

**UNITED SHORELINE AREA OF NARCOTICS ANONYMOUS**

**POLICY**

Effective  
August 4, 2002/Revised thru Jan. 8, 2012

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## United Shoreline Area Service Committee Policy

This body shall be known as the United Shoreline Area Service Committee, (hereinafter referred to as "ASC"), and be comprised of the Chair, Vice Chair, Secretary, Treasurer, Policy Facilitator (hereinafter referred to as the "Executive Committee"), the Regional Committee Member (RCM), Alternate Regional Committee Member (ARCM), Alternate Treasurer, Subcommittee Chairs, Coffee Maker, Setup Person and the Group Service Representatives (GSR's) of the United Shoreline Area Groups.

### **I. Purpose.**

The primary purpose of the ASC 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. We accomplish this by maintaining communications between the groups represented and Narcotics Anonymous as a whole in accordance with our Twelve Traditions and Twelve Concepts. To ensure that our primary purpose is carried out, the ASC shall be directly responsible to those it serves as well as have subcommittees directly responsible to those they serve.

### **II. Function.**

- II.A.** To create unity between the Groups we serve in our area.
- II.B.** To hold regularly scheduled ASC meetings.
- II.C.** To establish and maintain accountability throughout the United Shoreline Area of Narcotics Anonymous (hereinafter referred to as "USANA"), including general funds and Subcommittees.
- II.D.** To maintain a prudent reserve and to practice fund flow by forwarding money above the prudent reserve to the Connecticut Regional Service Committee (hereinafter referred to as "CT RSC") each month.
- II.E.** To hold elections as needed for the Executive Committee, the Alternate Treasurer, Regional Committee Member (RCM), the Alternate Regional Committee Member (ARCM) and all Subcommittee Chairs of the ASC.
- II.F.** To maintain a post office box.
- II.G.** To maintain a non-interest bearing USANA checking account with two (2) signatures needed to validate checks. All members of the Executive Committee are to be on the signature card.

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- II.H.** To create ad hoc committees to respond to needs as they arise; to serve as a platform for the initialization of work to be finalized at the ASC level.

An ad hoc committee shall be established for at least one (1) year prior to submitting a motion to ASC to become a standing committee.

- II.I.** To sponsor two (2) service related learning days each year; one with the purpose of creating awareness of the service structure and function, and the second devoted to increasing awareness of the World Service Conference (hereinafter referred to as the “WSC”) agenda report.

- II.J.** To encourage support and coordinate all ASC subcommittees.

- II.K.** To maintain communication between the ASC and those it serves.

### **III. Rules of Order.**

#### **III.A. General**

- III.A.1.** This body hereby adopts the currently approved A Guide to Local Services in Narcotics Anonymous as a reference guide.

- III.A.2.** Discussion at any ASC meeting is open to all NA members.

- III.A.3.** If a group is not represented at two (2) consecutive ASC meetings, that group will be contacted by a member of the Executive Committee.

- III.A.4.** A new group must be represented at three (3) consecutive ASC meetings before being added to the Area and Regional schedules, unless already established at the Regional level.

- III.A.5.** The body follows Robert’s Rules of Order, Newly Revised. An adapted version entitled “Sample Rules of Order” is included in A guide to Local Services in Narcotics Anonymous.

- III.A.6.** Fourteen of this Area’s regionally recognized groups must be represented to constitute a quorum. *Rev. May 2011*

- III.A.7.** The ASC shall produce and have available Area meeting schedules.

- III.A.8** The ASC shall purchase 1,000 Regional schedules every other month to be available for distribution every month at the ASC meeting.

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**III.A.9** All mail addressed to USANA is to be mailed to the post office box only.

**III.B.** Format.

**III.B.1.** The ASC will meet the first Sunday of every month except that when the meeting falls on a holiday or holiday weekend, i.e. "Monday" holiday, it will meet the next Sunday. The ASC will not meet on Super Bowl Sunday (first Sunday in February); it will meet the following Sunday.

**III.B.2.** The ASC meetings are held from 7:30 p.m. to 9:00 p.m. unless there is a motion to extend.

**III.B.3.** In the event of inclement weather, the Executive Committee members communicate by phone and decide if the ASC meeting will be cancelled. In the event of cancellation, the Secretary will assume the responsibility of contacting all members who have provided current phone numbers.

**III.B.4.** The format for the meeting is as follows:

Meeting opens at 7:30 p.m. with a moment of silence followed by the Serenity Prayer.

Reading of the Twelve Traditions and Twelve Concepts.

Twenty (20) minutes of open forum.

Executive Committee reports read.

Secretary's Report read.

Vice Chair's Report.

Treasurer's Report read.

Regional Committee Member report read.

Subcommittee reports read.

Hospitals and Institution (H&I)

Public Information and Phone Line (PI/PL)

Literature

Activities Committee

Ad Hoc Committees

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Welcome new Group Service Representatives (GSR's) or Alternate Group Service Representatives (AGSR's).

Old Business.

New Business.

Close at 9:00 p.m. (or later with a motion to extend).

- III.B.5.** All flyers distributed at the ASC meeting must bear at least one (1) approved NA symbol (including the registered trademark symbol "®") and list (2) contact people with phone numbers. All flyers distributed at the ASC meeting must bear at least one (1) approved NA symbol (including the registered trademark symbol "®") and list (2) contact people with phone numbers. If the flyer specifically refers to the United Shoreline Area of Narcotics Anonymous, it must be reviewed and approved by the ASC unless said flyer is for a re-occurring annual event. Flyers for annual events may be distributed at the ASC meeting without area approval provided there is no change to the flyer other than the date of the event. *Rev. 7/2011.*

### III.C. Motions.

- III.C.1.** Only the GSR's designated by the group they serve (or AGSR's in the GSR's absence) may vote.
- III.C.2.** Only GSR's (or AGSR's in the GSR's absence) may make or second a motion pertaining to the USANA.
- III.C.3.** On regional issues the RCM, or Alternate Regional Committee Member (ARCM) in the RCM's absence, shall be allowed to make or second a motion.
- III.C.4.** Regional motions requiring ASC conscious will automatically become new business at the first ASC meeting following the tabling to Areas by the RSC. The motion(s) will be renamed with the corresponding alphabetic letter to distinguish it (them) from current Area motions under consideration.
- III.C.5.** Subcommittee chairs shall be allowed to make or second a motion on issues pertaining to their subcommittee.

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**III.C.6.** Unless otherwise specified in the ASC policy, a motion requires a simple majority to carry.

**III.C.7.** In order to set or change policy, voting is by a two thirds majority of the total groups present at the Area meeting the motion is to be voted on; provided that at least fourteen (14) of the Area groups are present to vote. An abstention is not a vote. *Rev. May, 2011*

In the event of excessive abstention:

**III.C.8.** In matters not affecting policy, an abstention is not a vote. Excessive abstention is more than half of the voting members in attendance.

**III.C.8.a.** On matters that have already obtained group conscience, the motion will be tabled back to the groups for thirty (30) days.

**III.C.8.b.** On matters that have not already obtained group conscience, the Chair will entertain a motion to table to the groups for sixty (60) days.

**III.C.8.c.** On matters that have not already obtained group conscience and no motion to table to the groups is presented, a second discussion consisting of two (2) pros and two (2) cons will be held and a second vote taken.

**III.C.9.** All main motions must be submitted in writing and accompanied by a written intent on adopted motion sheets. Motions require a verbal second. The Secretary will record the group of the maker and the group of the second.

**III.D.** Handling of Motions.

**III.D.1.** All motions must be seconded before any discussion, then the author of the motion will be given time on the floor to begin discussion and explain the intent of the motion.

**III.D.2.** Anyone has the right to voice his or her opinion once on each motion.

**III.D.3.** A “motion to discuss” needs to be seconded, no vote will be taken.

**III.D.4.** A “motion to table” to allow group consideration (table to groups) must be made and seconded by a GSR or voting AGSR only

and brought to vote. If the motion to table passes, it will be tabled back to the groups for thirty (30) days, and the discussion and amendment process may continue; only the vote on the passage of the main motion is postponed.

- III.D.5.** In the case of a tie, the motion fails. (Please refer to Robert's Rules).
- III.D.6.** If an issue falls under the responsibility of an existing subcommittee, the issue will be automatically tabled to that committee for thirty (30) days.
- III.D.7.** If the intent of a motion is revised while being discussed, procedure shall stop until a new intent is clearly written by the person or person making the revision.
- III.D.8.** Once a motion is disposed of by bringing the question to a vote, it may not be brought to the floor again for three (3) months.
- III.E.** Conference Agenda Report (CAR).

The ASC, through the Literature Chair, will purchase fifteen (15) copies of the CAR. Groups will be asked to cooperate by geography to maximize these copies.

## **IV.Trusted Servants.**

### **IV.A.General**

- IV.A.1.** All Executive Committee members, the RCM, the ARCM, the Alternate Treasurer, Subcommittee Chairs, Coffee Maker and the Setup Person are to be elected by the ASC after the position has been out to the fellowship for thirty (30) days.
- IV.A.2** Only Subcommittee Chairs and GSR's (or voting AGSR's) shall vote in the election of trusted servants.
- IV.A.3.** Nominations for elections of Executive Committee members, the RCM, the ARCM, the Alternate Treasurer, Subcommittee Chairs, Coffee Maker and the Setup Person must be seconded and the nominee(s) must be present. Volunteers will then be requested. An explanation of the position and its commitment will be read from current policy in order to establish the responsibilities of that commitment.

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**IV.A.4.** Resignation of ASC Executive Committee members, the RCM, the ARCM, the Alternate Treasurer, Subcommittee Chairs, Coffee Maker and the Setup Person may be as follows:

**IV.A.4.a.** Verbally at an ASC meeting.

**IV.A.4.b.** In writing prior to the next ASC meeting.

**IV.A.4.c.** Relapse during term of commitment.

**IV.A.4.d.** Failure to perform the duties and responsibilities of the commitment.

**IV.A.4.e.** Upon missing two (2) consecutive ASC meetings, Executive Committee members, the RCM, ARCM, Alternate Treasurer, Subcommittee Chairs Coffee Maker or the Setup Person may be asked to step down. In the interim, someone on the Executive Committee will be assigned to make contact to determine why the commitment is not being fulfilled and report to the ASC at the next meeting.

**IV.A.5.** All reports given by Executive Committee members, the RCM, the ARCM, the Alternate Treasurer and Subcommittee Chairs will deal only in fact.

**IV.A.6.** Any and all trusted servants of the USANA attending a function at the expense of the USANA must stay until the function has ended. If for any reason the trusted servant is unable to attend the entire function, he/she must inform the USANA. Upon return from the function, the trusted servant must give a written report to the USANA.

**IV.A.7.** Executive Committee members, the RCM, the ARCM, the Alternate Treasurer and standing Subcommittee Chairs shall hold only one position at a time and may not simultaneously serve as a GSR or AGSR.

**IV.B.**Executive Committee.

**IV.B.1.** General.

**IV.B.1.a.** Qualifications for USANA Executive Committee Members.

**IV.B.1.a.i.** Willingness to serve.

**IV.B.1.a.ii.** Active at least one (1) year at the Area level.

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**IV.B.1.a.iii.** Good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.

**IV.B.1.a.iv.** Proven leadership skills.

**IV.B.1.a.v.** Organizational skills.

**IV.B.1.a.vi.** Communication skills.

**IV.B.1.a.vii.** It is recommended that no Executive Committee Member serve more than two (2) consecutive terms.

**IV.B.1.a.viii.** The four (4) signers on the USANA checking account will be the ASC Chair, Vice Chair, Treasurer and Secretary.

**IV.B.1.a.ix.** The ASC Vice Chair, Treasurer, and Secretary shall make and distribute monthly reports pertaining to their commitment.

**IV.B.1.a.x.** All commitments are for one (1) year terms unless stated otherwise.

**IV.B.2.** Chair.

**IV.B.2.a.** The ASC Chair position has a two (2) year clean time requirement.

**IV.B.2.b.** The Chair shall have the ability to resolve differences among individual members of the ASC.

**IV.B.2.c.** The Chair shall have the willingness to facilitate the ASC meeting without interjecting or being influenced by personal opinion.

**IV.B.2.d.** The Chair shall have completed at least one (1) commitment at the Area level.

**IV.B.2.e.** The Chair shall be responsible for conducting committee meetings, preparing the agenda, and various administrative duties.

**IV.B.2.f.** The Chair's primary tools are the short form rules of order which appear at the end of A Guide to Local Services of

Narcotics Anonymous, a firm hand, a calm spirit, and a clear mind.

**IV.B.2.h.** The Chair votes only in case of a tie.

**IV.B.2.i.** The Chair shall hold a key to the meeting place. The Chair may designate this responsibility to another Executive Committee member or Subcommittee Chair during the Chair's term. If this responsibility is designated to another Executive Committee member or Subcommittee Chair, said designation shall be recorded in the Secretary's minutes.

**IV.B.2.j.** The Chair shall be responsible for the post office box key and for getting the mail from the post office box prior to each ASC meeting. The Chair may delegate this responsibility to another ASC member.

**IV.B.3.** Vice Chair.

**IV.B.3.a.** The Vice Chair position has a two (2) year clean time requirement.

**IV.B.3.b.** The Vice Chair shall have the ability to resolve differences among individual members of the ASC.

**IV.B.3.c.** The Vice Chair shall have the willingness to facilitate the meetings without interjecting or being influenced by personal opinion.

**IV.B.3.d.** The Vice Chair shall have completed at least one (1) commitment at the Area level.

**IV.B.3.e.** The Vice Chair shall submit a written report monthly to the ASC that shall include the area calendar of events and Subcommittee meetings.

**IV.B.3.f.** In the absence of the ASC Chair, ASC Secretary, Treasurer and Alternate Treasurer simultaneously, RCM and ARCM simultaneously, or any Subcommittee Chair and Subcommittee simultaneously, the Vice Chair will carry out the responsibilities of that commitment.

**IV.B.3.g.** The Vice Chair shall keep in regular touch with the Chair of each subcommittee to stay informed of their projects and problems by attending subcommittee meetings whenever possible.

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**IV.B.3.h.** If a dispute arises within a committee or between the subcommittee and the ASC, the Vice Chair shall help find a solution to the dispute.

**IV.B.3.i.** The Vice Chair shall work closely with the Subcommittee Chairs to prepare their annual reports and budgets.

**IV.B.3.j.** The Vice Chair shall make and produce local area schedules as needed. *Rev. 2011*

### **IV.B.4.** Secretary.

**IV.B.4.a.** The Secretary position has a one (1) year clean time requirement.

**IV.B.4.b.** The Secretary shall have completed at least one (1) commitment at the Area level.

**IV.B.4.c.** The Secretary shall handle all the ASC's paperwork (a formidable job).

**IV.B.4.d.** The Secretary shall be responsible for taking clear, accurate minutes of ASC meetings and distributing those minutes within a reasonable period of time after each meeting to the Executive Committee, RCM, ARCM, Alternate Treasurer, Subcommittee Chairs, GSR's and/or AGSR's.

**IV.B.4.e.** The Secretary shall keep an accurate updated list of addresses and telephone numbers of Executive Committee members, Subcommittee Chairs, and GSR's.

**IV.B.4.f.** The Secretary shall be responsible for attendance sheets, the agenda sheet, an adequate number of motion sheets, group changes. Group changes are to be given to the RCM.

**IV.B. 4.g.** The Secretary shall be responsible for sending approved area minutes and the monthly calendar of events to the regional webservant to be posted to USANA section of regional website on a monthly basis. *Rev. 1-8-12.*

**IV.B.4.h.** The Secretary shall be responsible for sending all USANA business deemed necessary by the Area body to the Regional Webservant. *Rev. 1-8-12.*

**IV.B.5. Treasurer.**

**IV.B.5.a.** The Treasurer's job is critical to the committee's work. It is especially important that the USANA select the Treasurer with care. If the Area selects someone who is not capable of handling the job, then we are at least partially responsible for any consequences.

**IV.B.5.b.** The Treasurer position has a five (5) year clean time requirement due to the added responsibility of handling money associated with service as a Treasurer.

**IV.B.5.c.** The Treasurer shall have completed at least one (1) commitment at the Area level.

**IV.B.5.d.** The Treasurer shall be financially secure, good at managing personal finances and have experience as a group treasurer.

**IV.B.5.e.** The Treasurer receives money from the groups, administers the Area's checking account, pays the rent for the ASC's meeting hall, reimburses officers and Subcommittee Chairs for their budgeted expenses, keeps careful records of all transactions, and reports on the financial condition of the ASC at each of its meetings.

**IV.B.5.f.** The monthly report submitted to the ASC shall include expenses to date for the Executive Committee and each standing Subcommittee.

**IV.B.5.g.** The Treasurer shall make available for review each monthly reconciled bank statement.

**IV.B.5.h.** The Treasurer's Handbook, available from the World Service Office, will be supplied at the start of the Treasurer's term.

**IV.B.5.i.** Cash transactions can create a number of problems for the Treasurer. It shall, therefore, be Area policy that the Treasurer accept either a bank check, money order, or check only.

**IV.B.5.k.** In order to prevent misappropriation of funds, all disbursement checks shall have two (2) signatures from the four (4) signers that make up the Executive Committee (Chair, Vice Chair, Secretary, Treasurer).

**IV.B.6.** Policy Facilitator

**IV.B.6.a.** The Policy Facilitator position has a two (2) year clean time requirement.

**IV.B.6.b.** The Policy Facilitator will have one (1) continuous service at the ASC.

**IV.B.6.c.** The Policy Facilitator shall be responsible for updating the current ASC policy with any changes.

**IV.B.6.d.** The Policy Facilitator shall be responsible for providing ASC Chair and Secretary with an updated version of ASC policy.

**IV.B.6.e.** The Policy Facilitator shall be responsible for providing a current copy of ASC policy to any group or subcommittee chair within thirty (30) days of request.

**IV.B.6.f.** The Policy Facilitator shall attend all ASC meetings.

**IV.B.6.g.** The Policy Facilitator will have no vote at the Area table.

**IV.C.**Alternate Treasurer.

The Alternate Treasurer position carries the same requirements and recommendations as the Treasurer position except where checking account signatures are required.

**IV.D.**Regional Committee Member (RCM).

**IV.D.1.** RCM's serve as the core of the CT RSC, a body which coordinates service throughout the region, is responsible for the Connecticut Regional Convention, and conducts the Connecticut Regional Assembly. The CT RSC serves year round as the contact point between world and local services. (Please refer to A Guide to Local Services in Narcotics Anonymous)

**IV.D.2.** The RCM shall keep the Area in touch with the larger world of NA by providing information on activities in neighboring areas, informing the Area of functions being sponsored by the CT RSC, supplying reports relevant to subcommittee affairs, and

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keeping the Area abreast of important issues being discussed at various levels of service.

- IV.D.3** The RCM shall possess the qualifications as outlined for USANA Executive Committee Members under IV.B.1.
- IV.D.4.** The RCM commitment carries a two (2) year clean time requirement.
- IV.D.5.** The RCM shall have a clear understanding of carrying the Area's conscience on all matters.
- IV.D.6.** The RCM will move to table to areas any regional motion involving \$500 or more.
- IV.D.7.** It is recommended that the RCM serve no more than two (2) consecutive terms.
- IV.D.8.** The RCM commitment shall be for one (1) year.

### **IV.E.** Alternate Regional Committee Member (ARCM).

- IV.E.1.** The ARCM commitment carries the same requirements and recommendation as the RCM.
- IV.E.2.** The ARCM will attend the CT RSC with the RCM and be willing to carry out the responsibilities of the RCM in the absence of the RCM.

### **IV.F.** Coffee Maker.

- IV.F.a.** The Coffee Maker shall be responsible for making the coffee for the ASC meeting participants.
- IV.F.b.** The Coffee Maker shall be responsible for ensuring that the facility is neat, clean and properly secured upon leaving.
- IV.F.c.** The Coffee Maker commitment has a one (1) year clean time requirement.
- IV.F.d.** The Coffee Maker commitment shall be for six (6) months.
- IV.F.e.** The Coffee Maker shall hold a key to the meeting place.

### **IV.G.** Set up Person

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- IV.G.a.** The Setup Person shall be responsible for setting up and breaking down the tables and chairs for the monthly ASC meeting.
- IV.G.b.** The Setup Person shall work with the Coffee Maker and ensure that the facility is neat, clean and properly secured upon leaving.
- IV.G.c.** The Setup Person commitment has a one (1) year clean time requirement.
- IV.G.d.** The Setup Person commitment shall be for one (1) year.

**IV.H.**Subcommittees.

**IV.H.1.** General.

**IV.H.1.a.** Qualifications for Subcommittee Chairs.

**IV.H.1.a.i.** Willingness and desire to serve.

**IV.H.1.a.ii.** Service experience.

**IV.H.1.a.iii.** Active at least one (1) year in the NA service structure.

**IV.H.1.a.iv.** Each Subcommittee Chair commitment carries a one (1) year clean time requirement.

**IV.H.1.a.v.** A good working knowledge of the Twelve Steps and Twelve Traditions of NA.

**IV.H.1.a.vi.** Leadership ability.

**IV.H.1.a.vii.** Ability to organize.

**IV.H.1.a.viii.** Ability to communicate.

**IV.H.1.a.ix.** Active at least one (1) year at the Area level.

**IV.H.1.a.x.** It is recommended that no Subcommittee Chair serve more than two (2) consecutive terms.

**IV.H.1.a.xi.** All Subcommittee Chair commitments shall be for one (1) year.

**IV.H.1.b.** Responsibilities of Subcommittee Chairs.

**IV.H.1.b.i.** Attend all ASC meetings.

**IV.H.1.b.ii.** Attend the regularly scheduled Regional Subcommittee meetings respectively.

**IV.H.1.b.iii.** Hold regular monthly meetings

**IV.H.1.b.iv.** Submit and distribute monthly written reports to the ASC.

**IV.H.1.c.** It is suggested that each Subcommittee submit, in writing, any plans of their activities for approval by the ASC.

**IV.H.1.d.** It is suggested that each Subcommittee hold workshops to promote awareness of how they function and serve within the fellowship and participate in ASC workshops and learning days.

**IV.H.1.e.** Each subcommittee shall submit itemized receipts to the Treasurer for reimbursement.

**IV.H.2.** Hospitals and Institutions (H & I).

**IV.H.2.a.** A description of the function of this Subcommittee can be found in A Guide to Local Services in Narcotics Anonymous.

**IV.H.2.b.** A handbook pertaining to this Subcommittee is available from the Literature Committee.

**IV.H.3.** Public Information and Phone Line (PI/PL).

**IV.H.3.a.** A description of the function of this Subcommittee can be found in A Guide to Local Services in Narcotics Anonymous.

**IV.H.3.b.** A handbook pertaining to this Subcommittee is available from the Literature Committee.

**IV.H.4.** Literature.

**IV.H.4.a.** A description of the function of this Subcommittee can be found in A Guide to Local Services in Narcotics Anonymous.

**IV.H.4.b.** A handbook pertaining to this Subcommittee is available from the World Service Office.

**IV.H.5.** Activities

The purpose of the Subcommittee is to organize and host activities throughout the year. This Subcommittee is self-supporting but will submit an annual budget for rent. The Activities Subcommittee shall maintain a checking account. Two signatures shall be required on the account. The Subcommittee shall make available for review the most recent reconciled bank statement at each ASC meeting, and shall include all financial activity in its monthly report to the ASC.

## **V. Financial Policy.**

**V.A.** Fiscal year and month.

The ASC shall keep its accounts on the basis of a fiscal year beginning April 1 and ending on March 31.

**V.B.** Budgets.

The Executive Committee, the RCM and each Subcommittee shall prepare an annual budget. Each budget shall include the previous year's approved budget amounts and any expenditures to date. The Activities Subcommittee is responsible to submit a budget for rent only. The budget shall be submitted to the ASC at the January meeting.

**V.C.** Prudent Reserve.

The ASC shall have a prudent reserve of \$1,200.00.

**V.D.** Disbursements.

The Treasurer shall make disbursements for specific line items of approved budgets as the need arises, but no monies will be disbursed without a receipt. The treasurer shall also make disbursements at the specific direction of the ASC.

**V.E.** 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 for the Executive Committee, the RCM and each Subcommittee.

**V.F. Fund Flow**

Prior to the close of each fiscal month, the Treasurer shall determine fund flow. The following are the calculations that will determine fund flow: a) add income to current month's opening balance, b) subtract any expenditures made during the month, and c) if the result of these calculations exceeds the prudent reserve figure, the excess will be donated to the RSC.

**V.G. Personal Checks.**

**V.G.1.** If, for any reason, a check is returned unpaid to the USANA checking account, the Treasurer will contact the person whose account the check was drawn on and inform that person that restitution, including any applicable bank services, must be made by the next ASC meeting.

**V.G.2.** Money orders only will be accepted from that person and the group or committee that person represented for one (1) full year from the date the check was returned.

**VI. Keys**

**VI.A.** The ASC will be responsible for two (2) keys to the meeting place. The Chair and the Coffee Maker will each hold one (1) key. The Chair may designate responsibility to another Executive Committee member or Subcommittee Chair.

**VI.B.** The ASC Chair shall hold the key the post office box unless the ASC Chair delegates the responsibility to another ASC member.

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