

Greater Hartford Area Service Committee Policy
Revised 01/2008

A. Purpose

The "Greater Hartford Area Service of NA". (3/2/85) primary purpose is to help groups in the Greater Hartford Area of Narcotics Anonymous.

B. Function

- 1) The GHASC fund flows to Region. 7/18/87
 - a) Fund Flow 70% to Region and 30% to World
- 2) GHASC meets on the second Saturday of the month regardless of society's holidays or other events. 2/3/89 & 1/6/90
- 3) Established GHASC meeting format agenda 3/10/90 7/11/98 9/13/97
- 4) The GHASC may create an ADHOC committee with a 1 year clean time requirement to serve. 11/10/90&10/9/99

CALL TO ORDER 3:00 pm

- Serenity Prayer
- Twelve Traditions Twelve Concepts
- Roll Call
- We want to welcome any new GSR's, is there anyone here for the first time, if so please introduce yourselves and tell us about the group you're representing.
- Individually review previous month's minutes
 - a) They will not be read allowed
 - b) Any questions, comments, or discussion on previous minutes.
 - c) Motion to accept minutes

REPORTS

- Administrative officers' reports
 - a) Vice Chair
 - b) Treasure
 - c) RCM
- Group Reports
- Special/ Adhoc Committee Reports
- Standing Subcommittee Reports
 - a) H&I
 - b) PI/PL
 - c) Literature
 - d) Fund-raising/Activities
 - e) Policy
 - f) Campout

SHARING SESSION

- General discussion of group concerns and issues raised by reports. (GTLS pg 66)

OLD BUSINESS

- Motions are in order regarding business left over from the previous meeting.
(Some areas also conduct their elections of trusted servants during this portion of the Agenda.)

NEW BUSINESS

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

ANNOUNCEMENTS

- a. By secretary
- b. By groups: Any GSR with groups in need of support or announcements or in need of trusted servants please let the area know at this time.

ADJOURNMENT

At end of business

B. Function Continued

- 5) The GHASC will form a learning hour for GSR's, Group Secretaries, and Group Treasures prior to the GHASC meeting. 9/14/91 The GHASC Chair will hold the learning hour. GHASC will provide each group with "A Guide to Local Service in Narcotics Anonymous", a copy of "GHASC Policy" and the "CT. Regional Policy". 5/9/98 every month at 2:00 pm Learning Hour Agenda.
- 6) The GHASC will conduct a Learning Day once every six months. 5/8/93

C. GENERAL

- 1) To Adopt the Guide to Local Service in Narcotics Anonymous, 12 Traditions & 12 Concepts. 9/13/97
- 2) To Adopt "Roberts Rules of Order". 3/2/85
- 3) Any Group not represented at 2 consecutive area meetings will be contacted by the area chairperson to see if they are in existence. Each month the secretary will let the area chairperson know of any groups not on the attendance sheets for 2 consecutive months. 7/13/96
- 4) The GHASC will give a starter kit of literature, readings, and Guide to Local Service, to any new group upon request. Starter kits for new groups will consist of 2 Ips each & 2 White books. 4/25/87 9/28/89 10/11/2003
- 5) GSRs will gather a 1 vote conscience for the groups re: the Agenda so that the RCM has only a "yea or nay" vote to bring back to Region.
- 6) Only NA fliers and /or flier type announcements will be distributed at the GHAS meeting. 7/18/87
- 7) The GHAS requests that groups request only one copy of the minutes in order to further fund flow by lowering expenses. 3/12/94
- 8) That only GSRs or the group representative vote on Area business. 12/16/95
- 9) That 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
- 10) The GHAS have their own Storage facility. The Area Chair, Area Vice Chair, and the Activities Chair are the key holders. 6/8/02 Camp out Committee Chair 5/12/2007
- 11) Storage Facility policy as per recommendation from Policy Committee. To coordinate at Area to meet key holders at storage facility with items unless unavoidable. A form will be provided at Area to list items that will be taken in and out and what subcommittee they are for: Items will also be logged on a ledger at the Storage facility. Intent: To keep account of Area Materials. (24-0-0) 12/14/02

D. TRUSTED SERVANTS

1. GENERAL

- a. If a committee chair or elected position misses 3 consecutive meetings they will be called by the chairperson and asked if they want to continue. 1/18/96
- b. All area trusted servants shall stay the whole meeting. 12/14/91
- c. The GHAS executive committee chairs will make their phone numbers available in the minutes, provided they are able to do so. 8/14/93
- d. The regional treasure report will be included in the Area minutes to let people know exactly where the money is going/ 11/13/93
- e. The area minutes will be copied on two sides of the paper in order to save space and money. 4/994
- f. Area minutes will include an Agenda sheet of specific issues to be brought back to groups for consideration and discussion. 4/13/96
- g. The GHAS will have an Alternate Treasure position. 9/11/93
- h. The Area Chair position and Trusted Servants serve a full term of the committee from the date elected, i.e. Chair

takes position in June serves until the following June.

Intent: To better serve our groups by having Trusted Servants serve full terms. (23-0-1) 9/14/02

EXECUTIVE COMMITTEE

CHAIR

- a) Clean time requirement is (3) three years and (6) months of area service experience. 7/11/98
- b) Elected in July, goes out to the Fellowship in June. 1/16/99

VICE CHAIR

- a) Clean time requirement is (2) years and (6) months area experience. 7/11/98
- b) The Vice Chair will provide the GHASC with a report on a Monthly Basis. 8/14/93
- c) The Vice Chair will review all fliers brought to the GHASC. 10/9/93
- d) Elected in July, goes out to the Fellowship in June. 1/16/93

SECRETARY

- a) Clean time requirement is (1) year and (6) months area experience. 9/12/98
- b) Secretary will mail GHASC minutes with envelopes filled out by each GSR. 2/3/89
- c) The Area Secretary will maintain the archive of the Area Minutes. 9/14/91
- d) The GHASC Secretary may tape the GHASC meeting. 10/9/93
- e) Elected in April, goes out to Fellowship in March. 1/16/99

TREASURER

- a) Clean time requirement is (3) years and (6) months area experience. 7/11/98
- b) Elected in July, goes out to the fellowship in June. 1/16/99
- c) The GHASC Treasurer will obtain & maintain a Tax ID number for the GHASC. 12/8/90
- d) The GHASC Treasurer will obtain a Tax ID #, for one checking account and that all subcommittees should be funded through that account. 5/13/00
- e) To have three Executive Committee Members as authorized signers for GHASC checks. 5/13/00
- f) The GHASC Treasurer will consolidate the rent that all subcommittees pay monthly, where possible. 12/19/92
- g) To Increase seed money for Activities from \$500 to \$800. Increase seed money for Campout from \$2,000 to \$3,000. Intent: To be accountable to our vendors. (19-1-2) 5/10/03
- h) GHA Campout Committee line items (monies available to the campout committee) increased by \$1,800.00. (14-7-1) GHASC will keep \$1,800. Of the \$3,000. Seed money in the campout account. Take the remaining \$1,200. And place it in the general GHASC account. Upon GHASC meeting in March of each year, the GHASC can provided the funds as it sees fit to allow the GHASC Campout to proceed. Passed 15-7-2 1/13/2007
- i) Any and all checks issued from the GHA Treasure, are made out only 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. Passed 11-7-0 6/9/07

ALTERNATE TREASURER

- a) Clean time requirement is (2) years and (6) months area experience. 7/11/98
- b) Elected in July, goes out to the fellowship in June. 1/16/99

WEB SERVANT

- a) Should be proficient in HTML and/or XHTML and familiar with the associated technologies.
- b) Suggested 2 years clean time and 6 months prior involvement in the GHASC
- c) Have a working knowledge of the 12 steps and 12 traditions.
- d) Will attend a P.I. Orientation.
- e) Attend GHASC and make and distribute monthly report pertaining to their commitment.
- f) Recommended that the Web Servant not serve more than 2 consecutive terms.
- g) Maintain a backup of web site and provide GHASC Chair with all pertinent information.
- h) Follow the practices of the NAWS and RSC website and published guidelines.

WS: DUTIES

- a) Create a new login/password for the website&domain registrar. Provide this information immediately to current GHASC Chairperson and keep the information strictly confidential.
- b) Make sure that domain name registration does not lapse and ensure hosting fees are paid. Update phone number and email address as soon as you enter this position.
- c) Ensure website is kept up to date with GHASC including prompt uploads of new fliers, changes of contact information, and all other information contained on the website.
- d) Make sure any significant changes to the structure or internal workings of the website are first submitted to area and voted on.
- e) Ensure that any/all changes and upgrades are those that will be easily followed by future Web Servant position holders.
- f) Submit budget to Area
- g) Maintain regular backups of website including monthly backup onto disc to be done after that month's GHASC information has been entered.
- h) Monitor error logs and address emails promptly. Created/Passed 12/2007

3.GSRS AND ALTERNATES:

- a) It is a conflict of interest for a GSR to also serve as a subcommittee chair. 12/19/87
Amended to read " It is a conflict of interest for a GSR to be a Subcommittee Chair or a GHASC Executive Committee Member" Passed 18-0-3 11/10/2007

4. SUBCOMMITTEE CHAIRS:

- a) Sub Committee Chairs to serve a full year term from date elected.
- b) Clean time strongly suggested 2 year abstinence from all drugs and (6) months service on that sub committee.

ADHOC CHAIR

- a) Learning Day- Twice a year

COFFEE MAKER

- a) Every Three Months. (Elected May, Aug., Nov., and Feb.)

5. REGION COMMITTEE MEMBERS:

- a) The RCM will vote to table any motions at Region that will change policy in order to allow groups to Participate in the decision making process. 12/11/93
- b) The RCM will vote to table on Regional issues concerning monies over \$500 in order to allow our area the opportunity to get involved with decisions on Regional Spending. 12/11/93 9/13/97
- c) Part of the RCMs responsibility will be to give the CT. Schedule Committee Registration Form to the PI/PL

Chair so that information can be copied before it goes to Region. 9/10/94 9/13/97

d) The RCM will submit a budget to Area. 11/12/94

e) Elected in April, goes out to the fellowship in March.

f) Make Clean time requirement for RCM and Alternate RCM (3) years and (6) months area experience.

Intent: To have this become Area Policy. (13-2-6) 6/14/2003

g) RCM will distribute Regional Schedules to GHASC. A check will be obtained by the GHASC Treasurer.

E. SUBCOMMITTEES:

1) The GHASC adopts the Ct. Regional Policy for all subcommittees. 10/10/92

2) The GHASC Subcommittee budgets are due at the GHASC every March to provide for approval by fiscal year end. 11/9/96

3) Create a Web Coordinator commitment with a (2) year clean time requirement. Reports, PI/PL, computer access, and experience required for position, entails updating GHA information on the World Web page. 6/8/02

4) That Activities must bring all monies from events back to the Area the following month of the event.

Intent: To be accountable to the Area. (19-2-2) 8/10/2002

5) For all Subcommittees & RCM minutes to be copied and placed out for GHA Groups; at GHASC (50pcs)

Intent: To create clear Policy and to get information to groups. (18-0-0) 7/9/2000

6) All Campout equipment and supplies will be signed out by a subcommittee member and GHASC member.

All materials signed out by both members for any and all fund-raisers that pertain to the campout and the actual Campout will have 30 days to pick up supplies and then 30 days to return all supplies after the event. All trusted Servants of the Campout Committee will have the ability to sign out any archives or materials needed to better execute their trusted servant position

7) The Activity Sub-Committee shall be a self-supporting group responsible for organizing for the purpose of Fun and fellowship. A secondary purpose is to assist in ASC-approved fund-raisers.

- ▶ The Activity Sub-Committee must present scheduled events to the ASC prior to announcing them to the fellowship. (24-3-2)

- ▶ The Sub-Committee shall have a Treasurer with the requirement of (2) years clean time. (25-2-2) 2/11/1995

8) All contracts needing signatures be evaluated by the Greater Hartford Area Service Committee prior to being signed. Passed 15-6-2 1/13/2007

9) Campout Subcommittee Chairperson will have a key to the GHASC storage unit. 16-14-1 5/12/2007

10) 50/50 and cash prizes will not be a part of GHA Activities or any Fund-raises by the Area. 19-0-1 3/10/2007

11) Anyone serving on a GHASC Subcommittee with less than 1 year clean time does not handle any monies.

Passed 20-0-1 5/12/2007

12) All GHA Subcommittees turn over all funds to the Area within 48 hours of the conclusion of said event.

(Amended previous policy which stated "Activities must bring back all monies from events back to the Area the previous month." Passed 20-5-0 5/12/2007

13) All flyers for subcommittees are brought to the GHASC for approval before being distributed to the fellowship.

Passed 19-0-1 3/10/2007

F. MOTIONS

1) The GHASC adopts the motion sheets-system from the CT. Region to be used at GHASC for each motion.

2/3/98

G. VOTING PROCEDURES

a) To implement Policy: If the majority of votes are to abstain a second vote is taken after further discussion.

If the majority continues to abstain the motion should be tabled to the groups for 30 days. Intent: None given.

(26-4-6) 4/12/99

b) Page 12; Section V.A.8 In the Connecticut Regional Service Committee Policy with an amendment from the GHASC that the two-thirds voting procedure counts all group representatives that actually voted without including blanks/abstentions. 11/8/01

H. GHASC FLYER GUIDELINE

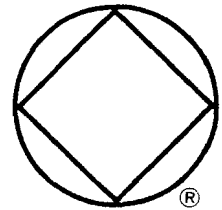
1) The following information is provided to assist in the creation of flyers for any Area or Regional Event.

Every Flyer should display:

- Hosting Group/ Area/ Region Name
- Date & Time of Event
- Address of and/or Map to Event
- Contact Name & Number (including Area Code)
- Amount of Donation
- Nature of Function
- NA Logo and/or Symbol with Trademark Registration
- The words “Narcotics Anonymous” may appear on the Flyer. 6/10/95
- The NA Logo should be in a Prominent Part of the Flyer
- The Flyer should be Neat and Simple with suitable artwork



**Narcotics
Anonymous®**



The Flyer should Not include any:

- Mention of Outside Enterprises Amended 5/12/2007 “No Endorsement of Outside Enterprises” Passed 20-0-0
- Food drives, Raffles, Door Prizes, Name of Entertainment.
- Name of Speaker
- Other Fellowships
- Any other Logos