

# Hill Country Area of Narcotics Anonymous Area Service Committee Guidelines and Financial Policy

Revised 6/29/11

## Purpose of HCANA Vision/Mission:

1. "To plan and provide services and support which facilitate the continuation and growth of Narcotics Anonymous Groups in the Hill Country Area of Narcotics Anonymous (HCANA) and NA as a whole."
2. "To provide a vehicle for the Groups of HCANA to share their experience, strength, and hope with one another. The groups have created the service structure; they have the final authority over all its affairs. The groups also have the final responsibility for the support of all its activities."
3. Hill Country Area will use the current guidelines approved by NAWS and at no time will this set of Guidelines or Financial Policy conflict with the Traditions or Concepts of Service.

## Area Service Committee (ASC) Meeting Guidelines

I. The area body will meet the third Sunday of each month at 12:00 PM or 12:30 PM. The ASC body (ASC Body consists of all groups and ASC trusted servants present at the ASC) will determine changes to the meeting time and/or place in the previous month in the event that an ASC falls on a holiday weekend. ASC cities rotation will be as follows:

- A. Kerrville
- B. Universal City
- C. Lockhart
- D. New Braunfels
- E. Canyon Lake
- F. Schertz

## II. ASC Format

- A. Consensus Based Decision Making (CBDM) will be established and used to conduct business at the ASC. Acting within the principles of the Narcotics Anonymous Sixth and Ninth Concepts of Service the business portion of an ASC is usually conducted by consensus rather than voting. With CBDM being established; the use of "parliamentary procedures" or "Robert's Rules of Order" is not necessary and will not be utilized by this ASC.
- B. Voting: When at such times the chair feels that the area is unable to come up with a clear consensus, the matter at hand will be put to a

simple show of hands with the exception of “hot topic” issues or the election of Trusted Servants. Then the matter should be put to a paper vote. The vote should reflect a majority of yes votes in order to pass (abstentions will not be counted). There must be a quorum present at the time. Quorum will be all GSR’s or GSRA’s present at the ASC with the majority being one half plus one vote being the majority. The paper vote will be counted by the Area Chair and Secretary. In the event of a tie; the admin body will vote among themselves with their vote counting as one vote in order to break the tie. The admin body consists of the Area Chair, Area Vice Chair, Treasurer, Secretary, and both RCM’s. In the event that an admin member has voted for their group they will not be included in the vote to break a tie by the admin body.

1. Any GSR (group service representative), AGSR (alternate group service representative), or Area Trusted Servant in attendance can bring forth a proposal to the ASC.
2. Only GSR’s or AGSR’s may vote; with only one vote per home group represented.
3. Any addict in attendance may offer input during a discussion or ask questions.

C. Ground rules for presented proposals.

1. Time limit per discussion is 15-20 minutes maximum plus a 5 minute presentation of the proposal.
2. Discussion will go around the room in order to allow everyone to participate.
3. The ASC Chair may call for a consensus decision at the conclusion of the sharing session.
4. Individuals will have 2 minutes per discussion periods to share on a proposal.
5. No repetition of shared information or opinions.
6. Respect one another’s time for sharing. Only one person at a time shares as recognized by the ASC Chair.
7. The ASC body may decide if more time is needed for further discussion.

III. ASC Reports

- A. All trusted servants of the ASC will provide written reports monthly. Reports will be distributed by email to all administrative trusted servants and groups a minimum of 24 hours prior to the next ASC.
- B. One printed copy of all reports will be provided to archives at each ASC. Additional printed copies will be made available to persons without email and or computers.
- C. Area minutes and agenda will be distributed to all GSR’s and administrative trusted servants within 10 days following the ASC.
  1. Minutes are distributed electronically by the secretary and mailed to trusted servants that do not have computers.

- 2. Agenda is set and distributed electronically by the chair and available at the ASC.
  - D. Written reports will include any financial expenditure with original receipts for all ASC expenditures.
  - E. Time limit for administrative and subcommittee reports to be determined by ASC chair/facilitator.
- IV. Selection of HCANA Trusted Servants
- A. Selection of HCANA Trusted Servants will be held at the December ASC.
  - B. Only one RCM (regional committee member) will be elected each year due to two year staggered terms.
    - 1. In the event the RCM 2 is vacated before their term expires, a new RCM 2 will be elected as soon as possible so they can move to RCM 1 position at the end of the year.
  - C. GSR's can make a nomination. Any member of the ASC can make a nomination but only GSR's or AGSR's can vote with only one vote per home group represented.
  - D. At the October ASC, groups will be asked to bring nominations back to the November ASC. All nominees will need to qualify themselves at the November and December ASC's selection of trusted servants. Nominations will close unless a position has no nominees, then nominations will remain open for that position.
    - 1. Nominations and selections of trusted servants are done by the trusted servants at the ASC and do not to go back to the groups.
      - a. The same will apply for vacated positions.
    - 2. In the case of a vacated ASC position or any unfilled ASC positions and if there are no nominations, the ASC body area chair in consensus with the ASC body may appoint someone until the position can be filled through the normal election process or when a special election can be held.
- V. Administrative Positions: Duties and qualifications will be read from the "Guide To Local Services" (GLS). Terms of service will be for 1 year for each position and 2 years RCM's.
- A. Chair/Facilitator (Pg. 48 GLS)
    - 1. Suggested clean time is **3 years**.
    - 2. Makes an agenda for the next ASC to be sent out with the ASC minutes.
    - 3. Follows Guide to Local Services.
  - B. Vice Chair/Facilitator (Pg. 48 GLS)
    - 1. Suggested clean time is **2 years**.
    - 2. Contacts each subcommittee chair on a monthly basis.
    - 3. Follows Guide to Local Services.

- C. Secretary (Pg. 48 GLS)
  - 1. Suggested clean time is **1 year**.
  - 2. Send out a well-written set of minutes with a copy of next month's agenda within 10 days of the previous ASC.
  - 3. Provides update as needed monthly on the HCANA website.
  - 4. Provides a review copy by email when a revision is necessary.
- D. Guidelines/Policy Recorder
  - 1. Suggested clean time is **1 year**.
  - 2. Accurately records changes to Area Guidelines/Policy as approved by the ASC body.
  - 3. Provides update as needed monthly on the HCANA website.
  - 4. Provides a review copy by email when a revision is necessary.
- E. Treasurer {See Financial Policy}
- F. Vice Treasurer {See Financial Policy}
- G. RCM' s (Pg. 50 GLS)
  - 1. Suggested clean time is **5 years**.
  - 2. One RCM will be elected each year to stagger the terms.
  - 3. The RCM II automatically moves into the RCM I position if there are no objections from the voting members of the ASC.
  - 4. The RCM II is an understudy of the RCM I and shares the responsibilities of the RCM I.
  - 5. Attends all Regional Service Committee meetings and Regional Assemblies and if misses one with an unexcused absence may be grounds for dismissal.
  - 6. Should have a good working knowledge of the 12 Concepts of Service as well as the 12 Traditions.
  - 7. Shall maintain communications between Region and NAWS and keep the ASC informed of these communications.
  - 8. Shall provide groups, subcommittees, and the ASC with any information requested as well as new information that pertains to members of the ASC or NA as a whole.
  - 9. Maintain contact with the groups and visits a group's group conscience at request of a group.
  - 10. Conduct 2 workshops a year, in conjunction with Activities Functions.
  - 11. Conduct CAR workshops when requested by the groups.
  - 12. Must attend Regional CAR workshop.
  - 13. Must provide an emailed copy of most recent RSC minutes to all GSR's and Administrative committee members. A printed copy may be made available on request by an ASC member who does not have email or a computer.
  - 14. In the event that the ASC chair and vice-chair are both absent at the ASC, the RCM I will facilitate the ASC meeting. If the RCM I

should also be absent then the RCM II would facilitate.

15. The area chair or vice chair may represent our area at region if one or more RCM's were unable to attend or if the positions have not been otherwise filled.

#### H. Web Servant and Alternate

1. Suggested clean time is **2 years**.
2. Also needs a working knowledge of Public Information Guidelines and NAWS web site guidelines.
3. Updates will be posted on the web site within 3 days of receiving the update.
4. ASC must approve any major changes to the web site.
5. Only the web servant, alternate and hosting vendor will have access to the web site and passwords. Anytime the web servant or alternate are replaced or resigned, the passwords will be changed.
6. Web site will follow PI Guidelines and NAWS web site guidelines.
7. Any Group, Area, Region, or NAWS will be allowed to have their workshops, functions, or conventions posted on the "Events" page of the web site as long as they are Narcotics Anonymous related.
8. Each home group may request a page for their group.
9. Absolutely no individual's personal announcements or events will be posted on the web site.
10. Individuals first name and last initial with clean date may be posted.

#### I. PR Facilitator

1. Suggested clean time is **2 years**.
2. Attend the ASC and RSC.
3. Maintain contact with Regional PI Facilitator.
4. Keep informed and follow the NAWS approved PI Guidelines.
5. Maintain updates to meeting schedule and have schedules printed for distribution at each monthly ASC.
6. Conduct 1 PI Workshop a year.

#### J. Phone Line Chair

1. Suggested clean time is **1 year**.
2. Maintain a business relationship with phone line vendor.
3. Keep an updated list of all phone line volunteers.
4. Keep informed and follow the NAWS approved Phone Line Guidelines.
5. Maintain the basic information master file for the 800 service supplier and notify them in writing of any meeting, website or any master file information changes as they occur.
6. Each new chair needs to change the security pass code on the 800 account and notify the ASC administration body.

#### K. H & I Facilitator

1. Suggested clean time is **2 years**.
2. Attends ASC and RSC.

3. Maintain contact with regional H & I Facilitator.
4. Follow NAWS approved guidelines for H&I.
5. Maintains contact with H & I panel leaders.
6. Maintains an updated list of H&I locations and TDCJ approved members.

L. Activities Facilitator

1. Suggested clean time is **1 years**.
2. Coordinates 4 area wide functions per year.
3. Immediately after any Area function, Activities Facilitator is to give any monies to Treasurer or member of Administrative committee to be counted and receipt to be signed by both parties.
4. Follows Financial Policy(VIII), Section D of these Guidelines.
5. Follows Guide to Local Services.

M. Out Reach Facilitator

1. Suggested clean time requirement is **1 year**.
2. Assists new GSR's or AGSR's with becoming familiar with the ASC and the NA service structure.
3. At the direction of the ASC body; coordinates a committee to travel to new and established home groups for support and assistance with the service structure.
4. Will be reimbursed for gasoline expense only.

VI. Resignation or removal of trusted servants will be without exception:

- A. Misappropriation of NA funds defined as using ASC funds other than for the intended purpose or limited itemized accounting of NA funds.
- B. Missing 3 consecutive ASC meetings.
- C. Relapse
- D. Commission and conviction of a felony during term.

VII. Financial Policy

A. Bank Account:

1. All checks will require two authorized signatures.
2. Authorized signers of the bank account will be as follows: Area Chair, Area Vice-Chair, and Treasurer.
3. Funds from Activities for HCANA will be counted and receipt verified by two ASC members and funds sent by check from group account or money order within 5 days to the treasurer.

B. Treasurer (Pg. 49 GLS)

1. Suggested clean time is **5 years**. Treasurer should also have a means of income.
2. Treasurer will follow the Financial Policy.
3. Treasurer or representative to attend all 4 Area functions.
  - a. Roar
  - b. HCANA Anniversary

- C. Vice Treasurer (Pg. 49 GLS)
  - 1. Suggested clean time is **5 years**. Vice-Treasurer should also have a means of income.
  - 2. Term is for 1 year as Vice Treasurer and automatically nominated for treasurer the following year.
  - 3. Assists the treasurer in following the Financial Policy.
  - 4. Will be responsible for treasurer's duties when the treasurer is absent at the ASC.
- D. Treasurer Reports
  - 1. The Treasurer will submit a written monthly report at each ASC. The report will be detailed report of all income and expenses.
    - a. Amount of last ASC group donations.
    - b. Year to date group donation totals.
    - c. Reconciliation of Bank Statement.
    - d. Copy of bank statement with account number blocked out.
    - e. Copies of all treasurer's receipts.
    - f. Ledger accounting
  - 2. Detailed end of the year report to be given at the December ASC.
- E. Audits
  - 1. The Treasurer will make available at each monthly ASC meeting the previous bank statements and treasurer's book for inspection by any area trusted servant or member of Narcotics Anonymous.
  - 2. The Treasurer upon request of the area body will make available all of the financial records for review and audit.
  - 3. When there is a change of treasurers, an internal audit will be conducted within 30 days by Area Chair, current Treasurer, and new Treasurer.
  - 4. The incoming treasurer will verify that the cash on hand matches the amount shown on the outgoing treasurer's report.
  - 5. Any discrepancy is to be reported to the HCANA body immediately.
- F. Committee Appropriations
  - 1. Each subcommittee is to spend monies as needed to fulfill its purpose.
  - 2. The subcommittee chair is directly accountable to the ASC for all expenditures.
  - 3. All receipts along with a written record showing name, position, and reason for any and all expenditures shall be turned over to the treasurer at the following ASC.
  - 4. The treasurer will not release any more funds until all receipts and previous funds are accounted for.
- G. Prudent Reserve
  - 1. There will be a one month prudent reserve of funds kept in the bank account by the treasurer.

2. The prudent reserve shall be enough funds to operate for one month in advance, currently as of February 2009; \$800.

#### H. Area Budget

1. The budget will include \$100 per person for single day RSC and for RCM's, H & I, and PR. Travel Budget will be increased as needed.
  - a. The travel expenses are limited to meals, gasoline, toll fees and lodging for that individual.
  - b. In order for a subcommittee chair to be funded for the RSC, at the Regional level there must be an active corresponding Regional subcommittee and the chair must attend the RSC.
2. The budget will also include \$65 for a new group package of NA literature and or NA related supplies.
3. The budget will include money for meeting schedules, phone bill, website, bank, and facility rental charges.
4. The budget will include \$150.00 per month for H & I subcommittee.
5. Prudent reserve will be replaced as soon as possible, if used.

#### VIII. Distribution of Excess Monies

- A. The ASC will pass on 20% over the amount needed to maintain our prudent reserves and expenses to TBR (Tejas Bluebonnet Region).
- B. This will be done on a quarterly basis.
- C. Other Travel Expenses
  1. In order for a subcommittee chair to be funded for the RSC, that particular subcommittee, at the Regional level must be active in corresponding Regional subcommittee. the regional service structure.
  2. A detailed expense report must be given in the subcommittee's ASC report following the RSC along with receipts.

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