ASC Trusted Servant who has missed two consecutive ASC meetings
- 7.2.7. I Must attend Annual Treasurer Audit

### **7.3. I Regional Committee Member (RCM)**

- 7.3.1. I Suggested minimum two-year clean time
- 7.3.2. I Carries HAMASCNA Conscience and concerns to ORSCNA
- 7.3.3. I Attends ORSCNA meetings and Regional Conference Agenda Report Workshops
- 7.3.4. I Carries business and concerns between ORSCNA and HAMASCNA for consideration. Must read and explain all Regional Motions and Nominations that go back to groups at the ASC meeting
- 7.3.5. I Submits a written report as each ASC meeting
- 7.3.6. I Chairs the ASC meeting in the absence of the Chairperson and Vice Chairperson
- 7.3.7. I Has a vote of confidence to vote as HAMASCNA Conscience in cases where new information or immediate votes arise at the Regional Meeting
- 7.3.8. I Responsible for helping meetings or groups needing Home Group Guidance
- 7.3.9. I Responsible for organizing and chairing one or more workshops covering the WSC Conference Agenda Report

### **7.4. I Regional Committee Member Alternate**

- 7.4.1. I Suggested minimum one-year clean time

- 7.4.2. I Learns the necessary skills to become RCM
- 7.4.3. I Assists the RCM in their duties
- 7.4.4. I Carries out the duties of RCM in the absence at the Area or Regional level

**7.5. I Secretary**

- 7.5.1. I Suggested minimum one-year clean time
- 7.5.2. I Accurately records the minutes of each ASC meeting, including attendance, reports, motions, points of concern and interest, pertinent discussion, and agenda of next meeting set by the Chairperson
- 7.5.3. I Types and uploads the minutes within two weeks of the ASC meeting to HAMASCNA.org website.
- 7.5.4. I Keeps the Area archives, including minutes, flyers, schedules and correspondence up to date and complete
- 7.5.5. I Handles all correspondence or delegates to the proper channel
- 7.5.6. I Submits a written report at each meeting
- 7.5.7. I Reads all HAMASCNA motions and nominations at the ASC meeting

**7.6. I Vice Secretary**

- 7.6.1. I Suggested minimum one-year clean time
- 7.6.2. I Learns the skills to become Secretary
- 7.6.3. I Assists the duties of Secretary
- 7.6.4. I Acts as Secretary in the Secretary's absence

**7.7. I Treasurer**

- 7.7.1. I Suggested minimum three-year clean time
- 7.7.2. I Holds and handles all ASC monies in the HAMASCNA checking account
- 7.7.3. I Maintains the signature card as mandated by policy
- 7.7.4. I Keeps a file of all bills, receipts, and invoices. Open to review at all times
- 7.7.5. I Maintains a ledger of all transactions. Open for review at all times
- 7.7.6. I Submits a written report of all transactions monthly, or as needed, for inclusion in the minutes
- 7.7.7. I Distributes copies of the report to all members of the ASC at each meeting
- 7.7.8. I Checks the Area Post Office Box for bills, invoices, and other financial correspondence
- 7.7.9. I Must attend Annual Treasurer Audit
- 7.7.10. I Request at the beginning of the fiscal year purchase of a file box with dividers.

**7.8. I Vice Treasurer**

- 7.8.1. I Suggested minimum two-year clean time
- 7.8.2. I Learns the skills to become Treasurer
- 7.8.3. I Assists the duties of Treasurer
- 7.8.4. I Must attend Annual Treasurer Audit

**7.9. I Literature Distribution**

- 7.9.1. I Suggested minimum three-year clean time
- 7.9.2. I Responsible for maintaining and distributing of the area literature supply



- 7.9.3. I Responsible for providing Cincinnati Area with meeting updates of HAMASCNA
- 7.9.4. I Submits written report at each Area Meeting
- 7.9.5. I To update prices and products on Literature Order form
- 7.9.6. I Must attend Annual Treasurer Audit
- 7.9.7. I Request at the beginning of the fiscal year purchase of a file box with dividers.
- 7.10. I Literature Distribution Vice Chair**
  - 7.10.1. I Suggested clean time two-year
  - 7.10.2. I Learns skills to become Literature Distribution
  - 7.10.3. I Assists duties of Literature Distribution
  - 7.10.4. I Must attend Annual Treasurer Audit
- 7.11. I Subcommittee Chairperson**
  - 7.11.1. I Suggested minimum two-year clean time
  - 7.11.2. I Conducts subcommittee business on at least a monthly basis
  - 7.11.3. I Submits a written report at each ASC meeting, including accurate financial accountability for all funds and materials used in subcommittee business
  - 7.11.4. I Sets the time, place, and agenda for subcommittee meetings and announces this at the ASC meeting
  - 7.11.5. I Performs and/or delegates subcommittee duties
  - 7.11.6. I Attends the appropriate RSC subcommittee meetings if possible
  - 7.11.7. I Required to review Subcommittee Guidelines included in HAMASCNA Policy
  - 7.11.8. I Activity Chair must attend Annual Treasures Audit
  - 7.11.9. I Serenity in the Woods Chair and Activities Chair request at the beginning of the fiscal year purchase of a file box with dividers.
  - 7.11.10.
- 7.12. I Policy and Administration**
  - 7.12.1. I Suggested clean time requirement is two-years
  - 7.12.2. I Suggested one-year area service experience
  - 7.12.3. I Should be able to attend all ASC meeting
  - 7.12.4. I Has a good working knowledge of 12 Steps, 12 Traditions, 12 Concepts and parliamentary procedure
  - 7.12.5. I Will be responsible for advice on matters of policy at ASC
  - 7.12.6. I Will reference policy at the ASC meeting when required
  - 7.12.7. I Will have current/updated policy available at ASC meeting and print copies for Trusted Servants as requested
  - 7.12.8. I Will request funds for printing policy
  - 7.12.9. I Responsible for facilitating an annual Policy Review
  - 7.12.10. I Responsible for updating policy at the beginning of the fiscal year in the month of June.
  - 7.12.11. I All motions that are passed in the fiscal year that need to be included in policy will be documented and inserted into a section at the end of the current policy and incorporated into policy at the end of the current fiscal year.

**7.13. I Webmaster**

- 7.13.1. I Suggested clean time requirement is 2 years
- 7.13.2. I Term of service is 2 years
- 7.13.3. I Must have good working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
- 7.13.4. I Able to attend all ASC meetings
- 7.13.5. I Work with groups to maintain updated meeting schedules
- 7.13.6. I Work with ASC secretary to assure prompt posting of minutes
- 7.13.7. I Submit a written report at each ASC meeting

**7.14. I Vice Webmaster**

- 7.14.1. I Suggested clean time requirement is 1 year
- 7.14.2. I Term of service is 1 year
- 7.14.3. I Must have willingness to learn web design and layout
- 7.14.4. I Must have good working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
- 7.14.5. I Able to attend all ASC meetings
- 7.14.6. I Work with Webmaster to complete all responsibilities
- 7.14.7. I Obtain skills necessary to assume Webmaster position

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**HAMASCNA**

**Activities Subcommittee Guidelines**

**Purpose:**

The purpose of the Activities Subcommittee is to plan and follow through with Area activities at various times throughout the year.

Functions traditionally held such as HAMASCNA area picnic and the Holiday Narathon will be considered along with any other ideas or plans the subcommittee formulates promoting unity and fellowship. Our principles and reflection of our primary purpose will always be of utmost importance.

**Meetings & Membership**

This subcommittee will meet regularly at a designated time and place that is well publicized encouraging any and all members of Narcotics Anonymous to attend.

Members of this subcommittee are:

1. Trusted Servants of this subcommittee
2. Those assigned to head specific projects as needed
3. Those willing to help on various projects as needed
4. Any concerned member of Narcotics Anonymous

Voting members are asked to attend at least two consecutive subcommittee meeting in a row for voting privileges to be recognized.

**SUGGESTED CLEAN TIME REQUIREMENTS FOR TRUSTED SERVANTS**

1. Chairperson                      Two year

- |                     |            |
|---------------------|------------|
| 2. Vice Chairperson | One year   |
| 3. Secretary        | Six Months |
| 4. Flyer Chair      | Six Months |

**CHAIRPERSON:**

1. Conducts the subcommittee meeting in a timely and orderly fashion
2. Helps to insure respect for the 12 Traditions and the 12 Concepts at the subcommittee meeting
3. Sets the agenda for each subcommittee meeting
4. Attends monthly Area Service Committee meetings and provides a written report as per HAMASCNA policy, including accurate financial accountability
5. Performs and/or delegates subcommittee duties
6. Requests funds needed at ASC meeting stating purpose of the request (has \$500.00 budget)
7. Attends appropriate Regional Service Committee meetings
8. Does not have an active vote on motions unless there is a tie and the chair will vote to break the tie
9. Request at the beginning of the fiscal year purchase of a file box with dividers.

**VICE CHAIR:**

1. Assists the Chairperson in their duties, as well as obtain knowledge for the vote-of-confidence to step into the Chairpersons place after the end of their term
2. Chairs the subcommittee meeting in the Chairpersons absence
3. In the event the Chairperson is removed or resigns from the position, the Vice Chair will take over until the area elects a new chair

**SECRETARY:**

1. Accurately records the minutes of each subcommittee meeting, including attendance, reports, motions, points of concern and interest, and pertinent discussion
2. Keeps the subcommittee archives including: minutes, flyers, and corresponds or delegate to the proper channel

**FLYER CHAIR:**

1. Provides assistance to the subcommittee through flyer design and distribution
2. Must have all flyers approved before distribution and they must always state NATA (no addict turned away) where applicable
3. Performs as the designated person to make copies for distribution
4. Must contact ORSCNA Activities Chair or Regional Service Committee Vice Chair of all HAMASCNA activities to be covered by regional insurance

**AGENDA FOR ACTIVITES SUBCOMMITTEE MEETINGS:**

1. Serenity Prayer
2. Service Prayer
3. Twelve Traditions
4. Twelve Concepts
5. Reading of the last meeting minutes

6. Old business
7. New Business
8. Open forum (if needed)
9. Schedule next meeting
10. Close the meeting with the Serenity Prayer

#### **GUIDELINES FOR SELECTING SPEAKERS:**

1. 2 or 3 members of the sub-committee should have heard the speaker speak at another function, event, NA meeting, etc.
2. The committee should be aware of certain information about potential speakers:
  - a. Their clean time
  - b. Do they have an NA sponsor?
  - c. Are they working NA steps?
  - d. Have they shared at an event before?
3. The Subcommittee Chair or designator should remind speakers to be mindful of profanity.

#### **ACCOUNTING PRACTICES FOR ACTIVITIES SUB-COMMITTEE:**

1. Activities subcommittee has a \$500.00 budget to start with each year in June, meaning the committee can have up to that amount upon request to put on event. Any amount over that, the committee would have to make a motion for. After each event, if monies returned do not at least equal funds allocated for the event, the difference shall be subtracted from the \$500.00 and the amount left shall be the new adjusted budget amount.
2. The Area will supply a (FRF) to the activities subcommittee to be used to document all financial activity for each event during each fiscal year. Form will be turned in to the area treasurer at the next area meeting.
3. The activities subcommittee will keep a folder for each event containing (name of event, starting amount, and ending amount on each folder, all receipts for purchases (i.e. food, refreshments, supplies, flyers, etc.) and services (i.e. DJ, rent, etc.)). All folders must be turned in to area treasurer at the end of each event.
4. The area treasurer will keep a separate file just for activities archives.

# HAMASCNA

## H&I SUBCOMMITTEE GUIDELINES

### DEFINITION AND PURPOSE

The H & I subcommittee of the HAMANA Area Service Committee is a group of men and women, members of Narcotics Anonymous, who believe in the concept: "To assure that no addict in a hospital or institution seeking recovery need die without having had a chance to find a better way of life. From this day forward may we provide the necessary services."

This concept should always be our primary concern. This will ensure that when an addict who is housed in a correctional facility, hospital, or recovery house reaches out for recovery, Narcotics Anonymous will be there.

This committee is a subcommittee of the HAMANA Area Service Committee and is directly responsible to that committee.

### FUNCTIONS OF THE H & I SUBCOMMITTEE

To carry the message and to disperse literature to all facilities through our H & I panels.

### SUBCOMMITTEE TRUSTED SERVANT POSITIONS

#### Chairperson:

1. The H & I chairperson is elected by the Area Service Committee as outlined in HAMASCNA policy. The H & I subcommittee is directly responsible to the ASC through the H & I Chairperson
2. The H & I chairperson must attend all H & I subcommittee meetings. The H & I chairperson is a voting member of the Regional H & I subcommittee and should attend all its meetings. He/she acts as a link of communication between the subcommittees, ASC, and the Regional H & I subcommittees
3. He/she also makes sure that a link of communication is maintained between the subcommittee and the individual facilities. The communication is done by the panel chair, but the chair should make sure that it is taking place. The H & I subcommittees and ASC policy, as well as the rule of the individual facilities
4. It is suggested that the chairperson have two-year clean time, plus a minimum of six months activity in H & I work  
\*The chairperson should be aware of all matters that affect H & I in the HAMANA Area

#### Vice Chairperson:

1. The H & I Vice Chairperson is elected by the Area H & I subcommittee
2. Requirements are one-year clean, a minimum of six months experience doing H & I work, and a strong NA message of recovery
3. The Vice Chair assumes the duties of the Chairperson if the Chairperson is unable to attend or until a new Chair is elected
4. The Vice Chairperson works with the Chairperson to maintain the smooth operation of this committee

5. The Vice Chairperson must attend all H & I subcommittee meetings as well as the ASC meetings. It is suggested that the Vice Chairperson attend Regional H & I subcommittee meetings if possible

**Secretary:**

1. The H & I subcommittee elects its own secretary
2. Requirements are one-year clean
3. The position responsibilities include keeping an accurate set of minutes of all H & I subcommittee meetings. These minutes are to be properly typed, approved by the committee, and distributed to all subcommittee members
4. The Secretary is also responsible to keep these records:
  - a. A file of all correspondence to and from the subcommittee
  - b. An ongoing file of all subcommittee minutes and the policies of the various facilities the subcommittee works with
  - c. An updated list of all the subcommittee members,
  - d. An updated list of all members will and eligible to be panel subcommittee

**Literature Distribution Person:**

1. The H & I Literature Distribution Person is elected by the Area H & I subcommittee
2. Requirements are one-year clean time
3. The H & I Literature Distribution Person is responsible for providing literature and schedules to the Panel Chairs in the following manner:
  - a. The Panel Chair requests literature
  - b. The Literature Distribution Person received their literature from the Area Literature Chairperson by written request. Amount not to exceed \$100.00 (If amount exceeds \$100.00 a motion needs to be made at the ASC meeting for additional amount)
  - c. additional amount)
4. The Literature Distribution Person must attend all H & I subcommittee meetings

**Panel Chairperson:**

1. The Panel Chairperson is elected by the H & I subcommittee
2. Requirements are one-year clean, and a strong NA message of recovery. Six months previous involvement in the H & I subcommittee
3. The Panel Chairperson must attend all monthly H & I subcommittee meeting, or send a written report to the meeting
4. Maintain a regular and ongoing link of communication with the facility
5. The Panel Chairperson is responsible for all aspects of the meeting, such as keeping supplies (literature, serial publications, etc.) and make sure the meeting begins and ends on time
6. They are to maintain a link of communication, keeping the H & I Chairperson aware of any problems that affect the meeting

## **Panel Member:**

1. The Panel Member is approved by the H & I subcommittee
2. Requirements are 90 days clean. Except when it conflicts with the facility policy
3. These Panel Members should be made aware of all their responsibilities by the Panel Chairperson during the orientation stage

\*All Trusted Servants of H & I subcommittee should have a working knowledge of the

12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous

## **AGENDA**

1. Open with Serenity Prayer
2. Reading of:
  - a. Service Prayer
  - b. 12 Traditions
  - c. 12 Concepts
  - d. Basic purpose and function of H & I from guidelines
3. Ask for new Panel Members
4. Orientation when applicable
5. Administrative Reports:
  - a. Chair
  - b. Vice Chair
  - c. Secretary
  - d. Literature Distribution
  - e. Panel Chairs
6. Open Forum
7. Old Business
8. Elections when applicable
9. New Business
10. Set time and date for next meeting
11. Close the NA way

## **VOTING PROCEDURES**

1. Voting members of the Area's H & I subcommittee shall be those who have attended two out of the last four subcommittee meetings
  2. All administrative member have one vote, with the exception of the Chairperson, who only votes to break ties
  3. If the number of abstentions is more than the yes and no votes total the motion will be put back on the floor for reconsideration
-

# HAMASCNA PUBLIC RELATIONS SUBCOMMITTEE GUIDELINE

## PURPOSE

The purpose of this subcommittee is to inform the public that NA exists. It offers recovery from addictions and information about how and where to find it. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous

## THE SUBCOMMITTEE

The HAMASCNA PR Subcommittee is directly responsible to those they serve through the HAMASCNA. The subcommittee reports to the HAMASCNA and follow such direction the HAMASCNA may give. Such direction will be general in nature except in the approval or disapproval of specific items concerning budget, specific projects requiring a large financial commitment or change in guidelines.

In addition to regularly scheduled meetings the subcommittee will be represented at the monthly HAMASCNA and quarterly ORSCNA meetings.

## FUNCTIONS/RESPONSIBILITIES

The basic functions of the subcommittee are:

1. To open and maintain lines of communication
  - a. Between NA and the public
  - b. Between the ASC, RSC and WSC/WSO
2. To respond to all requests for information in a timely, effective and accurate manner.
3. To be sure that those requests are handled at the appropriate level of service—remember our Ninth Tradition states that subcommittees are “directly responsible to those they serve”

## MEETINGS AND MEMBERSHIP

This subcommittee will meet regularly at a designated time and place that is well publicized and listed on the meeting schedule of the area, encouraging all members to attend

Members of the subcommittee are:

1. Trusted Servants of this subcommittee
2. Voting members of this subcommittee (defined in the following section)
3. Those assigned to head specific projects as needed
4. Those willing to help on various projects as needed
5. All other concerned members of Narcotics Anonymous

## VOTING MEMBERS

Members of this subcommittee shall be considered active voting members at their third (3<sup>rd</sup>) subcommittee meeting after attending two consecutively (excused absences will be permitted at the subcommittee discretion)

Any active voting member will be considered inactive after missing two (2) consecutive meetings (excluding excused absences)

Any active member declared inactive will be considered active after attending two (2) consecutive subcommittee meetings



## **VOTING BODY**

The voting body of this subcommittee shall consist of all active voting members and the subcommittee's Trusted Servants (with the exception of the PR Chair)

The Chairperson of this subcommittee may vote in the case of a tie, but it is strongly recommended that those issues requiring a tie-breaking vote to be seriously considered before implemented

## **REQUIREMENTS AND DUTIES OF VOTING PARTICIPANTS**

1. Personal time and abilities to perform their duties
  2. Willingness and desire to serve this area and Narcotics Anonymous as a whole
  3. An understanding of and practical experience with the Twelve Steps and Twelve Traditions of Narcotics Anonymous
  4. Maintenance of clean time throughout their term of participation in the subcommittee
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## **MY GRATITUDE SPEAKS...**

### **WHEN I CARE AND WHEN I SHARE WITH OTHERS THE NA WAY**

#### **HAMASCNA PUBLIC RELATIONS CONTINGENCY PLAN**

The HAMASCNA Public Relations subcommittee is responsible to adequately inform the fellowship about PR efforts so that any member knows what to do when someone outside NA requests information. This contingency plan is set up to do that. It is important for members of this area to have knowledge of this plan and follow these suggestions. This will help ensure that all requests are handled promptly and effectively.

Here is how an NA member should handle requests from outside the fellowship for speaking engagements, general information, literature requests, media contacts, etc.

Any member receiving such requests should call on one of the following:

1. PR Chair
2. PR Vice Chair
3. Area Chair
4. Area Vice Chair

The group secretary and GSR should always have on hand phone numbers for those Trusted Servants. All requests for information from outside NA should be referred to those Trusted Servants.

Some very basic rules of thumb in PR need to be understood by every member of this area

1. Never do speaking engagements on your own. Refer requests to do the above-mentioned Trusted Servants
2. Never do media interview on your own. Refer requests for interviews to above mentioned Trusted Servants
3. Remember that no individual member can represent NA. That is why we have the PR subcommittee

## **TRUSTED SERVANTS**

Vice Chair and Secretary can be nominated and elected from within this subcommittee

## **DUTIES OF TRUSTED SERVANTS**

### **1. Chairperson**

The Chairperson is responsible for the chairing of subcommittee meetings and coordinating the work of the subcommittee in cooperation with the other Trusted Servants. The Chairperson is also responsible for communicating with the Chairperson of the other HAMASCNA subcommittees and assisting the Vice Chairperson in coordinating the special task forces that may be formed as necessary

### **2. Vice Chairperson**

The Vice Chairperson is responsible for chairing the meetings in the event of the Chairperson's absence. The Vice Chair assists the Chair in the general ongoing work of the committee and is also responsible for coordinating the activities of the special task forces that may be formed as needed.

### **3. Secretary**

The Secretary is responsible for keeping accurate minutes for each subcommittee meeting. Minutes will be made available for all subcommittee members at the next subcommittee meetings. The Secretary is also responsible for keeping track of the active voting members of the subcommittee.

## **CONTINGENCY PLAN:**

This subcommittee is responsible for keeping an updated contingency plan and making it available to members of the fellowship.

This contingency plan is a set of guidelines to be used by all members of this area to respond to all requests for information from individuals, agencies, or media with the geographical boundaries of HAMASCNA

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## **SERENITY IN THE WOODS SUBCOMMITTEE GUIDELINES**

### **PURPOSE**

The purpose of this subcommittee is to bring our membership together in the celebrations of Recovery. Meetings, workshops, and other activities are scheduled to encourage unity and fellowship among our members. Because these functions are sponsored by HAMASCNA, conformity to the NA principles and reflection of our primary purpose will be of the utmost importance.

### **MEETING AND MEMBERSHIP**

This subcommittee will meet regularly at a designated time and place that is well publicized, encouraged all members to attend.

### **MEMBERS OF THIS SUBCOMMITTEE ARE**

1. Trusted Servants of this subcommittee
2. Those assigned to head specific projects as needed

3. Those willing to help on various projects as needed
4. Any concerned member of NA

#### **CONTINGENCY PLAN**

This subcommittee is responsible for keeping an updated contingency plan and reporting this at the monthly ASC meeting. It is also suggested that you attend two (2) consecutive meeting before voting.

#### **TRUSTED SERVANTS**

- |                        |                                  |
|------------------------|----------------------------------|
| 1. Chairperson         | 2 years clean time as per policy |
| 2. Vice Chairperson    | 1 year clean time                |
| 3. Secretary           | 6 months clean time              |
| 4. Treasurer           | 2 year clean time                |
| 5. Merchandising Chair | 2 year clean time                |

Vice Chairperson, Secretary, Treasurer, and Merchandising shall be nominated and elected by this subcommittee

#### **CHAIRPERSON**

1. Conducts the subcommittee meeting in a timely and orderly fashion
2. Helps to ensure respect for the Twelve Traditions, policy, and Twelve Concepts at the subcommittee meeting
3. Sets the agenda for each subcommittee meeting
4. Attends the monthly ASC meetings and provides a written report per HAMASCNA Policy
5. Performs and or delegates subcommittee duties
6. Request at the beginning of the fiscal year purchase of a file box with dividers

#### **VICE CHAIRPERSON**

1. Assist the Chairperson in their duties
2. Chairs the subcommittee meeting in the Chairperson's absence
3. In the event of the Chairperson is removed or resigns from the position the Vice Chair will take over as Chair until the Area elects a new Chair

#### **SECRETARY**

1. Accurately records the minutes of each subcommittee meeting, include attendance, reports motions, points of concern and interest
2. Keeps the subcommittee archives including minutes, flyers up to date and complete

#### **TREASURER**

1. The Treasurer should be able to attend all subcommittee meetings
2. Submits a written report of all monetary transactions to the ASC monthly
3. The Treasurer must maintain the subcommittee check books, make deposits and balance the ledger on a regular basis
4. Checking account shall be a two (2) signature account
5. A minimum of two (2) committee members preferably three (3), shall be required to sign all checks

6. The Treasurer is to distribute funds upon the direction of the subcommittee
7. Checking account shall be a non-interest bearing account. The account will carry a prudent reserve of \$1500.00 not to exceed \$2500.00 after all expenses have been paid

#### **MERCHANDISING CHAIRPERSON**

1. Purchase merchandise only upon direction of the subcommittee
2. Keeps an accurate account of all merchandise
3. Submits a written report of all transactions at the monthly meeting
4. Remits all monies to the subcommittee Treasurer in a timely fashion

#### **GENERAL INFORMATION**

Terms:

Vice Chair shall be a two (2) year commitment

Chairperson, Treasurer, Merchandising Chair and Secretary shall be a one (1) year commitment

The terms shall run from October to October

#### **GUIDELINES FOR SELECTING SPEAKERS:**

4. 2 or 3 members of the sub-committee should have heard the speaker speak at another function, event, NA meeting, etc.
5. The committee should be aware of certain information about potential speakers;
  - a) Their clean time
  - b) Do they have an NA sponsor?
  - c) Are they working NA steps?
  - d) Have they shared at an event before?
6. The Subcommittee Chair or designator should remind speakers to be mindful of profanity.

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## **HAMASCNA TREASURER'S POLICY**

#### **RECEIPT OF FUNDS**

- 1.) A receipt shall be issued for all donations.
- 2.) Receipts shall be issued for literature sales transactions & all returned funds.
- 3.) Receipts shall be issued for any monies collected from Activities Subcommittee or Serenity in the Woods Subcommittee.
- 4.) A list of all donations shall be kept (receipt book).
- 5.) All deposits are to be made within 14 days of receiving.

## **DISBURSEMENT OF FUNDS**

- 1.) The Area shall have a two of three signature policy with the co-signers being the treasurer, Area chair, and the literature distribution chair person.
- 2.) All checks must have name of payee, amount, and date before they are signed.
- 3.) In the event that the treasurer needs to pay a bill between meetings and cannot contact a co-signer in person, they shall mail the fully written check along with an addressed stamped envelope to a co-signer. It is the responsibility of the co-signer to then notify the treasurer within 2 days the check was endorsed and mailed.
- 4.) It is the responsibility of the treasurer and co-signer to insure that any payment is a legitimate expense of the area. If there is any reason to believe that the area has not approved an expense, do not issue or endorse a check until the question has been resolved.
- 5.) Any voided checks shall be clearly marked void and kept on file to prevent any missing check numbers.
- 6.) The treasurer will hand out a financial report form (FRF) with each check that is dispersed. The treasurer will make sure that receipts are returned with the form and match the value of the check that was dispersed. Also, a ledger will be used to track the expense forms accounted for.

## **RECEIPTS AND DOCUMENTION**

- 1.) A receipt or invoice for each check must be kept and attached to expense form. Receipt of invoice should be clearly marked with corresponding check# and date of issue. Receipts or invoices shall be kept in an organized system, to facilitate an audit.
- 2.) In the event the area is audited by an outside agency, checks made payable to individual members will be inspected closely. Therefore, attention should be given to documenting these expenses.
  - a.) All requests for funding should be itemized (i.e. x amount of dollars for travel, x amount of dollars for lodging, x amount of dollars for meals, etc.)
  - b.) All persons receiving funds are required to turn in receipts to treasurer for all expenses along with an itemized expense form (FRF).
  - c.) All persons requesting reimbursement from the area are required to provide receipts and (FRF) for all expenses. No receipt, no form, no reimbursement!

## **AUDITING/COUNTER-BALANCES**

- 1.) The treasurer shall balance the ledger against the bank statement upon receiving each statement.
- 2.) The area chair, vice-chair, or literature distribution chair will check the balance of the ledger against the bank statement each month before start of business at area meeting.
- 3.) An ad-hoc auditing committee consisting of (outgoing treasurer, in coming treasurer, chairperson, vice-chairperson, literature distribution chairperson)

shall be appointed annually to audit the books. (incoming vice-treasurer shall be asked to attend to get experience). The ad-hoc auditing committee shall complete the following tasks in order to determine the status of the area treasury each year. (2<sup>nd</sup> weekend in June)

- a.) Validate the check register balance since last audit by making sure all debits and credits add up accordingly and are logged correctly.
  - b.) Reconcile all bank statements (along with all cancelled checks and deposit records) against the check register/ ledger.
  - c.) Verify that all receipts written from the receipt book total what monies came in and that those monies equal the amounts deposited to the checking account.
  - d.) Verify that all disbursements of funds are accounted for with valid receipts & financial forms and were appropriate expenditures.
  - e.) Verify that all expenses & income are accounted for on the general ledger.
- 4.) All check stubs, bank statements, voided checks, from the previous months during this fiscal year starting first area meeting in June must be brought to each area meeting.
  - 5.) A treasurer's report shall be given at each area meeting consisting of previous months balance, income taken in (listed individually), expenses (list of each check written per month) and ending balance.
  - 6.) The treasurer will keep a monthly folder that contains all business transaction information to help keep accurate records and it will help in our annual audit.

#### **ACCOUNTING PRACTICE FOR ACTIVITIES SUBCOMMITTEE**

- 1.) Activities subcommittee has a \$500.00 budget to start with each year in June, meaning the committee can have up to that amount upon request to put on events. Any amount over that, the committee would have to make a motion for. After each event, if monies returned do not at least equal funds allocated for the event, the difference shall be subtracted from the \$500.00 and the amount left shall be the new adjusted budget amount.
- 2.) The area will supply a (Long FRF) to the activities subcommittee to be used to document all financial activity for each event during each fiscal year. Form will be turned in to the area treasurer at the next area meeting.
- 3.) The activities subcommittee will keep a folder for each event containing name of event, starting amount, and ending amount on each folder, all receipts for purchases (i.e. food, refreshments, supplies, flyers etc.) and services, (i.e. DJ, rent, etc.) All folders must be turned in to area treasurer at end of each event.
- 4.) The area treasurer will keep a separate file just for activities archives.

#### **ACCOUNTING PRACTICE FOR SERENITY IN THE WOODS SUBCOMMITTEE**

- 1.) Serenity in the Woods subcommittee gets \$1500.00 per fiscal year seed money to put on event. Money is kept in two signature checking account. Fiscal year for event is from October to September each year.
- 2.) A ledger will be kept each year to document all financial activity that occurs

- during the event (i.e. deposits, expenses etc.)
- 3.) A (Long FRF) must be submitted for each fundraising event.
  - 4.) The Serenity in the Woods subcommittee will keep a folder which will contain all business transactions (i.e. receipts etc.) which will be turned in each year after the event to the area treasurer along with the check book.
  - 5.) The area treasurer will keep a separate file just for Serenity in the Woods archives and fiscal year audit.

#### **ACCOUNTING PRACTICE FOR LITERATURE DISTRIBUTION SUBCOMMITTEE**

- 1.) The literature distribution subcommittee will keep an inventory of literature not to exceed \$2500.00.
- 2.) Literature subcommittee will give a receipt for every financial transaction.
- 3.) An invoice shall be given to the treasurer for all literature purchases each month.
- 4.) The literature distribution chair will submit a written report each month which reflects previous months' sales and inventory update.
- 5.) A physical inventory will be performed every six months to assure inventory numbers match subcommittees reports. Participants will include (lit. dist. chairperson, vice chairperson, area chairperson and area vice chairperson).
- 6.) The area treasurer will keep a folder each year for lit. dist. transactions Including (FRF forms for checks issued with check# and receipt attached).
7. An audit will be done each year at the same time the treasury audit is done to assure financial accountability.

**HAMASCNA TRUSTED SERVANT  
NOMINEE FORM**

PLEASE PRINT LEGIBLY

Nomination for Position(s): \_\_\_\_\_

Nominee Name: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_ Clean Date: \_\_\_\_\_

Do you have an NA Sponsor? \_\_\_\_\_

Are you currently working NA Steps? \_\_\_\_\_

Have you ever lost or stolen NA funds? \_\_\_\_\_

(If yes please explain) \_\_\_\_\_

Current NA Service Position(s):

Group Level:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Area Level:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Regional Level:

1. \_\_\_\_\_
2. \_\_\_\_\_

Previous NA Service Positions:

(List only completed terms: give approx. start and end dates for each term)

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Service Positions Resigned (Explained)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Nominator: \_\_\_\_\_



## Motion Table

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting	No	Yes	No	Simple
Amend	To change part of the language in a main motion	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has make about the rules of order	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, not to offer information	Yes	No	No	None
Main Motion	An idea a committee member wants the committee to put into practice	No	Yes	Yes	Varies
Order of the day	To make the committee members return to its agenda if it gets onto another track	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand	No	Yes	No	Two-thirds
Privilege, personal	To make a personal request of the chair of the committee	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun	Yes	No	No	Unanimous

# Addendum