

GWANA Policy Motions

Bullet labels will be changed as needed throughout this policy to maintain a uniform format.
Removing redundant numerals, for example - two (2).

Section II. Function

- Motion 1) Change
II.A. Promote unity between the groups we serve in our Area.
To
II.A. To carry the message to the addict that still suffers.
In Favor _____ Against _____ Abstaining _____
- Motion 2) Remove “standing” from
II.C. To establish and maintain accountability throughout GWANA, including general funds and all standing Subcommittees.
To
II.C. To establish and maintain accountability throughout GWANA, including general funds and all Subcommittees.
In Favor _____ Against _____ Abstaining _____
- Motion 3) Add “ASC” from
II.D.1. All trusted servants of GWASC
To
II.D.1. All trusted servants of GWANA ASC
In Favor _____ Against _____ Abstaining _____
- Motion 4) Add “ASC” from
II.D.2. All Subcommittee Chairs of GWANA
To
II.D.2. All Subcommittee Chairs of GWANA ASC
In Favor _____ Against _____ Abstaining _____
- Motion 5) Add “and to carry the message.” Change from
II.N. To hold an annual Family Campout, with the purposes of celebrating recovery and promoting unity in the Area.
To
II.N. To hold an annual Family Campout, with the purposes of celebrating recovery, promoting unity in the Area, and to carry the message.
In Favor _____ Against _____ Abstaining _____
- Motion 6) Remove
II.O. To create ad hoc committees to respond to needs as they arise; to serve as a platform for the initialization of work to be finalized at the ASC level.
In Favor _____ Against _____ Abstaining _____
- Motion 7) Suggested add “keeping three years on hand for monthly ASC meeting.” from
II.Q. To archive all Area and Subcommittee reports and records at the Area storage facility.
To
II.Q. To archive all Area and Subcommittee reports and records at the Area storage facility, keeping three years on hand for monthly ASC meeting.
In Favor _____ Against _____ Abstaining _____

New section layout

II. Function

- A. To carry the message to the addict that still suffers.
- B. To hold regularly scheduled GWANA Area Service Committee (ASC) Meetings.
- C. To establish and maintain accountability throughout GWANA, including general funds and all Subcommittees.
- D. To hold elections, as needed, for:

1. All trusted servants of GWANA ASC
 2. All Subcommittee Chairs of GWANA ASC
- E. To maintain a Post Office Box.
- F. To maintain an Area checking account with two out of three signatures required to validate checks.
- G. To maintain a prudent reserve and to practice fund flow, by forwarding all monies above prudent reserve to the Connecticut Regional Service Committee each month.
- H. To maintain communication between the Connecticut Regional Service Committee and those we serve.
- I. To coordinate all GWANA Subcommittees and encourage support for them.
- J. To maintain an NA Literature stockpile where our member Groups may purchase their Literature.
- K. To hold regularly scheduled Hospitals & Institutions meetings to bring the message of recovery to addicts who cannot attend regularly scheduled meetings of NA.
- L. To inform the public of the existence and purpose of Narcotics Anonymous.
- M. To maintain a phonenumber where addicts seeking recovery may learn about Narcotics Anonymous and where our Groups meet.
- N. To hold an annual Family Campout, with the purposes of celebrating recovery, promoting unity in the Area, and to carry the message.
- O. To sponsor one service related Learning Day per year, with the primary purpose of carrying awareness of the service structure and Subcommittee functions.
- P. To archive all Area and Subcommittee reports and records at the Area storage facility, keeping three years on hand for monthly ASC meeting.
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Section III.A. Rules of Order – General

Quorum will be addressed in the voting section, not general.

- Motion 8) Combine III.A.2.a and III.A.2.b. from
 III.A.2.a. Accepted pertains to voting privileges only.
 III.A.2.b. All other participation is welcomed and encouraged.
 to
 III.A.2.a Accepted pertains to voting privileges only and all other participation is
 welcomed and encouraged.
 In Favor _____ Against _____ Abstaining _____
- Motion 9) Change to three meetings from
 III.A.3. If a Group is not represented for two consecutive ASC meetings, that Group will be contacted
 by a member of the GWANA Executive Committee.
 To
 III.A.3. If a Group is not represented for three consecutive ASC meetings, that Group will be contacted by
 a member of the GWANA Executive Committee.
 In Favor _____ Against _____ Abstaining _____
- Motion 10) Change from
 III.A.6.a. Policy, in accordance with the Twelve Traditions and Twelve Concepts of NA.
 To
 III.A.5.a. This policy.
 In Favor _____ Against _____ Abstaining _____
- Motion 11) Would you like to see a “Miscellaneous section” for things like this?
 III.A.6. All fliers generated from GWANA must have two phone numbers for contact purposes.
 In Favor _____ Against _____ Abstaining _____
- Motion 12) Remove
 III.A.8. GSR and ASC Motion sheets accepted.
 In Favor _____ Against _____ Abstaining _____
- Motion 13) Remove
 III.A.9. GSR Report forms accepted.
 In Favor _____ Against _____ Abstaining _____
-

III. Rules of Order

A. General

These policies define the guiding parliamentary and service documents, Group membership, and conduct of the ASC towards its member Groups.

1. Adopt currently approved Narcotics Anonymous Guide to Local Service (GTLS).
 2. A group must meet regularly for ninety days before it is accepted into the Greater Waterbury Area.
 - a. Accepted pertains to voting privileges only and all other participation is welcomed and encouraged.
 3. If a Group is not represented for three consecutive ASC meetings, that Group will be contacted by a member of the GWANA Executive Committee.
 4. This Area does not exclude specialty meetings that follow the Twelve Traditions of Narcotics Anonymous.
 5. The order of descending parliamentary procedure for GWANA:
 - a. This policy.
 - b. Current Fellowship approved Guide to Local Service (GTLS).
 - c. Roberts Rules of Order
 6. All fliers generated from GWANA must have two phone numbers for contact purposes.
-

Section III.B. Rules of Order – ASC Meeting Format

We are looking into possible new attendance sheets and group reports for the ASC at a later date.

- Motion 14) Remove
III.B.1.b. GWANA will pay for the coffee supplies used to host the ASC meeting.
In Favor _____ Against _____ Abstaining _____
- Motion 15) Change
III.B.2. The ASC will meet the first Monday of the month.
To
III.B.2. The ASC will meet the second Monday of the month.
In Favor _____ Against _____ Abstaining _____
- Motion 16) Add III.B.6.
Only record voting numbers for Minutes, Treasurer report, Motions, and Policy changes?
In Favor _____ Against _____ Abstaining _____
- Motion 17) Change
III.B.6.c One of the Twelve Concepts of NA will be read in its entirety, beginning with the First Concept and following with consecutive Concepts.
To
III.B.7.c One of the Twelve Concepts of NA will be read in its entirety, corresponding with each month throughout the year.
In Favor _____ Against _____ Abstaining _____
- Motion 18) Change
III.B.6.d. ASC Chair welcomes all newcomers to this body and invites them to identify themselves and/or the Groups they represent.
To
III.B.7.d. ASC Chair welcomes all newcomers to this body and invites them to identify themselves and/or the Groups they represent. If newcomers are present then go around the room so everyone can introduce themselves.
In Favor _____ Against _____ Abstaining _____
- Motion 19) Change
III.B.6.e. Attendance and Agenda sheets are passed around the ASC floor/table.
To
III.B.7.e. Roll call while passing around Attendance / Agenda sheets. After roll call ask for a raise of hands for voting GSR's.
In Favor _____ Against _____ Abstaining _____

- Motion 20) Add description from
 III.B.6.f. Open Discussion to be held the first thirty (30) minutes of the ASC meeting, if warranted.
 To
 III.B.7.f. Open discussion held up to thirty minutes. Open discussion will be for group problems / strengths (including anniversary announcements), Area committee issues, and personal grievances. This is an informal time in which ideas can be freely shared. If warranted, issues may be added to the Agenda.
 In Favor _____ Against _____ Abstaining _____
- Motion 21) Change from
 III.B.6.g. Executive Committee reports, ASC minutes, and Subcommittee reports are read.
 To
 III.B.7.g. Previous ASC minutes and Treasurer report presented for voting.
 In Favor _____ Against _____ Abstaining _____
- Motion 22) Change from
 III.B.6.g.1. After each report, the ASC Chair entertains a motion to accept and a second, followed by any discussion prior to a vote on that report.
 To
 III.B.7.h.1. After voting, Executive committee members followed by subcommittee chairs will be heard with an opportunity for questions. Issues needing further discussion will be added to the agenda.
 In Favor _____ Against _____ Abstaining _____
- Motion 23) Change
 III.B.6.k.1. At the start of the second half of the ASC meeting, the Chair will announce who will be picking up the mail at our P. O. Box and bringing it to the next ASC.
 To
 III.B.1. At the start of the second half, the chair will ask who is available to pick up the mail and announce who will be getting the key for the next meeting.
 In Favor _____ Against _____ Abstaining _____
- Motion 24) Change
 III.B.6.m.1. After all GSRs or their Alternates in attendance have made their reports, the ASC Chair entertains a motion to accept and a second, followed by any discussion prior to a vote on Group reports.
 To
 III.B.7.o.1. All GSRs or their Alternates in attendance hand in their group reports.
 In Favor _____ Against _____ Abstaining _____

B. ASC Meeting Format

These policies define how GWANA will conduct ASC meetings.

1. Make the meeting location meet for one continuous year at one location.
 - a. GWANA will pay for rent to the facility to hold the ASC meeting.
2. The ASC will meet the second Monday of the month.
3. ASC meets from 6:30 PM to 9:00 PM at the Thomaston Savings Bank in Watertown.
4. Discussion at any ASC meeting is open to all members of Narcotics Anonymous.
5. All hands are to be raised, on the floor of the ASC, in order to be recognized by the Chair.
6. Only record voting numbers for Minutes, Treasurer report, Motions, and Policy changes.
6. Suggested ASC Format (sequence):
 - a. Begin the ASC meeting with a moment of silence followed by the serenity prayer.
 - b. ASC Chair calls on someone to read the Twelve Traditions of NA.
 - c. One of the Twelve Concepts of NA will be read in its entirety, corresponding with each month throughout the year.
 - d. ASC Chair welcomes all newcomers to this body and invites them to identify themselves and/or the Groups they represent. If newcomers are present then go around the room so everyone can introduce themselves.
 - e. Roll call while passing around Attendance / Agenda sheets. After roll call ask for a raise of hands for voting GSR's.

- f. Open discussion held up to thirty minutes. Open discussion will be for group problems / strengths (including anniversary announcements), Area committee issues, and personal grievances. This is an informal time in which ideas can be freely shared. If warranted, issues may be added to the Agenda.
 - g. Previous ASC minutes and Treasurer report presented for voting.
 - h. After voting, Executive committee members followed by subcommittee chairs will be heard with an opportunity for questions. Issues needing further discussion will be added to the agenda.
 - i. Elections
 - j. Old Business
 - k. All Agenda items listed, will be read aloud prior to break.
 - l. 15 minute recess. Chairperson to promptly restart the meeting.
 - m. At the start of the second half, the chair will ask who is available to pick up the mail and announce who will be getting the key for the next meeting.
 - n. New Business / Agenda
 - o. Group reports are read.
 - 1. All GSRs or their Alternates in attendance hand in their group reports.
 - p. Close the meeting with a moment of silence followed by the unity version of the serenity prayer or the silent prayer of your choice.
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Section III.C. Rules of Order – Making and Voting on Motions

- Motion 25) Add “or a temporary elective” from
 III.C.1.a. GSR or Alternate in their absence.
 To
 III.C.2.a. GSR or Alternate in their absence, or a temporary elective.
 In Favor _____ Against _____ Abstaining _____
- Motion 26) Merge III.C.1.b. and III.C.1.c. from
 III.C.1.b. RMC or Alternate in their absence.
 III.C.1.c. Subcommittee Chairs or Vice-Chairs can make or second motions only pertaining to their subcommittee.
 To
 III.C.2.b. RCM or Alternate in their absence, Subcommittee Chairs or Vice-Chairs in their absence can make or second motions only pertaining to their subcommittee.
 In Favor _____ Against _____ Abstaining _____
- Motion 27) Remove
 III.C.2.b. GWANA Executive Committee and Subcommittee Chairs may vote on the following issues:
 i. Elections
 ii. ASC Meeting Bidss
 iii. Trusted Servants Duties and Responsibilities
 In Favor _____ Against _____ Abstaining _____
- Motion 28) Add “in total vote count” from
 III.C.3.a. In matters other than Policy, abstentions do not count as a vote when determining if there is a simple majority.
 To
 III.C.4.a. In matters other than Policy, abstentions do not count as a vote when determining if there is a simple majority in total vote count.
 In Favor _____ Against _____ Abstaining _____
- Motion 29) Change from “table”
 III.C.4.a. In matters pending at the RSC: Send a motion to table for a month (for further Group conscience), otherwise abstain.
 To “postpone”
 III.C.5.a. In matters pending at the RSC: Send a motion to postpone for a month (for further Group conscience), otherwise abstain.
 In Favor _____ Against _____ Abstaining _____

- Motion 30) Change from
 III.C.4.b. On other matters that have already obtained Group conscience: Table the motion back to the Groups.
 To
 III.C.5.b. On other matters that have already obtained Group conscience: Discussion will occur for the GSR's understanding of the matter before we Postpone the motion back to the Groups.
 In Favor _____ Against _____ Abstaining _____
- Motion 31) Change from "table"
 III.C.5.a. In matters pending at the RSC: Send a motion to table for a month (for further Group conscience), otherwise abstain.
 To "postpone"
 III.C.6.a. In matters pending at the RSC: Send a motion to postpone for a month (for further Group conscience), otherwise abstain.
 In Favor _____ Against _____ Abstaining _____
- Motion 32) Change from
 III.C.5.b. On other matters that have already obtained Group conscience: Table the motion back to the Groups.
 To
 III.C.6.b. On other matters that have already obtained Group conscience: Discussion will occur for the GSR's understanding of the matter before we Postpone the motion back to the Groups.
 In Favor _____ Against _____ Abstaining _____
- Motion 33) Change from
 III.C.6. In the event that a motion from the RSC requires a vote prior to the next ASC meeting, it may be tabled to Groups and a call in vote may be taken. GSRs must complete the call in vote at least one week prior to the next RSC meeting.
 To
 III.C.7. In the event that a motion from the RSC requires a vote prior to the next ASC meeting, it may be postponed to Groups and an email vote may be taken. GSRs must complete the email vote at least two days prior to the next RSC meeting.
 In Favor _____ Against _____ Abstaining _____

C. Making and Voting on Motions

These policies define how questions are brought to the floor of the ASC, how the ASC body makes decisions and who may take part in these decisions.

1. Quorum currently set to 8 by GSRs.
2. The only people allowed to make or second a motion are:
 - a. GSR or Alternate in their absence, or a temporary elective.
 - b. RCM or Alternate in their absence, Subcommittee Chairs or Vice-Chairs in their absence can make or second motions only pertaining to their subcommittee.
3. Voting Privileges
 - a. Group Service Representatives are the only voting members, or Alternate in their absence, or a temporary elective.
4. In order for a motion to carry, a simple majority is needed. In matters of Policy, at least two thirds of Groups present are needed to carry the motion.
 - a. In matters other than Policy, abstentions do not count as a vote when determining if there is a simple majority in total vote count.
5. A tie vote is a vote that fails by one half ballot or less. If a tie occurs:
 - a. In matters pending at the RSC: Send a motion to postpone for a month (for further Group conscience), otherwise abstain.
 - b. On other matters that have already obtained Group conscience: Discussion will occur for the GSR's understanding of the matter before we Postpone the motion back to the Groups.
 - c. Otherwise: A second discussion, two pros and two cons, will be held, and then a second vote will be taken. If a tie ensues, the motion fails.
6. Excessive abstention is more than on half of total votes. In that event:

- a. In matters pending at the RSC: Send a motion to postpone for a month (for further Group conscience), otherwise abstain.
 - b. On other matters that have already obtained Group conscience: Discussion will occur for the GSR's understanding of the matter before we Postpone the motion back to the Groups.
 - c. Otherwise: A second discussion, two pros and two cons, will be held, and then a second vote will be taken. If a tie ensues, the motion fails.
7. In the event that a motion from the RSC requires a vote prior to the next ASC meeting, it may be postponed to Groups and an email vote may be taken. GSRs must complete the email vote at least two days prior to the next RSC meeting.
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Section III.D. Rules of Order – Motion Handling Process

- Motion 34) Remove
 III.D.3. Motion to discuss needs to be seconded; no vote needs to be taken.
 In Favor _____ Against _____ Abstaining _____
- Motion 35) Change from
 III.D.4. A “Motion to table” requires a second and a vote. A tabled item will be placed on the next meeting’s agenda.
 To
 III.D.3. A “Motion to postpone” requires a second. A postponed item will be placed on the next meeting’s agenda in old business.
 In Favor _____ Against _____ Abstaining _____
- Motion 36) Change from
 III.D.5. A motion cannot be tabled more than once. This is at the discretion of the Chairperson.
 To
 III.d.4. A second (or further) motion to postpone, requires a second and a vote.
 In Favor _____ Against _____ Abstaining _____
- Motion 37) Add “or resource position” from
 III.D.6. If an issue falls under the responsibility of an existing Subcommittee, the issue can be committed to that Subcommittee by the ASC Chair.
 To
 III.D.5. If an issue falls under the responsibility of an existing Subcommittee or resource position, the issue can be committed to that Subcommittee or resource position by the ASC Chair.
 In Favor _____ Against _____ Abstaining _____
- Motion 38) Add “must” from
 III.D.9. All motions brought to the ASC floor that require funding have a dollar amount attached.
 To
 III.D.8. All motions brought to the ASC floor that require funding must have a dollar amount attached.
 In Favor _____ Against _____ Abstaining _____
- Motion 39) Change from “table”
 III.D.10.b. Tabling to Groups for conscience
 To “postpone”
 III.C.9.b. Postpone to Groups for conscience
 In Favor _____ Against _____ Abstaining _____
- Motion 40) Add “or resource position” from
 III.D.10.c. Referring to a Subcommittee
 To
 III.D.9.c. Referring to a Subcommittee or resource position
 In Favor _____ Against _____ Abstaining _____
- Motion 41) Add (see: Motion to reconsider) from
 III.D.11. Once a motion is disposed of by bringing the question to a vote, it may not be brought to the floor again for three consecutive ASC meetings, except by a Group that voted on the prevailing side.

To

III.D.10. Once a motion is disposed of by bringing the question to a vote, it may not be brought to the floor again for three consecutive ASC meetings, except by a Group that voted on the prevailing side. (see: Motion to reconsider)

In Favor _____ Against _____ Abstaining _____

D. Motion Handling Process

These policies define the process used in dealing with motions, the discussion concerning them, and whether a motion is in order or out of order.

1. All motions must be seconded before any discussion, and the author of the motion should be given the floor to explain the intent of the motion.
 2. Anyone has the right to voice his or her opinion once each motion.
 3. A "Motion to postpone" requires a second. A postponed item will be placed on the next meeting's agenda in old business.
 4. A second (or further) motion to postpone, requires a second and a vote.
 5. If an issue falls under the responsibility of an existing Subcommittee or resource position, the issue can be committed to that Subcommittee or resource position by the ASC Chair.
 6. All motions sent back from ASC to Groups shall be accompanied by a written intent.
 7. Any motions requiring funding have method of funding included before being sent back to Groups.
 8. All motions brought to the ASC floor that require funding must have a dollar amount attached.
 9. Once a motion is on the floor of the ASC, it must be disposed of by:
 - a. Bringing the question to a vote
 - b. Postpone to Groups for conscience
 - c. Referring to a Subcommittee or resource position
 - d. Granting the author permission to withdraw the motion, by vote
 - e. Declining the nomination
 10. Once a motion is disposed of by bringing the question to a vote, it may not be brought to the floor again for three consecutive ASC meetings, except by a Group that voted on the prevailing side. (see: Motion to reconsider)
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Section IV.A. Trusted Servants - General

Motion 42) Add

IV.A.2. All positions are one year terms. (excluding B.O.D. position)

In Favor _____ Against _____ Abstaining _____

Motion 43) Add

IV.A.3. Recommended that all Executive Committee members and Subcommittee Chairs not serve more than two consecutive terms.

In Favor _____ Against _____ Abstaining _____

Motion 44) Add

IV.A.6. A vote of confidence for the GWA B.O.D. seat may be had at the area table for recommendation, but the final vote happens at the RSC.

In Favor _____ Against _____ Abstaining _____

IV. Trusted Servants

A. General

These policies address the election, responsibilities and conduct of trusted servants.

1. All Executive Committee members and Subcommittee Chairs are to be elected at the ASC meeting.
2. All positions are one year terms. (excluding B.O.D. position)
3. Recommended that all Executive Committee members and Subcommittee Chairs not serve more than two consecutive terms.
4. Nominations for elections of Officers and Subcommittee Chairs must be seconded. Nominees must be present. An explanation of the office and it's commitment will be read from current GTLS and Policy in order to establish each position's responsibilities.
5. GWANA adopt and use *What is a Chairperson*² regarding Chair positions:

- To "chair" means to "make easy". A subcommittee chair's job is to make it easier for the Group to do its work. By providing non-directive leadership, the chair helps the service committee arrive at the understandings and decisions that are its task. In a consensus service committee the chair's focus is on the service committee and its work. The role is one of assistance and guidance, not of control.
6. A vote of confidence for the GWA B.O.D. seat may be had at the area table for recommendation, but the final vote happens at the RSC.
 7. All Trusted Servants of the ASC will give reports when the ASC meets.
 8. Each Subcommittee Chair and Executive Officer of the GWASC is required to submit a written report, copies of which are to be presented to the Executive Committee members, each GSR and all other Subcommittee Chairs.
 - a. The RCM-Alternate is not required to submit a monthly report unless the RCM did not attend the RSC or the RCM is absent from the ASC.
 9. Resignation of ASC Officers and Subcommittee Chairs may be as follows:
 - a. In writing, to the ASC Chairperson, prior to the next ASC meeting
 - b. Relapse during term of office
 - c. Failure to perform duties and responsibilities or
 - d. Upon missing two or more consecutive meetings, ASC Officer or Subcommittee Chair will be asked to step down from their position.
 10. Trusted Servants of the ASC (Executive Committee members and Subcommittee Chairs) not attending the full ASC two out of three meetings, will be asked to step down, except:
 - a. Having obtained prior permission at the ASC
 - b. Extenuating circumstances as determined by the ASC
 11. In any written reports of the ASC the last names of addicts will not be used. Only the first name and last initial will be written.
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Section IV.B. Trusted Servants – Executive Committee

- Motion 45) Change from
 IV.B.5.a. The primary responsibility of the area committee vice chairperson is the coordination of the area subcommittees. The area vice chair keeps in regular touch with the chairpersons of each committee to stay informed of their projects and problems, attending subcommittee meetings whenever possible. If disputes arise within a subcommittee or between subcommittees, the ASC vice chair helps find solutions to them. The vice chairperson works closely with subcommittee chairs when they prepare their annual reports and budget proposals.
 To
 IV.B.5.a. The primary responsibility of the Are Vice Chairperson is to keep in regular contact with the chairpersons of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible or necessary.
 In Favor _____ Against _____ Abstaining _____
- Motion 46) Add
 IV.B.5.b. In the absence of a subcommittee chair and vice chair, the Are vice chairperson shall be responsible for the fulfilling the responsibilities of the subcommittee chair. (see notes under subcommittee chair)
 In Favor _____ Against _____ Abstaining _____
- Motion 47) Add
 IV.B.6.h. Ability to record accurate minutes.
 In Favor _____ Against _____ Abstaining _____
- Motion 48) Remove
 IV.B.7.a. Area secretaries handle all their committees' paperwork, a formidable job. Their first responsibility is to take clear, accurate minutes of the area committee meetings and distribute those minutes to all participants within a reasonable period of time after each meeting. In the process of keeping the minutes of each meeting, secretaries should regularly update a log of area policy actions. The log lists motions the committee has passed regarding the activities of administrative officers and subcommittees. These motions should be listed chronologically under a heading for the officer or subcommittee they effect. Secretaries should have copies of the most recent printing of the log of policy actions available for new GSR's and should periodically distribute updated versions to all area committee participants. Because

most secretaries mail minutes to area committee members, they need to keep an updated list of participants' addresses. With their committees' permission, they should mail copies of these lists once or twice a year to the World Service Office. These lists will make it possible for the WSO to provide groups, subcommittees, and administrative officers with current information pertinent to their areas of service.

Add

IV.B.7.a. Records accurate minutes of the monthly ASC meeting.

In Favor _____ Against _____ Abstaining _____

Motion 49)

Change from

IV.B.7.b. The minutes of the previous ASC will be distributed prior to the opening of the following ASC meeting.

To

IV.B.7.b. Distributes minutes in a timely fashion (two weeks).

In Favor _____ Against _____ Abstaining _____

Motion 50)

Remove

IV.B.7.c. Secretary may open an account at a printer for copies.

Add

IV.B.7.c. Maintains a current and accurate contact list.

In Favor _____ Against _____ Abstaining _____

Motion 51)

Remove

IV.B.7.d. Secretary will type and distribute copies of the minutes to the RCM or RCM–Alternate no later than one week prior to each RSC.

Add

IV.B.7.d. To make available the last three years of archives, documents, and the printer with a stock of paper and ink.

In Favor _____ Against _____ Abstaining _____

Motion 52)

Add

IV.B.8.h. Ability to maintain accurate financial records.

In Favor _____ Against _____ Abstaining _____

Motion 53)

Add

IV.B.8.i. Financially responsible.

In Favor _____ Against _____ Abstaining _____

Motion 54)

Remove

IV.B.9.a. The area treasurer's job is critical to the committee's work. Because of the added responsibility of handling money associated with service as treasurer, it's especially important that area committees select their treasurers with care. If the committee selects someone who is not capable of handling the job, then the committee is at least partly responsible if money is stolen, area expenses are not paid, or funds aren't properly accounted for. It's recommended that areas elect people to this position who are financially secure, good at their substantial clean time. Experience in business, accounting, booking, or as a successful group treasurer is also very helpful.

The treasurer receives contributions from the groups, administers the area's checking account, pays the rent for the committee's meeting hall, reimburses officers and subcommittee chairs for their budgeted expenses, keeps records of all transactions, and reports on the financial condition of the area committee at each of its meetings.

Cash transactions can create a number of problems for ASC treasurers. Having large quantities of currency can make an area treasurer particularly vulnerable to rubbery. Handling large undocumented sums of cash may also leave the treasurer open to unwarranted accusations of theft, or may even provide an unnecessary temptation. That's why we encourage groups to make their ASC contributions in the form of checks or money orders payable to the area service committee whenever possible. When treasurers receive cash contributions for their areas, they should always make out receipts to the contributors immediately, keeping copies for themselves with their official records.

Wide experience also strongly suggests that, to help prevent theft, area committees should only use two signature checks to pay their bills. In order for a check to be valid, it should be signed by the treasurer and another ASC administrative officer.

These cautions are offered to protect the treasurer from the controversy as well as to protect area funds.

Add

IV.B.9.a. Administrates both the general ASC bank account and the GWA Literature bank account.

In Favor _____ Against _____ Abstaining _____

Motion 55)

Remove

IV.B.9.b. Prudent Reserve set at \$575.00.

Add

IV.B.9.b. Collects and deposit fund flow contributions, literature payments, and any other funds generated by subcommittees.

In Favor _____ Against _____ Abstaining _____

Motion 56)

Remove

IV.B.9.c. GWANA rent, on a yearly basis, a storage unit for use by all subcommittees.

Add

IV.B.9.c. Distributes funds at the direction of the ASC; either budgeted expenditures or through motions voted on by groups. (rent or donations on behalf of rent for ASC and subcommittees, monthly storage fees, reimbursements, fund flow, works with Literature Chair for NAWS literature orders, etc.)

In Favor _____ Against _____ Abstaining _____

Motion 57)

Remove

IV.B.9.d. Pay the yearly rent due for the area storage from ASC funds.

Add

IV.B.9.d. Keeps careful records of all transactions.

In Favor _____ Against _____ Abstaining _____

Motion 58)

Add

IV.B.9.e. Gives a monthly report at each area meeting which shall include year-to-date budgetary expenditures, current budgets, up-to-date prudent reserve amount, Literature stockpile total, lists of individual deposits for both bank accounts, and both bank account balances.

In Favor _____ Against _____ Abstaining _____

Motion 59)

Move from IV.B.9.e. to IV.B.9.f.

Change from

IV.B.9.e. Work together with the Literature Chair at least quarterly to make sure that the inventory on hand and the checkbook balance together equal the \$4500 total amount set as literature value. Provide clear, written tally of expenses incurred for the year that includes a listing of expenses by subcommittee for the month, year to date and total budget.

To

IV.B.9.f. Work together with the Literature Chair at least twice yearly to make sure that the inventory on hand and the checkbook balance together equal the previously set stockpile amount total.

In Favor _____ Against _____ Abstaining _____

Motion 60)

Remove

IV.B.11.a. Regional committee members are just that: They serve as the core of the regional service committee, a body which coordinates service forums throughout the region, is responsible for the regional convention, and conducts the regional assembly. The regional committee also serves year around as a contact point between NA world and local services. Detailed information on the services provided by regional committees can be found later in this guide.

RCM's keep their areas in touch with the larger world of NA by providing information on activities in the neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service.

Both the region and it's areas depend on RCM's to be well-versed in NA service

practices and principles. RCM's should be closely acquainted with the Twelve Traditions and Twelve Concepts, the fundamentals of service in our fellowship. Familiarity with all published service manuals and bulletins puts the resources of the whole fellowship at the RCM's fingertips.

RCM's should carefully study the reports from their own areas' groups, officers, and subcommittee chairs so that they can pass their areas' experience on to others at the regional meeting. RCM's will be more effective contacts between their areas and the regional committee if they take the time to talk personally with other participants in there are committees. That way, they can get a better idea of what needs and concerns the regional committee should address.

Add

IV.B.11.a. Act as liaison between ASC and RSC, attends RSC on a monthly basis.

In Favor _____ Against _____ Abstaining _____

Motion 61)

Add

IV.B.11.b. Works with ASC Treasurer to provide fund flow to RSC.

In Favor _____ Against _____ Abstaining _____

Motion 62)

Add

IV.B.11.c. Works with ASC Treasurer to purchase schedules when directed and informs the ASC of printing dates.

In Favor _____ Against _____ Abstaining _____

Motion 63)

Add

IV.B.11.d. Brings flyers to and from RSC as needed.

In Favor _____ Against _____ Abstaining _____

Motion 64)

Add

IV.B.11.e. Become familiar with this area's policy to have clear direction of our group's conscious.

In Favor _____ Against _____ Abstaining _____

Motion 65)

Add

IV.B.11.f. Informs the groups when the CAR is expected to be released and attend at least one CAR workshop whenever possible. Make themselves available to this area's groups to explain the CAR to the best of their ability.

In Favor _____ Against _____ Abstaining _____

Motion 66)

Add

IV.B.13.b. When the term of the RCM is fulfilled, the RCM-Alternate shall be automatically nominated for the position of RCM after the position has been out to the fellowship for 30 days.

In Favor _____ Against _____ Abstaining _____

B. Executive Committee

1. General

a. The Area P. O. Box key is to be held by an Area Executive Committee member only, except in extenuating circumstances.

b. Define the ASC Executive Committee as composed of the following ASC officers: Chair, Vice-Chair, Secretary, Treasurer, Regional Committee Member, RCM-Alternate.

c. To have B.O.D. seats not serve more than two consecutive terms: holding a B.O.D. seat at C.T.R.S.C.N.A. two three-year terms.

2. Qualifications for ASC Chairperson:

a. Willingness and desire to serve.

b. Active for at least one year in the NA Service Structure.

c. Strongly suggested two years abstinence from all drugs.

d. A good working knowledge of the Twelve Steps, Traditions, and Concepts of NA.

e. Leadership ability.

f. Ability to communicate.

g. Ability to organize.

3. Responsibilities of an ASC Chairperson:
 - a. The area committee chairperson is responsible for conducting committee meetings, preparing the agenda, and various administrative duties.
4. Qualifications for ASC Vice-Chairperson:
 - a. Willingness and desire to serve.
 - b. Active for at least one year in the NA Service Structure.
 - c. Strongly suggested two years abstinence from all drugs.
 - d. A good working knowledge of the Twelve Steps, Traditions, and Concepts of NA.
 - e. Leadership ability.
 - f. Ability to communicate.
 - g. Ability to organize.
5. Responsibilities of an ASC Vice-Chairperson:
 - a. The primary responsibility of the Are Vice Chairperson is to keep in regular contact with the chairpersons of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible or necessary.
 - b. In the absence of a subcommittee chair and vice chair, the Are vice chairperson shall be responsible for the fulfilling the responsibilities of the subcommittee chair. (see notes under subcommittee chair)
 - c. The vice chairperson is also responsible to assist the chairperson in conducting are committee meetings and to conduct ASC meetings him or herself in the chairperson's absence.
6. Qualifications for ASC Secretary:
 - a. Willingness and desire to serve.
 - b. Active for at least one year in the NA Service Structure.
 - c. Strongly suggested two years abstinence from all drugs.
 - d. A good working knowledge of the Twelve Steps, Traditions, and Concepts of NA.
 - e. Leadership ability.
 - f. Ability to communicate.
 - g. Ability to organize.
 - h. Ability to record accurate minutes.
7. Responsibilities of an ASC Secretary:
 - a. Records accurate minutes of the monthly ASC meeting.
 - b. Distributes minutes in a timely fashion (two weeks).
 - c. Maintains a current and accurate contact list.
 - d. To make available the last three years of archives, documents, and the printer with a stock of paper and ink.
8. Qualifications for ASC Treasurer:
 - a. Willingness and desire to serve.
 - b. Active for at least one year in the NA Service Structure.
 - c. Strongly suggested two years abstinence from all drugs.
 - d. A good working knowledge of the Twelve Steps, Traditions, and Concepts of NA.
 - e. Leadership ability.
 - f. Ability to communicate.
 - g. Ability to organize.
 - h. Ability to maintain accurate financial records.
 - I. Financially responsible.
9. Responsibilities of an ASC Treasurer:
 - a. Administrates both the general ASC bank account and the GWA Literature bank account.
 - b. Collects and deposit fund flow contributions, literature payments, and any other funds generated by subcommittees.
 - c. Distributes funds at the direction of the ASC; either budgeted expenditures or through motions voted on by groups. (rent or donations on behalf of rent for ASC and subcommittees, monthly storage fees, reimbursements, fund flow, works with Literature Chair for NAWS literature orders, etc.)
 - d. Keeps careful records of all transactions.
 - e. Gives a monthly report at each area meeting which shall include year-to-date budgetary expenditures, current budgets, up-to-date prudent reserve amount, Literature stockpile total, lists of individual deposits for both bank accounts, and both bank account balances.

- f. Work together with the Literature Chair at least twice yearly to make sure that the inventory on hand and the checkbook balance together equal the previously set stockpile amount total.
10. Qualifications for the Regional Committee Member (RCM):
- a. Willingness and desire to serve.
 - b. Active for at least two years in the NA Service Structure.
 - c. Strongly suggested three years abstinence from all drugs.
 - d. A good working knowledge of the Twelve Steps, Traditions, and Concepts of NA.
 - e. Leadership ability.
 - f. Ability to communicate.
 - g. Ability to organize.
11. Responsibilities of the Regional Committee Member (RCM):
- a. Act as liaison between ASC and RSC, attends RSC on a monthly basis.
 - b. Works with ASC Treasurer to provide fund flow to RSC.
 - c. Works with ASC Treasurer to purchase schedules when directed and informs the ASC of printing dates.
 - e. Become familiar with this area's policy to have clear direction of our group's conscious.
 - f. Informs the groups when the CAR is expected to be released and attend at least one CAR workshop whenever possible. Make themselves available to this area's groups to explain the CAR to the best of their ability.
12. Qualifications for the RCM-Alternate:
- a. Willingness and desire to serve.
 - b. Active for at least one year in the NA Service Structure.
 - c. Strongly suggested two years abstinence from all drugs.
 - d. A good working knowledge of the Twelve Steps, Traditions, and Concepts of NA.
 - e. Leadership ability.
 - f. Ability to communicate.
 - g. Ability to organize.
13. Responsibilities of the RCM-Alternate:
- a. Assist RCM with all activities described above.
 - b. When the term of the RCM is fulfilled, the RCM-Alternate shall be automatically nominated for the position of RCM after the position has been out to the fellowship for 30 days.
-

Section IV.C. Trusted Servants – Subcommittees

- Motion 67) Add
 IV.c.1.d. It is recommended that anyone considering a subcommittee Chair position should have prior experience with the related subcommittee.
 In Favor _____ Against _____ Abstaining _____
- Motion 68) Change from
 IV.C.2.a. Attend all ASC meetings and all RSC Subcommittee meetings.
 To
 IV.C.2.a. Attend all ASC meetings and all relevant RSC subcommittee meetings. (where applicable)
 In Favor _____ Against _____ Abstaining _____
- Motion 69) Remove
 IV.C.2.c. Makes and Debates motions on ASC floor.
 In Favor _____ Against _____ Abstaining _____
- Motion 70) Change from
 IV.C.3. Suggested that each Subcommittee submit, in writing, any plans of their activities, for the approval of the ASC, as needed.
 To
 IV.C.3. Suggest that each subcommittee includes in monthly report any plans for their activities to keep the ASC informed and gather input as needed.
 In Favor _____ Against _____ Abstaining _____
- Motion 71) Remove

IV.C.3.a. All GWANA Subcommittee and Area Functions are required to submit Income and Expense projections for approval at the GWASCNA prior to distribution of any tickets, fliers or registrations.
In Favor _____ Against _____ Abstaining _____

Motion 72) Remove
IV.C.7.i. ALC Chairperson and Treasurer to work together at least quarterly to make sure that the inventory on hand and the checkbook balance together equal the \$4500.00 total amount set as Literature value.

Motion 73) Remove
IV.C.8.b. List Phonenumber in all Area phone books.
In Favor _____ Against _____ Abstaining _____

Motion 74) Remove
IV.C.9.a. Standing Policy Subcommittee formed.
In Favor _____ Against _____ Abstaining _____

Motion 75) Remove
IV.C.9.b. Involvement in the review and input of new literature out for Fellowship approval is made a sub-task of the Policy Subcommittee.
In Favor _____ Against _____ Abstaining _____

Motion 76) Remove
IV.C.10.a. Basketball Shootout Subcommittee welcomed at the ASC table.
In Favor _____ Against _____ Abstaining _____

C. Subcommittees

1. Willingness and desire to serve.
 - a. Willingness and desire to serve.
 - b. Active for at least two years in the NA Service Structure.
 - c. Strongly suggested two years abstinence from all drugs.
 - d. It is recommended that anyone considering a subcommittee Chair position should have prior experience with the related subcommittee.
 - e. Leadership ability.
 - f. Ability to communicate.
 - g. Ability to organize.
 - h. Recommended that no officer serve more than two, one year terms.
 2. Responsibilities of Subcommittee Chairperson:
 - a. Attend all ASC meetings and all relevant RSC subcommittee meetings. (where applicable)
 - b. Makes and brings written report to ASC meeting.
 - c. Subcommittee Chairs and Vice-Chairs can make or second motions only pertaining to their Subcommittee.
 - d. Holds regularly scheduled Subcommittee meetings.
 - e. Subcommittee Chairs are responsible for fund raising moneys generated by Subcommittee activities.
 3. All standing Subcommittees of GWANA will be held in a public place.
 4. Suggest that each subcommittee includes in monthly report any plans for their activities to keep the ASC informed and gather input as needed.
 5. Suggested that all Subcommittees hold workshops to promote an awareness of how they function and serve within the Fellowship.
 8. Literature Subcommittee
 - a. The GWA Literature Subcommittee shall have a representative of that committee available for at least 45 minutes after the regularly scheduled start time.
 9. Public Information and phonenumber Subcommittee
 - a. The GWA will reimburse other Areas for expenses of phone calls that other Areas incur from covering phonenumber calls in GWA.
-

Section V. Financial

- Motion 77) Rename from
IV.D. Budgets
To
V. Financial
In Favor _____ Against _____ Abstaining _____
- Motion 78) from
V.1. Annual Budgets for each trusted servant of the GWASC will be included in the GWA Treasurers report, as passed.
To
V.1. Annual Budgets, as passed, for each trusted servant and subcommittee of the GWASC and will be included in the GWA Treasurers report.
In Favor _____ Against _____ Abstaining _____
- Motion 79) from
V.2. GWA Fiscal Year noted in Policy as ending on the day of the March ASC Meeting.
To
V.2. GWA Fiscal Year ends on the day of the March ASC Meeting.
In Favor _____ Against _____ Abstaining _____
- Motion 80) Remove “subcommittee” change from
V.4. All subcommittee budgets shall include last years adopted budget and actual expenditures for this year, and next year’s proposed spending.
To
V.4. All budgets shall include last years adopted budget and actual expenditures for this year, and next year’s proposed spending.
In Favor _____ Against _____ Abstaining _____
- Motion 81) Remove “subcommittee” change from
V.5. All budgets shall be brought back to the groups for approval.
To
V.5. All budgets shall be brought back to the groups for approval.
In Favor _____ Against _____ Abstaining _____
- Motion 82) Add
V.6. In the event of a failed budget, last years budget amounts will be adapted if the start of a new fiscal year happens before a new budget is passed to calculate prudent reserve.
In Favor _____ Against _____ Abstaining _____
- Motion 83) Add
V.6.a. A new budget will be submitted continually until the groups of the area pass it.
In Favor _____ Against _____ Abstaining _____
- Motion 84) Change from
III.A.4.a. All checks and money orders submitted to GWANA are to be made out to "GWASC". In the spot for *memo* a notation should be made concerning what the funds are for ("fund flow/donation", "literature", etc.).
To
V.10. All checks and money orders submitted to GWANA are to be made out to "GWSCNA". Checks and money orders submitted to GWANA should state the group name and a date.
In Favor _____ Against _____ Abstaining _____
(remember that there are two bank accounts, one for GWA and one for Literature)
- Motion 85) Change from
IV.C.5.a. Separate checking account for Campout and cash will be accepted.
To

V.11. GWANA Family Campout Subcommittee

a. Separate checking account for Campout which the Campout subcommittee is responsible for, and cash will be accepted.

In Favor _____ Against _____ Abstaining _____

Motion 86)

Change from

IV.C.7.b. Set literature stockpile at \$4,500.00.

To

V.12.b. Will make a motion to re-figure literature stockpile amount, (bank account balance plus physical literature on hand), as needed when price changes from NAWS occur and ASC Treasurer is to keep a record of this amount.

In Favor _____ Against _____ Abstaining _____

Motion 87)

Change from

IV.C.7.c. No Groups are allowed to pick up new Literature orders unless outstanding balances are paid. Exceptions for hardship only with ASC approval and \$15 limit.

To

V.12.c. No Groups are allowed to pick up new Literature orders unless outstanding balances are paid. Exceptions for hardship only with ASC approval and \$25.00 limit.

In Favor _____ Against _____ Abstaining _____

Motion 88)

Remove “previous” change from

IV.C.7.g. The GWA Literature Subcommittee will receive payment from the ASC Treasurer for a WSO Literature order based on the amount submitted at the previous ASC.

To

V.12.g. The GWA Literature Subcommittee will receive payment from the ASC Treasurer for a WSO Literature order based on the amount submitted at the ASC.

In Favor _____ Against _____ Abstaining _____

Motion 89)

Remove “ASC Secretary” and add “ASC Vice-chair” change from

IV.C.7.h. The GWA Literature Subcommittee shall have a separate checking account. Signers of the account will be the ASC Treasurer, ASC Secretary, ASC Chair and GWA Literature Chair. The ASC Treasurer will be responsible for coordinating Literature deposits and payments as well as reporting account activity monthly to the GWASCNA.

To

V.12.h. The GWA Literature Subcommittee shall have a separate checking account. Signers of the account will be the ASC Treasurer, ASC Vice Chair, ASC Chair and GWA Literature Chair. The ASC Treasurer will be responsible for coordinating and recording Literature deposits and payments as well as reporting account activity monthly to the GWASCNA.

In Favor _____ Against _____ Abstaining _____

V. Financial

1. Annual Budgets, as passed, for each trusted servant and subcommittee of the GWASC and will be included in the GWA Treasurers report.
2. GWA Fiscal Year ends on the day of the March ASC Meeting.
3. All GWASC Trusted Servants (Executive Committee and Subcommittee Chairs) are to present a budget at least ninety days prior to the end of the current fiscal year, for the upcoming fiscal year.
4. All budgets shall include last years adopted budget and actual expenditures for this year, and next year’s proposed spending.
5. All budgets shall be brought back to the groups for approval.
6. In the event of a failed budget, last years budget amounts will be adapted if the start of a new fiscal year happens before a new budget is passed to calculate prudent reserve.
 - a. A new budget will be submitted continually until the groups of the area pass it.
7. All funds generated by GWANA Subcommittees shall be turned over to the Area treasury within forty-eight hours of the conclusion of the event.
 - a. A monthly written financial report for each event subcommittee shall include in the chairman report at the GWASC meeting

8. All GWA Literature Subcommittee NAWS literature orders will be submitted to the Area Treasurer for approval of funds before being sent to the NAWS.
 9. To update the ASC prudent reserve yearly after budgets are approved, using the following calculation: Total all budgets, not including Campout and Basketball Shootout, and divide by six to arrive at prudent reserve figure.
 10. All checks and money orders submitted to GWANA are to be made out to "GWSCNA". Checks and money orders submitted to GWANA should state the group name and a date.
 11. GWANA Family Campout Subcommittee
 - a. Separate checking account for Campout which the Campout subcommittee is responsible for, and cash will be accepted.
 12. Literature Subcommittee
 - a. Only checks or money orders are to be accepted for literature.
 - b. Will make a motion to re-figure literature stockpile amount, (bank account balance plus physical literature on hand), as needed when price changes from NAWS occur and ASC Treasurer is to keep a record of this amount.
 - c. No Groups are allowed to pick up new Literature orders unless outstanding balances are paid. Exceptions for hardship only with ASC approval and \$25.00 limit.
 - d. All orders placed with the GWA Literature Subcommittee must be prepaid in full.
 - e. The GWA Literature Subcommittee will provide a credit receipt to Groups for literature items ordered and paid for which they did not receive.
 - f. The GWA Literature Subcommittee will receive payment from the ASC Treasurer for a WSO Literature order based on the amount submitted at the ASC.
 - g. The GWA Literature Subcommittee shall have a separate checking account. Signers of the account will be the ASC Treasurer, ASC Vice Chair, ASC Chair and GWA Literature Chair. The ASC Treasurer will be responsible for coordinating and recording Literature deposits and payments as well as reporting account activity monthly to the GWASCNA.
-