

GREATER HARTFORD AREA SERVICE COMMITTEE POLICY

Revised 1-2014

A. PURPOSE

The "Greater Hartford Area Service of Narcotics Anonymous'" (GHASC) (established 3-2-85) primary purpose is to help groups in the Greater Hartford Area of Narcotics Anonymous.

B. FUNCTION

- 1) The GHASC fund flows 70% to Region, 30% to World.
- 2) Established GHASC meeting format agenda (3-10-90).
- 3) The GHASC may create an ad hoc committee with one-year clean time requirement to serve (8-14-99).

C. GENERAL

- 1) GHASC meets the second Saturday of the month at 3:00 p.m. (9-85) regardless of society's holidays or other events (1-6-90).
- 2) GHASC adopts (in the following order):
 - * *Greater Hartford Area Service Committee Policy*
 - * *Connecticut Regional Policy*
 - * *Guide to Local Service in Narcotics Anonymous*
 - * *12 Traditions and 12 Concepts of Narcotics Anonymous*
 - * *Robert's Rules of Order*
- 3) GHASC Chair will hold a learning hour for all GSRs, Alt. GSRs, group secretaries, group treasurers or any addict prior to the GHASC meeting every month at 2:00 p.m. and provide each group with the following: (5-9-98)
 - * *Guide to Local Service in Narcotics Anonymous*
 - * *Greater Hartford Area Service Committee Policy*
 - * *Connecticut Regional Policy*
- 4) GSR orientation packets approved for use during learning hour (5-9-09).
- 5) GHASC will conduct a Learning Day once every six months (5-8 09).
- 6) Any group not represented at two consecutive GHASC meetings will be contacted by area chair to see if they are in existence. Each month the secretary will inform area chair of any groups not in attendance for two consecutive months (7-13-96).
- 7) If a group that is a member of GHASC is not in attendance for three months, they will not be counted towards total for purpose of quorum. For a group that has missed three consecutive meetings to be counted for total for quorum group shall attend three consecutive GHASC meetings (12-10-11).

- 8) GHASC will provide a starter kit consisting of literature (two each of Information Pamphlets and two white books) set of readings, and Guide to Local Service to any new group upon request (4-25-87, 9-28-89, 10-11-03).
- 9) GHASC asks that groups request one copy of minutes in order to further fund flow by lowering expenses (3-12-94).
- 10) GHASC have a storage facility with area chair, area vice chair, area secretary, activities chair and activities vice chair as key holders (6-8-02).
- 11) To access storage facility, coordinate at area meeting to meet key holders at facility with items unless unavoidable. A form will be provided at area to list items that will be taken in/out and for which subcommittees. Items will be logged on ledger kept in storage unit.
- 12) All area trusted servants shall stay the whole meeting (12-14-91.)
- 13) GHASC adopts *World Service Bulletin #30 Theft of NA Funds*.
- 14) GHASC treasury shall be audited three times per year by the GHASC executive committee (administrative officers): One at change of treasurers and two to be conducted at random.
- 15) GHASC adopts CT Regional Policy for all subcommittees (10-10-92).
- 16) GHASC minutes will not include telephone numbers or email addresses (To protect personal information from the internet) (6-8-13).
- 17) Any monies over \$500 excluding money already in subcommittee budgets be automatically tabled to groups (4-14-12).
- 18) It is required that all funds from any GHASC events be turned over to area within 48 hours of conclusion of event (5-12-07). Funds under \$100 generated by an event put on by the Activities committee are allowed to be turned in at the next GHASC.
- 19) 50 copies of subcommittee/RCM minutes are required for distribution at GHASC.
- 20) The Executive Committee will research policy issues as they arise in the course of business (10-8-11).
- 21) No addict serving on Executive Committee or board fund any NA related activity or project unless voted on by the GHASC (10-8-11).
- 22) Monthly donation to St. Patrick/St. Anthony church is \$75 per month, which consists of \$45 for our area meeting; \$10 for each of our subcommittees (10-13-12).

D. **VOTING PROCEDURES**

- 1) Only GSRs or group representatives vote on area business (12-16-95).
- 2) If after voting on a motion the majority of votes are to abstain, there is further discussion and then a second vote taken. If the majority continues to abstain, the motion shall be tabled to groups for 30 days (4-12-99).
- 3) With a motion requiring two-thirds majority for passage, the two-thirds voting procedure counts all group representatives that actually vote without including abstentions (11-8-01).

E. **MOTIONS**

- 1) GSRs and RCMs (or in their absence, their alternates) may be makers of motions. Motions may also be sent from subcommittees (12-16-95, 9-13-97).
- 2) GSRs will gather a one-vote conscience of the groups, re the agenda, for the RCM to bring back a "yea or nay" vote to Region (2-10-88).
- 3) GHASC adopts the motion sheet system from CT Region to be used at GHASC for each motion (2-3-98).

F. **ELECTIONS**

It is a conflict of interest for a GSR to be a subcommittee chair or GHASC executive committee member (11-10-07).

Coffeemaker: Three-month commitment, elected Feb, May, Aug, Nov.

Door greeter: Three-month commitment; clean time requirement; 1 year; 6 months experience. Responsibilities: Welcome all attending; inform new GSRs about sign-in sheet, flyer table, refreshments, rest rooms, learning hour, policy packets, GSR orientation packets.

** The following GHASC positions go out to the fellowship in March for elections in April:

Regional Committee Member: Clean time requirement, 3 years; 6 months area experience (6-14-03).

Alternate RCM: Clean time requirement, 3 years; 6 months area experience (6-14-03).

Secretary: Clean time requirement, 1 year; 6 months area experience (9-12-98).

** The following GHASC positions go out to the fellowship in June for elections in July:

Chair: Clean time requirement, 5 years; 6 months area experience (4-10).

Vice Chair: Clean time requirement, 5 years; 6 months area experience (4-10).

Treasurer: Clean time requirement, 5 years; 6 months area experience (4-10).

Alternate Treasurer (9-11-93): Clean time requirement, 5 years;
6 months area experience (4-10).

Subcommittee Chair: Clean time, strongly suggested 2 years abstinence from all drugs, 6 months service (that subcommittee) Serve full term of service from date elected.

ELECTION QUESTIONS:

Ask the following questions of nominees to GHASC positions:

1. Are you employed?
2. Are you financially secure?
3. What is your experience handling NA funds?
4. Have you ever misappropriated NA funds?
5. Do you have a checking account and can you reconcile it?
6. What is your motive for accepting/volunteering for position?
7. Do you have an NA sponsor?
8. Do you have a working knowledge of the 12 steps, 12 traditions, and 12 concepts?
9. Do you attend NA meetings on a regular basis?
10. Do you have the required clean time for the position you are nominated/volunteering for?
11. Do you fully accept the responsibilities for the position and can you carry them out?

G. COMMITMENTS

AREA CHAIR (5 years clean; 6 months area experience)

The Chair will hold a learning hour prior to the GHASC monthly service meeting at 2 p.m.

The Chair will contact any group not represented at two consecutive GHASC meetings to see if they are still in existence. Each month the secretary will inform the chairperson of any group not in attendance for two consecutive months.

The Chair will contact any committee chair or elected position who has missed three consecutive meetings and ask if they want to continue.

AREA VICE CHAIR (5 years clean; 6 months area experience)

The Vice Chair will provide a report on a monthly basis.

The Vice Chair will review all flyers brought to GHASC.

AREA SECRETARY (1 year clean; 6 months area experience)

Secretary will mail GHASC minutes with envelopes filled out by GSR (2-3-98).

Area minutes will be copied on both sides of paper to save space and copying costs (4-94).

Area minutes will include an agenda sheet of specific issues to be brought back to groups for consideration and discussion (4-13-96).

The Regional treasurer's report will be included in area minutes to keep area informed of where money is going (11-13-93).

The Secretary will maintain an archive of the area minutes (9-14-91).

The Secretary may tape the GHASC meeting (10-9-93).

The Secretary will inform the chairperson of any groups not in attendance for two consecutive months.

AREA TREASURER (5 years clean; 6 months area experience)

An administrative/executive committee budget will be submitted to area, due at March meeting.

Treasurer will establish a prudent reserve based on area's current needs (budgets) 2 months' expenses (5-12-01).

Treasurer will obtain and maintain a tax ID number for the GHASC (12-8-90).

Treasurer will obtain a tax ID for one checking account, all subcommittees should be funded through that account (5-13-00).

There will be three executive committee members as authorized signers for GHASC checks (5-13-00).

Treasurer will consolidate rent subcommittees pay monthly, where possible (12-19-92).

Any and all checks issued from GHASC Treasurer are made out to the proper vendors or establishments. Any checks written out directly to an individual will be issued only after the Treasurer is given a receipt of purchase/costs and a reimbursement form is completed (6-9-07).

ALTERNATE TREASURER (5 years clean; 6 months area experience)

Alternate Treasurer will attend area events to collect proceeds. Deposit

will be made into GHASC checking account within 24 hours (10-07). This may fall to other area trusted servants if Alt. Treasurer is not able to attend.

REGIONAL COMMITTEE MEMBER/ALTERNATE REGIONAL COMMITTEE MEMBER
(3 years clean; 6 months area experience)

RCM will submit a budget to area, due at March meeting (11-12-94).

RCM will purchase schedules at regional monthly meeting with check from GHASC treasury.

RCM will inform PI/PL chair of schedule changes before submitting change form to region.

RCM will vote to table any regional motions attempting to change policy to allow for area participation.

RCM will vote to table regional issues concerning non-budgeted issues over \$500 to allow for area participation.

SUBCOMMITTEE CHAIR (2 years clean; 6 months service respective subcommittee.

Subcommittee chairs will submit a budget to area, due at March meeting.

GHASC adopts CT Regional policy for all subcommittees (10-10-92).

Subcommittee chair ensures that anyone on subcommittee with less than 1 year clean time not handle money. (5-12-07).

SUBCOMMITTEES

GHASC adopts CT Regional policy for all subcommittees (10-10-92).

Subcommittee Treasurer's clean time requirement is 2 years clean (2-11-95).

All contracts needing signatures will be evaluated by GHASC prior to being signed (1-13-07).

No cash prizes or 50/50 raffles will be permitted at GHASC activities or fundraising events (3-10-07).

It is required that all funds from any GHASC events be turned over to area with 48 hours of conclusion of event (5-12-07). Funds under \$100 generated by an event put on by Activities committee are allowed to be turned in at the next GHASC.

H. GHASC FLYER GUIDELINES

The following information is provided to assist you in the creation of flyers for any area or regional event.

- 1) Only NA flyers and/or flyer type announcements will be distributed at the GHASC meeting (7-18-87).
- 2) All flyers from subcommittees are brought to the GHASC for approval (Vice Chair) before being distributed to the fellowship (3-10-07).
- 3) Every flyer should display:
 - * hosting group/area/region name
 - * date and time of event
 - * address of/map to event
 - * contact name and number
 - * amount of donation
 - * nature of function
 - * the words "Narcotics Anonymous" may appear on the flyer
 - * the NA logo should be in a prominent part of the flyer
 - * the flyer should be neat and simple with suitable artwork
 - * NA logo and/or symbol with trademark registration (see below)



- 4) Flyer should NOT include the following:

- * endorsement of outside enterprises
- * food drives, raffles, door prizes
- * name of entertainment
- * name of speaker
- * other fellowships
- * other logo

GREATER HARTFORD SERVICE COMMITTEE MEETING FORMAT
CALL TO ORDER (3:00 p.m.)

- * reading of Serenity prayer
- * reading of the Twelve Traditions and Twelve Concepts
- * roll call
- * recognition of new groups -- welcome any new GSRs. Anyone here for the first time, introduce yourself and tell us about the group you represent.
- * approval of last month's minutes - individually review previous month's minutes. They will not be read aloud. Any questions, comments, discussion on previous minutes. Motion to accept minutes.

REPORTS

- * administrative officers' reports
 - * vice chair
 - * treasurer
 - * regional committee member
- * group reports
- * special (ad hoc) committee reports
- * standing subcommittee reports
 - * Hospital & Institutions report
 - * Public Information/Phone Line report
 - * Activities report

SHARING SESSION

General discussion of group concerns and issues raised by reports.

Count of voting members.

OLD BUSINESS

Motions are in order regarding business left over from previous meetings. (Some areas conduct their elections of trusted servants during this portion of agenda).

ELECTIONS

Elections of trusted servants.

NEW BUSINESS

Motions are in order regarding business that is new to this committee.

- * Agenda
- ** Motions

ANNOUNCEMENTS

Announcement sheets, which are available on the area table, should be filled out if you want your announcement to appear in the minutes.

- * to be read by secretary
- ** by GSR, groups in need of support/trusted servants

ADJOURNMENT

At the end of business

- ** Close with unity version of Serenity Prayer (4-97).