

*Greater New Haven Area Service
Committee
Policy*



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Dates in parentheses following a policy refer to the date the policy was recorded in the minutes.

This body shall be known as the Greater New Haven Area Service Committee of Narcotics Anonymous, hereinafter referred to as the GNHASC.

1. Purpose and Function:

The Greater New Haven Area Service Committee of Narcotics Anonymous is made up of representatives (GSRs) from groups within the Greater New Haven Area. We meet monthly for the express purpose of serving the specific needs of the NA meetings that meet in our area.

The most important service that an ASC provides is that of its group's support. Whenever a group has a specific situation or need, which it has not been able to handle on its own, it can come to the Area Service Committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

Our ASC performs other functions, which are of help to the groups. It can help groups get started or give aid to floundering groups. It may also hold workshops or seminars to train trusted servants. It can look for potential places to keep a stock of literature, which the groups can purchase. The point is that the ASC handles whatever functions are necessary or helpful to its groups.

In order to provide these services, our ASC needs the active participation of its GSRs. A group supports its Area Service Committee both emotionally and financially. It is a group's responsibility to offer this support. As an area grows, the financial needs of the committee also grow. In order to provide a full line of services, it requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate courses of financial support are helpful, but the bulk of responsibility falls on the members of the NA groups.

The active participation of each group representative is essential for a successful ASC. Each GSR must keep their own group informed and must represent that group's conscience in committee decisions. GSRs should evaluate each vote in terms of the needs of those they serve, and the needs of NA as a whole in the area they serve. In addition to this, a GSR participates in helping to carry out the ASC's other specific functions. The attracting of new members, the planning and implementation of activities and the aid given to groups with specific situations are a service, which require much more effort than a monthly meeting. *[AGTLS 2002]

***A Guide To Local Services**

II. Composition:

II.A. Membership in the GNHASC

II.A.I. Any NA group is welcome to become a member of the GNHASC by sending a GSR to any regular GNHASC meeting. This right to membership is unconditional and shall not be questioned (11/89)

II.B. Geographic

II.B.I. The service area of the GNHASC of NA shall include the towns of New Haven, West Haven, Orange, Milford, Woodbridge, Hamden, North Haven, North Branford, Branford, and Guilford. This is the geographic area in which we will provide outreach and service to groups and the community through our subcommittees. Any group in or out of the service area is free to affiliate with the GNHASC. (11/94)

II.C. Organization

II.C.I. The GNHASC is composed of a GSR or GSR alternate from each affiliated group and the ASC trusted servants and subcommittee chairpersons all of whom are elected by the GSRs.

II.D. Fellowship Participation

II.D.1. Any member of Narcotics Anonymous who wishes to attend the ASC shall be entitled to do so and participate in the proceedings of the ASC except motions. (5/91)

II.E. General Provisions

II.E.1. ASC meetings are non-smoking. (12/88)

II.E.2. Whenever a group which has chosen to affiliate with the GNHA has not been represented at the area table for more than two (2) consecutive months, the Area Chair, or a trusted servant designated by the chair, shall visit that group to invite their renewed participation at the table. (1/93)

II.F. The GSR and GSR Alternate

II.F.1. GSRs may not hold a GSR or Alternate GSR position for another group. (6/86)

II.F.2. GSRs may vote at his/her first ASC meeting. (9/86)

II.F.3. So that groups may be adequately supported, each person shall have only one commitment at the GNHASC level. (4/87)

II.F.4. To have groups give group reports at the area table during Open Forum, not during roll call. (8/95 amended 9/06)

III. Rules of Order:

III.A. General

III.A.1. The rules contained in the current edition of Robert's Rules Of Order, Newly Revised shall govern the ASC except where they are inconsistent with area policy or the Twelve Traditions of Narcotics Anonymous. (9/90)

III.A.2. The GNHASCNA adopt those portions of A Guide to Local Services, that apply to Area Service Committees as part of area policy, except when they are inconsistent with area policy. (9/92)

III.B. Format

III.B.1. One opinion per person per issue at ASC meeting. (6/86)

III.B.2. The ASC meeting should start promptly at 7:00 pm (10/86)

III.B.3. The ASC meeting shall be the first Monday of each month. The ASC may reschedule meetings which coincide with holidays. If the first Monday falls on a holiday, the Chair and or vice-Chair shall arrange to have the ASC meeting moved to the second Monday at least two months prior to the said holiday and announce it at least one month prior. (11/3/97)

III.B.4. The ASC meets at Grace & St. Peters Church, 2927 Dixwell Ave. in Hamden, CT.

III.B.5. To set aside a portion of the area meeting to discuss what can be done to better carry the message. (8/95)

III.C. Motions

III.C.1. Making A Motion:

III.C.1.a. GSRs must write all motions on motion sheets including the month, day, and year, prior to presenting motions to Area Chairperson. (6/86 amended 6/07)

III.C.2. Voting on Motions:

III.C.2.a. GSRs may vote at his/her first ASC meeting. (9/86)

III.C.2.b. Only GSRs, or their designated alternates, attending the Area Service committee meeting may vote at the Area Service Committee meeting. (5/91)

III.C.3. Handling of Motions:

III.C.3.a. Any motion can be referred to conscience of groups by 10% of those voting on the motion to refer. (9/90 amended 11/94)

III.C.3.b. For each motion on the ASC floor, an addict may speak only once for no more than three(3) minutes. (12/90)

III.C.3.c. Motions referred to the areas from region be considered immediately following the Regional Committee Member (RCM) report. (8/91)

III.C.3.d. All motions, when received, will be sequentially numbered and will be taken up in order as 'New Business' unless the ASC directs otherwise. Any motions, which have been submitted prior to the adjournment of the session, will be considered 'Unfinished Business' at following sessions. 'Unfinished Business' is taken up in order of number within date unless the ASC directs otherwise. (8/91)

III.D. Conference Agenda Report (CAR)

III.D.1. The ASC will purchase one (1) Conference Agenda Report and make copies, (every 2 years). The RCM will get the CAR from Region. (2/98)

III.D.2. Voting at group meetings on the business of motions presented in the CAR will consist of 1 addict 1 vote.

IV. Trusted Servants:

IV.A. General

IV.A.1. In order to coordinate its services, the ASC elects it's officers yearly. Leadership and ability to organize and give the committee direction and incentive must come from its officers. Upon election, the officers shall resign as GSRs. (AGTLS)

IV.A.2. Committee officers should be elected from members of Narcotics Anonymous who have prior service experience such as GSR, group secretary, group treasurer, and/or subcommittee member. Officers should have a working knowledge of the Twelve Concepts for NA service. Any ASC member or officer may be removed during their term in office by a majority vote of the ASC. Also, all ASC members and officers may succeed themselves in office, but in keeping with the Ninth Tradition and the principle of rotating leadership. It is recommended that no officer serve more than two(2) consecutive terms. [AGTLS 2002]

IV.A.3. The suggested clean time requirements can be suspended only in the following manner:

IV.A.3.a. while nominations are open, a GSR offers a motion to suspend the clean time requirement and nominate a specific addict.

IV.A.3.b. If the motion is seconded, the addict is asked to qualify and then leave the room and the motion is debated.

IV.A.3.c. To carry the motion, a 2/3 vote of GSRs present is required
(3/90 amended 11/90 & 4/91)

IV.A.4. All nominees and volunteers for trusted servant positions at the Area Service Committee shall leave the room before the election vote is taken. (10/91)

IV.B. Attendance Requirements

IV.B.1. Any trusted servant or subcommittee chair that misses 2 consecutive meetings or 5 total meetings that are a part of their commitment (responsibility), even though they sent a representative, should be asked to resign or else show just cause as to why they have failed to fulfill their commitment. (9/96 amended 9/99)

IV.B.2. That all trusted servants stay for the entire meeting, or be considered absent.
(12/95)

IV.C. Executive Committee:

IV.C.1. General all Executive Committee members are to be elected by the GSRs only.

IV.C.2. Chair

IV.C.2.a. The chairperson arranges an agenda for and presides over the monthly meetings. They are also responsible for correspondence, maintaining area files and archives. The chairperson should be one of the co-signers of the ASC's bank account. At committee meetings they can vote only in the case of a tie. A chairperson must be Capable of conducting a business meeting with a firm, yet understanding hand.

[AGTLS 2002]

IV.C.2.b. Two years continuous abstinence from all drugs shall be the suggested clean time requirement for area chairperson. (12/90)

IV.C.2.c. Area Chairperson is allowed to express personal opinions and participates in discussions. (6/86)

IV.C.2.d. Area Chairperson will read all motions. (6/86)

IV.C.2.e. The chair will hold the key for the church, not the coffeemaker. (7/92)

IV.C.3. Vice-Chair

IV.C.3.a. The vice-chairperson coordinates all subcommittee functions. In the absence of the chairperson, the vice chairperson shall perform the duties of the chairperson. The vice chairperson should be one of the co-signers of the ASC's bank account.

[AGTLS 2002]

IV.C.3.b. One year of continuous abstinence from all drugs shall be the suggested clean time requirement for vice chair. (12/90)

IV.C.3.c. The Vice Chair of area will attend some subcommittee meetings. (4/93)

IV.C.3.d. Vice chairperson is considered a two (2) year commitment. One year's service as vice chairperson and a willingness to serve subsequently as chairperson. This does not guarantee a second years service. (9/95)

IV.C.4. Secretary

IV.C.4.a. The secretary keeps accurate minutes of each ASC business meeting, types and distributes copies of the minutes to each GSR no later than one (1) week following the ASC meeting. These minutes should be verified by the chairperson before copies are made. All minutes, motions, etc. are to include the month, day and year.[AGTLS]

(6/07)

IV.C.4.b. The secretary shall immediately supply the subcommittee chairperson with a copy of any motions referred to that subcommittee. (10/89)

IV.C.4.c. One year of continuous abstinence from all drugs shall be the suggested clean time requirement for area secretary. (12/90)

IV.C.4.d. That packets of reports for the last three(3) months be kept on file for new Group Service Representatives (GSR) who might not have any information on the issues being currently handled. (1/91)

IV.C.4.e. That a written agenda be given to GSRs and GSR alternates so they can get a understanding of the ASC proceedings. (6/05)

IV.C.4.f. The area secretary may draw advance funds to cover postage and supplies. (1/95)

IV.C.4.g. The secretary report shall be motioned, seconded and voted on at each ASC meeting.

IV.C.5. Alternate Secretary (3/05)

IV.C.5.a. In the absence of the secretary or request/absence of the Vice Chair of Area, the alternate secretary shall keep accurate minutes of the ASC business meeting. Type and distribute copies of the minutes to each GSR, no later than one (1) week following the ASC meeting. Shall learn and assist the secretary.

IV.C.5.b. All minutes, motions, etc. shall include the month, day, and year. (6/07)

IV.C.5.c. One year of continuous abstinence from all drugs shall be the clean time requirement of the alternate secretary.

IV.C.5.d. Shall be considered a two year commitment. One year as alternate secretary and a willingness to serve as secretary. The second year is neither a requirement nor shall it guarantee a second year of service.

IV.C.6. Treasurer

IV.C.6.a. The treasurer shall be one of the co-signers of the ASC's bank account.

[AGTLS]

IV.C.6.b. Two years continuous abstinence from all drugs shall be the mandatory clean time requirement for area treasurer. (12/90)

IV.C.6.c. That all account statements are sent to the ASC P.O.Box and not the treasurer's home address. (9/02)

IV.C.6.d. To have the Treasures balance the bank account monthly (12/3/07)

IV.C.7. Alternate Treasurer

IV.C.7.a. the vice treasurer shall learn from and assist the treasurer. The vice treasurer shall be one of the co-signers of the ASC's bank account. In addition, the vice treasurer will perform the duties of the treasurer in his/her absence.

IV.C.7.b. Two years continuous abstinence from all drugs shall be the mandatory clean time requirement for area vice treasurer. (12/90)

IV.C.7.c. Vice treasurer is considered a two (2) year commitment. One year service as vice treasurer and a willingness to serve subsequently as treasurer. This does not guarantee a second years service. (9/95)

IV.C.8. Regional Committee Member (RCM)

IV.C.8.a The Regional Committee Member is to the ASC what a GSR is to a group. As the representative of the area, the RCM speaks for members and groups within the area service committee. The primary responsibility of an RCM is to work for the good of NA, providing two-way communication between the area and the rest of NA, particularly with neighboring RSCs. They represent the group conscience of an ASC at a regional level. An RCM attends all regional service committee meetings and takes part in any decisions that affect the region, speaking as the voice of the ASC's group conscience. An RCM must be able to work for the common good, placing principles before personalities at all times.

[AGTLS]

IV.C.8.b. RCM has the power to vote on any single expenditure or annual budget at the RSC meeting up to and including \$500.00. If any single expenditure or annual budget over \$500.00 is to be voted on at the RSC, the RCM must move that the item be referred to the conscience of the areas, even if a motion to refer to the conscience of the areas would be ruled out of order due to time constraints or any other reason. (7/97)

IV.C.8.c. When the majority of groups abstain, the area conscience is to abstain at region. (5/90)

IV.C.8.d. The RCM and/or Aternate, being trusted servants, be allowed to vote on money issues if their motion to table back to areas fails or does not get seconded. (9/90)

IV.C.8.e. Three years continuous abstinence from all drugs shall be the mandatory clean time requirement for RCM. (12/90)

IV.C.8.f. The RCM shall supply a written report to all GSRs and ASC trusted servants at the ASC meeting. (9/96)

IV.C.8.g. The RCM will arrange a place to host the RSCNA for three (3) consecutive months when RSC rotation comes around. The order of rotation for RSC meeting place will be Greater Waterbury, Greater New Haven, Greater Hartford, Greater Danbury, Southern Fairfield County, United Shoreline, Mid-State Unity, Central Connecticut and Tunxis Valley.

IV.C.9. RCM Alternate

IV.C.9.a. The RCM Alternate attends all ASC and RSC meetings, becoming familiar with the job of RCM, and fills in for the RCM if he/she is absent. [AGTLS]

IV.C.9.b. Two years continuous abstinence from all drugs shall be the mandatory clean time requirement for RCM-Alt. (12/90)

IV.C.9.c. RCM-Alt is considered a two (2) year commitment. One year service as alternate and a willingness to serve subsequently as RCM. This does not guarantee a second years service. (9/95)

IV.C.10. Subcommittee Chairs

IV.C.10.a. The suggested clean time requirement for Subcommittee Chairpersons is two (2) years. Any subcommittee can establish a more stringent requirement if necessary. (10/89)

IV.C.10.b. That any addict serving as an appropriate replacement for a subcommittee chair be given the group conscience of that subcommittee to be the replacement. (9/92)

V. Subcommittees:

V.A. General

V.A.1. Subcommittee meetings shall be held at neutral, rent paying facilities, not at members' houses. (10/87)

V.A.2. All subcommittees shall supply a written report, with the month, day, year, as well as facility address, to all GSRs and ASC trusted Servants at the ASC meeting. (8/86 amended 6/07)

V.A.3. All policy changes, including subcommittee policy changes, are brought before The Executive/Policy committee, for review and recommendation before implementing That policy. (9/99)

V.B. Activities Subcommittee

V.B.1. A self supporting committee responsible for organizing events for the purpose of fun and fellowship. A secondary purpose is to assist in ASC approved fundraisers. (8/85)

V.B.2. Activities Committee needs to present scheduled events to ASC before Announcement to the fellowship. (3/90)

V.B.3. Before any activities by the area activities committee are held, that the secretary Of the group that the function is being held be contacted, in spirit of cooperation and Untiy. (3/90)

V.B.4. The Activities Subcommittee is allowed to make profit based on donations, not on charged admissions. (7/92)

- V.B.5. To allow the Greater New Haven Area Activities Subcommittee to control its own cash reserves with the following guidelines.
 - V.B.5.a. That the funds be held in a checking account
 - V.B.5.b. That the account requires two signers out of three signatories (chairperson, treasurer, and area treasurer) and that they have at least two years clean time.
 - V.B.5.c. That all moneys be deposited within 72 hours into said account.
 - V.B.5.d. That a list of all expenditures and deposits be submitted with each monthly Activities Subcommittee report.
 - V.B.5.e. The treasurer will be elected at the ASC. (4/93)
- V.B.6. Activities Subcommittee prudent reserve be \$1000.00. (5/93)
- V.B.7. Prudent reserve notwithstanding, the subcommittee may hold on to and reserve funds raised through advance ticket sales or dedicated fundraisers for a specific activity, and expend those funds as needed for that activity: provided that all such funds in excess of prudent reserve shall be fund flowed to the ASC not more than thirty (30) days subsequent to that activity. The subcommittee may request that the ASC set aside a specific portion of the profit from a recurring activity as seed money for the following year's event. (4/94)
- V.B.8. Any activity or function put on by the subcommittee, which will require the outlay of \$1,000.00 or more, shall first be presented to the ASC with a line item budget of expenditures and projected income for approval by the Area table. (4/94)
- V.B.9. Any activity or function put on by the Activities subcommittee shall be Clearly designated as being sponsored by the Greater New Haven Area Activities Subcommittee only, in all announcements, fliers or brochures, as well as on any merchandise associated with that activity. (4/94 amended 6/07)
- V.B.10. All voting members of the Activity subcommittee will not pay to attend a GNH Activities event. (9/10/07)

V.C. Hospitals & Institutions Subcommittee

V.C.1. Welcome to H&I Service Work

V.C.1.a. The H&I subcommittee of the Greater New Haven Area is a group of Recovering addicts from the fellowship of Narcotics Anonymous who believe **"That No Addict Seeking Recovery Need Die Without Having Had A Chance To Find A Better Way Of Life." From This Day Forward May We Better Provide The Necessary Services."**

V.C.1.b. **Carrying The Message Of NA Is Our Primary Purpose For Addicts Who Are Housed In Correctional Institutions Or Hospitals For Recovery, NA Will Be There.**

V.C.1.c. This subcommittee maintains an active liaison with the Greater New Haven Area in the spirit of cooperation.

V.C.1.d. In sharing our experience with the fellowship, we hope to help other NA members carry the message to those who may not be able to attend regular NA meetings. We have found working with others in an institutional setting to be extremely beneficial to our personal recovery.

V.C.2. Function of The H&I Subcommittee

V.C.2.a. To provide a monthly forum to pool experiences. ("I can't, we can")

V.C.2.b. To communicate information and distribute literature to all Institutional panel co-chairs.

V.C.2.c. To provide an H&I service representative at the Area level.

V.C.2.d. To conduct workshops and orientations on relevant topics twice a year. (9/2002)

V.C.3. Trusted Servants

V.C.3.a. A service board consists of a chairperson, vice chairperson, secretary, and literature coordinator. The chairperson is voted in by the Greater New Haven Area Service Committee (GNHASC). The other members of the service board are elected by a majority vote of the subcommittee at large.

V.C.3.b. Eligible voters include all H&I Subcommittee members who:

V.C.3.b.i. attend two consecutive H&I meetings to become voting members.

V.C.3.b.ii. have not missed two consecutive meetings in order to vote.

V.C.3.c. If the chairperson resigns, the vice chairperson will automatically assume the position. If the vice chairperson cannot take the position, a special election will be held.

V.C.3.d. In case any other members of the service board resigns, the position will be held in abeyance for a period of one month or until a willing member is found to serve the position for the duration of the commitment.

V.C.4. Duties and Qualifications of Trusted Servants

V.C.4.a Chairperson: suggested two years clean time, a minimum of 1 year activity in institutional work, and service as H&I vice chairperson.

V.C.4.a.i. A one year term of office.

V.C.4.a.ii. Bring the agenda before the subcommittee at the monthly meeting to lead the discussion and voting on orders of business.

V.C.4.a.iii. Carry out policies and motions for the subcommittee.

V.C.4.a.iv. Attend all GNHASC and Regional H&I meetings and coordinate efforts.

V.C.4.a.v. Arrange for the vice chairperson's attendance at any of the meetings mentioned above, if unable to attend.

V.C.4.a.vi. Submit the required H&I written reports to both the GNHASC and Regional H&I committees.

V.C.4.b. Vice Chairperson: Suggested 18 months clean time, plus a minimum of six months activity in institutional work. Responsibilities include:

V.C.4.b.i. A one year term of office

V.C.4.b.ii. Assume the responsibilities of the chairperson in the event of his/her absence.

V.C.4.b.iii. Help coordinated new meetings

V.C.4.b.iv. Become familiar with duties attending all H&I meetings, GNHASC meetings and Regional H&I meetings; in the following year the vice chair assumes the position of chairperson through the GNHASC vote).

V.C.4.c. Literature Coordinator: Suggested one year clean time, plus a minimum of three months activity in institutional work. Responsibilities include:

- V.C.4.c.i.** A one year term of office
- V.C.4.c.ii.** Maintain an adequate supply of literature.
- V.C.4.c.iii.** Distribute literature
- V.C.4.c.iv.** Keep an inventory of literature
- V.C.4.c.v.** Make a report of literature expenditures at each H&I subcommittee meeting.
- V.C.4.c.vi.** Make a financial statement at the end of the year, based on monthly reports.

V.C.4.d. Secretary: Suggested one year clean time, plus a minimum of three months activity in institutional work. Responsibilities include:

- V.C.4.d.i.** A one year term of office
- V.C.4.d.ii.** Record minutes of all meetings
- V.C.4.d.iii.** Copy and distribute said minutes at the next H&I subcommittee meeting.
- V.C.4.d.iv.** Keep records of all subcommittee trusted servants including telephone numbers.
- V.C.4.d.v.** Maintain a list of all NA members available to speak at H&I meetings with telephone numbers
- V.C.4.d.vi.** Keep all hospital and institution rules and regulations.
- V.C.4.d.vii.** Maintain a list of all H&I meetings in the New Haven area. The list will include day & time of meeting, type of meeting and contact person at hospital or institution.

V.D. Literature Subcommittee:

- V.D.1.** If needed, the area will print schedules every three (3) months, and groups will not be charged for schedules. (11/86)
- V.D.2.** Area Literature Chairperson shall not accept personal checks. (5/87)
- V.D.3.** The GNHASC encourages the formation of new groups. Group starter kits are available from the Literature subcommittee chairperson to any individual who requests one. (8/89)
- V.D.4.** If group is in dire financial need of literature, a trusted servant is to come to the ASC meeting and propose to the ASC what they need. The ASC is then to discuss and vote on what that group should receive. (5/90)
- V.D.5.** Area shall purchase a sufficient number of Conference Agenda Reports (CAR) to supply all groups, subcommittees, and area trusted servants. (2/91)
- V.D.6.** To keep in reserve 500 schedules. (12/95)

V.E. Mobile Meeting Subcommittee: disbanded (3/6/2000) Picked up by the PI/PL Subcommittee (3/6/2000)

V.F. Policy Subcommittee: disbanded (2/3/97) Added to the duties of the Area Executive Committee – see Subcommittee Policies

V.G. Public Information & Phonline Subcommittee:

V.G.1. Public Information should supply 10 free schedules to any organization requesting information. Additional schedules should be sold at a cost. (10/87)

V.G.2. Purpose:

V.G.2.a. The primary purpose of PI Subcommittee is to serve as a link between NA and the public.

V.G.2.b. We inform the public with special emphasis on the addict who still suffers, about the existence, location and purpose of NA.

V.G.2.c. It is our responsibility to establish contact with all organizations, agencies, educational institutions, businesses, groups or individuals who, through their contact with active drug users and the general public, can help to create awareness of the NA program.

V.G.2.d. This task is accomplished through the following services; mailings, bulletins, public service announcements (PSA), presentations and the media.

V.G.2.e. The public information subcommittee will also make every effort to work with all other subcommittees of the GNHASC whenever the need arises.

V.G.2.f. We act under the direction of the GNHASC of NA and with the guidelines of our Twelve Traditions.

V.G.2.g. For the Phonline, our first objective is to establish a phonline.

V.G.2.h. We give meeting times and locations with brief directions.

V.G.2.i. We have one-on-one conversations with a suffering addict via the phone, who have called the 800# and activated our beeper system.

V.G.2.j. Set up in-person twelve-step calls with suffering addict.

V.G.2.k. Make referrals without endorsement; i.e. community services, 911, etc.

V.G.3. Composition of Subcommittee:

V.G.3.a. Any concerned member of NA may serve on this committee. Every member present at a subcommittee meeting has an equal right to input of information on decisions made by the subcommittee.

V.G.3.a.i. To have a vote, a member must attend two consecutive meetings.

V.G.3.a.ii. That member will have a vote at his/her second consecutive meeting.

V.G.3.a.iii. A member loses their vote if they miss two consecutive meetings.

V.G.3.b. The committee shall consist of chair, vice-chair, secretary, regional rep., group rep, assistant group rep., beeper keeper, educational speakers, phone line and twelve-step volunteers, and other interested members of NA.

V.G.4. Duties:

V.G.4.a. Chair

V.G.4.a.i. To prepare an agenda for and preside over subcommittee meetings

V.G.4.a.ii. To make monthly reports to ASC on plans, progress on projects, expenditures and any other services handled by the subcommittee.

V.G.4.a.iii. To initiate and maintain contact with other PI subcommittees at Area, Regional and World levels. To attend workshops whenever possible.

V.G.4.a.iv. To act as a coordinator of all PI projects

V.G.4.a.v. To vote only in case of a tie

V.G.4.a.vi. To pay rent annually as determined by the subcommittee.

V.G.4.b. Vice-Chair

V.G.4.b.i. To act as coordinator of the phonenumber. Organizing orientations, maintaining an active list of volunteers, and regular contact with the phone service.

V.G.4.b.ii. To assist the chair with progress and growth of the subcommittee

V.G.4.b.iii. To fill in for the chair in the event of his/her absence at regular scheduled subcommittee meetings and at ASC.

V.G.4.b.iv. In the event the chair is unable to complete his/her term the vice chair, upon approval of the ASC assumes that position for the remainder of that term.

V.G.4.b.v. Upon completion of his/her term, if willing and approved by GNHASCNA, succeed to position of PI chair for the following year.

V.G.4.c. Secretary

V.G.4.c.i. To take minutes of subcommittee meeting and provide copies for members and ASC.

V.G.4.c.ii. To maintain a record of all subcommittee minutes, correspondence and related materials concerning PI work. This shall be kept as the PI archives and passed on to succeeding secretaries.

V.G.4.d. Regional Rep

V.G.4.d.i. To attend meetings of the Regional PI/PL subcommittees

V.G.4.d.ii. To report the issues and concerns of this subcommittee to the Regional subcommittee and vice/versa.

V.G.4.d.iii. To present and report to the GNHASC and to the Public Information subcommittee of what transpired at regional meeting.

V.G.4.e. Group Rep

V.G.4.e.i. To inform group of PI/PL work in progress

V.G.4.e.ii. To announce time and place of subcommittee meeting

V.G.4.e.iii. To get support of twelve step volunteers and service on the phone line.

V.G.4.e.iv. To generate support and give orientations to those members interested in the speaker program.

V.G.4.e.v. To represent PI/PL at monthly area meeting if regional rep is unable to do so.

V.G.4.f. Assistant Group Rep

V.G.4.f.i. To inform group of PI/PL work in progress

V.G.4.f.ii. To announce time and place of subcommittee meeting

V.G.4.f.iii. To read PI/PL subcommittee minutes at monthly area meeting if regional or group rep. is unable to do so

V.G.4.g. Beeper Keeper

V.G.4.g.i. Takes name and number of caller

V.G.4.g.ii. Contacts phonenumber or twelve step volunteer as soon as possible.

V.G.4.g.iii. Keep records of all calls and give them to the phonenumber coordinator.

V.G.4.h. Educational Speaker

V.G.4.h.i. To represent this subcommittee and NA as a whole.

V.G.4.h.ii. To share his or her experience, strength and hope

V.G.4.h.iii. meet the PI qualifications

V.G.4.i. Phoneline Volunteer

V.G.4.i.i. An NA member whose primary objective is to direct the Potential newcomer to an NA meeting.

V.G.4.i.ii. Direct questions about our fellowship to the appropriate subcommittee.

V.G.4.i.iii. Talks at length to the caller about recovery in Narcotics Anonymous.

V.G.4.i.iv. If the caller is willing, refers the call to a twelve-step volunteer

V.G.4.j. Twelve Step Volunteer

V.G.4.j.i. An NA member who after receiving some general information from the phoneline volunteer calls the addict as soon as possible.

V.G.4.j.ii. Spends time talking to the caller about recovery in NA

V.G.4.j.iii. If the caller is willing, offers to meet him/her at a meeting or arranges to have him/her picked up and given a ride to a meeting.

V.G.5 Mobile Meeting

V.G.5.1. It's required that subcommittee members and group members attend a 12-step orientation.

V.G.5.2. The number of addicts attending with less than one year clean can be no more than the number of addicts with more than one year clean. Everyone attending a meeting in someone else's home must have a minimum of nine months clean.

V.G.5.3. That the number of addicts going, be no less than four. Maximum number and type of meeting be left to the person requesting the meeting.

V.G.5.4. Group meet at a neutral location and go and leave from the meeting site together.

V.G.5.5. Upon arrival at meeting site, a group conscience be held to assess the situation.

V.G.5.6. That a sign-up sheet be given to each GSR at Area to be brought back to groups each month and returned to this subcommittee at the following ASC meeting.

V.G.5.7. Reasons for bringing a meeting to an addict:

V.G.5.7.i. illness

V.G.5.7.ii. disability

V.G.5.8. subcommittee meets the second Saturday of the month at 11:00am included in the PI/PL subcommittee agenda format.(3/6/2000)

V.G.5.9. If the addict is capable of going to a regular NA meeting, the subcommittee members will volunteer to take him/her to nearest meeting. If the addict refuses, the members will leave.

V.G.5.10. In cases of hospitalization, where facility only allows two visitors, members may still respond to the call.

V.G.5.11. When the group reaches the meeting site, the chairperson will call a trusted servant to let them know what their decision is on staying or leaving.

VI. Subcommittee Policy:

VI.A. Activities Subcommittee Policy:

VI.A.1. Position In The GNHASC

VI.A.1.a. The name of this subcommittee shall be the Greater New Haven Area Activities Subcommittee. The GNHA Activities Subcommittee is formed by and responsible to the GNHASC for the fellowship of Narcotics Anonymous and is a standing subcommittee of the GNHASC.

VI.A.2. Purpose:

VI.A.2.a. To provide fun and unity in recovery throughout the fellowship of Narcotics Anonymous with activities in the Greater New Haven Area.

VI.A.2.b. To provide the fellowship of Narcotics Anonymous with the celebrations of recovery in the GNHA.

VI.A.2.c. To coordinate the timing of activities within the GNHA, so as to minimize their overlapping.

VI.A.3. Spiritual Guidance:

VI.A.3.a. The GNHA Activities Subcommittee shall not make any motion or take any action which conflicts with the Twelve Traditions of Narcotics Anonymous.

VI.A.3.b. The GNHA Activities Subcommittee shall comply in all it's actions with the following documents in succession:

VI.A.3.b.i. The Twelve Traditions of Narcotics Anonymous

VI.A.3.b.ii. The current publication of these guidelines

VI.A.3.b.iii. A Guide To Local Services and it's successors.

VI.A.3.b.iv. Current publications of all pertinent NA handbooks

VI.A.3.b.v. Current edition of Robert's Rules of Order, Newly Revised.

VI.A.3.b.vi. The approved motions of the GNHASC

VI.A.4. Duties:

VI.A.4.a. To follow the directions of the GNHASC.

VI.A.4.b. To coordinate the timing of Area and Regional activities, to minimize timing conflicts and overlapping of events.

VI.A.5. Members:

VI.A.5.a. General membership in the GNHA Activities subcommittee shall be open to all individuals who share the slated purpose of the subcommittee.

VI.A.5.b. Voting membership in the GNHA Activities subcommittee shall be open only to those designated in Article 8, Section B of these guidelines.

VI.A.6. Officers:

VI.A.6.a. The officers of the GNHA activities subcommittee shall be a chairperson, a vice chairperson, treasurer and a secretary. These officers shall perform the duties as prescribed by the Area policies, position descriptions, these guidelines, A Guide to Local Services, and it's successors, the parliamentary authority adopted by the GNHASC and any other duties assigned by the GNHA activities subcommittee or the GNHASC.

VI.A.7. Trusted Servants:

VI.A.7.a. Chairperson: suggested two years cleantime, a suggested three months prior involvement in GNHA Activities sub-committee.

VI.A.7.a.i. A one year term of office.

- VI.A.7.a.ii.** Be able to run the monthly business meeting, using the approved monthly agenda, as well as any other items on the agenda, to lead to discussion and voting on orders of business.
- VI.A.7.a.iii.** Carry out policies and motions for the sub-committee.
- VI.A.7.a.iv.** Attend all GNHASC meetings.
- VI.A.7.a.v.** Arrange for the Vice Chairpersons attendance at any of the meetings mentioned above, if unable to attend
- VI.A.7.a.vi.** Submit written reports of business meetings, with Treasurer's Report, and necessary event flyers to monthly GNHASC meeting, and on to Region.
- VI.A.7.a.vii.** Set yearly schedule of events and make proper arrangements Secure necessary dates and locations, as directed by sub-committee.
- VI.A.7.a.viii.** Make sure all items necessary for events are at the event
- VI.A.7.a.ix.** Delegate assignments for proper assistance in coordinating events.
- VI.A.7.a.x.** Oversee all events, or have appropriate members do so, to have them run smoothly.
- VI.A.7.b. Vice Chairperson:** suggested one year cleantime, a suggested 3 months prior involvement with the GNHA Activities sub-committee.
 - VI.A.7.b.i.** One year term of office.
 - VI.A.7.b.ii.** Assume the responsibilities of the Chairperson in the event of his or her absence.
 - VI.A.7.b.iii.** Assist Chairperson in putting on events.
 - VI.A.7.b.iv.** Become familiar with the duties and responsibilities of the Chairperson.
 - VI.A.7.b.v.** Fill the time-slots for the three **Marathon Meetings**.
 - VI.A.7.b.vi.** Secure the location for **Picnic in the Park** at Lighthouse Point, on the day of the event.
- VI.A.7.c. Treasurer:** mandatory two year cleantime, a suggested 3 months prior involvement with the GNHA Activities sub-committee.
 - VI.A.7.c.i.** A one year term of office
 - VI.A.7.c.ii.** Help Chairperson procure items for events, as necessary.
 - VI.A.7.c.iii.** Pay all bills for said items when presented with a receipt.
 - VI.A.7.c.iv.** Collect all monies within 72 hours of event into subcommittee bank account.
 - VI.A.7.c.v.** Balance sub-committee bank account monthly
 - VI.A.7.c.vi.** Give complete report at monthly business meeting
 - VI.A.7.c.vii.** Submit written report for GNHASC meeting
 - VI.A.7.c.viii.** Fund flow all monies over and above \$2999.97 to GNHASC after sub-committee needs are fulfilled.
- VI.A.7.d. Secretary:** suggested one year cleantime
 - VI.A.7.d.i.** A one year term of office
 - VI.A.7.d.ii.** Record the minutes of the business meeting and have written minutes ready for GNHASC, in appropriate amounts.
 - VI.A.7.d.iii.** Have upcoming event flyers for GNHASC and Region. in appropriate amounts.
 - VI.A.7.d.iv.** Make contacts with facilities to arrange event times. if requested by the Chairperson

VI.A.8. Meetings:

VI.A.8.a. The GNHA activities subcommittee shall meet once a month, as designated by the GNHA activities subcommittee. The date, time and location shall be decided at the previous meeting.

VI.A.8.b. Special meetings may be called by the chairperson in response to the request of members, at the discretion of the chairperson. The purpose, place and time of that meeting shall be announced at least 7 days in advance, or as soon as necessary.

VI.A.9. Voting:

VI.A.9.a. Voting on all GNHA activities subcommittee motions and elections will be done on a one person, one vote system.

VI.A.9.b. The voting members shall be any interested member who has attended at least two (2) consecutive meetings.

VI.A.9.c. Any member may make a motion or participate in discussion. A voting member must second motions.

VI.A.9.d. Motions may be amended by any member or withdrawn by the maker at any time PRIOR TO VOTING. An amended motion must be re-seconded and friendly to same motion.

VI.A.9.e. In case of a tie vote on any motion or election, the chairperson may cast a vote to decide the issue. In case of the chairpersons absence, the vice-chairperson may cast a vote. Tie vote privileges do not apply in actions requiring two-thirds majority.

VI.A.10. Elections Other Than Chairperson Or Treasurer:

VI.A.10.a. Any member is eligible for nomination to an officer position provided they:

VI.A.10.a.i. Have at least 3 months or current involvement with either Area or Regional level activities.

VI.A.10.a.ii. Any nominee for chairperson, vice chairperson, or secretary should have at least 1 year clean.

VI.A.10.a.iii. Any nominee for treasurer should have at least 2 years clean

VI.A.10.b. Any member may nominate a qualified individual for a GNHA activities position.

VI.A.10.c. A simple majority is required to elect these officers

VI.A.10.d. An officer shall be removed from their position for loss of abstinence and may be removed for non-compliance after due written notification. A two-thirds vote of the quorum is required for the removal. Non-compliance includes, but not limited to:

VI.A.10.d.i. Non-fulfillment of the duties of their positions

VI.A.10.d.ii. Non-attendance of two consecutive regular business meetings without prior notification to the chairperson.

VI.A.10.d.iii. Non-attendance of two consecutive regular business meetings.

VI.A.10.e. A 6 month moratorium will be required for any officer resigning or removed from their position prior to completion of their term. The exception is when their resignation is to fill a newly elected position.

VI.A.10.f. The officers shall be elected one month prior to the completion of the previous officer's term. The term of service is 1 year or until their successors are elected. Their term of office will begin upon the completion of the previous officers term.

VI.A.10.g. No GNHA activities subcommittee officer shall be eligible to serve more than 2 CONSECUTIVE terms in the same position.

VI.A.10.h. In cases of mid-term resignation or removal of an officer, the chairperson shall appoint an interim at the time of removal or resignation, with the elections to fill the interim position at the next business meeting.

VI.A.11 Amendment to Guidelines:

VI.A.11.a. Any voting member may propose an amendment to these guidelines at a regular GNHA activities subcommittee business meeting. The proposal must be seconded and submitted in writing, then referred to the GNHA activities subcommittee ad-hoc subcommittee for approval.

VI.A.12. Miscellaneous:

VI.A.12.a. With the exception of the chairperson, vice chairperson, treasurer, and the secretary; this group has additional policies addressing group member job responsibilities as formatted (as delegated).

VI.A.12.b. This subcommittee has a policy format for recording receipt and disbursement of funds, income from functions, and prudent reserve.

VI.A.12.c. Any persons selling tickets for a function, prior to that function, will be responsible for the loss, or loss due to damage, for the face value of those tickets.

VI.A.12.d. At all times there must be at least one person, preferably two, with a minimum of one year clean, when handling any moneys; i.e. sale of soda, raffle tickets, and door admissions. This policy stands for any activity that involves funds which was not already included.

VI.A.12.e. Because of selfless service and due to not being able to totally enjoy the events, due to this service, voting members of the GNHA activities subcommittee will not have to pay for an event put on by this subcommittee.
(9/10/07)

VI.B. Hospitals and Institutions Subcommittee Policy:

VI.B.1. H&I has adopted Robert's Rules of Order to effectively address our monthly business.

VI.B.2. Each member must be in attendance for two consecutive meeting in order to have a valid vote. Missing meetings in the same sequence would then render that member's vote invalid.

VI.B.3. The GNHA H&I subcommittee moves the following policy be adopted by the ASC. "That any meeting initiated within a hospital or institution other than those meetings sponsored by the GNHA H&I subcommittee, not be recognized on meeting schedules".

VI.B.4. That chair and vice chair attend regional subcommittee meetings every month.

VI.B.5. Anyone attending an inside meeting (institutional) must fill out clearance form (releases state from liability).

VI.B.6. Any panel co-chair that fails to contact the H&I chair or vice chair as to not being able to attend their scheduled meeting be asked to step up from that commitment.

VI.B.7. H&I subcommittee adopt the following I.P.s as literature provided for H&I meetings. They are #'s 6,7,8,11,13,16 & 23. Additions are 1,17 & 22.
(12/2006)

VI.B.8. Trusted Servants:

VI.B.8.a. Clean time requirements – one year to chair a hospital or institutional meeting with a minimum of three months activity in H&I work.

VI.B.8.b. Clean time requirements for sharing – one year for institutions, nine months for hospitals; carrying the message of Narcotics Anonymous using the language of Narcotics Anonymous.

VI.B.8.c. All Narcotics Anonymous H&I meetings are closed meetings. outside support from addicts is by invitation extended by the panel co-chairs of that facility ONLY, meeting same requirements regarding clean time for sharing.

VI.B.8.d. The policy of the GNHA H&I subcommittee for trusted servants is as follows: **men with men, women with women, except in a coed environment.**

VI.B.8.e. This subcommittee will hold monthly orientations for trusted servants regarding do's and don'ts of H&I work.

VI.B.8.f. Monthly reports given by trusted servants at the regular H&I subcommittee will be in writing and presented to the secretary.

VI.B.8.g. Trusted servants who miss two consecutive subcommittee meetings without contacting the chair or vice chair will be asked to step up from their commitment.

VI.B.8.h. anyone wanting to hold a commitment on the H&I subcommittee will be asked a number of questions from the subcommittees questionnaire.
(4/3/2000)

VI.B.8.i. Any addict with at least 6 months clean may participate on the H&I subcommittee. (6/5/06)

VI.B.8.j. Any H&I member gone over 1yr. need to be totally re-oriented and those gone less than a year are considered still a member but must establish their voting rights by attending 2 consecutive meetings. (4/06)

VI.C. Executive Policy Ad-Hoc Committee:(7/7/97)

VI.C.1. The Executive committee of the GNHASC shall serve as an ad-hoc policy committee whenever the need arises. Such need shall be constituted by, but not exclusive of, any of the following:

VI.C.1.a. Any inconsistencies or unclarities in existing policy.

VI.C.1.b. Review and input of any motions made at the GNHASC meeting that would change or add to existing policy.

VI.C.1.c. Generation of new policy upon the specific direction of the GNHASC.

VI.C.1.d. Review of GNHASC minutes for the purpose of updating GNHASC policy on an annual basis. Incorporating passed motions that will change/add to policy within 30 days of motion being passed.
(6/07)

VI.C.1.e. Review and input of any service related materials not exclusively related to any current subcommittee

VI.C.2. All policy changes including subcommittee policy changes be brought to the executive committee for review and recommendation before implementation of that policy. (11/99)

VI.D. Mobile Meeting Subcommittee Policy has been incorporated to the PI/PL Subcommittee

VI.E. Public Information and Phonline Subcommittee Policy:

VI.E.1. Member:

VI.E.1.a. any and all members of NA with the desire to serve are welcome.

VI.E.1.b. To provide assistance to the subcommittee as necessary.

VI.E.1.c. suggested 1 day clean.

VI.E.1.d. willingness to serve subcommittee

VI.E.2. Qualifications:

VI.E.2.a. Chair:

VI.E.2.a.i. Suggested 2 years clean from all drugs

VI.E.2.a.ii. Willingness to give the time and resources necessary to do duties.

VI.E.2.a.iii. Previous service with PI

VI.E.2.a.iv. working knowledge of the 12 Steps and 12 Traditions

VI.E.2.a.v. Ability to organize and give the subcommittee direction and incentive.

VI.E.2.a.vi. Elected by majority vote at ASC

VI.E.2.b Vice Chair:

VI.E.2.b.i. 1 year complete continuous abstinence of all drugs.

VI.E.2.b.ii. working knowledge of 12 Steps and 12 Traditions.

VI.E.2.b.iii. ability to coordinate all phonline activities.

VI.E.2.b.iv. willingness to serve and give personal time.

VI.E.2.b.v. elected by majority vote of subcommittee

VI.E.2.c. Secretary:

VI.2.c.i. suggested 1 year clean time.

VI.E.2.c.ii. ability to take minutes of meeting

VI.E.2.c.iii. desire and willingness to serve

VI.E.2.c.iv. elected by majority vote of subcommittee

VI.E.2.d Regional Rep:

VI.E.2.d.i. suggested 1 year clean time

VI.E.2.d.ii. desire to serve and willingness to give time and resource necessary to do duties.

VI.E.2.d.iii. elected by majority of subcommittee

VI.E.2.e. Group Rep:

VI.E.2.e.i. suggested 1 year clean time

VI.E.2.e.ii. willingness to serve subcommittee and ability to carry out duties as outlined in article V. section V.G..4.e

VI.E.2.e.iii. elected by majority vote of subcommittee

VI.E.2.f. Assistant Group Rep:

VI.E.2.f.i. suggested clean time of 6 months

VI.E.2.f.ii. willingness to serve

V.E.2.f.iii. elected by majority vote of subcommittee

VI.E.2.g. Beeper Keeper:

VI.E.2.g.i. 1 year suggested clean time

VI.E.2.g.ii. be an active participant on the phonenumber or PI/PL Subcommittee

VI.E.2.g.iii. have been given a phone line and Twelve Step orientation.

VI.E.2.g.iv. must attend the subcommittee meeting (11/01)

VI.E.2.g.v. 1 month commitment

VI.E.2.h. Educational Speaker:

VI.E.2.h.i. 1 year clean time (also regarding methadone and other drug replacement programs).

VI.E.2.h.ii. have a sponsor

VI.E.2.h.iii. working knowledge of the Twelve Steps and Twelve Traditions.

VI.E.2.h.iv. use the language of Narcotics Anonymous

VI.E.2.h.v. be approved by Group Rep. or at the PI/PL subcommittee meeting.

VI.E.2.h.vi. should attend one presentation to observe before actively speaking.

VI.E.2.h.vii. given an orientation on public speaking (NA Guide to Public Information).

VI.E.2.i. Phonenumber Volunteer:

VI.E.2.i.i. suggested 1 year clean time (also regarding methadone And other drug replacement programs).

VI.E.2.i.ii. have been given a phonenumber orientation (NA Guide to Phonenumber Service).

VI.E.2.i.iii. knowledge of the Twelve Steps and Twelve Traditions

VI.E.2.i.iv. willingness to serve

VI.E.2.i.v. willingness to give of personal time.

VI.E.2.j. Twelve Step Volunteer:

VI.E.2.j.i. suggested 1 year clean time (also regarding methadone and other drug replacement programs).

VI.E.2.j.ii. have been given a Twelve Step orientation (NA Guide to Phonenumber Service).

VI.E.2.j.iii. knowledge of the Twelve Steps and Twelve Traditions

VI.E.2.j.iv. willingness to serve

VI.E.2.j.v. willingness to give of personal time.

VII. Financial Policy:

VII.A. Fiscal Year and Month:

VII.A.I. The GNHASC shall keep its accounts on the basis of a fiscal year beginning on the day of the ASC meeting in January and ending on the day prior to the ASC meeting in January the following year. Similarly, each fiscal month shall begin on the day the ASC meets and end on the day prior to the day the ASC meets the following month.

(7/96)

VII.B. Budgets:

VII.B.1. All budgets submitted to the ASC for consideration shall be itemized so as to separate categories of expense and income. (9/92)

VII.C. Prudent Reserve:

VII.C.1. The ASC treasurer shall keep a total of \$1,000.00 in its reserve.

VII.D. Financial Statements:

VII.D.1. The treasurer shall make a report of contributions and expenditures at every regular ASC meeting, as well as an annual report at the end of the calendar year. *A Guide To Local Services 5/02

VII.E. Fund Flow:

VII.E.1. add the groups fund flow to Area, the groups purchase of the literature, subtract ASC expenditures as well as any reimbursments to be made. What is left with the exception of 'prudent reserve', will then be fund flowed to Region.

VII.F. General:

VII.F.1. The Area Treasurer shall not accept personal checks. (5/87)

VII.F.2. Money is to stay in GNHANA until all needs are met in full(3/88)

VII.F.3. That three (3) bids be obtained for contracts over \$300 and be submitted to the ASC with a recommendation for approval. (9/90)

VII.F.4. The ASC treasurer will be allowed to accept checks or money orders only. (7/96)

VII.F.5. All moneys taken in at the ASC meeting be deposited within 48 hours. (7/96)

VII.F.6. The treasurer's report be motioned, seconded and voted on at each ASC meeting. (7/99)

VII.F.7. All treasurer's reports, in reference to group donations, are listed in alphabetical order. (9/99)

VII.F.8. The ASC treasurer will instruct the bank to send account statements to Area PO Box. (9/02)

Motion Descriptions from WSC (World Service Committee) Rules of Order

VIII. Description of Motions

The following descriptions are adapted directly from the 1989 WSC Rules of Order and may assist in conducting business on the GNHASC floor.

VIII.A.1. Adjourn: means to close the session immediately.

VIII.A.2. Amend (a pending motion): means to modify the wording of a pending motion and is considered a primary amendment – that is – it applies directly to the main question. The amendment is voted on by itself and before the pending motion. If the amendment is adopted, the main motion is pending in the amended form; if the amendment is not adopted the main motion is pending in its original form.

An amendment is generally amendable. This amendment is considered a secondary amendment because it applies to the amendment and not the main question. The secondary amendment is disposed of itself and before the primary amendment. If the secondary amendment is adopted, the primary amendment is pending in its amended form; if the secondary amendment is not adopted, the primary amendment is pending in its original form.

A pending motion may be amended many times before final disposition; however, no more than one primary and one secondary amendment can be pending at any one time.

A member's vote on an amendment does not obligate him to vote in a particular way on the main motion. Because the primary amendments, secondary amendment and pending motions are voted on separately, it allows each member the freedom to be in opposition to the amendment(s) but in favor of the motion, or vice versa.

The motion substitute, a form of the motion amend, proposes that a substitute shall come before the assembly in place of the pending resolution. During the consideration of the motion to substitute, debate can go into the merits of the pending resolution and the proposed substitute, and both may be perfected by secondary amendment, but any amendments to the originally pending resolution will be taken up first. Once all amendments have been made and disposed of, the motion to substitute is voted on. If carried, the substitution comes to the assembly for vote.

VIII.A.3. Amend Something Previously Adopted: means to change a part of a motion already adopted. Any member regardless of how they voted on the original question can move this motion. There is no time limit on when this motion can be made.

Rescind, Repeal, Annul, a form of the motion to Amend Something Previously Adopted, means to cancel out totally a motion already adopted. Any member, regardless of how they voted on the original question, can move this motion. There is no time limit on when this motion can be made.

Amend the Bylaws (for WSC, Amend the Guide to Local (World) Services, etc.) is a form of the motion Amend Something Previously Adopted. Generally, the document to be amended should have a provision within it stating how it can be amended. If the document does not state how it can be amended, then the Amend the Bylaws is in order as a motion. It is suggested that notice be given to the membership regarding an upcoming motion to amend the Bylaws to give the membership adequate time to review.

VIII.A.4. Appeal the Chair: means the ruling is taken from the Chair and decided by the assembly. By electing a Chair, the assembly delegates the authority and duty to make necessary rulings on questions of parliamentary procedure. However, members do have the right to appeal and have no right to criticize a ruling of the Chair unless they appeal the decision.

VIII.A.5. Commit or Refer to Committee: means to send the pending question or other issues to a committee so that the question or issue may be carefully investigated and put into better condition for the assembly to consider. The motion should specify which committee. If a special or ad hoc committee is needed, the committee can be formed in the same or amending motion.

VIII.A.6. Discharge a Committee: means to discharge the committee from further consideration of a question or subject. This is generally only advisable when the committee has failed to report with appropriate promptness, or when the assembly desires for some urgent reason to proceed without aid from the committee, or when the assembly wishes to drop the matter. There is no need for this motion when the committee has made its final report, since that in effect discharges it. So long as the question is in the hands of a committee, the assembly cannot consider another motion involving practically the same question.

If the matter was originally given to the committee with the subsidiary motion of Commit attached to a pending motion, then the question comes immediately before the assembly. On the other hand, if the matter was given to the committee with a main motion, the matter dies when the committee is discharged. Another main motion is needed to bring it up again.

VIII.A.7. Division of the Question: means the pending motion is divided into distinct and separate parts to be considered individually. The motion should state where the division(s) is to be.

VIII.A.8. Lay on the Table: means to set the pending motion aside temporarily when something else of immediate urgency has arisen. The proper form of the motion does not state when the matter will be taken from the table. The matter must be taken from the table before adjournment or the matter dies for that session. However, the matter may be introduced at another session as a new motion.

If the mover's intent is anything other than temporarily laying the matter aside until an emergency situation is taken care of, then the proper motions/actions are:

Postpone Definitely; Postpone Indefinitely; Objection to Consideration; or vote against the motion. The motion Lay on the Table should be ruled out of order if its intended effect is to kill the motion for the current session. It is proper for the maker to state his reason or for the Chair to ask for the reason of Laying on the Table.

Since a motion that has been laid on the table is still within the control of the assembly, no other, motion on the same subject that would substantially conflict or present the same question would then be in order. To consider a conflicting motion or substitute, the tabled motion would first need to be taken from the table and disposed of.

VIII.A.9. Limit or Extend Debate: means the assembly can exercise special control over the total time of debate, the time each member has to debate, or the number of members who can speak on a pending motion or series of motions. This motion cannot impose an immediate closing of debate, the appropriate motion then would be Previous Question.

VIII.A.10. Main Motion: the introduction of new business, or in some cases the reconsideration or amendment of previously adopted business.

VIII.A.11. Objection to Consideration of the Question: means the mover believes that the issue is so sensitive it should not even come before the assembly for consideration or discussion. This must be moved prior to any debate or the making of any subsidiary motions. The motion when stated by the Chair is phrased so members are asked to vote for or against consideration. Therefore, those who wish to prevent consideration of the question vote in the negative, if the mover merely disagrees with the motion, the proper action is to vote against the original pending motion.

If the objection is sustained, the main motion cannot be reviewed during the same session except by unanimous consent or by reconsideration of the vote on the objection, however, the same motion can be introduced at any succeeding session.

VIII.A.12. Order of the Day, to Call for: means any member can require the assembly to conform to its own agenda, unless the assembly then suspends the Rules or Changes the Order of the Day.

VIII.A.13. Parliamentary Inquiry: is a question to the Chair to obtain information on a matter of parliamentary procedure or the guidelines of the assembly bearing on the business being considered. It is the duty of the Chair to answer such questions when it may assist a member to make an appropriate motion, raise a proper point of order, understand the parliamentary situation, or understand the effect of a motion. The Chair is not obligated to answer hypothetical questions.

The Chair's reply is not subject to Appeal, since it is an opinion, not a ruling. However, a member has the right to act contrary to this opinion and if ruled out of order, to Appeal such a ruling.

VIII.A.14. Point of Information: is a request directed to the Chair, or through the Chair to another member, for information relevant to the business being considered but is not a matter related to parliamentary procedure and requires no vote. A Point of Information is not properly used to create a discussion between two members.

If the Point of Information is a question to a member who is speaking, the Chair will ask the member who correctly has the floor if he will yield to a Point of Information; the member has the right not to yield, since the time consumed for the Point of Information will be taken out of the speaker's allowed time. If the member does not yield, the member raising the point is required to raise the issue in the form of a question to the Chairperson, but the Chairperson usually allows the member who correctly has the floor to answer. After the question is stated, the member raising the matter is obligated to remain silent and allow the member who has the floor to continue.

VIII.A.15. Point of Order: means a member believes the rules of the assembly are being violated and is asking for recognition from the Chair to make a determination as to whether or not the procedure that the member feels is pertinent is being violated. A Point of Order is not a method or procedure to dispute the accuracy of something that another member has stated, but a way to keep the assembly working on the business that it is supposed to be working on and in accordance with its guidelines and other rules of order.

This point needs to be made immediately at the time the perceived breach occurs. If a member is uncertain there is a breach of order, he can make a Parliamentary Inquiry. Also, it is undesirable to raise Points or Order on minor irregularities. If it is clear that no one's rights are being infringed on.

VII.A.16. Postpone to a Definite Time (Definitely): means to put off action on a pending motion until a definite day, meeting, hour or until after a certain event. This motion can be moved regardless of how much debate there has been on the pending motion. A question may be postponed to a more convenient time or because debate has shown reasons for holding off a decision until later. The question may not be postponed beyond the end of the present session.

When the time to which a question has been postponed arrives, the question can be postponed again if additional delay will not interfere with the proper handling of the postponed motion.

When consideration of the question is resumed at the specified time, the business is in the same condition as it was immediately before the postponement, including any adhering motions. If the postponed motion is taken up on a different day, the business is in the same condition as it was immediately before postponement with all adhering motions, except the rights of debate begin over again as if it had never been updated.

VIII.A.17. Postpone Indefinitely: means the assembly declines to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without undesirable consequences.

VIII.A.18. Previous Question: means to immediately close debate and the making of any Subsidiary motions, except Lay on the Table, of a pending motion. If Previous Question is not Adopted, debate continues. If adopted, the pending motion immediately goes to vote.

VIII.A.19. Question (Point) of Privilege, to Raise: permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for possible immediate consideration because of its urgency, while business is pending and the request or motion would otherwise be out of order.

The Chair rules (subject to Appeal) only on whether this matter should interrupt pending business, if the Chair rules yes, Then the Question is handled depending on its original form. If originally phrased like a request, it is handled as such; if phrased like a main motion, the Question then requires a second, is debatable, amendable, etc., and is handled by the assembly.

If there is no urgency, a Question of Privilege can be brought to the assembly as a regular motion and handled in the normal course of business.

VIII.A.20. Recess: means a short intermission in the assembly's proceedings which does not close the meeting, and after which business will immediately be resumed at exactly the point where it was interrupted.

If a recess is provided for in the agenda, the Chair simply declares the assembly in recess. If the Chair does not announce a pre-scheduled recess at the scheduled time, a member can Call for the Order of the Day. If the assembly wishes to postpone a pre-scheduled recess, it can move to suspend the Rules.

VIII.A.21. Reconsider: enables a motion or amendment to be reconsidered if a member believes it was a hasty or ill-advised action or if new information or a changed situation has developed. However, it must be moved by a member who voted on the prevailing side (the seconder may have voted on either side) and it must be moved either on the same or next day of the original vote. If the Reconsider is adopted, the motion is brought before the assembly in the exact form as before the original vote was taken and is handled as if it had never been voted on, that is it follows whatever parliamentary rules are appropriate to that motion, whether it is debatable, amendable, etc.

If the Reconsider is debatable, a member has the right to debate the Reconsider motion regardless whether his rights to debate were exhausted on the original motion. If the Reconsider is adopted the same day as the original vote, a member whose rights to debate the original motion were exhausted are still exhausted; if Reconsider is adopted the next day, a member's rights to debate the original motion begin over again.

VIII.A.22. Suspend the Rules: enables the assembly to do something without violating one or more of its own regular rules, for instance, to bring a matter up at a different time than originally scheduled. The Chair cannot move this, but can entertain another member to.

To Change the Order of the Day is an application of Suspend the Rules, and means to take question out of its proper order or to consider one before the time to which it was postponed.

VIII.A.23. Take from the Table: enables the assembly to make pending again a motion that had previously been laid on the Table. If a matter is not taken from the Table within the same session as the motion to Lay on the Table, the matter dies; although the matter can be reintroduced later as a new question. If the motion to Take from the Table is adopted, the original motion becomes pending in its exact form, including all adhering motions, as when it was laid down. If a matter is Taken from the Table on another day, debate rights start over again.

VIII.A.24. Voting, Motions about: enables the assembly to obtain a vote on a question in some form other than by voice or other than as described in the assembly's standing rules, or to close or reopen the polls.

VIII.A.25. Withdraw/ Modify a Motion, To Grant the Maker Permission: means the Assembly gives permission to the maker to alter or withdraw his motion. This permission is Only required after the motion has been stated by the Chair. After the Chair states the question, The motion becomes a pending motion and the property of the assembly, which has to dispose Of it in some way. A pending motion can be amended only by vote or unanimous consent even if the maker of the motion accepts the amendment. Before the Chair states a question, the maker has the right to modify or withdraw it. If the maker of a motion modifies it before it is stated, the seconder has the right to withdraw his second; if a modification is accepted by the maker as suggested by another member, either before or after the motion has been seconded, the suggestor has in effect seconded the modified motion, so no other second is necessary.

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VIII.B. Table of Formal Motions: The following chart contains thirty of the more relevant formal motions contained in Roberts Rules of Order, Newly Revised, 1990 edition. While the RSC does not require this level of formality, each of these forms is proper and could be used when in order. The column labeled "Type" refers to the general class of motion: M = Main Motion; S = Subsidiary Motion; P = Privileged Motion; I = Incidental Motion; B = Motions that bring a question again before the assembly.

Motion	Type	In order when another has the floor	2nd Required	Debatable	Amendable	Vote Required for Adoption	Can be Reconsidered
Adjourn	P	No	Yes	No	No	Majority	No
Amend a pending motion	S	No	Yes	If motion to be amended is debatable	Yes	Majority	Yes (vote is on amendment only)
Amend something previously Adopted (includes Rescind)	B	No	Yes	Yes	Yes	2/3	Negative vote only
Appeal the Chair (must be made immediately following decision)	I	Yes, at time of appealed ruling	Yes	1 Pro/1 Con; Con is always the Chair.	No	Majority in negative to reverse the Chair	Yes
Commit or Refer to Committee							
Of a pending question	S	No	Yes	Yes	Yes	Majority	Yes, if committee has not begun work
A matter not pending	M	No	Yes	Yes	Yes	Majority	Yes, if committee has not begun work.
Discharge a Committee	B	No	Yes	Yes and can go into question in hands of committee	Yes	2/3	Negative vote only
Division of Question	I	No	Yes	No	Yes	Majority	No
Lay on the Table (applies to entire motion pending)	S	No	Yes	No	No	2/3	No
Limit or Extend Debate							
On pending question	S	No	Yes	No	No	Majority	Yes, but if vote was yes, only unexecuted part of order
For duration of meeting	M	No	Yes	Yes	No	Majority	Yes
Main Motion	M	No	Yes	Yes	Yes	Majority	Yes
Objection to Consideration of the Question (must be made prior to consideration)	I	Yes, until consideration has begun	No	No	No	2/3 against consideration sustains objection	Negative vote (sustaining objection) only
Order of the Day, to Call for	P	Yes	No	No	No	Must be enforced on demand of a member unless set aside by 2/3	No
Parliamentary Inquiry	I	Yes	No	No	No	Not voted on – Chair responds	N/A
Point of Information	I	Yes	No	No	No	Is not voted on	No
Point of Order	I	Yes	No	No (unless Chair submits question to the assembly, then Yes)	No	Chair Rules (unless submitted to assembly, then majority)	No
Postpone to Definite Time (applies to entire motion pending)	S	No	Yes	Yes	No	Majority	Yes

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Motion	Type	In order when another has the floor	2nd Required	Debatable	Amendable	Vote Required for Adoption	Can be Reconsidered
Postpone Indefinitely	S	No	Yes	Yes, debate can go into main question	No	Majority	Affirmative vote only.
Previous Question	S	No	Yes	No	No	2/3	Yes, but if vote was yes, only before vote has been taken under it.
Question of Privilege (when Main Motion is not in order)	P	Yes, but should not interrupt a person speaking unless unavoidable	No	No	No	Chair only rules on whether Question should interrupt (subject to Appeal)	No
Question of Privilege (when Main Motion is in order)	M	No	Yes	Yes	Yes	Majority	Yes
Recess							
If moved while question is pending	P	No	Yes	No	Yes as to time	Majority	No
If moved while no question is pending	M	No	Yes	Yes	Yes	Majority	No
Reconsider	B	Yes, but only before person has begun to speak.	Yes	If motion to be reconsidered is debatable	No	2/3	No
Suspend the Rules	I	No	Yes	No	No	2/3	No
Take from the Table	B	No	Yes	No	No	Majority	No
Voting, motions about							
If moved while question is pending	I	No	Yes	No	Yes	Majority except 2/3 to close polls	To close polls no; to reopen polls negative vote only; all others yes
If moved while not question is pending	M	No	Yes	Yes	Yes	Majority	Yes
Withdraw/modify motion, to grant maker permission to, after stated by Chair	I	Yes, if requires immediate attention	Yes, if made by maker; no if made by another	No	No	Majority	As to withdrawal, negative vote only; as to modification, Yes