

CCASCNA Policy

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I. PURPOSE

- A. The primary purpose of the Central Connecticut Area Service Committee of Narcotics Anonymous (CCASCNA) is to carry the message of Narcotics Anonymous to the addict who still suffers and to further the unity of the Fellowship within our area by maintaining communications between the groups in the CC Area and the fellowship of Narcotics Anonymous as a whole in spiritual conscience with our 12 traditions and 12 concepts of NA service.
- B. The service that the CCASC provides is the spiritual support and guidance to its groups and sub-committees in order to carry the message of recovery to addicts. Whenever a group has a specific situation or need that it's not able to handle on its own, it can come to the Area Service Committee for help. These situations are limitless in scope: however, we have learned that we can get much accomplished when we work together as a Fellowship.
- C. To ensure that our primary purpose is carried out, the CCASC shall have Sub-committees directly responsible to those they serve.

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II. FUNCTION

- A. To create unity between groups we serve in our area as well as the region.
- B. To hold regularly scheduled CCASCNA meetings
- C. To establish and maintain accountability throughout the CCA including general funds and all subcommittees
- D. To maintain a prudent reserve, and to practice fund flow by forwarding all moneys above the prudent reserve to Region each month
- E. To hold elections as needed for Executive Committee service positions and all Subcommittee Chairs of CCA
- F. To maintain a PO Box: the area chairperson shall hold the key
- G. To maintain an area checking account with two out of three signatures needed to issue checks
- H. To create adhoc committees to respond to needs as they arise: to serve as a platform for initialization of work to be finalized at the CCASCNA level
- I. To encourage support and coordinate all CCA subcommittees
- J. To maintain effective communication between the World Service Office (WSO), Connecticut regional Service Committee (CRSCNA), other areas, regions and those they serve.
- K. All GSR's submit written reports to the area secretary
- L. The area shall provide a literature starter kit upon request at the ASC
- M. All subcommittee chairs supply copies of their reports for ASC members
- N. Once a motion is passed and becomes area policy, it cannot be changed for sixty (60) days
- O. Area adhoc committees meetings must be held in a public place

III. RULES OF ORDER

A. General

1. CCASCNA policy shall be practiced in all matters. The Guide to Local Service (GTLS) shall then be adopted as a supplement on those matters not covered within the CCASCNA policy.
2. Discussion at any ASC meeting is opened to all members of NA. The area chairperson shall have the discretion to limit discussion on any particular topic.
3. If a group is not represented for two (2) consecutive ASC meetings, the group will be contacted within one week of the ASC by the Executive committee of CCASC
4. Motions shall be handled as in the (GTLS) pages 104-111
5. Motion sheets shall be required for all main motions (GTLS p 105)
6. In the event of absence of both the ASC Chair and Vice Chair, the succession for temporarily chairing the ASC meeting will be: Policy chair, then RCM.

B. Format

1. Moment of silence
2. Unity version of the Serenity Prayer
3. 12 Traditions
4. Announce
 - a) CCASCNA will meet the first Monday of the month
 - b) CCASCNA meetings are planned to begin at 7pm and to conclude when area business is completed.
 - c) Hands are to be raised in order to be recognized by the chair.

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5. Open forum is for new GSR's to introduce themselves, and for any concerns, or announcements pertinent to ASC. Open Forum is to be held at the beginning of each Area meeting: (no motions are to be made during open forum).
 6. Roll call of all trusted servants and attendees shall be documented
 7. Agenda sheet circulated with maker identification
 8. The secretary shall read the minutes of the last CCASCNA meeting: discussion, vote needed
 9. Chair report: discussion
 10. Vice Chair report: discussion
 11. Treasurer's report, discussion, vote on financial statement
 12. RCM report: discussion
 13. Subcommittee reports: discussion:
 - a) Hospitals and Institutions
 - b) Literature
 - c) Public Information and Phone Line
 - d) Activities
 - e) Activities Treasurer Report
 - f) Policy
 - g) Adhoc as necessary
 14. Announce 2nd call for agenda
 15. BREAK
 16. Twelve Concepts
 17. Elections
 18. Old business
 19. New business (motions)
 20. Agenda
 21. Group reports: discussion after all groups have given their reports
 22. Motion to close, 2nd, simple majority
 23. Close with "Unity serenity prayer"
- C. Motions and Voting Guidelines
1. Group Service Representatives (GSR) are voting members, or their alternate or a temporary representative elected by the group
 2. Any NA member present may make nominations for trusted servant positions
 3. The only members allowed to make or second a motion are the following:
 - a) GSR or alternate GSR (only in the GSR's absence)
 - b) RCM or alternate RCM (only in the RCM's absence)
 - c) Sub-committee Chairs or their representative can make motions pertaining only to the sub-committee they serve as a trusted servant.
 - d) The CCASC Treasurer can make motions concerning the treasury functions and all budgets
 4. Unless specified in CCASC policy, a motion requires a simple majority (51% of voting attendees) for it to carry
 5. Area Chair may vote or abstain in case of a tie only
 6. In order to set or change policy, more than ½ of the member groups in CCANA must be present. 2/3 majority of those present must vote yes in order to set or change policy.

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7. Excessive abstentions are when more than $\frac{1}{2}$ the voting members in attendance abstain. In the event of excessive abstentions A second discussion with two (2) pros and two (2) cons will be held, then a second vote will be taken which will stand regardless of the number of abstentions.
8. Procedures for taking an Area conscience on the Conference Agenda Report (CAR)
 - a) The area will purchase copies of the WSC CAR as soon as it becomes available: 1 for each group, 1 for each sub-committee, 1 for Executive Committee unless notified otherwise.
 - b) The purchase of CAR reports will be the responsibility of the Vice-Chair and Treasurer of CCASC.
 - c) The Area will advise as to the location of CAR Learning Sessions at the CCASC meeting as soon as possible after receipt of the CAR report.
 - d) The Area Sub-Committees will be asked to bring information on motions in the CAR from their corresponding WSC committees to the CAR learning day.
 - e) Voting on the WSC CAR shall take place two ways:
 - (1) At a CAR Learning Session where amendments and substitute motions shall be in order. Voting will be (1) addict (1) vote.
 - (2) At the group level where voting will be (1) addict: (1) vote. The groups shall tally the votes and will then give them to the RCM. Then the votes will be taken to the Special RSC by the RCM to be collected by the Regional delegates and taken to the WSC.

D. Handling of motions

1. All motions will be handled as directed in the current "Guide to Local Services" (GTLS 2005) pages 104-111 (Appendix A)
2. If the motion has financial impact on the fellowship, the motion shall include an itemized estimate of expenses.

IV. TRUSTED SERVANTS

A. GENERAL

1. Nominations for Executive Committee officers and Subcommittee Chairs are to be seconded (2nd) and nominees must be present
2. Volunteers will than be taken and must be seconded.
3. Chair or Policy Chair then read commitments, qualifications, and responsibilities.
4. CCASC officers and subcommittee chairs will step down for the following:
 - a) Relapse
 - b) Failure to perform duties and responsibilities.
 - c) Missing two (2) consecutive or three (3) total unexcused absences from CCASC meetings within the year. ASC officers or subcommittee chairs may be asked to step down from their position at the next meeting: in the interim they will be contacted by the Executive Committee.
5. No CCASC trusted servants may hold any two (2) of the following positions: Chair, Vice-chair, Secretary, Treasurer, Assistant Secretary or Treasurer, Activities Treasurer, Policy Chair, RCM, GSR or Subcommittee Chair, or their designated alternates.
6. Positions are one-year commitments. It is suggested that no officer serve more than two (2) years consecutively at one position.

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7. All Executive Committee and Subcommittee Chair positions must be put out to the fellowship for thirty days (30) prior to their expiration: in case of a trusted servant stepping down, the position must go to the fellowship for thirty (30) days prior to elections.

B. Executive Committee

1. GENERAL QUALIFICATIONS/RESPONSIBILITIES

- a) Willingness and desire to serve.
- b) Working knowledge of the 12 Steps: 12 Traditions: and 12 Concepts
- c) Ability to organize.
- d) Ability to communicate.
- e) Leadership ability
- f) Attend all ASC meetings.
- g) Submit a written report unless no business was conducted. All reports need be in writing, contain fact not personal opinions, and be in sufficient quantities to be distributed to all members of ASC.

2. CHAIRPERSON

- a) Qualifications/responsibilities
 - (1) Four (4) years clean.
 - (2) Suggested one (1) year service experience at the CCASC table.
- b) Prepare and submit the Area Executive Committee annual budget.
- c) Chairperson shall advise the area trusted servants of any requirements that need to be addressed within the next month.
- d) To be a signer of the Area checking account.
- e) Conduct regular treasury audits (as outlined in V. F. 5)
- f) Hold area archives and pass on to next chair.
- g) Communicate all necessary information to incoming ASC chair or area table.
- h) Hold one (1) P.O. Box key (#456), check regularly for mail, including the week prior to ASC, and assure that the P.O. Box rent is paid yearly in a timely manner.
- i) In absence of Vice-Chair assumes or delegates Vice-Chair responsibilities.
- j) The Chairperson/Vice chair shall read the qualifications for the area trusted servant position prior to accepting nominations or volunteers for that position.

3. VICE-CHAIR

- a) Qualifications/responsibilities
 - (1) Three (3) years clean.
 - (2) Suggested one (1) year service experience at the CCASC table.
- b) Assist the Chair to prepare and submit the Area Executive Committee annual budget.
- c) Insure proper NA logo on all fliers.
- d) To be a signer of the Area checking account in the absence of an Alternate Treasurer.
- e) The primary responsibility of the area committee vice chairperson is the coordination of the area subcommittees.

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- (1) The vice chair keeps in regular touch with the chairperson of each subcommittee to stay informed of their projects and problems: attending subcommittee meetings as needed.
 - (2) If disputes arise within a subcommittee or between subcommittees, the ASC vice chair helps find a solution.
 - (3) The vice chairperson works closely with subcommittee chairs when they prepare their annual reports and budget proposals.
 - f) The vice chairperson is also responsible to assist the chairperson in conducting area committee meetings and to conduct ASC meetings in the chairperson's absence.
4. SECRETARY
 - a) Qualifications/responsibilities
 - (1) One (1) year clean.
 - b) Record ASC minutes: prepare minutes and send to all ASC members within ten (10) days.
 - c) Maintain attendance roster: not to be sent with minutes.
 - d) Coordinate archives with the chair.
 5. ASSISTANT SECRETARY
 - a) Qualifications/responsibilities
 - (1) Six (6) months clean.
 - b) Be available for Secretary position the following year,
 - c) Attend all ASC meetings
 - d) In absence of the Secretary: execute all secretarial responsibilities for ASC.
- C. TREASURER
1. Qualifications/responsibilities
 - a) Three (3) years clean.
 - b) Active at least one (1) year at the CCASC table.
 2. Maintain area checking account
 3. Prepare monthly report and make copies for the ASC table.
 4. Execute financial responsibility for ASC.
 5. Signer of area checking account.
 6. Can make motions concerning treasury functions and all budgets.
 7. Obtain treasurers workbook.
 8. Coordinate with vice chair the purchase of CAR in timely fashion.
 9. Re-evaluation of standing prudent reserve amounts with report to ASC in February of every year.
- D. ALTERNATE TREASURER
1. Qualifications/responsibilities
 - a) Two (2) years clean.
 - b) Active at least one (1) year at the CCASC table.
 - c) Shall meet all other qualifications for Treasurer.
 2. Signer of area checking account.
 3. Be available for the Treasurer position the following year.
 4. In absence of the treasurer; execute financial responsibilities for the area.
- E. AREA ACTIVITIES TREASURER
1. Qualifications/responsibilities
 - a) Three (3) years clean.

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- b) Previous experience with Activities subcommittee.
 2. Be financially responsible to ASC.
 3. Work closely with the Area Treasurer and Alternate Treasurer.
 4. Maintain accurate financial records: using *Event Financial Breakdown Report* and *Event Ticket Distribution And Accountability Report* forms.
 5. Attend all Activity Subcommittee meetings
 6. Attend all Activity Subcommittee events.
 7. Fulfill all financial responsibilities of Activities Subcommittee events: purchase activity supplies, pay outside contracts, pay rent to facilities.
- F. REGIONAL COMMITTEE MEMBER (RCM)
1. Qualifications/responsibilities
 - a) Three (3) years clean.
 - b) Active at least one (1) year at the CCASC table.
 2. Prepare and submit annual budget for RCM and Alt. RCM.
 3. Attend CT Regional Service Committee.
 4. Bring a written report to CCASC including all motions with written intents.
 5. Supply copies of report to all ASC members.
 6. Attend CAR learning day.
 7. Be available to all GSRs for CAR questions.
 8. Attend Regional Assembly.
- G. ALTERNATE-REGIONAL COMMITTEE MEMBER (RCM)
1. Qualifications/responsibilities
 - a) Two (2) years clean.
 - b) Active at least one (1) year at the Area table.
 2. Attend the CT Regional Committee with RCM and in their absence fulfill the position and requirements of the RCM.
 3. Attend the Regional CAR Learning Day.
 4. Attend the Regional Assembly.
- H. POLICY CHAIR
1. Qualifications/responsibilities
 - a) Two (2) years clean.
 2. Provide Guidance to ASC through CCANA policy, Traditions, Concepts, etc.
 3. Maintain changes to Area Policy per ASC group conscience decisions.
 4. Attend ASC monthly meetings.
 5. Form policy adhoc when necessary.
 6. Provide new GSR's and other trusted servants with printed policies and GSR Guidelines and Orientation Guides as necessary. Remind that these documents are to be shared with their home groups and also used as reference during each ASC.
- I. CCANA Web Contact Servant
1. Qualifications/responsibilities
 - a) Two (2) years clean.
 2. Attend ASC monthly meetings.
 3. On a monthly basis, electronically notify RSC Webservant of CCANA webpage updates, including ASC minutes, subcommittee reports and emergency notices as directed by CCANASC
 4. On a monthly basis, electronically notify RSC Webservant of CCANA events and fliers to be put on the RSC events calendar.

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J. SUBCOMMITTEE CHAIRPERSONS

1. Qualifications/responsibilities
 - a) Two (2) years clean.
 - b) Active at least one (1) year at the Area table.
2. Prepare and submit annual budget for subcommittee.
3. Attend all ASC meetings and Regional Subcommittee meetings.
4. Chair regularly scheduled subcommittee meetings.
5. Suggested that each subcommittee submit in writing any plans for their activities for approval of the ASC.
6. Make and bring written reports to the ASC meeting for all ASC members.
7. Submit policies or changes in subcommittee policy at the next ASC meeting.

V. FINANCIAL

A. Budgets

1. Budgets are prepared by the Area Chair, RCM, Policy chair, and Area Sub-Committees Chairs.
2. Each Area standing sub-committee and each trusted servant shall include the previous year's approved budgets.
3. Budgets should be submitted to the ASC at the January meeting. Fiscal year is from April 1 through March 31.
4. In cases where subcommittee or executive committee budgets have not been approved: the budget shall be calculated at \$400.00.

B. Financial Reserves

1. Prudent Reserve (exact amounts to be re-evaluated by the treasurer annually every February.)
 - a) The general prudent reserve shall be \$500.00.
 - b) Activities seed reserve shall be \$1,000.00.
2. Literature reserve is a combination of money and literature held in a separate reserve to equal \$2,400.00: an inventory shall be kept by the literature sub-committee Chair.
3. Special prudent reserves may be established only by the ASC (not individual subcommittees)
 - a) To allow sufficient funding for subcommittee events that do not generate funds
 - b) 2/3 majority vote of GSR's present necessary for passage
 - c) 90-day time limit, then return to normal prudent reserve levels.

C. Disbursements , Fund Flow, and Signers

1. All disbursements shall be signed by 2 of 3 designated signers. There should always be 3 designated signers for the ASC account: Treasurer, Alternate Treasurer, and Chair. If any of these positions are vacant, the Vice chair shall also be a designated signer.
2. The treasurer shall make disbursements for specific line items of approved budgets as the need arises, after a CCANASC check request form is filled out and submitted. This also applies to non-line items.
3. No monies will be disbursed without a written receipt or signing advance except in payment of verified invoices, account statements and the like.
4. The treasurer shall also make disbursements at the specific direction of the ASC Executive Board and Area Table.

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5. All transactions of the ASC shall be in the form of a check or money order.
6. Once the ASC's bills have been paid, any funds in excess of the established prudent reserve (including any "special prudent reserves") will be donated to the Regional Service Committee (RSC).

D. Financial Emergencies

1. If a requested payment would reduce the balance of Area funds below forty percent (40%) of the general and activities prudent reserves plus 100% of literature reserve, the Treasurer shall inform the ASC that a financial emergency exists.
2. The financial emergency will continue until the balance of Area funds reported at the ASC meeting rises to sixty percent (60%) of the general and activities prudent reserves plus 100% of literature reserve.
3. During a financial emergency no subcommittee or trusted servant shall expend any funds or enter into any agreement requiring the expenditure of funds without the specific approval of the ASC table.

E. Financial Statements

1. The treasurer shall prepare a monthly financial statement, in writing, showing all receipts and expenditures for the fiscal month and the fiscal year to date.
2. The statement shall breakout expenditures by budget line items for each subcommittee and trusted servant.
3. Current approved annual budget amounts should also be shown.

F. Communication and Audits

1. It is vital that every treasurer hand over his or her records to the next treasurer. Doing this will preserve much-needed continuity and history.
2. All elements of the Area Service Structure should communicate freely and openly.
3. Each communication, regardless of its means (example: letters, phone calls, electronic media) must contain a clear statement of its source.
4. The ASC should audit all its financial records at least once a year, and whenever there is a change in treasurers. Regular "spot checks" should be done by the Chair as well.
5. **Suggested Procedures for Auditing (from -WSO Treasurer Handbook 2003, pp 13-17)**
 - a) The ASC administrative committee (chairperson, vice chairperson, secretary) should determine when an audit is to take place.
 - b) No more than 24 hours notice be given before the audit.
 - c) Those conducting the audit *must* take physical possession of all records, statements, inventories, and petty cash.
 - d) The treasurer should be available to the audit committee in order to assist and answer questions, if necessary.
 - e) An audit should be seen as a tool that can keep a minor error from becoming a major one. *It is not intended to be an inquisition.*
 - f) Audits should not be predictable, but should be varied as to time and place.

G. Filling in the Check Register (from -WSO Treasurer Handbook 2003, pp 13-17)

1. Beginning balance — This will be the beginning balance for the first day of the month. Enter the date and go over to the "Balance" category and enter the beginning balance for each subcommittee.* Under the "Total" column, enter the

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total for all the balances added together. If you do not know the beginning balance for each subcommittee, you should calculate what the current bank balance is. Then the area/region should decide what amount of money should be given to each subcommittee. These amounts, when added together, should equal the current bank balance. The ending balance for the month becomes the beginning balance for the following month.

2. Procedure for entering deposits:
 - a) Enter the date of the deposit in the “Date” column.
 - b) Enter the source of the money under “Description” (for example, from literature sales or contributions from groups, etc.).
 - c) Enter the amount of the deposit under the appropriate subcommittee under the “Deposit” category.
 - d) For contributions or donations from groups, enter the total amount of the deposit on the “Check Register.” A record of the amounts contributed from each group can be kept on a separate page entitled “Contributions from Groups.” On this record, a separate column is used for different dates. The amount on the “Check Register” and the total for the date on “Contributions from Groups” should always be equal. In this way, anytime you need to know how much money a particular group has donated, you can make a total column on the “Contributions from Groups” record and add across for each group.
 - e) On the “Check Register”, add the amount of the deposit to the previous figure in the “Total Deposits” column to arrive at a total deposit figure for the month..
 - f) Under the “Balance” category, the deposit is added to the previous balance for the appropriate subcommittee and to the “Total” column to arrive at the current balance.
3. Procedure for entering checks:
 - a) When entering the check, enter the date of the check in the “Date” column, the payee and the purpose of the check in the “Description” column, the check number in the “Check #” column, and the amount of the check under the appropriate subcommittee. All check numbers should be accounted for.
 - b) Add the amount of each check to the “Total Expenses” under the category “Expenditures.”
 - c) Under the “Balance” category, subtract the amount of the check from the appropriate subcommittee and the “Total” column. When the balances for the subcommittees are added together, they equal the “Total” balance. This is a double check for mathematical accuracy.
4. Procedure for transfer of funds —
 - a) If a transfer of funds is made between subcommittees; this should be indicated on the “Check Register.” These are indicated with a “T” (for transfer) and checked so they will not be included when balancing the “Check Register.” These entries offset each other and do not appear on the bank statement. Again, the total for each category and the balances should be brought current.
5. Procedure for Reconciling the Check Register to the Bank Statement

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- a) This must be done monthly. When the treasurer receives the bank statement, he or she should reconcile it to the check register as soon as possible. Doing this each month will assure a correct balance for the account, and any mathematical errors will be found. Simple step-by-step instructions for this can be found on the Bank Statement Reconciliation Form earlier in these guidelines.

H. Conclusion (from -WSO Treasurer Handbook 2003, pp 13-17)

These guidelines are intended to serve as an aid to all members of Narcotics Anonymous, particularly those charged with the responsibility of handling funds. If followed as closely as possible, our experience tells us that they will help avoid financial chaos and lessen the chance of financial disaster. It is our hope that, together, we have helped our fellowship achieve a smoother flow of funds, which will, in the long run, maximize our effort to carry the message of recovery to the addict who still suffers.

Group Service Representative (GSR) Orientation Guide for CCANA

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What is a GSR?

PLEASE READ GSR STARTER SHEET AND POLICY, THESE WILL BE REFERED TO FREQUENTLY.

Group service representative (GSR): Each group elects one Group Service Representative; even those groups hosting more than one recovery meeting elect just one GSR. These GSRs help form the foundation of our service structure. GSRs provide constant, active influence over the discussions being carried on within the service structure. They do this by participating in Area Service Committee meetings, attending forums and assemblies at both the Area and Regional levels, and sometimes joining in the work of an ASC Sub-committee. If we are vigilant in choosing stable, qualified trusted servants at this level of service, the remainder of the structure will almost certainly be sound. From this strong foundation, a service structure can be built that will nourish, inform, and support the groups in the same way that the groups nourish and support the structure.

Group Service Representatives bear great responsibility. While GSRs are elected by and accountable to the groups, they are not mere group messengers. They are selected by their groups to serve as active members of the Area Service Committee. As such, they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own group's priorities. As participants in the ASC, GSRs need to be as well informed as they can be concerning the affairs of the committee. GSRs study the reports of the Area Service Committee's officers and Sub-committee Chairpersons. They read the various handbooks published by the World Service Office on each area of service. After carefully considering their own conscience and what they know about how their group members feel, they take active, critical parts in the discussions which form the group conscience of the entire committee.

Group Service Representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the Area Service Committee. At group business meetings, the GSR's report provides a summary of ASC activities, often sparking discussions among group members that provide the GSRs with a feel for how the Area can better serve the group's needs. In group recovery meetings, GSRs make available fliers announcing Area and Regional activities.

At the ASC meetings, the GSR's report provides perspectives on group's growth vital to the committee's work. If a group is having problems, its GSR can share those problems with the committee in his or her reports. And if the group hasn't found solutions to those problems, the Area Chairperson will open a slot on the ASC's "Agenda" so that the GSRs (In "A Guide to Local Services" chapter on the Area Service Committee, see the section titled "The Sharing Session.") can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group.

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Alternate GSR: Is a member elected by the group(s) as a second representative. Alternate GSRs attend all the Area Service Committee meetings (As a non-voting participant) with their GSRs so that they can see for themselves how the ASC works. If a GSR cannot attend an ASC meeting, that group's Alternate GSR participates in the GSR's place.

Alternate GSRs, along with other members, may also serve on Area Sub-committees. Sub-committee experience gives Alternate GSRs added perspective on how Area services are actually delivered. That perspective helps make them more effective Area Service Committee participants if their groups later elect them to serve as GSRs.

A. After the ASC Meeting...

- **Back at the Group:** Depending on your group's policy, when the chairperson asks for any NA announcements, you may be asked to update the group with upcoming events and open positions.

B At the Next Group Business Meeting...

- Be prepared to give your report on the ASC meeting.
- Your report should consist of highlights from each report presented at the previous ASC meeting, topics under open forum, any motions voted on at the ASC, any new motions to be voted on by the group, and anything else that you think is noteworthy.
- Available copies of the previous month's meeting minutes, this can be very helpful.
- Make sure that any motions to be voted on by the group are brought up under new business at the group's business meeting.
- When these motions are brought up at the next ASC, vote the group's conscience.

C. Communication is the Key...

- **If you are unable to attend the ASC meeting,** please contact your Alternate GSR to take your place.
- If the Alternate GSR is unavailable to take your place, then contact the group's secretary to see if another trusted servant from the group can take your place.

WELCOME TO AREA SERVICE **

1. Why do we need an ASC?

- It is the vital link in the chain between the individual recovering addict in the group and the rest of the Worldwide Fellowship. Without the ASC, the groups would be isolated.
- It provides a forum for shared information to help coordinate groups and sub-committees.
- The Area receives donations from groups, in accordance with Seventh Tradition, to maintain our services and further our primary purpose of carrying the message of recovery to the still sick and suffering addicts around the world.

2. Who's Who at the ASC?

- Chairperson – Is an elected member that facilitates the ASC meeting and ensures that the ASC keeps to the agenda of business.

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- Vice Chair – Is an elected member that supports the Chairperson, liaises with the Area Sub-committees and stands in if Chairperson is absent.
- Secretary – Is an elected member that records what happens at the ASC in the form of minutes, which are made available to groups prior to the next ASC
- Treasurer – Is an elected member that keeps the bank account in order, receives donations, literature orders, pays the bills, ensures that the sub-committees have the funds they need and keeps a record of all transactions
- Regional Committee Member (RCM) – Is an elected member that is the link between the ASC and CT Region of NA.
- Area Sub-committees – These include Hospitals & Institutions (H&I), Public Information (PI&PL), Literature, Policy, Activities.
- Group Service Representative (GSR) – the link between the group and the Area. The GSR should have an Alternate GSR for support and to keep the continuity when the GSR's commitment is completed. Though the suggested clean time for a GSR is **ONE YEAR**, each group is autonomous.

3. What the GSR needs to do at the ASC:

- The GSR is selected by their group to serve as an active member of the ASC and is committed to attend each ASC meeting which is held on the first Monday of the month from 7pm until business is done.
- The GSR gives a report on the current status of the group and brings any donations from the group to the Area Treasurer.
- The GSR may be asked to place the group's literature order or to pick up the group's literature at the ASC and deliver it to the group's next meeting.
- Keep in mind Tradition Twelve, particularly during any voting, and while carrying the group's conscience. "Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities."

4. What the GSR needs to do outside the ASC

- **Relay information from the ASC back to the group.** The best way to do this is usually with the ASC minutes in hand, which should ensure accurate information.
- **Report on what happened at the ASC at your group's business meeting at least once a month.** The group's donations and literature stock are usually discussed along with any other issues affecting the group and/or ASC at that business meeting.
- Keeps the regional scheduling committee informed of all meeting changes this will help avoid addicts being misdirected.
- Become familiar with the Twelve Traditions and the Twelve Concepts of NA service.
- **Carrying the Group's Conscience:** From time to time issues arise at the ASC that need the input from all the groups within the area. (Budgets for Area and Regional Committees, and

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Bi-Annual CAR Reports). In this case the GSR needs to give the group all the relevant information at a business meeting and hold an open discussion. The group will eventually reach a conscience on that issue. This is the group's conscience that the GSR will carry to the next ASC.

5. Open Forum

- The portion of the meeting that gives GSRs the opportunity to discuss information and issues that may affect the group, the Area, the Region or NA as a whole. This is also an opportunity to discuss any upcoming NA related events.

6. Agenda

- The agenda should contain any items that should be brought up during new business. Any trusted servant can add an agenda item.

7. Motions from Groups

- Motions from groups should be brought to area in written form to preserve the accuracy of the group's intent. Once brought to area, the GSR obtains a motion sheet from the ASC secretary, copies the motion and the intent, obtains a second and returns the completed motion sheet to the secretary to be brought up in New Business.

8. Voting

- This can be confusing so it is important to ask if you need something explained. All remarks and questions made in committee meeting such as the ASC must be directed through the chairperson. This involves attracting the Chairperson's attention via a raised hand. The general rule is that only GSRs may vote on ASC elections and NA business. If, however, the vote is tied, the Chairperson has the "deciding" vote.

Another exception is where the vote is on matters such as date/time of ASC or whether to extend the meeting to conclude business. In this case all in attendance may vote.

- There is only ONE vote per group. If a GSR or alternate cannot attend the ASC, the group does not get a vote.
- The three voting options are "FOR", "AGAINST", "ABSTAIN". You should abstain if you don't have a clear conscience from your group or, as in the case of elections you are unsure.
- If a proposal is made it must be seconded by a GSR before a vote can be taken. For this motion to then be carried more than 50% of the GSRs must vote FOR it. If the "ABSTAIN" and "AGAINST" votes together are more than 50% of the vote, the motion fails. You do not need to consult your group before

voting to elect members at the ASC. As a trusted servant you can make an informed decision on which way to vote unless your group has instructed you otherwise.

- In matters affecting policy, more than 1/2 the member groups in CCANA must be present. The vote must be a 2/3 majority of those present in order to change policy. Unwritten reports do not need to be voted on.

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9. Fund Flow Donations and Literature Orders

- All donations and literature orders must be brought to ASC in money order or check form and be made payable to CCANA.
- **The memo at the bottom of the check or money order must say the amounts that are for literature and fund flow.** They can be included on the same check or money order.

**If you have any questions, please don't be afraid to ask them.
Remember: Service is good for recovery. KEEP COMING BACK!**

GSR Basic Starter Sheet. Welcome to Area Service

CCASCNA Policy

This sheet is intended to help you get started and familiar with the service structure and procedures of Central CT's Service Committee meetings. **This does not release you of your obligation to learn the CCANA Policy and Guidelines. Ask the Policy Chair or the Vice Chair for a Policy if your home group didn't provide you with one.**

This starter sheet is meant to help you understand what is going on while you participate for the first few meetings and hopefully answer most of the basic questions you may have, and allow you to understand and keep pace with the information you may receive.

Before the ASC meeting begins

GSRs should arrive at least 15 minutes before Area starts to be ready for a prompt 7pm start, the intention is to allow the following to go on without disturbing the spirituality of service.

- **Literature Order:** Preferably 15 minutes prior to the start of ASC meeting you should place or pick up your group's literature order.
- **Our Treasurer** needs all checks or money orders properly filled out. Please specify Fund Flow amount and/or Literature amount total on money order presented. (Only one money order needed for the combined total)
- **Group Reports:** GSR group reports are located on the Executive Committee head table with the secretary for you to pick-up, fill out, and hand in after giving your said report.
- **Motion Forms:** Motion forms are located on the Executive Committee head table with the secretary for you to pick-up and fill out.
- **Written Reports:** Sub-committees and Area table member's written reports are located on a table in the ASC meeting room.
- **Schedules & Announcements:** Meeting schedules and announcements are also located on the table in the ACS meeting room. Pick up announcements and check for any mail for your group. Use your judgment on the number of each announcement you to pick up. Many times there are only enough announcements for one of each per group. The agenda and attendance sheet will be going around the room. Be sure to add any items to the agenda that your group has asked you to discuss.

(All CCANA Area activities and functions should be announced at your home group meeting to best inform other addicts to where support is needed and what commitments are out to the fellowship.)

During the ASC Meeting

ASC starts promptly at 7:00 PM. All GSRs should be present and ready for business. All trusted servants in attendance are expected to be on time and stay for the entire meeting to fulfill their commitment.

The ASC meeting follows an agenda and will announce any items on it before resuming the second half of the meeting. The first half of the ASC meeting consists of verbal and written reports from the ASC Executive Committee, Sub-committees and ad-hoc committees.

- **Highlight or make notes during each report** as to what you think your group will find important.
- Also, **make a note of what positions are open** and add them to your announcements to read.
(GSRs should make these announcements as a priority at their home group meeting)
- **Take notes on what is said during open forum to add to your GSR report.**
- **Take notes on all motions** under new and old business in order to better inform your groups of the motions that will be voted on pay close attention and take notes. Notes will help to answer any questions that may come up during your home group's business meeting.
- At the next ASC, you will need to vote the conscience of your group.

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ORDER OF BUSINESS: 7pm start - all addicts should be in attendance, seated and ready to conduct business (See CCANA Policy Section Appendix A for defined rules or order.)

- 1) **Open Forum:** In open forum all members may express concerns, positive feedback, suggestions, and issues regarding the area, groups, Sub-committees, Region, or any other NA related concerns.
- 2) **Readings**
- 3) **Roll Call**, for all Trusted Servants, Sub-committees and GSRs. Attendance is also taken by GSRs filling out circulating attendance sheet.
- 4) **Executive Committee reports**, Chair, Vice Chair, RCM, Policy, Secretary, and Treasurer. There is discussion if needed by any servant in the meeting after all reports. (See CCANA Policy Section IV Trusted Servants) **(Secretary and Treasurer's reports need to be voted on and accepted by GSRs Only) (GSRs need to take notes)**
- 5) **Scheduled Break**
- 6) **Open Second Half of Service with Readings**
- 7) **Elections** for Executive Service Committees, and Sub-committee Chairs recommended by Sub- committees. (See CCANA Policy Section IV for all info on service requirements) **|(All Positions go out to the fellowship for 30 Days, GSRs are expected to announce these at all their home group meetings)**
- 8) **Old Business** is business opened for discussion or votes in the last meetings “**New Business**” section that needs to be completed during the current Service meeting. Info on last month’s new business should be in your notes as to what that may be. This could be Motions or questions brought to the table for discussion and clarification if group conscience was needed for you to carry it back to the Area Service Committee for votes or discussions.
- 9) **Motions**, these are requests from GSRs, or Sub-committees (only if it pertains to that Sub-committee in particular), for votes on changes, group/addict issues, or a group’s need to have a conscience decision from other groups, to make a decision that affects the addict, other groups or Sub-committees. This could also mean the need for change(s) to policy, procedures, or anything affecting the service structure and its business dealings. **Any motion can be tabled for 30 Days** to allow for the access to group conscience at the groups business meeting (See CCANA Policy Section C. & D. Motion and Voting Guidelines, Handling of motions) also see (CCANA Policy Section Appendix A) for defined rules.
(GSR’s need to document this for their group Business meeting, and requires all GSR’s to vote according to their group conscience, or with their group’s authority given to them, to vote on that groups behalf. Also motions tabled to groups should be announced at every home group meeting to get the needed info about what that home group will vote on at the next business meeting)
- 10) **Agenda**, these are items added to a sheet being passed around to be discussed. If necessary motions are also made from these items.

As always please read and refer to CCANA Policy. Ask questions of any service member if you require more clarity.

Voting Guidelines (Per CCANA Policy)

C. Motions and Voting Guidelines

1. Group Service Representatives (GSR), their alternate or a temporary representative selected by the group are voting members.
2. Any NA member present may make nominations for trusted servant positions.

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3. The only members allowed to make or second a motion are the following:
 - a) GSR or Alternate GSR (only in the GSR's absence)
 - b) RCM or Alternate RCM (only in the RCM's absence)
 - c) Sub-committee Chairs or their representative can make motions pertaining only to the sub-committee they serve as a trusted servant.
 - d) The CCASC Treasurer can make motions concerning the treasury functions and all budgets.
4. Unless specified in CCASC policy, a motion requires a simple majority (51% of voting attendees) for it to carry
5. Area Chair may vote or abstain in case of a tie only.
6. In order to set or change policy, more than 1/2 of the member groups in CCANA must be present. A 2/3 majority of those present must vote yes in order to set or change policy.
7. Excessive abstentions are when more than 1/2 the voting members in attendance abstain. In the event of excessive abstentions a second discussion with two (2) pros and two (2) cons will be held, then a second vote will be taken which will stand regardless of the number of abstentions.

RESOURCES

- NA World Website : www.na.org
- World Wide Locally Developed Resources: http://na.org/?ID=local_resource_area_resources
- CT Regional Website: www.ctna.org

SOURCES

- . *From: The Group Booklet, Revised This is NA Fellowship-approved literature. Copyright © 1990, 1997 by Narcotics Anonymous World Services, Inc. All Rights Reserved.
- **Adapted From the GSR Guide to ASC – NE London ASC 2008
- ***Adapted From GSR Helpful Hints from San Jose ASC 2005
- **** Adapted From Tri-state 2006)
- ***** Adapted From GWANA GSR Orientation Guide 3-22-2010

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