

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.

A. 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. **Policy chair gives CCANA Policy (with attached GSR Welcome packet) to new GSR's and new CCANA trusted servants.**
7. Roll call of all trusted servants and attendees shall be documented
8. Agenda sheet circulated with maker identification
9. The secretary shall read the minutes of the last CCASCNA meeting: discussion, vote needed
10. Chair report: discussion
11. Vice Chair report: discussion
12. Treasurer's report, discussion, vote on financial statement
13. RCM report: discussion
14. Webservant report: discussion
15. Subcommittee reports: discussion:
 - a) Hospitals and Institutions
 - b) Literature
 - c) Public Information and Phone Line
 - d) Activities
 - e) Enders Island Retreat
 - f) Policy
 - g) Adhoc as necessary
16. Announce 2nd call for agenda
17. BREAK
18. Twelve Concepts
19. Elections
20. Old business
21. New business (motions)
22. Agenda
23. Motion to close, 2nd, simple majority
24. Close with "Unity serenity prayer"

B. 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

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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.
7. Excessive abstentions are when more than ½ 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.

C. 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,

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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.
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.
- h) Email monthly reports to webservant on or before each ASC meeting

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.

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- 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.
 - (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.

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4. In absence of the treasurer; execute financial responsibilities for the area.
- E. AREA ACTIVITIES TREASURER
1. Qualifications/responsibilities
 - a) Three (3) years clean.
 - 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.
 9. Shall purchase only the most recently printed schedules from the Regional Schedule Committee at 500 schedules per order .
- 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 Servant
1. Qualifications/responsibilities
 - a) Two (2) years clean.

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- b) Computer skills with access to a virus-protected computer with internet capabilities
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.
5. Maintain updated electronic archives on the CCANA USB flash drive
6. Maintain reliable dedicated CCANA Webservant email account (e.g. gmail) for sending and receiving CCANA email.

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. Email monthly reports to webservant on or before each ASC meeting
8. Submit policies or changes in subcommittee policy at the next ASC meeting and present to ASC as well as to the policy chair.

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 and the actual amounts spent per line item in the year to date (YTD).
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

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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.
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)**

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- 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 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.

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- 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
- 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.