

# DAYTONA AREA SERVICE COMMITTEE POLICY

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Resources and additional information can be found in a Guide to Local Services in N.A. (2002 version) and Roberts Rules of Order 11th Edition. The DASCNA is not affiliated with Roberts Rules of Order its listing is intended for informational purposes only.

# DAYTONA AREA SERVICE COMMITTEE POLICY

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## The Twelve Traditions of N.A.

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

- 1.) Our common welfare should come first; personal recovery depends on N.A. unity.
- 2.) For our group purpose, there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
- 3.) The only requirement for membership is a desire to stop using.
- 4.) Each group should be autonomous except in matters affecting other groups or N.A. as a whole.
- 5.) Each group has but one primary purpose—to carry the message to the addict who still suffers.
- 6.) An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
- 7.) Every N.A. group ought to be fully self-supporting, declining outside contributions.
- 8.) Narcotics Anonymous should remain forever non-professional, but our service centers may employ special workers.
- 9.) N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
- 10.) Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.
- 11.) Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
- 12.) Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

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### Twelve Concepts for N.A. Service

- 1.) To fulfill our fellowship's primary purpose, the N.A. groups have joined together to create a structure, which develops, coordinates and maintains services on behalf of N.A. as a whole.
- 2.) The final responsibility and authority for N.A. services rests with the groups.
- 3.) The N.A. groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
- 4.) Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
- 5.) For each responsibility assigned to the service structure, a single point of decision accountability should be clearly defined.
- 6.) Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
- 7.) All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its' decision making process.
- 8.) Our service structure depends on the integrity and effectiveness of our communications.
- 9.) All elements of our service structure have the responsibility to carefully consider all viewpoints in all decision-making processes.
- 10.) Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
- 11.) N.A. funds are to be used to further our primary purpose, and must be used responsibly.
- 12.) In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

# DAYTONA AREA SERVICE COMMITTEE POLICY

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## Definition of an ASC

An Area Service Committee (ASC) is a committee made up of representatives (GSR's) from groups within a designated area, which meets monthly for the express purpose of serving specific needs of its' members' groups. The most important service which an ASC provides is that of its' groups support. Whenever a group has a specific situation or need, which it is not able to handle on its' own, it can come to the ASC for help. These situations are almost limitless in scope; however, we learned that we can get much accomplished when we work together. An ASC performs other functions, which are of help to the groups. It can help groups get started or give aid to floundering groups. In order to provide these services, an ASC needs active participation of its' GSR's. A group supports its' ASC both financially and emotionally. It takes money to provide these services. It is a group's responsibility to offer this support. However, as an area grows, the financial needs of the committee also grow. In order to provide a full line of services, it requires a steady, reliable flow of money. Some areas provide these funds through activities, these alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the members of a group. The active participation of each GSR is essential for a successful ASC. Each GSR must keep their own group informed and must represent that group's conscience in all committee decisions. GSR's should evaluate each vote in terms of the needs of those they serve, and the needs of N.A. as a whole in the area they serve. In addition to this, a GSR participates in helping to carry out the ASC's other specific functions. The attracting of new members, the planning and the implementation of activities, and the aide given to the groups with specific situations are services, which require much more effort than a monthly meeting.

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## Area Service Committee (ASC) Format

- 1.) Opening Prayer (Serenity Prayer)
- 2.) Read 12 Traditions
- 3.) Read 12 Concepts
- 4.) Read the Definition and Purpose of the DASCNA
- 5.) Open floor to any member of N.A. wishing to address the ASC
- 6.) Roll call
- 7.) Secretary report: after reading the monthly unfinished and new business, moves to accept the minutes as is, or accept minutes with said changes(if minutes were made accessible to ASC members prior to meeting (online) it is not necessary to read them aloud .
- 8.) Treasurer's report: after reading the monthly and/or quarterly report, will move to accept the report as is, or with said changes
- 9.) Regional Committee Member (RCM) report
- 10.) Subcommittee reports:
  - a.) Activities
  - b.) Convention
  - c.) Hospitals & Institutions
  - d.) Policy
  - e.) Public Relations
  - g.) Administrative
- 11.) Elections of Officers (if necessary)
- 12.) New Business
- 13.) Group Service Representative (GSR) reports
- 14.) Unfinished Business (Be sure to not use the term old business in the minutes so we do not deal with the motions that have been already passed.)
- 15.) Announcements for the good of N.A.
- 16.) Plans for the next business meeting are discussed (time and location)
- 17.) Closing Prayer (Serenity Prayer)

Format is at the discretion of the ASC Chairperson.

# DAYTONA AREA SERVICE COMMITTEE POLICY

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## ATTENDANCE

- The Area normally meets monthly, at the time and location determined by the ASC<sup>1</sup>.
- Any recognized group in attendance at ASC, that is prepared to vote, may vote<sup>2</sup>.
- Any ASC officer or subcommittee chairperson missing two consecutive ASC meetings may be removed from that position by a simple majority vote of the groups present at roll call. The reasons for the absence may be taken into consideration<sup>3</sup>.
- Roll call will be taken twice at each ASC meeting: first, following the “Open Floor” and then again just prior to group GSR voting on old business<sup>4</sup>.

## NEW GROUPS<sup>5</sup>

All new groups will be given a NA group starter kit consisting of: New groups will be given a NA group starter kit consisting of a NAWS Starter Kit (Item ND-EN-9020) and NAWS Group Reading Cards (EN-9130) and 5 white key tags. Allowing the ASC to have 2 kits in stock.

# DAYTONA AREA SERVICE COMMITTEE POLICY

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## Qualifications & Responsibilities of ASC Officers

Qualifications of ASC officers are:

- 1.) Working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Narcotics Anonymous through application.
- 2.) An understanding of the service structure of Narcotics Anonymous, and of the offices.
- 3.) All subcommittee and ADMIN reports will be typed so that the ASC Secretary has accurate notes AND reports will be submitted electronically via email to Secretary by the Sunday after area.

### Chairperson:

#### **Qualifications:**

- a.) Willingness and time to serve
- b.) Service experience
- c.) Active at least one year in N.A. service structure
- d.) Suggested two year abstinence from all drugs
- e.) Leadership ability
- f.) Ability to communicate
- g.) Ability to organize

#### **Responsibilities:**

- a.) Arranges an agenda for and presides over monthly meetings
- b.) Responsible for correspondence (monthly written report)
- c.) Maintains Area files and archives
- d.) Co-signer on the Area bank account
- e.) Directs rules of decorum and discipline
- f.) Attempts to be absolutely fair and impartial

### Vice-Chairperson—(two year commitment)

#### **Qualifications:**

- a.) Willingness and time to serve
- b.) Service experience
- c.) Active at least six months in the N.A. service structure
- d.) Suggested two year abstinence from all drugs
- e.) Leadership ability
- f.) Ability to communicate
- g.) Ability to organize



# DAYTONA AREA SERVICE COMMITTEE POLICY

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## **Responsibilities:**

- a.) in the absence of the chairperson to perform all duties of the chairperson
- b.) co-signer of the Area bank account
- c.) coordinates all subcommittee functions
- d.) liaison between all subcommittees to assure proper cooperation of responsibilities
- e.) shall fill in for Area subcommittee chairs, if that subcommittee has no chair or vice-chair

## **Secretary:**

### **Qualifications:**

- a.) Willingness and time to serve
- b.) Service experience
- c.) At least six months in the N.A. service structure
- d.) Suggested one year abstinence from all drugs
- e.) Leadership ability
- f.) Ability to communicate
- g.) Ability to organize and take accurate notes
- h.) Computer knowledgeable

### **Responsibilities:**

- a.) Keeps accurate record of each ASC meeting
- b.) Types and distributes copies to each GSR and each member of the administrative committee, no later than TWO WEEKS following the ASC meeting. All motions to be numbered from #1 to the end of business (YR/MO/#)
- c.) Record shall include the secretary's report and treasurer's report
- d.) Included with the minutes are GSR reports and the motion counts
- e.) Types and sends letters or correspondence that the committee dictates
- f.) Keeps Area copies and makes it available to members of the Area for savings in the distribution of material
- g.) Does any job that may be appointed to the secretary during the year
- h.) To maintain an updated ASC roll call
- i.) Submit expenses on a quarterly basis at \$40/quarter
- j.) Does not mail minutes; coordinate with webpage to post them online for GSR's
- k.) Maintains ASC archives with original motions and vote count for past three years to present<sup>6</sup>.

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### Alternate Secretary—(two year commitment):

#### **Qualifications:**

- a.) Willingness and time to serve
- b.) Service experience
- c.) Active at least six months in the N.A. service structure
- d.) Suggested six months abstinence from all drugs
- e.) Leadership ability
- f.) Ability to communicate
- g.) Ability to organize

#### **Responsibilities:**

- a.) The first year of service is spent becoming familiar with the job, attending all ASC meetings, and assisting the secretary wherever possible. If for any reason the secretary is unable to complete their term in the office, the alternate fills in for the secretary.

### Treasurer

#### **Qualifications:**

- a.) Willingness and time to serve
- b.) Service experience
- c.) Active at least six months in the N.A. service structure
- d.) Suggested two year abstinence from all drugs
- e.) Ability to communicate
- f.) Leadership ability
- g.) Ability to organize

#### **Responsibilities:**

- a) Make a report of contributions including a detailed description of all sources of revenue and a breakdown by classification expenditures of budgets that includes exact cost report of activities at every ASC meeting
- b) Monthly, quarterly and annual reports
- c) Responsible for delivering a copy of these reports to the GSR's so that they may follow and refer to it during each ASC
- d) Acts as finance chairperson
- e) Co-signer on the Area bank account
- f) Co-signer on the Activities bank account
- g) Gives Administrative committee a copy of the ASC bank deposit slip and any member who wants one

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- h) Establish and maintain a prudent reserve that is adequate to serve the Area, will provide information quarterly to ASC members regarding 7<sup>th</sup> Tradition and 11<sup>th</sup> Concept, to include any N.A. approved (WSO, Regional) fund flow information
- i) Distributes the money to pay all bills
- j) Keeps accurate receipts
- k) Makes sure all checks written are initialed by the receiver and maintains a separate account for “Ring Central” debits monthly
- l) Cannot hold the position as DACNA Treasurer while ASC Treasurer<sup>7</sup>.
- m) The ASC Treasurer is responsible for the key to the P.O. Box<sup>8</sup>.
- n) The ASC Treasurer shall take over all literature orders.<sup>9</sup>

### Alternate Treasurer—(two year commitment):

#### **Qualifications:**

- a.) Willingness and time to serve
- b.) Service experience
- c.) Active at least six months in the N.A. service structure
- d.) Suggested two year abstinence from all drugs
- e.) Leadership ability
- f.) Ability to communicate
- g.) Ability to organize

#### **Responsibilities:**

- a.) The first year of service is spent becoming familiar with the job, attending all ASC meetings, and assisting the treasurer wherever possible. If for any reason the treasurer is unable to complete their term in the office, the alternate fulfills the treasurer duties.

### Regional Committee Member (RCM):

#### **Qualifications:**

- a.) Willingness and time to serve
- b.) Service experience
- c.) Active at least one year in the N.A. service structure
- d.) Suggested two year abstinence from all drugs
- e.) Leadership ability
- f.) Ability to communicate
- g.) Ability to organize

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### **Responsibilities:**

- a) Reads and explain Regional motions at ASC, as necessary, giving GSR's an opportunity to ask questions for clarification
- b) Represents the group conscience of the ASC at the regional level.
- c) Provides the ASC with the agenda for the RSC at least ten days before the RSC meets.
- d) Attends all ASC meetings, and takes part in any decisions which affect the region, speaking as the voice of their ASC's conscience
- e) Office of the RSC is immensely important, for an RCM is the next link in expressing the will of a loving God. An RCM must be willing to work for the common good, placing principles before personalities at all times.
- f) Writes or types RCM reports so ASC Secretary will have accurate notes

### **RCM Two—(two year commitment):**

#### **Qualifications:**

- a.) Willingness and time to serve
- b.) Service experience
- c.) Active at least one year in N.A. service structure
- d.) Suggested one year abstinence from all drugs
- e.) Leadership ability
- f.) Ability to communicate
- g.) Ability to organize

#### **Responsibilities:**

- a) The first year of service is spent becoming familiar with the job, attending all ASC and RSC meetings and filling in for the RCM if they are absent or for any reason unable to complete their term of office.

# DAYTONA AREA SERVICE COMMITTEE POLICY

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## Policy Chairperson:

### **Qualifications:**

- a) Two years suggested clean time.
- b) Suggested one year prior experience in the Policy Committee, or similar related experience.
- c) Should be actively involved in Narcotics Anonymous.
- d) A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Daytona Area Service Committee Policy.
- e) The Policy Chair may not have another position on the DASCNA. (ASC members cannot hold two positions at ASC.)

### **Responsibilities:**

- a) The Policy Chair is required to attend, or send a policy committee representative, to all DASCNA business meetings, and Policy meetings.
- b) The Chair Person shall facilitate the monthly Policy Sub-Committee meeting.
- c) The Policy Committee Chairperson shall present at each ASC Meeting:
- d) An oral report to the Area Floor, recapping Policy activities since the last ASC;
- e) A written (typed) report submitted to the ASC Secretary, recapping Policy activities since the last ASC;
- f) Will transmit the written report to the ASC Secretary via email within one week of the ASC meeting.
- g) The Policy Chair is required to obtain all yellow copies of the ASC motion slips that pertain to DASCNA Policy changes to be given to the Policy Committee Secretary for records.
- h) This is a one year commitment.
- i) The Policy Chair will act as policy secretary if there is no policy vice chair or policy secretary.
- j) If Policy Chairperson misses two consecutive ASC meetings the person shall be removed from the Policy Chairperson position.
- k) The Policy Chair must remain for the duration of the entire ASC meeting. Leaving early from the ASC meeting two consecutive times will result in forfeiture of the Policy Chair position. Exceptions will only be considered in the event of an emergency.

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## Policy Vice Chair – (two year commitment):

- a) There is a two year suggested clean time requirement. At the end of the first year, a vote of acclimation will be considered by the ASC, and Vice Chair shall become Chair.
- b) Either a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Daytona Area Service Committee Policy, or a willingness to learn and grow.
- c) The Policy Vice Chairperson should not hold another position at the DASCNA meeting.
- d) The Policy Vice Chairperson will be required to attend the DASCNA meetings, if the Policy chair is going to be absent from the ASC meeting, and will be the acting Policy Chair at the ASC level.
- e) The Policy Vice chair is responsible to act as policy secretary if there is no policy secretary.

## REMOVAL OF OFFICERS

- Any member of the DASC who relapses will forfeit their position on the DASC.
- Any member of the DASC may forfeit their position at the ASC by form of a written resignation.
- Any ASC officer or subcommittee chairperson missing two consecutive ASC meetings may be removed from that position by a simple majority vote of the groups present at roll call. The reasons for the absence may be taken into consideration<sup>10</sup>.

## LEARNING DAYS<sup>11</sup>

The ASC, RCM, and all Subcommittees are required to hold one learning day each year, together or individually, to be determined by their conscience.

## CORRESPONDENCE<sup>12</sup>

The existing P.O. Box will be used for all Daytona Area Service Committee for N.A. business mail. The ASC Treasurer and the DACNA Chairperson shall be the only two people with the keys.

All flyers distributed at the DASCNA must include the following: 1) One of NA's registered trademarks (refer to NA Intellectual Property Bulletin #1). 2) A distribution date printed on flyer 3) Date, time, and location of the event 4) Name of the hosting group, subcommittee, area, and region.<sup>13</sup>

## DAYTONA AREA SERVICE COMMITTEE POLICY

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### DAYTONA AREA SERVICE COMMITTEE RULES OF ORDER

Motion	2 <sup>nd</sup> Required	Debatable	Amendable	Vote
Main Motion	Yes	2 Pro / 2 Con	Yes	Majority
Amendment	Yes	2 Pro / 2 Con	No	Majority
Refer to Committee	Yes	1 Pro / 1 Con	Yes	Majority
Table	Yes	1 Pro / 1 Con	Yes	Majority
Point of Order	No	No	No	None
Appeal Chair Decision	Yes	1 Pro / 1 Con	No	Majority
Waive Policy	Yes	1 Pro / 1 Con	Yes	2/3
Point of Information	No	No	No	No
Reconsider	Yes	1 Pro / 1 Con	No	2/3

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Unanimous Consent: This is a method that allows the ASC to move quickly through routine business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote or a motion. If the Chairperson senses no opposition to a motion he/she will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to vote as prescribed for the motion.

Withdraw or Modify: A request to withdraw or modify may be made by the maker of the original motion upon his acceptance of a suggestion from another member. After the motion is made, it belongs to the ASC as a whole, and the maker must request the ASC's permission. The Chair treats this as a unanimous consent matter; that is if no one objects to this, the request is granted. If there is an objection, the Chairperson automatically puts the request to a vote, which is not debatable.

Motion to Call a Vote: A motion to call the vote must be seconded and allows for only one pro and one con. A 2/3 majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without further amendment or debate. This motion is not to be made to suppress information, but rather to expedite the proceedings.

Point of Information: A point of information is a question directed to the Chairperson to obtain information concerning parliamentary procedure of the motion that is pending. This allows a member to ask a question and it is not to make a statement or give information.

Point of Order: When a member feels that the rules, policy or guidelines of the ASC are not being adhered to, he can make a 'point of order', which in effect is asking the Chairperson to make a determination of whether or not the procedure the member is pointing out is in fact being violated. A point of order is not a method in which to dispute the accuracy or validity of other members' remarks, but instead is to bring to the attention of the Chair that a member feels that proper procedure has not been followed.

Suspend the Rules: A motion to suspend the rules is made when a member of the ASC would like to waive a certain ASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a 2/3 majority.

Appeal the Decision of the Chair: By electing the ASC Chairperson, the ASC delegates the authority and the duty to make the necessary rulings on the questions or parliamentary procedure, but any two members have the right to appeal their decision on such a question. By one member making the appeal and another member seconding, the question is taken from the Chair, and given to the ASC for final decision. The Chairperson shall speak con to the appeal and the maker of the appeal shall speak pro to the appeal, not to exceed one minute each.



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## DEBATE, LIMITS<sup>14</sup>

There will be only 2 pros and 2 cons heard on any main motion or parliamentary motion, or decision, etc. The time limit to which speakers address a motion in debate will be determined by the ASC Chairperson; usually depending on the importance of the matter and the agenda for the business meeting.

## MOTIONS

- All motions are required to be submitted in writing on a “Motion Form” that is numbered with the year, month, and motion number of that day’s business.
- The only ASC members that can make or second a motion are the GSRs, Alt GSRs, Elected officers of the ASC, which include Subcommittee chairpersons and their alternates.
- The ASC can only make a motion to waive the current Policy once during any one ASC meeting.
- When a motion creates or changes policy a copy of the motion will be kept with the Policy Chairperson at close of that ASC to be attached to that month’s meeting minutes and kept on file with the Policy records; the original copy of that motion will be kept with ASC secretary and the ASC minutes for that month.
- Any motions that deal with the distribution of Area funds, elections for Administrative Committee officers, or elections of Subcommittee Chairpersons will go back to groups for vote.
- All motions dealing with policy changes and/or amendments of policy will be tabled to the Policy Committee for review. Motions that address current policy shall include: 1.) Specific current policy to addressed or affected; 2.) Clear and concise language regarding new proposed amendments and/or revisions to existing policy ; 3.) The intent of the motion should take into consideration the 12 Traditions, The 12 Concepts, and a Guide to Local Services in Narcotics Anonymous.

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## VOTING

- The monthly ASC meeting minutes will reflect the exact vote count tallied; number of yes votes, number of no votes, number of abstentions; and the outcome of the vote- Pass or Fail.
- Motions which require a 2/3 majority to pass are:
  - Those which change, eliminate, add or waive policy;
  - Those which concern financial matters -- first reviewed by the Area Treasure, to insure adequate funds are available to support the motion – generally Tabled to Groups for approval.
  - Those which eliminate a standing committee.
- All other motions require a simple majority of the groups present at roll call.
- Any recognized group in attendance at ASC, that is prepared to vote, may vote.<sup>15</sup>
- Votes will be taken by a request from the Chairperson to see a show of hands, of all in favor, then all opposed, then all abstaining.
- All alternate ASC officers and alternate GSR's can vote in the absence of the officers they are alternating.
- The ASC Chairperson can only vote as the tie breaking vote.
- ASC officers can only vote on motions that directly address administration business of the ASC and that does not have to go back to groups for a vote.

## Quorum

Quorum will be calculated twice at the ASC meeting: First, following the “Open Floor” where any member of NA may address the area; second, just prior to group voting on old business. At this time, the Area Chair will ask if any group is unprepared to vote and would like to be removed from the quorum count.<sup>16</sup>

# DAYTONA AREA SERVICE COMMITTEE POLICY

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## DACNA CONVENTION COMMITTEE

The nominations and election procedures for the DACNA Convention Committee are as follows:

- Nominations are to be taken at the ASC one month prior to the convention.
- Convention Committee elections are to be held at the ASC the month of the convention.
- The newly elected officers are to take office at the close of the ASC following the convention date.
  - Example -- Convention dates April 29-30, May 1, nominations held in March ASC. Elections held in April ASC and positions taken at the close of the May ASC.
- The DACNA Treasurer cannot hold the office as ASC Treasurer while in office.<sup>17</sup>
- The DACNA convention chairperson will be responsible for the P.O. Box key. The DACNA committee will be responsible for maintaining the convention storage and the costs of storage, and storage keys

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## NOMINATIONS OF ASC OFFICERS

- Anyone being nominated for a service position on the ASC must be present at the ASC meeting.
- Nominations for DASCNA Administrative Committee, ASC Vice Chairperson, RCM2, Alternate ASC Secretary, Alternate ASC Treasurer, ASC Policy Committee Vice Chairperson will be accepted by the DASCNA in July and August.
- If an ASC Committee position or a Subcommittee Chairperson position becomes vacant, and there is no Alternate or Vice Chairperson to acclimate that position, the ASC will accept nominations from the membership at large until those positions have become occupied.

## ELECTIONS OF ASC OFFICERS

- Elected members of the DASCNA cannot hold two or more positions on the Area Service Committee that require them to be present at the Area Service Committee meetings<sup>18</sup>.
- No elected trusted servant can serve two full consecutive terms in the same elected position<sup>19</sup>.
- Nominations for the ASC Administrative Committee ASC Vice Chair, RCM2, Alt. ASC Secretary, Alt. ASC Treasurer, Policy Committee Vice Chair will take place in July and August. Elections will take place in September and positions will be assumed in October<sup>20</sup>.
- The Daytona ASC Administrative Committee, ASC Vice Chairperson, RCM2, Alternate ASC Secretary, Alternate ASC Treasurer, Policy Committee Vice Chairperson, only need a vote of acclimation taken at the ASC Business Meeting in July to assume the positions<sup>21</sup>.

Vote of acclimation:

ASC Vice Chairperson to ASC Chairperson

RCM2 to RCM1

Alt. ASC Secretary to ASC Secretary

Alt. ASC Treasurer to ASC Treasurer

Policy Committee Vice Chairperson to Policy Committee Chairperson

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- If a vote of acclimation is not received, or any position on the area floor is vacant, the said position(s) will be open to the area<sup>22</sup>.
- In the event that more than one person seeks an area position, the individual receiving the most votes shall be declared the winner of the position<sup>23</sup>.

### 501(c)(3) Board

- The Not for Profit 501(c)(3) Corporation will send a representative to the Area Service Committee meeting each month<sup>24</sup>.

# DAYTONA AREA SERVICE COMMITTEE POLICY

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## Qualifications and Responsibilities of Subcommittees

### Subcommittees:

Activities  
Convention  
Hospitals & Institutions  
Policy  
Public Relations

### Qualifications of Subcommittee officers are:

- 1.) Willingness and time to serve in the position.
- 2.) Working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Narcotics Anonymous through application.
- 3.) An understanding of the service structure of Narcotics Anonymous, and of the offices.
- 4.) All subcommittee and ADMIN reports will be typed so that the ASC Secretary has accurate notes AND reports will be submitted electronically via email to Secretary by the Sunday after area.

### Responsibilities of each Subcommittee are:

- Each Subcommittee will define their own Clean Time requirements for each available subcommittee position.
- Each subcommittee should have a regularly scheduled meeting, regularly announced, including where the business meeting is located and what time it is held.
- All subcommittee meeting times and places are to be included in the ASC minutes each month
- All subcommittee funds should be funneled through the DASCNA Treasurer.(see financial policy for more details)
- All subcommittees should follow their respective ASC and subcommittee guidelines.
- All subcommittees should prepare their own respective guidelines and submit them to Area for approval in November.
- All subcommittee and ADMIN reports will be typed so that the ASC Secretary has accurate notes AND reports will be submitted electronically via email to Secretary by the Sunday after area.
- Subcommittee Chairs are no longer required to attend their respective RSC subcommittee meetings<sup>25</sup>.
- All subcommittees will submit an annual budget to be submitted in November for the following twelve month period. Before yearly budgets are submitted, each area subcommittee is responsible to get three bids for outside vendors.
- Subcommittee Chairpersons are required to notify and contact the subcommittee members, the ASC Chairperson, and the P.R. Chairperson before changing the subcommittee business meeting time and location. This is so the time and location of the subcommittee business meeting change will be reflected in the Meeting Directory.

# DAYTONA AREA SERVICE COMMITTEE POLICY

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## Activities:

Dances, picnics, campouts, and special speaker meetings-these events are put on by area activities subcommittees. Activities like these can provide a greater sense of community for the local NA fellowship and produce additional area income. It should always be kept in mind, however, that these functions are designed to enhance NA's primary purpose, not to replace group contributions in funding area services.

- The activities subcommittee will have its' own bank account which will be maintained by the activities committee, on which the ASC Treasurer will also be a signer (see Activities guidelines).
- The Activities Alternate Treasurer will also be elected by the ASC as the officer is a signer on the Activities checking account.
- Any function planned by this committee will be allowed by group conscience of the activities committee.

## Hospitals & Institutions:

Hospitals and Institutions Subcommittees conduct panels that carry the NA message to addicts who often have no other way of hearing our message. The Area H&I subcommittee keeps records of H&I meetings, coordinates panels and establishes new meetings to as many hospitals and institutions as possible. The H&I subcommittee responsibilities sometimes overlap those of the local Public Relations committee. For this reason we encourage H&I and PR subcommittees to closely cooperate with one another.

## Policy:

The policy committee is responsible to keep a regular updated log of area policy actions. That way when the ASC is confronted with a policy question the ASC can consult it to see what decisions have already been made regarding it. The policy log makes it unnecessary to for the ASC to rehash the same question over and over again. The Policy committee will clearly explain their reasons for recommending or not recommending a motion (based solely on Twelve Traditions, Twelve Concepts & Twelve Steps). When updating the Area policy package, include all Area subcommittee guidelines & budgets. Maintain update on a month-to-month basis.

## Public Relations:

The general mission of our area Public Relations subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. Attempts to carry the N.A. message of recovery to those who help or have contact with addicts, and attempts to establish lines of communication via radio shows, public service announcements, poster, mail-outs, attendance in related conventions of professional fields, etc. The ways and means are innumerable. All PR work should go through the subcommittee.

## DAYTONA AREA SERVICE COMMITTEE POLICY

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The PR subcommittee also establishes, maintains and coordinates an effective Phone line, and Web Page. This committee is responsible to meet the needs of the addicts in this area. They do so by following the Twelve Traditions, Twelve Concepts and the current Policy of the Daytona Area Service Committee. The purpose of this is to provide a means by which a still suffering addict can reach a member of NA.

### Ad-Hoc:

Sometimes an area committee comes up with a question or special project that does not fit into any existing subcommittee's job description. The ASC may wish to create an ad hoc committee to address the issue. Ad hoc committees are set up for specific purposes and have limited lives. When they have finished their jobs, they are disbanded. In creating an ad hoc committee, the ASC should clearly specify what the committee's purpose will be, what authority and resources it will be given, and how long it should take to complete the job. Then the ASC chairperson may appoint either the entire ad hoc committee or just a chairperson who will put the ad hoc committee together later. Once the ad committee's work is completed, the committee is dissolved.



# DAYTONA AREA SERVICE COMMITTEE POLICY

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## Travel Policy

### **Purpose**

*The primary purpose of a Travel Policy is to create guidelines to provide oversight, enhance accountability and transparency of all financial matters regarding travel of the DASC. In keeping with the spirit of our Traditions, Concepts and the Guide to Local Service.*

*Eleventh Concept – NA funds are to be used to further our primary purpose, and must be managed responsibly. The Eleventh Concept establishes the sole absolute priority for the use of NA funds: to carry the message. The importance of that priority calls for total fiscal accountability.*

*Intent & Purpose: No addict with the willingness to serve be excluded because of his or her financial situation.*

**Trusted Servants who travel at the direction of the ASC shall have all necessary and reasonable expenses paid. These may include:**

#### **1.) Transportation**

- Compensation for use of a personal vehicle shall be no more than one half (1/2) of the current IRS Standard Mileage Rate for business miles driven over 50 miles from ASC meeting place, up to \$300.00 total, whichever come first, for combined travel amongst all trusted servants. The reimbursement will be for only the miles driven over the first 50 miles.
- Tolls
- Parking (limited to the destination hotel)
- Bus fare (not to exceed the same cost of ½ of the current IRS Standard Mileage Rate.)

#### **2.) Lodging**

- Room rates not to exceed \$120.00 a night – one male room, and (only when/if necessary) - one female room.
- Friday night room for RCM 1&2 and H&I and PR Sub-Committee Chairperson to attend the Saturday RSC Area Support Group & Fellowship Development Group, providing RSC is over 100 miles from the ASC meeting place.
- Saturday night room for RCM 1&2 to attend Regional Service Conference.

#### **3.) Meals**

- Not to exceed \$15.00 per day.

**An estimated advance of funds shall be made upon request.**

**Each Trusted Servant shall submit a detailed expense related report on the Check Request Form, along with all receipts, and return any unused advanced funds at the next ASC meeting.**

**It is the responsibility of the traveling trusted servant to make the most efficient use of Fellowship funds.**

# DAYTONA AREA SERVICE COMMITTEE POLICY

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## Financial Policy

### **Purpose**

*The primary purpose of a Financial Policy is to create guidelines to provide an oversight, enhance accountability and transparency of all financial matters of the DASC.*

*In keeping with the spirit of our 12 Traditions and 12 Concepts and the Guide to Local Service.*

*Eleventh Concept – NA funds are to be used to further our primary purpose, and must be managed responsibly. The Eleventh Concept establishes the sole absolute priority for the use of NA funds: to carry the message. The importance of that priority calls for total fiscal accountability.*

### **ASC Financial Responsibility**

The DASCNA will be responsible for assuming the costs of printing meeting schedules, maintaining a centralized location for storage of subcommittee supplies.

### **Fiscal Year and Month**

The DASC shall keep its accounts on the basis of a fiscal year beginning on January 1<sup>st</sup> and ending on December 31<sup>st</sup>. Similarly, each fiscal month shall begin on the first day of the month and end on the last day of the month.<sup>26</sup>

### **Budgets**

Each ASC standing subcommittee and each Area trusted servant shall prepare an annual budget stating in detail all proposed expenditures and all proposed income arising from or related to the function of the committee and trusted servant. Proposed expenditures should be divided into two sections, the first stating those expenditures required by ASC policy and the second any additional expenditures proposed at the discretion of the committee or trusted servant. Each budget should also include the previous year's approved budget amounts.

Budgets shall also include a listing of the previous year's actual expenditures for comparison. These budgets should be submitted to the ASC at the November meeting. Any new line item expenditures must be brought to the ASC in a motion form and approved by the groups.

### **Prudent Reserve**

The Treasurer shall calculate the prudent reserve as one-eighteenth of the total amount of all annual budgeted expenditures. (In another words, the prudent reserve is one and one half month's average expenses.) In cases where a subcommittee or trusted servant's budget has not been approved, the Treasurer, in calculating the prudent reserve shall use either the proposed budgeted amount or the amount of the prior year's actual expenditures, whichever is smaller. As budgets are approved or modified by the ASC, the Treasurer shall adjust the prudent reserve, during the fiscal year.

### **Special Reserves**

Special reserves may be established only by the ASC, for future events or purchases that are not included in the current fiscal year budget.

# DAYTONA AREA SERVICE COMMITTEE POLICY

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## **Disbursements**

The Treasurer shall make disbursements for specific line items of the approved budgets as the need arises, but no moneys will be disbursed without a written receipt or verified invoices. The Treasurer shall also make disbursements at the specific direction of the ASC. All ASC officers and Subcommittees are required to submit: 1.) Amount of funds disbursed from ASC; 2.) Total income if necessary; 3.) Line item costs with receipts; 4.) Deduct costs from income if necessary; 5.) Profit / loss if necessary; 6.) Funds coming back to the ASC.

## **Transactions**

All financial matters shall go to the Treasurer before going to the groups. All transactions of the ASC, over \$20.00 will be in the form of a money order or cashier's check.

## **Financial Emergencies**

If a request payment would reduce the balance of ASC funds below 40% of the prudent reserve, the Treasurer shall inform the Chairperson and Administrative Committee of the ASC and all ASC subcommittees and trusted servants that a financial emergency exists. The financial emergency will continue until the balance of the ASC funds reported at an ASC meeting rises to 60% of the prudent reserve. During a financial emergency, no subcommittee or trusted servant shall expend any funds or enter into any agreement requiring the expenditures of funds without the specific approval of the ASC.

## **Financial Statements**

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. The statement shall break down expenditures by budget line item and provide totals for each subcommittee and trusted servant. Current approved annual budget amount should also be shown. If no budget has been approved, the amount included in the prudent reserve calculation shall be stated.

## **Fund Flow**

The Area will forward funds to the FRSC above prudent reserve quarterly, in February, May, August, and November.<sup>27</sup>

Prior to the close of each fiscal month, the Treasurer shall determine the Area's financial position. The following are the calculations that will determine fund flow.

- Add income to the current month's opening balance.
- Subtract any expenditure made during the month.

## **Subcommittee Funding**

All funds generated by an ASC subcommittee over and above the subcommittee's prudent reserve, excluding the Convention Committee, shall be turned over to the ASC Treasurer at the next ASC meeting following the event or to the Treasurer within 72 hours of the event.

# DAYTONA AREA SERVICE COMMITTEE POLICY

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## **Funds Held by the Convention Committee**

As suggested by the Convention policy and guidelines, certain funds are held by the Convention Committee for expenditures at the direction of that said committee. In every respect, these funds are to be handled and accounted for in the same manner as other area funds. The Convention Committee Treasurer shall provide the ASC with a monthly statement which will include itemized payments, income and balances.

## **Funds Held by the Activities Committee**

As presented by the activities policy and guidelines, funds are held by the activities committee for expenditures at the direction of that said committee. In every respect these funds are to be handled and accounted for the same manner as other are funds. The activities committee shall provide the ASC with a monthly statement which will include itemized payments, income and balances. This will likely be presented by the Activities committee chair.<sup>28</sup>

## **Tax Reporting**

- For tax reporting purposes, the Daytona fiscal year shall be from June 1 to May 31<sup>29</sup>
- For tax reporting, the area treasurer, Activities treasurer, and DACNA treasurer will all provide, at the direction of the area's tax representative, all expenditures and revenues. This report will be provided to the tax representative by July 31<sup>st</sup> of each year.<sup>30</sup>

**This Financial Policy is the guideline for all Administrative and Subcommittee Policies when it pertains to finances.**

# DAYTONA AREA SERVICE COMMITTEE POLICY

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## THE DAYTONA AREA SERVICE COMMITTEE FOR NARCOTICS ANONYMOUS POLICY LOG

<sup>1</sup> Established by 12/08/06 – Remove from policy the time constraint of the monthly ASC meeting. The general statement in policy allows the Area to do any necessary housekeeping for setting time and place of area meeting.

<sup>2</sup> Established by 12/09/05 – Any recognized group in attendance at ASC, that is prepared to vote, may vote.

<sup>3</sup> A series of motions addressed this item:

- Motion 12/12/06 was submitted to groups to remove policies 06/05/05 and 06/12/01:
  - 06/05/05 -- Any ASC Officer or subcommittee chair missing two consecutive ASC meetings shall be removed from that position.
  - 06/12/01 -- All elected members of the ASC must remain for the duration of the entire meeting. Leaving early from the meeting two consecutive times will result in forfeiture of the position. Exceptions will be considered only for emergency.

Motion 12/12/06 was passed by groups at the January 13, 2013 area meeting. A motion to reconsider was then submitted, addressing the removal of 06/05/05.

Motion 13/01/06 (Policy/Revolutions) was the original reconsider reading: Any ASC officer or sub-committee chair missing 2 consecutive ASC meetings SHALL be removed from that position; unless excused by the area chair for personal reasons and/or emergencies. This motion was amended by the maker, and submitted under:

- Motion 13/02/04 passed at the February 10, 2013 area meeting, reading: Any ASC or Sub-committee chair missing 2 consecutive ASC meetings may be removed from that position by a simple majority vote of the groups present at roll call. The reasons for the absence may be taken into consideration.

<sup>4</sup> Established by 12/09/06 – Quorum will be calculated twice at the ASC meeting: First, following the “Open Floor” where any member of NA may address the area; Second, just prior to group GSR voting on old business.

<sup>5</sup> Established by motion 03/11/12 -- All new groups will be given a group starter kit consisting of: 5 of each IP, 5 of each key tags, and a set of reading cards, along with an ASC policy package.

# DAYTONA AREA SERVICE COMMITTEE POLICY

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- Amended by motion 14/08/04, which passed on 09/14/14 to now read, “New groups will be given a NA group starter kit consisting of a NAWs Starter Kit (Item ND-EN-9020) and NAWs Group Reading Cards (EN-9130) and 5 white key tags. Allowing the literature committee to have 2 kits in stock”

<sup>6</sup> Established by motion 04/11/4 -- ASC Secretary Responsibilities include maintaining archives for 3 yrs of ASC original motion and vote count.

<sup>7</sup> Established by motion 10/05/04 -- That one person shall not hold the positions of Area Treasure and DACNA Treasure at the same time.

<sup>8</sup> Established by motion 06/04/01 -- the existing P.O. Box be used for all Daytona Area of N.A. business. The Treasure and Convention chair shall be the only people with keys.

<sup>9</sup> Established by motion 12/12/04

- Amended by motion 17/03/02, which passed on 04/09/17, which states, “Have Treasurer take over all Literature orders and remove Literature Chair position.”

<sup>10</sup> Refer to End note ‘4’. Established by motion 13-02-04 reading: Any ASC or Sub-committee chair missing 2 consecutive ASC meetings may be removed from that position by a simple majority vote of the groups present at roll call. The reasons for the absence may be taken into consideration.

<sup>11</sup> Established by motion 11/12/03

<sup>12</sup> Established by motion 06/04/01 --the existing P.O. Box be used for all Daytona Area of N.A. business. The Treasure and Convention chair shall be the only people with keys.

<sup>13</sup>Established by motion 15/01/02, which states, “All flyers distributed at the DASCNA must include the following: 1) One of NA’s registered trademarks (refer to NA Intellectual Property Bulletin #1). 2) A distribution date printed on flyer 3) Date, time, and location of the event 4) Name of the hosting group, subcommittee, area, and region.

<sup>14</sup> Outlines the current practice of DASCNA

<sup>15</sup> Established by motion 12/09/05 – Any recognized group in attendance at ASC, that is prepared to vote, may vote.

<sup>16</sup> Established by motion 12/09/06 – Quorum will be calculated twice at the ASC meeting. First, following the “Open Floor” where any member of NA may address the area. Second, just prior to group GSR voting on old business.

<sup>17</sup> Established by motions:

# DAYTONA AREA SERVICE COMMITTEE POLICY

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- 10/05/04 – That one person shall not hold the positions of Area Treasure and DACNA Treasure at the same time.
- 10/06/07A – Nominations/Elections for convention committee as follows: Nominations be taken at ASC one month prior to convention. Elections held at ASC the month of the convention. Officers to take positions at the close of the ASC following the convention date. (Ex. Convention dates April 29-30, May 1. Nomination held in March ASC. Elections held in April ASC. Positions take at the end of the next ASC.)

<sup>18</sup> Established by motion 06/12/06 – Elected members of the ASC cannot hold two or more positions on the Area floor that require them to be present at the Area Service Committee meetings.

<sup>19</sup> Established by 04/07/5 – No elected trusted servant can serve two full consecutive terms in the same elected position.

<sup>20</sup> Established by 09/11/11 – Nominations for ASC Administrative Vice-Chair, RCM2, Alternate Secretary, Alternate Treasure, Policy Vice Chair, and Alternate Literature Chair will be taken in July and August. Elections will take place in September and positions will be assumed in October.

<sup>21</sup> Established by 09/11/09 – The Daytona ASC Administrative Committee Vice-Chair, RCM2, Alternate Secretary, Alternate Treasure, Policy Vice Chair, and Alternate Literature Chair only need a vote of acclimation taken on the area floor, done in July, to assume the second year of service.

<sup>22</sup> Established by 09/11/10 – If ASC Administrative Committee Vice-Chair, RCM2, Alternate Secretary, Alternate Treasure, Policy Vice Chair, and Alternate Literature Chair do not receive a vote of acclimation or are vacant, then said positions will be open to the area.

<sup>23</sup> Established by motion 12/11/04 – In the event that more than one person seeks an area position, the individual receiving the most votes shall be declared the winner.

<sup>24</sup> Established by motion 12/02/02 – The Not for Profit 501(c)(3) Corporation will send a representative to the Area Service Committee meeting each month

<sup>25</sup> Motion 05/07/09 dictated that should a subcommittee chair miss three consecutive RSC subcommittee meetings without prior notice to the RCM-1, that subcommittee chair will be removed from the position. Motion 11/04/07, based from the Financial Ad-hoc review (March/April 2011), effectively removed the requirement of attendance, because we cannot afford to pay travel expenses for subcommittee chairs to attend the RSC.

<sup>26</sup> Amended by motion 15/04/04 – In the ASC Policy section, Fiscal Month and Year, replace, “Similarly, each fiscal month shall begin on the month on the day the ASC meets and ends on the day prior to the day the ASC meets the following month” with “Similarly, each fiscal month shall begin on the first day of the month and end on the last day of the month.”

## DAYTONA AREA SERVICE COMMITTEE POLICY

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- Amended by motion 16/08/02, which passed on 09/11/16, which states, “Modify Financial Policy Fiscal Month and Year, which states “Similarly, each fiscal month shall begin on the first day of the month and end on the last day of the month.” Add to the end of the statement, “the fiscal year shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup>.”

<sup>27</sup> Established by motion 11/04/06 – Funds will be forwarded to the RSC on time each year, in December at the end of the fiscal year.

- Amended by motion 14/11/05 which passed on 12/14/14, which states, “To change policy which states, “The area will forward funds to the FRSC above prudent reserve once per year in December at the end of the fiscal year to now state “The area will forward funds to the FRSC above prudent reserve quarterly”.
- Amended by motion 16/07/02, which passed on 08/14/16, which states, “To change the months we forward funds to the region from March, June, September, and December to February, May, August, and November.”

<sup>28</sup> Established by motion 15/12/03 - Add policy to read “funds held by the activities committee”: As presents by the activities policy and guidelines, funds are held by the activities committee for expenditures at the direction of that said committee. In every respect these funds are to be handled and accounted for the same manner as other are funds. The activities committee shall provide the ASC with a monthly statement which will include itemized payments, income and balances. This will likely be presented by the activity chair.

<sup>29</sup> Established by motion 15/02/06, which states, “To move the Daytona fiscal year to June 1 to May 31.”

<sup>30</sup> Established by motion 15/03/02, which states, “The area treasurer, Activities treasurer, and DACNA treasurer will all provide, at the direction of area’s tax representative, all expenditures and revenues. This report will be provided to the tax representative by July 31<sup>st</sup> of each year.”