Area Service Committee
January 12, 2014

Open Meeting1:00 pm with Serenity Prayer
12 Traditions: Read by Matthew O (Public Relations)
12 Concepts: Read by Ron A (Just for Today)
Definition of the ASC: Read by Alma R (Surrender or Die)

Open Floor:

+Area Statement January 12, 2014

Ron A. (JFT group) reported that they have been out of the ASC for quite some time now and attended area to get meeting schedules. Bill suggested printing schedules every three months instead of every month to save cost. Alma R (Surrender or Die) stated that the newcomer may not have access to the website for the most recent meeting schedules and may miss the opportunity to attend new meetings. Ron A (JFT group) asked if we would have enough meeting schedules to last three months and would it cost the same. Sean C.(Old School) suggested that this area find a way to save money. Matthew (PR) said he has 2/3 of the schedules distributed last month and was not contacted by GSR's to receive them for home groups. John B (web) said that this area could save money by printing less schedules and if home groups are in need that they can print their own from website. Sean C. (Old School) suggested an Ad-hoc Committee would be beneficial to discuss different ways this area could save money, without taking away from our primary purpose. Chris B. (H&I) said the only place they need to bring literature and schedules is the jail and it is important to continue to deliver literature and schedules there. Matthew (PR) has a meeting with meeting schedule coordinator and will inquire about cost for monthly schedules and quantity. Kathleen (Area Chair) suggested forming an Ad-hoc committee. Matthew (PR) is concerned that this area may be put in financial crisis. Danielle (Just for Tonight) suggested that home groups promote 7th Tradition and that being self-sufficient starts at home group level and teaches newcomers. John B. (web) suggested GSR's push 7th Tradition in the groups and make an effort to explain what the basket is for. Kathleen (Area Chair) said we need to stay financially focused, that we are living out of our means. Chris B. (Keep it Simple) gives books away but are out of books, he is asking that if anyone has extra basic texts to please donate them to his home group.

New GSRs: Alma R (Surrender or Die)
Kay R (WIRED Women's Group)
Liza H (Afternoon Recovery)
Shane H (Hardcore)
Ron A (Just for Today)
Steve M (Third Tradition)

24 OF 36 GROUPS PRESENT-TWO/THIRDS= 13 SIMPLE MAJORITY= 16

Administrative Reports:
Chair report: Chair reported having to work while the Ad-hoc Committee met. Did the best to get these minutes distributed on time. Thank you to Kristen S. for taking the initiative to assist with these minutes.

Vice Chair Report: Position currently not filled

Treasurer Report: Handed out at area

Secretary Report: M/S/T: (13/11/01): Motion to accept minutes (Surrender or Die/New Generation)

RCM1 Report: No report submitted

RCM 2 Report: No report submitted

Open AREA Positions: ASC Vice Chair, ASC Secretary, ASC Alternate Secretary, ASC Alternate Treasurer

Open Subcommittee Positions: DACNA Vice Chair, Public Relations Vice Chair, Public Relations Alternate Secretary

Subcommittee Reports:

Activities Report: New Years event a success. Valentine's Event scheduled for February 14th at 345 club. Flyers will be passed out at area with details. We continue to need support on this committee. In need of all positions except chair.
ILS, Don

DACNA Report: Report submitted in writing

Fellowship Development: None were reportedly submitted

H&I Report All is well. ILS, Mariann

Literature Report: None reportedly were submitted

Policy Report:
Policy meets on the second Sunday of each month at 10:00 at the "The Tree House", 1915 Guava Dr, Edgewater. All members of Narcotic Anonymous are welcome to attend and participate. If you have the desire to participate, but the meeting time does not work for you, please let us know your times of availability and we will work to change the meeting time. You can speak to the chair directly, or email us at daytonanapolicy@yahoo.com.

The policy sub-committee met on 01/12/14 at 10::00 AM. There were two (3) addicts in attendance,

- Financial policy-Looking at existing policy of 2009 and what things are now, there has been a lot of things that has changed. The policy subcommittee strongly suggests recommendation for help with making things right for this area.
- The motion about eliminating the sub-committee of fellowship development was not handled right as far as laying a motion on the table till February. There should have been a group vote. However policy felt that the vote would have gone down the same because everyone in the room had a consensus with giving fellowship development time to attract members at Decembers ASC. .
- Paid 6 months of rent for a grand total of $60. The rent covered the months we have been there and the next 3 months which runs through April.
- Policy Vice-Chair and Policy Secretary are out to the fellowship. Vice chair is a 2 year suggested clean time requirement and secretary one day suggested clean time requirement.

In loving service,
Carl H Jr.
daytonanapolicy@yahoo.com

Public Relations Report: Public Relations met on 12/05/13 at 6:00pm. There were 3 addicts in attendance. The new NA posters have been placed in 3 more facilities, Break the Cycle, the Flagler County Library, and a local Daytona dentist's office. The helpline received 54 calls, all of which were fielded. The helpline had one member step down and another step up so there is currently a full panel. Access Flagler takes place from 1-3 the first Friday of every month and is going well, NA is represented and information is available. John G is going to contact Flagler county schools about doing an NA presentation. Public Relations is in need of an Alternate Secretary and Vice Chair. All addicts are encouraged to attend. Public Relations meets the 3rd Sunday of every month at 6:00pm at 730 Beville Road.

In Loving Service,
Matthew O

Old Business:

M/S/T: (13/10/03) (Required by Policy) Activities Policy and Guidelines for approval.
TABLED TO GROUPS

ACTIVITIES GUIDELINES 2013-2014

SUGGESTED MEETING FORMAT:

1. **1.)** Open meeting with moment of silence
2. **2.)** Read purpose
3. **3.)** Read 12 traditions
4. **4.)** Read 12 Concepts
5. **5.)** Roll Call-establish voting members
6. **6.)** Old Business
7. **7.)** New Business
8. **8.)** Announce events brought back from area or region
9. **9.)** Close meeting

PURPOSE:
Our purpose is to carry the message and create unity in the fellowship of Narcotics Anonymous through planning functions, fundraisers and other events to support addicts in the Daytona Area of N.A.
VOTING

1. Motions may be made by voting members and seconded by another voting member
2. To be a voting member of Activities Subcommittee:
   - A voting member must attend 2 consecutive meetings
   - In the event of a tie the chairperson votes
   - Quorum is simply by majority of voting members present
   - When unable to attend, members should contact trusted servant of group
   - Inconsistency of meeting attendance will affect voting membership, Attending 2 meetings qualifies volunteers to vote, missing 2 consecutive meetings will disqualify your vote on any motions made, on your next attendance.

RESPONSIBITIES:
The subcommittee coordinates and plans activities, which promotes unity and fellowship in the N.A. program. Any function planned by this subcommittee will be allowed by group conscience of Activities Committee. Activities will be responsible for planning the Annual Memorial day Picnic, The N.A. Anniversary Event, Valentine's Day Event, Labor Day Picnic, Holiday Event, and New Year's Eveevent .

ACTIVITIES FUNDS AND BUDGET:
The subcommittee will manage funds for each event responsibly. The Activities Subcommittee Will maintain a separate checking account to handle the financial needs of the committee. Each Check will require 2 signatures by the following trusted servants: the activities chair, The activities vice-chair, the activities treasurer or the ASC treasurer. After the initial deposit of $800.00 is made by the ASC, the subcommittee will deposit all from any events into activities Subcommittee account within 1 working day following the event. Activities will issue a check to Ask for any amount over the $800.00 prudent reserve, based on the account balance the day The day of the current activities subcommittee meeting. A full financial report of that month's Transactions will accompany the Chairperson's monthly report to Area. If due to accumulated Loss's, the balance falls below $500.00 during the budget year, a special request will be made Of ASC to deposit the amount needed to restore prudent reserve of $800.00. There will be limit Of 2 requests per budget year not to exceed a total of $800.00 in the year.

QUALIFICATIONS OF ACTIVITES SUBCOMMITTEE MEMBERS:

Chairperson:
1. Nominated and elected at Area Service meeting
2. 2 years abstinent from all drugs
3. Willingness and desire to serve
4. 6 months prior involvement in the service structure of NA
5. Working knowledge of the 12 steps and 12 traditions of NA
6. Leadership ability
7. Ability to communicate and organize
8. Have NA sponsor and working relationship with that sponsor
9. To serve for 1 year, after elected ASC.

Chair responsibilities:
1. Chairs all meetings for this committee
2. Carries the deciding vote in the event of a tie
3. May speak without being recognized
4. Recognizes and calls on people wishing to voice an opinion on the floor
5. Reports to the ASC with financial concerns & upcoming events.
6. Make motions of intent and concerns of the committee at ASC
7. Willingness to attend all ASC meetings
8. Chairperson is the only person who asks ASC for money that has been approved by subcommittee for upcoming events and expenditures
9. To act as secretary and treasurer on the absence of any position not filled, act as 1 of the signers on the checking account.

Vice-Chair:

1. Nominated and elected at Area Service Meeting.
2. 2 Years abstinent from all drugs
3. Willingness and desire to serve.
4. 6 months prior involvement in the service structure of N.A.
5. Working knowledge of the 12 steps and 12 traditions of N.A
6. Ability to communicate and organize
7. Have an NA sponsor and working relationship with that sponsor
8. To serve for in this position for 2 years after elected. The first year as Vice-Chair, then the second year as Chair, if voted in by ASC.

Vice-Chair Responsibilities:

1. Leadership ability to act as Chairperson in their absence.
2. May act as secretary or treasurer in the absence of any position not filled.
3. Helps Chairperson with the responsibility that needs to be carried out by this committee.
4. Act as one of the signers on the checking account.

Secretary:

1. Willingness and desire to serve.
2. 9 months abstinent from all drugs
3. 6 months prior service in NA.
4. Have an NA sponsor and working relationship with that sponsor.
5. Working knowledge of the 12 steps and the 12 traditions of NA.
6. Ability to communicate and organize.
7. Time and resources to do the job.
8. To serve in the position for 1 year after elected.

Secretaries Responsibilities:

1. Take notes of all meetings and keeps accurate records.
2. Organize and get copies of minutes to Chair or Vice-Chair, to ensure that an accurate report is given at ASC.
3. Minutes to include:

Beginning and ending times of meeting as well as date of meeting.
Members in Attendance
Old business
New Business
Treasurers Report
Scheduled events and all upcoming planned events
Keep records of all members' phone numbers

Treasurer:

1. Nominated and elected at Area Service Committee
2. Willingness to serve
3. 2 years abstinence from all drugs
4. 6 months prior service in NA
5. Ability to communicate and organize
6. Financial skills and banking ability. (has the ability to follow directions of money needed or to be distributed for payouts when advised by subcommittee)

7. Have an NA sponsor and working relationship with that sponsor
8. Working knowledge of the 12 steps and 12 traditions of NA
9. Time and resources to do job 1 year commitment.

Treasurer Responsibilities:

1. Act as 1 signer on the checking account
2. Treasurer will gather all monies from and event and make deposits
3. More than 1 committee member will be present when money from event is counted
4. Maintain and accurate accounting of all expenditures and deposits
5. Reconcile bank statement monthly
6. Provide a complete, detailed report of all transactions to Activities Chair
7. Turn in all receipts from that month report.

Vice-Treasurer:

1. Nominated and elected by Activities committee
2. Willingness and desire to serve.
3. 1 year abstinence from all drugs
4. Time and resources to do the job
5. To serve in this position for 2 years after elected. The first year as vice-treasurer, then the second year as Treasure if voted in by the ASC,

Vice- Treasurer Responsibilities:

1. To assist the treasurer in all responsibilities mentioned under Treasurer.
2. To step up and act as Treasurer in the event the treasurer is unable to perform duty.

Activities Volunteer:

1. 1 day clean
2. Willingness and desire to get involved in fun and help plan functions.

FOR__13__OP__0__ABS__1__**PASSED**

M/S/T: (13/10/05) (Required by Policy) Policy subcommittee guidelines for approval

DASCNA Policy Subcommittee Guidelines 2012/2013

PURPOSE:

- To consider motions that will affect the policy of the Daytona ASC, and to consider whether or not the motion facilitates, inhibits, or has no effect on the ASC's ability to serve its member groups. To this end, we invite a loving God into the process, and ask:
  1. Does the motion conflict with any of the Twelve Steps, Twelve Traditions, or Twelve Concepts?
  2. Does the motion change or establish policy?
  3. What impact the motion may have on Daytona Area, (i.e. financial, spiritual, time etc.)
- To maintain current DASCNA Policy to help expedite DASCNA business effectively and efficiently.

RESPONSIBILITIES:

The policy subcommittee is responsible to review all motions that change or amend current DASCNA Policy and determine the specific part of policy that it affects, amends, or revises and to determine if the intent of the motion is in conflict with the Twelve Traditions, Twelve Concepts, A Guide to Local Service, or the current DASCNA Policy. The Policy Subcommittee will also transform the new amendments and revisions into clear and concise language in the part of the DASCNA policy that the motion amends or revises and create updated pages to be given to the members of the DASCNA.
Policy subcommittee will submit an annual updated policy package to all trusted servants of the DASCNA area floor, and update monthly as needed, by distributing only the revised pages of the policy package to all trusted servants. This is to include categorizing all approved motions into (i.e. voting,qualifications, duties and responsibilities,elections, subcommittee policy, etc.) so the ASC will be able to read and understand the Policy. The policy subcommittee will be responsible for keeping yellow copy of ASC motion forms and evidence of motions that effect policy change have been passed by the groups. The policy subcommittee will be responsible for keeping policy change records for the Policy Committee. The Policy Committee will also be responsible for maintaining the DASCNA archives and keeping them in order, in protective containers, at the DASCNA storage. The policy subcommittee will be responsible for keeping one motion form to be reproduced when supplies run low, and will be responsible for the task of having them reprinted.(Motion form printing is not included in Policy Budget as it is not an annual task.)The policy committee will be responsible for keeping the webpage information up to date by working with the DASCNA web servant.

MEMBERSHIP:

The Policy Committee is open to all members of N.A.

VOTING:

Any recovering addict who attends a Policy Sub-Committee meeting shall have a voice. Questions, differences in perspective, thoughtful discussion, and the presence of a loving God allows for a true group conscious.

QUALIFICATIONS AND RESPONSIBILITIES :

A. Chairperson:

1. Two years suggested clean time.
2. Suggested one year prior experience in the Policy Committee, or similar related experience.
3. Should be actively involved in Narcotics Anonymous.
4. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Daytona Area Service Committee Policy.
5. The Policy Chair may not have another position on the DASCNA. (ASC members cannot hold two positions at ASC.)
6. The Policy Chair is required to attend, or send a policy committee representative, to all DASCNA business meetings, and Policy meetings.
7. The Chair Person shall facilitate the monthly Policy Sub-Committee meeting.
8. The Policy Committee Chairperson shall present at each ASC Meeting:

a) An oral report to the Area Floor, recapping Policy activities since the last ASC;
b) A written (typed) report submitted to the ASC Secretary, recapping Policy activities since the last ASC;
c) Will transmit the written report to the ASC Secretary via email within one week of the ASC meeting.

9. 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.
10. This is a one year commitment.
11. The Policy Chair will act as policy secretary if there is no policy vice chair or policy secretary.
12. If Policy Chairperson misses two consecutive ASC meetings the person shall be removed from the Policy Chairperson position.
13. 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.

B. Vice Chairperson:

1. 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.
2. 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.
3. The Policy vice chair should not hold another position at the DASCNA meeting.
4. 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.
5. The Policy Vice chair is responsible to act as policy secretary if there is no policy secretary.

C. SECRETARY:

1. There is a one day clean time requirement for this position.
2. The ability to listen, take notes and ask questions is considered highly valuable in this position.
3. Organizational skills will also be helpful in this position.
4. Willingness to learn and increase knowledge and understanding of the 12 Steps, 12 traditions, 12 Concepts, and the DASCNA Policy.
5. Being actively involved in Narcotics Anonymous is encouraged.
6. The Policy Secretary will be responsible for taking minutes during the policy subcommittee business meeting and forwarding copies to all policy subcommittee members.
7. The Policy secretary is responsible for keeping all minutes and records on file for at least one year before archiving.

8. The Policy Secretary is responsible for forwarding updated DASCNA policy to the DASCNA web page, and communicating with the web servant to maintain updated policy.

D. Budget:

The Policy Subcommittee will submit a budget to the DASCNA at the November business meeting for the following twelve month period. These budgets are to include all printing fees, meeting space fees, pertaining to the Policy Subcommittees' Business meeting.

FOR___13___OP__0___ABS__2___**PASSED**

M/S/T: (13/10/06) (Required by Policy) Public Relations subcommittee guidelines for approval **TABLED TO GROUPS**

PUBLIC RELATIONS COMMITTEE OF NARCOTICS ANONYMOUS

REVISED Oct. 2013

In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government. (12th Concept for NA Service)

PURPOSE OF THE PUBLIC RELATIONS SERVICE COMMITTEE

This selection defines our purpose-the reason we exist. Our purpose is based on NA's 5th Tradition, "Each group has but one primary purpose-to carry the message to the addict who still suffers," and the 12th step, "we tried to carry the message to the addict who still suffers." Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery-that an addict, any addict, can stop using drugs, loose the desire to use, and find a new way to live. The Daytona Area Public Relations Committee is the working body for our combined group service efforts, and it is directly accountable to the ASC and the groups it represents in its actions. "The final responsibility and authority for NA Services rests with the NA Groups." (2nd Concept)

1.1 Our public relations committee's purpose is to effectively communicate and demonstrate Narcotics Anonymous ability to help addicts stop using drugs, lose the desire to use, and find a new way to live. The committee will accomplish this by coordinating the services we provide to maximize our ability to fulfill our primary purpose.

1.2 The name of this committee shall be the Daytona Area Public Relations Committee of Narcotics Anonymous, hereafter referred to as the PRC.

1.3 The PRC is a standing sub-committee of the Daytona Area Service Committee

1.4 The PRC shall perform all functions historically performed by the Help Line Committee and

the Public Information Committees.

1.5 The PRC shall comply in all its actions with the following documents in order of priority as listed below:
1. The Twelve Traditions, Concepts and Steps of Narcotics Anonymous
2. The current guidelines of the Area Service Committee
3. The current guidelines of the PRC
4. A Guide to Local Services in NA, and NAWS approved service handbooks

PUBLIC RELATIONS COMMITTEE MEETINGS & MEMBERSHIP

The PRC meeting is a source for groups and NA members interested in combining and coordinating efforts to reach the addict who still suffers, and improve NA's reputation as an available program of recovery in our community. It is also an opportunity for any committee member to receive information on public relations related issues they would like guidance on, and for our committee members to report on the effectiveness as well as any needs they have to continue and improve the services we currently provide. The PRC establishes a time and place to meet that accommodates the needs of the groups and current or prospective committee members.

2.1 Business meetings shall be held at least once monthly, at a time and place designated by the membership. No business meeting shall last for more than one and a half hours, except when a decision to extend this time limit is made by the members present

2.2 Any Narcotics Anonymous member or interested person may attend the PRC meeting

2.3 Any NA member will become a member by attending 2 PRC meeting in a row and one PRC orientation in the past two years or attend an upcoming orientation/training day. After missing three consecutive PRC meetings, you may or will be removed from your position

DECISION MAKING

As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group's conscience (2nd Tradition.) In the event that we cannot reach a consensus, we utilize a simplified version of Roberts Rules of Orders as printed in A Guide to Local Services in NA to reach our decision. One of the reasons we try to achieve consensus is it insures that we follow our 9th Concept, "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." By carefully discussing and respectfully listening to all points of view we try to make sure this happens at the PRC. The reason all committee members are allowed to vote is the 7th concept, which states, " All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in it decision-making processes."

3.1 Business meetings shall be held at least once monthly, at a time and place designated by the membership. No business meeting shall last for more than one and a half hours, except when a decision to extend this time limit is made by the members present

3.2 Any member, except for the chair, is eligible to vote at business meetings

3.3 Any member can make or second a motion

3.4 Any, member may propose an amendment to those guidelines, however all PRC guideline changes are made by the ASC

3.5 All committee members have one vote regardless of number of positions held

ELECTIONS

In our election process we use the 4th concept, "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants." We trust that our committee's group conscience will select the coordinators and officers best suited to fulfill the responsibilities of the positions.

4.1 Elections of all officers and coordinators other than chairperson shall be held annually in November. The chairperson is elected by the ASC, however the committee is encouraged to submit a recommendation for the chairperson to the ASC for the consideration

4.2 All terms of service of offices and coordinators are one year. In the event a member cannot complete his/her term of service, the chairperson shall appoint someone to fill the vacancy until the next regularly scheduled election. Terms begin at end of the meeting where the election was held.

4.3 The officers of the PRC are the Chairperson, Vice-Chairperson, Secretary and Alternate Secretary. They shall perform their duties as described in these guidelines and in their approved service handbooks

4.4 The coordinators for the PRC are the Community Relations Coordinator, Literature Coordinator, Helpline Coordinator, and Website Coordinator. They shall perform their duties described in these guidelines and in their approved service handbooks.

4.5 No member of the committee can service in more than one elected officer position simultaneously

4.6 During elections of PRC, trusted servants, the nominees, shall leave the room following all discussions and prior to voting

4.7 Elections will be decided by a simple majority. In the case of more than two candidates for a position where no candidate receives a majority vote, the two candidates receiving the most votes will have a second election between only those two candidates

4.8 A PRC trusted servant may be removed from their position for non-compliance only after the person has been notified by either letter or phone call from the PRC chairperson or designee stating the concerns about their fulfillment of service responsibilities have been raised. If a member who is the subject of a motion to be removed from position is present, and can address the concerns raised by the maker of the motion, a letter or phone call will not be required. Non-compliance includes but is not limited to:

A) Loss of abstinence of drugs
B) Failing to perform duties of the position
C) Three consecutively missed PRC meetings

SPECIAL RULES

From time to time the PRC will make special rules to assist in carrying out its projects. Those that are permanent are recorded in this section of the guidelines.

5.1 Public Relations orientation will normally be held once a year in Spring time, before May 31st. The orientation will follow the format listed in Appendix A of these guidelines. At least two qualified PR trusted servants (the orientation facilitator, PR chair, or appointee) (and one of the following trusted servants: PR vice-chair, secretary, or one of the coordinators) presence is required to hold a PR orientation

TRUSTED SERVANTS

"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."(2nd Tradition) Being of service to the fellowship of NA is recognized as a valuable tool for addicts seeking recovery. This section lists many of the basic responsibilities for those members who serve as a PRC trusted servant. Our groups have shown their trust in these individuals by, "delegating to the service structure of the authority necessary to fulfill the responsibilities assigned to it."(3rd concept) Once we select them, we trust our trusted servants.

6.1 Chairperson
A) Coordinates all PR efforts
B) Presides at all regular, and special subcommittee meetings
C) Makes regular report to ASC on the status of all proposed, current or completed plans
D) Represents the PRC at the regular meeting of the ASC
F) If elected officer or coordinator position is vacant, insures the duties of that position until position is filled
G) Clean time requirement of 2 years
H) Familiarity with all public relations related NAWS approved handbooks
I) Facilitate or appoint someone to facilitate PR Committee Orientation
J) Previous PRC service experience
K) Familiarity with the Public Relations Handbook
L) One year commitment
M) Assist with all other PR committee needs

6.2 Vice-Chairperson
A) In absence of the chairperson, assumes all those responsibilities normally carried out by the chairperson until the ASC has an election for that position
B) Works closely with the chairperson
C) Attends all regular meetings of the PRC and ASC
D) In absence of an elected officer, chairperson, or coordinator, assists chairperson in insuring the duties of that position are fulfilled

E) Clean time requirement of 1 year
F) Familiarity with all public relations related NAWS approved handbooks and PR handbook
G) Assists with PR Committee Orientation
H) Previous PRC service experience
I) 2 year commitment, 1 year vice-chair, and then 1 year PR chair if elected by ASC
J) Assists with all other PR committee needs

6.3 Secretary

A) Keeps a complete record in the form of minutes of every PRC meeting, including attendance records
B) Sends letters or makes calls to committee members about PRC business
C) Prepares written committee correspondence
D) Maintains files of all PRC plans, minutes and correspondence
E) Clean time requirement of 1 year
F) Maintains records of name and contact information for all PRC members and oriented members
G) Familiarity with all PR related NAWS approved handbooks including PR handbooks
H) One year commitment
I) Assists with all other PR committee needs

6.4 Alternate Secretary

A) In absence of secretary, assumes all those responsibilities normally carried out by the secretary until the PR committee has elected a new secretary
B) Works closely with the secretary
C) Attends all regular PRC meetings
D) Clean time requirement of 6 months
E) One year commitment
F) Familiarity with all NAWS approved handbooks including PR handbook
G) Previous PRC service experience
H) Assists with all other PR committee needs

6.5 Literature Coordinator

A) Attends monthly PRC meetings
B) Coordinates literature needs for all public relations activities
C) Keeps lists of all locations literature and racks are distributed
D) Provides chairperson with literature order each month
E) Makes monthly report to PRC
F) Clean time requirement of 1 year
G) One year commitment
H) Familiarity with PR handbook
I) Responsible for coordinating with web master for printing and picking up schedules delivered to the ASC
J) Assists with all other PR committee needs

6.6 Website Coordinator

A) Attends monthly PRC meetings
B) Coordinate all website activities
C) Makes monthly report to PRC on website status

D) Clean time requirement of 1 year
E) Familiarity of the PR handbook
F) One year commitment
G) Previous PRC experience
H) Technical ability to update website and add monthly ASC minutes in .pdf format
I) Assists with PRC orientations
J) Responsible for updating meeting schedules via web
K) Responsible for updating regional website monthly
L) Assists with all other PR committee needs

6.7 Helpline Coordinator

A) Attends monthly PRC meetings
B) Coordinates all helpline responsibilities
C) Makes monthly written report to PRC on status of all helpline plans
D) Clean time requirement of 1 year
E) One year commitment
F) Previous PRC experience
G) Assists with PRC orientation
H) Familiarity with PRC handbook
I) Goes over all "do's and don'ts" with helpline volunteers
J) Assists with all other PR committee needs
K) 3 names listed on account.
    1) PR Chairperson
    2) Area Treasurer
    3) Helpline Coordinator

6.8 Helpline Volunteers

A) Clean time requirement of 6 months
B) Commitment of 6 months
C) Understands "do's and don'ts" of helpline calls
D) Attends monthly PRC meetings
E) Familiarity with PR handbook
F) Previous PRC experience
G) Willingness and availability to return calls using your own phone
H) Assists with all other PR committee needs

6.9 Public Relations Volunteers

A) Helps distribute literature
B) Familiarity with the "Do's and Don'ts" of PRC
C) Assist all committee members and coordinators who need assistance
D) Assists with all other PR committee needs

PUBLIC REALTIONS BUDGET

The budget for the helpline is reviewed and assessed by the PRC committee once each year. It is important to remember "Every NA group should be self supporting, declining outside contributions."(7th tradition) The PRC budget should be used for various reasons including but

not limited to:

7.1 The PRC budget should be used to pay for meeting space rent

7.2 The PRC budget will provide for literature orders as they pertain to PRC business
A) Public Information
B) Community Events
C) PSA's
D) Miscellaneous Literature Supplies (i.e. Literature Racks, Rubber Stamps, Paper, etc.)

7.3 The PRC budget will pay for all Helpline related expenses like:

A) Telephone Book Advertising
B) Miscellaneous Helpline Expenses

7.4 The PRC budget will pay for on-line hosting of the area's website
The 2013/2014 budget for the Daytona Area Public Relations Committee of Narcotics Anonymous is: $2,830.00

APPENDIX A

Public Relations Committee Orientation Format

1. Open with prayer – Serenity Prayer

2. Read 12 Concepts of NA

3. Welcome everyone and introduce PRC members

4. Distribute PRC policy

5. Introduce PR handbook and distribute Chapter 2 "Core Principles & Philosophies' Handout"

6. Time for each elected member and coordinator to describe their role in the PRC (5 minutes each)

7. Time for a special speaker, if needed, for 20 minutes to talk about PR Committee

8. Distribute current PR committee Contact Sheet and ask for new members to sign up

9. Ask for any questions from those in attendance

Close with prayer of choice (i.e. Serenity Prayer or 3rd Step Prayer)

FOR__12__OP__0___ABS__0___**PASSED**

M/S/T: (13/10/07) (Required by Policy) Public Relations 2013/2014 budget for approval
TABLED TO GROUPS

100.00	Web Host
800.00	Help Line
1200.00	Literature (incl. Flyers, mailouts, and cards)
500.00	Community Presentations (i.e. recovery month, specials projects)
180.00	Rent
50.00	Secretary Expenses

_____

For a total of $2830.00

For 2 OP____ ABS 14 **FAILED**

M/S/T: (13/10/08) (Required by Policy) Fellowship Development guidelines and policy for approval
TABLED TO GROUPS

Daytona Area Fellowship Development Committee Guidelines
I). The Purpose of Fellowship Development:
The Daytona Area
Fellowship Development Committee (hereafter referred to as FDC) is a group of volunteers comprised of members from the fellowship of Narcotics Anonymous. The purpose of Fellowship Development Committee (FDC) is to develop educational and training resource s for all trusted servant positions within the Daytona Area and to use those resources to provide education and training opportunities for all members. Educational opportunities will focus on Home Group, Sub-committee and ASC positions. All activities directed toward that end shall be carried out in accordance with the Twelve Steps of Narcotics Anonymous, the Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service, "A Guild to Local Services" book, and all Narcotics Anonymous
published information.
The Fellowship Development Committee shall maintain effective communication and cooperation with the DASCNA. Meetings are open to all members of NA.
II). Functions of the Subcommittee:
A) To educate the fellowship at large and train vo
lunteers for all service positions.
B) To develop training manuals, power points presentations and other resources for educational/training purposes.
C) To hold regularly scheduled meetings.
D) To communicate and disburse all information to and from all volunteers.
E) To provide representation for participation in the Daytona ASC.
F) To elect and/or appoint members to fulfill the needs of the FD Committee.
G) To maintain an archive of all minutes.
H) To assist, if possible, other NA service bodies upon th
eir request.
I) To provide a FD Committee member to the Daytona ASC monthly meeting for orientation of new GSR's.
III). Structure of elected Positions:
The elected Positions of the Committee shall consist of a Chairperson, Vice-Chairperson, and

Secretary. All positions, with the exception of the Chairperson, who is elected by the Daytona ASC, are elected by a consensus/vote of the FD Committee.
All terms of office are one (1) year with eligibility for a second term of one (1) year (if the re is no Vice-Chairperson).
If an elected committee member becomes unable to discharge the duties of that position, a successor shall be named by the Chairperson and approved by the Subcommittee at the next business meeting. Should the Chairperson be unable to discharge the duties of that position, the Vice-Chairperson will automatically assume the position of the chairperson until the next Daytona ASC meeting where a new Chairperson will be elected or appointed.
(IV). Qualifications and Duties of Elected Committee Members:
A). FD Leader: elected by the Daytona ASC. Suggested clean time requirement of three years, preferably with two years of service experience. Responsibilities of the FD Leader include:
1) Preside at FD Committee meetings
2) Prepare an agenda for each meeting
3) Maintain order at the meeting
4) Provide a report and representation of the FD Committee at the monthly Daytona ASC meeting.
5) Attends all FDCommittee activities.
6) Submits a yearly budget of thecommittee for approval by the Daytona ASC, timing of submission will be in accordance with Daytona Area Policy.
7) Work with volunteers to ensure that they are trained and willing to meet their responsibilities.
8) Maintains possession of all training materials.
B). FD Co-leader: Suggested clean time requirement of two years, preferably with one year of service experience. Responsibilities of the FD Co-leader include:
1)Assume the duties of Chairperson in the Chairpersons absence.
2)If the office of chairperson should become vacant, the Vice-Chairperson assumes the duties of the Chairperson until a Chairperson is elected or appointed by the Daytona ASC.
3)Works closely with the Chairperson to become familiar with all aspects of the Chairpersons responsibilities.
4)Work with volunteers to ensure that they are trained and willing to meet their responsibilities.
5)Attends all FD Committee activities.
C). Secretary:Suggested clean time requirement of one year. Responsibilities of the Secretary include:
1) Record minutes of all meetings of the FD Committee and maintains archives of prior meeting minutes and related materials.
2) Copy and distribute minutes from FD Committee meetings.
3) Keep current records of all FD Committee members including address, phone numbers and email addresses.
4) Is responsible for any printing or copying (flyers etc.).
V). Meetings and Membership
The FD Committee shall meet at a scheduled time and place that is well publicized, encouraging all members of the Fellowship to attend. Meetings may include, but are not limited to training about:
1)Service positions within the Daytona Area
2)Development of Educational Materials

3)Focus issues (i.e.: making service attractive, encouraging service participation, conflict resolution, etc.)
4)Conference Agenda (CAR) Reports

FOR__11___OP__0___ABS__1___**PASSED**

M/S/T: (13/10/09) (Required by Policy) To approve DASC Policy
TABLED TO GROUPS

The Twelve Traditions of N.A. .....**Error! Bookmark not defined.**

Twelve Concepts for N.A. Service .....**Error! Bookmark not defined.**

Definition of an ASC.....**Error! Bookmark not defined.**

ATTENDANCE.....**Error! Bookmark not defined.**

NEW GROUPS.....**Error! Bookmark not defined.**

Qualifications & Responsibilities of ASC Officers .....**Error! Bookmark not defined.**

Chairperson: .....**Error! Bookmark not defined.**

Vice-Chairperson—(two year commitment).....**Error! Bookmark not defined.**

Secretary: .....**Error! Bookmark not defined.**

Alternate Secretary—(two year commitment): .....**Error! Bookmark not defined.**

Treasurer .....**Error! Bookmark not defined.**

Alternate Treasurer—(two year commitment): .....**Error! Bookmark not defined.**

Regional Committee Member (RCM):.....**Error! Bookmark not defined.**

RCM Two—(two year commitment): .....**Error! Bookmark not defined.**

REMOVAL OF OFFICERS .....**Error! Bookmark not defined.**

LEARNING DAYS.....**Error! Bookmark not defined.**

CORRESPONDENCE .....**Error! Bookmark not defined.**

DAYTONA AREA SERVICE COMMITTEE RULES OF ORDER**Error! Bookmark not defined.**

DEBATE, LIMITS.....**Error! Bookmark not defined.**

MOTIONS.....**Error! Bookmark not defined.**

VOTING .....**Error! Bookmark not defined.**

Quorum .....**Error! Bookmark not defined.**

DACNA CONVENTION COMMITTEE.....**Error! Bookmark not defined.**

NOMINATIONS OF ASC OFFICERS .....**Error! Bookmark not defined.**

ELECTIONS ASC OF OFFICERS .....**Error! Bookmark not defined.**

501(c)(3) Board.....**Error! Bookmark not defined.**

Qualifications and Responsibilities of Subcommittees .....**Error! Bookmark not defined.**

Subcommittees: .....**Error! Bookmark not defined.**

Activities: .....**Error! Bookmark not defined.**

Hospitals & Institutions: .....**Error! Bookmark not defined.**

Literature: .....**Error! Bookmark not defined.**

Policy: .....**Error! Bookmark not defined.**

Public Relations: .....**Error! Bookmark not defined.**

Ad-Hoc:.....**Error! Bookmark not defined.**

Travel Policy.....**Error! Bookmark not defined.**

Financial Policy .....**Error! Bookmark not defined.**

THE DAYTONA AREA SERVICE COMMITTEE FOR NARCOTICS ANONYMOUS POLICY LOG .....**Error! Bookmark not defined.**

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.

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.

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.

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.

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.) Literature
    e.) Policy
    f.) 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.) Subcommittee of the month
16.) Group of the month
17.) Announcements for the good of N.A.
18.) Plans for the next business meeting are discussed (time and location)
19.) Closing Prayer (Serenity Prayer)

Format is at the discretion of the ASC Chairperson.

ATTENDANCE

- The Area normally meets monthly, at the time and location determined by the ASC[i].
- Any recognized group in attendance at ASC, that is prepared to vote, may vote[ii].
- 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[iii].
- 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[iv].

NEW GROUPS[v]

All new groups will be given a NA group starter kit consisting of: 5 of each Information Pamphlets, 5 of each key tags White through multiple year (black), a set of group reading cards, and a copy of the current DASCNA Policy.

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.

<u>Chairperson:</u>

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

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[vi].

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
h) Establish and maintain a prudent reserve that is adequate to serve the Area, will provide information quarterly to ASC members regarding 7th Tradition and 11th 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[vii].
m) The ASC Treasurer is responsible for the key to the P.O. Box[viii].
n) The ASC Treasurer is responsible for calculating all literature orders before they go to the literature chairperson to be filled.[ix]

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

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.

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[x].

LEARNING DAYS[xi]

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[xii]

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.

DAYTONA AREA SERVICE COMMITTEE RULES OF ORDER

Motion	2nd 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

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.

DEBATE, LIMITS[xiii]

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.

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.[xiv]

- 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.[xv]

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.[xvi]

- 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

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, and Literature 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 ASC OF 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[xvii].

- No elected trusted servant can serve two full consecutive terms in the same elected position[xviii].

- Nominations for the ASC Administrative Committee ASC Vice Chair, RCM2, Alt. ASC Secretary, Alt. ASC Treasurer, Policy committee Vice Chair, Literature Committee Vice Chair will take place in July and August. Elections will take place in September and positions will be assumed in October[xix].

- The Daytona ASC Administrative Committee, ASC Vice Chairperson, RCM2, Alternate ASC Secretary, Alternate ASC Treasurer, Policy Committee Vice Chairperson, and Literature Committee Vice Chairperson, only need a vote of acclimation taken at the ASC Business Meeting in July to assume the positions[xx].

  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
  Literature Committee Vice Chairperson to Literature Committee Chairperson.
- 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[xxi].

- 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[xxii].

501(c)(3) Board

- The Not for Profit 501(c)(3) Corporation will send a representative to the Area Service Committee meeting each month[xxiii].

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 with 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[xxiv].
- 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.

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.
- The following are yearly ongoing events: 1.) Memorial Day Picnic; 2.) Labor Day Picnic/Softball Tournament; 3.) Anniversary Dinner. Is responsible for the key to the ASC storage unit.

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.

Literature:

The literature supply committee maintains a stock of NA books and pamphlets that can be purchased by local groups at the monthly ASC meeting. The literature committee is responsible to:

- Order and replenish all literature purchased from the Literature committee at the monthly ASC meeting before the next monthly ASC meeting;[xxv]
- Maintains, distributes, orders and fills all literature orders at each ASC;
- Inventories and stores all literature in ASC storage unit and is in charge of transporting it to and from each Area meeting;
- Is responsible for the key to the ASC storage unit.

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. 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 the 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.

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.

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 literature, and subcommittee supplies.

Fiscal Year and Month

The DASC shall keep its accounts on the basis of a fiscal year beginning on the day of ASC meeting in December and ending on the day prior to the ASC meeting in December the following year. Similarly, each fiscal month shall begin on the day the ASC meets and ends on the day prior to the day the ASC meets the following month.

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.

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 once per year in December at the end of our fiscal year.[xxvi]

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.

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.

<u>This Financial Policy is the guideline for all Administrative and Subcommittee Policies when it pertains to finances.</u>

Count unknown **PASSED**

M/S/T: (13/10/04) (Required by Policy) Activities subcommittee budget for approval.
TABLED TO GROUPS

Activities Proposed Budget 2013-2014	**$2795 TOTAL**
Rent	**$180**
Copies	**$100**
Food and Supplies ($300 per 6 events)	**$1800**
Facility Rentals	**$375**
Door prizes and Raffles	**$200**
Grills for Outdoor Events	**$140**

Budget proposed for 6 events… Annual Memorial day Picnic, The N.A. Anniversary Event, Valentine's Day Event, Labor Day Picnic, Holiday Event, and New Year's Eve event .

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FOR 2 OP_____ABS 14 **FAILED**

M/S/T: (14/01/03) (Required by Policy) Public Relations 2013/2014 budget for approval
TABLED TO GROUPS

100.00	Web Host
800.00	Help Line
1200.00	Literature (incl. Flyers, mailouts, and cards)
500.00	Community Presentations (i.e. recovery month, specials projects)
180.00	Rent
50.00	Secretary Expenses

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For a total of $2830.00

FOR 2 OP_____ABS 14 **FAILED**

M/S/T: (13/11/02) (DACNA/H&I) To nominate Bill B to DACNA Vice Chair. **INTENT:** To fulfill the position. **QUALIFICATIONS:** I'm clean and work the program of Narcotics Anonymous to the very best of my ability. I've been involved in service at all levels continuously for more than 9 years. My clean date is August 23rd 2004.
TABLED TO GROUPS Count unknown **PASSED**

M/S/T: (13/11/03) (Required by Policy) To approve ASC Administrative Budget
TABLED TO GROUPS

Daytona Area Service Committee for NA Administrative Budget for 2013/2014

2012/2013 Admin Budget		2012/2013 Actual Expenditures	
ASC Treasurer	$100.00	ASC Treasurer	$0.00
RCM	$2,000.00	RCM	$1,430.80
GSR Assembly/Service Symp	$250.00	GSR Assembly/Service Symposium	$0
CAR Reports	$40.00	CAR Reports	$0
P.O. Box Rental	$85.00	P.O.Box Rental	$70.00
ASC Rent	$720.00	ASC Rent	$480.00
ASC Storage Rent	$800.00	ASC Storage Rent	$702.96
Copies /Supplies	$200.00	Copies/Supplies	$33.28
Coffee/Supplies	$100.00	Coffee/Supplies	$0
Meeting Schedules	$1,500.00	Meeting Schedules	$1,954.59
		DASCNA,INC. Filing Fees/A.O.I.	$148.75
		Area Insurance	$621.37
		Learning Day	$415.95
Totals	$5,795.00		$5,857.70

2013/2014 ASC Administrative Budget (Proposed)

ASC Treasurer		$100.00
RCM	Food/90.00/Travel$150.00/Lodging$720.00	$960.00
H&I/PR Chairs/ Food$90.00/Travel$150.00/Lodging$720.00		$960.00
GSR Asembly/Service Symposium		$250.00
CAR Reports		$40.00
P.O. Box Rental	$18.00 Dollar increase from 70	$90.00
ASC Rent		$720.00
ASC Storage Rent		$800.00
Copies/Supplies		$200.00
Coffee/Supplies		$100.00
Meeting Schedules		$2,000.00
DASCNA INC.	Filing Fee	$61.25
Area Insurance		$621.37
Learning Day		$500.00
Totals		$7,402.62

FOR 2 OP_____ABS 14 **FAILED**

M/S/T: (13/11/04) (Required by policy) To approve ASC budget for 2014 (see below)
TABLED TO GROUPS

Admin Budget 2013/2014					$7,154.00	
Literature	Committee				$500.00	
H&I					$1,830.00	
PR					$2,830.00	
Policy					$300.00	
Activities					$2,795.00	
Total Combined Budgets					$15,409.00	
Prudent Reserve		Month and a half expenses			$1,926.12	

FOR 2 OP____ ABS **14 FAILED**

M/S/T: (13/11/05) (Required by policy) To approve 2013/2014 H&I guidelines
TABLED TO GROUPS

DAYTONA AREA HOSPITALS & INSTITUTIONS
SUBCOMMITTEE GUIDELINES
Updated September 2013

I. PURPOSE

The Daytona Area Hospitals & Institutions Subcommittee is responsible to carry the Narcotics Anonymous message of recovery into hospitals and institutions where addicts do not have full access to regular N.A. meetings.

The Hospitals & Institutions (H&I) Subcommittee initiates, conducts and coordinates all H&I meetings in the Area but may use other methods, such as distributing literature and meeting lists, to make recovery more available to the addicts in these facilities.

Addendum: Sub committee request that new member attend two meeting to develop an informed opinion before voting on issues.

II. SUBCOMMITTEE TRUSTED SERVANT POSITIONS

A. Chairperson

The H&I Chairperson is elected by the group conscience of the Area Service Committee as outlined in the Daytona Area Guidelines. The H&I Subcommittee is directly responsible to the ASC through the H&I Chairperson.

The H&I Chairperson must attend all H&I Subcommittee meetings and ASC meetings. The H&I Chairperson is a voting member of the Regional H&I Subcommittee and should attend it's regular meetings. He acts as a link of communication between the Subcommittee, the ASC and the Regional H&I Subcommittee.

He/she makes sure that a link of communication is maintained between the Subcommittee and the individual institutions as well. This communication can be done by the Panel Leader but the Chair should ensure that it is taking place. The H&I Chairperson is responsible to ensure that all Panel Leaders and Panel Members comply with the H&I Subcommittee and ASC policies, as well as the rules of the individual institutions.

The Chairperson is responsible to give a monthly report of all budget expenditures except literature disbursements which the Vice-Chair reports.

The Chairperson should be aware of all matters that effect H&I in the Daytona Area by communication and periodic attendance at H&I meetings.

B. Vice Chairperson

The H&I Vice-Chairperson is elected by the Subcommittee at its first meeting with an opening in that position. Requirements are a minimum of one (1) year of clean time and a strong N.A. message of recovery. He is to assume the duties of the Chairperson, if the Chairperson is unable to serve.

The Vice-Chair takes any literature orders or other ASC business to the monthly ASC meeting for the Secretary if so requested. In this way the Secretary prepares items under his/her job description and the Vice-Chair assists with the implementation.

The Vice-Chair works with the Chairperson and Panel Leaders to maintain a smooth operation of this Subcommittee and the meetings it conducts.

The Vice-Chair must attend all H&I Subcommittee meetings as well as the ASC meetings. It is suggested that the Vice Chair attend Regional H&I Committee meetings if possible.

The Vice-Chairperson should be aware of all matters that effect H&I in the Daytona Area by communication and periodic attendance at H&I meetings.

If necessary may be removed by a 2/3 vote of the subcommittee.

C. Secretary

The Secretary of the H&I Subcommittee is elected by the Subcommittee at its first meeting with an opening in this position. The Secretary must have six (6) months clean time. The Secretary is to keep an accurate set of minutes of all Subcommittee meetings. These minutes are to be typed or neatly

written, approved by the Chairperson and available for distribution at the next regular following the Subcommittee meeting. A copy should be forwarded to the ASC, the RSC H&I Committee, and the WSO Attn. H&I.

The Secretary is responsible for providing literature to the Panel Leaders in the following manner: Panel Leaders are to place literature orders with the H&I Secretary. He/she will ensure the total requests do not exceed the H&I subcommittees budget and then will fill out a single order for all of the meetings. The order can be sent to the ASC with the Vice-Chair who will bring the literature to the Secretary for distribution to the Panel Leaders. The H&I Secretary should keep records of the distribution for the records and future planning.

The H&I Secretary is also responsible for keeping and distributing to Panel Leaders an updated H&I Volunteer list, as directed by the H&I Chairperson.

If necessary may be removed by a 2/3 vote of the committee.

D. Panel Leader

The Panel Leader is elected as needed by the H&I Subcommittee. There is a required minimum six (6) months clean time, a strong N.A. message of recovery and 3 months previous involvement in Daytona Area H&I. He/she must attend all regular H&I Subcommittee meetings. The Panel Leader will be replaced at the second consecutive absence unless prior notice and arrangements were approved of by the subcommittee, or he or she has submitted a report in writing to the subcommittee chair. It is the Panel leader's responsibility to see that the chair actually receives the report. Submitting a written report, without making prior arrangements with the subcommittee, should only be done in unusual circumstances. (Jan. 2004)

The Panel Leader is responsible for all aspects of the meeting such as keeping supplies, i.e. chips, literature etc., and making sure the meeting begins and ends on time.

He/she is to maintain a link of communication with the H&I Chairperson and/or Vice-Chairperson letting him/her know of any problems that effect the meeting. The Panel Leader should have regular communication with his/her contact person at the facility to ensure that all is as it should be.

Addendum: Panel leaders will include in their reports who served at the meetings.

If necessary may be removed by a 2/3 vote of the committee.

E. The Meeting Chairperson

The Meeting Chairperson is selected by the Panel Leader on a weekly or a monthly basis. The Meeting Chairperson should have been clean for at least three (3) months and have a very good understanding of how the particular H&I meeting should be run. He/she selects the topic(s) or introduces the panel and/or speaker. The Meeting Chairperson gets the residents involved by encouraging them to do the readings and handing out the chips. He/she must maintain order in the meetings at all times. It is very important that the meeting starts and ends on time and that the content of the meeting is recovery from the disease of addiction in the Narcotics Anonymous Fellowship.

F. The Panel Members

The Panel should never consist of less than two nor have more than five members. The Panel Leader selects a panel members from the current H&I volunteer list or someone who is in the orientation stage (This member is there to observe and learn only).

To qualify as a Panel Member individuals must have a minimum of ninety (90) days clean in

Narcotics Anonymous. Prior to attending an H&I meeting as a Panel Member the person must attend at least once as an observer to become orientated to H&I services. Members in this orientation stage do not necessarily need to have 90 days clean yet and should be given an orientation package so they can better understand their role in H&I.

Addendum: New H&I volunteers will be required to attend an H&I subcommittee meeting prior to attending a regularly scheduled H&I meeting. Intent: For new Volunteers to have opportunity to meet with the panel leaders of the various meetings, to understand the intent of H&I meetings as well as to clarify the H&I message that would be appropriate for that setting.

Additional Guidelines

1. Panel Leaders and Members should not do H&I services at a facility where they have an ongoing outside relationship (ie. are employed at, do volunteer work in a context outside of N.A. ect.)
2. The volunteer list is updated regularly by the Chairperson of the subcommittee. Members who have suffered a relapse are automatically removed and the Chair may ask the subcommittee to remove other names for the following reasons: Panel Leaders have reported the volunteer habitually fails to show up for commitments, a facility makes a justifiable complaint or the Panel Leader reports unacceptable behavior about an individual. To place names on the list the Chairperson brings it up at the subcommittee meeting and unless there is objection and a motion not to include an individual they are automatically placed on the list. The list itself is maintain by the H&I Secretary.

Addendum: As far as normal rotation of volunteers on the list, it seems impractical to try to define strict guidelines. In general, panel leaders should make every effort to be fair and give equal access to any willing volunteer, balancing that with some consistency in the volunteer pool.

3. This subcommittee will only recognize H&I meetings that fall under the auspices of this subcommittee. Individual members of the subcommittee should not take it upon themselves to start H&I meetings. Request for new H&I meetings are reviewed and approved by the subcommittee.

Count Unknown **PASSED**

New Business:

M/S/T: (14/01/02) (Hardcore/Survival Men's Study) To nominate Melody P for Alternate Area Secretary. **QUALIFICATIONS:** 3 years clean, have an NA sponsor, am an NA sponsor, working the 12 steps, GSR for Text Message group. **INTENT:** To fulfill an open position
TABLED TO GROUPS

FOR_____OP_____ABS_____

M/S/T: (14/01/03) (Afternoon Recovery/Old School) To nominate Kristen S for Area Secretary. **QUALIFICATIONS:** 8 ¾ years clean since April 11, 2005. GSR of home group 3 years, treasurer 3 times home groups, Activities Treasurer, Activities Chair, Secretary 2 years of home group, actively work 12 steps of NA with NA sponsor who has an NA sponsor. Volunteer badged for H&I to the women's jail 4 years. **INTENT:** To fill an open area position and further assist with information from Area Service being successfully integrated and distributed to the NA community and trusted servants.
TABLED TO GROUPS

FOR_____OP_____ABS_____

M/S/T: (14/01/05) (Just for Today/Steps to Freedom) To nominate Sean C for Vice Chair of Area. **QUALIFICATIONS:** Have been group secretary, group treasurer, GSR, Phoneline Coordinator, H&I Panel Coordinator, Panel Leader, Panel Member, have previous experience as ASC Vice Chair and Chair, previous experience all ASC subcommittees. Have an NA sponsor, work and live NA 12 Steps, I do not take any mind or mood altering substances. I have never misappropriated any NA funds. **INTENT:** To continue the service structure of area.
TABLED TO GROUPS

FOR_____OP_____ABS_____

M/S/T: (14/01/06) (DACNA/It Starts Here) To raise the prudent reserve to $8,000 from $6,000. **INTENT:** So our 2015 convention is able to move forward.
TABLED TO GROUPS

FOR_____OP_____ABS_____

M/S/T: (14/01/07) (Just for Today/Third Tradition) To donate overstocked mini Basic Texts, Just for Todays, It Works How and Why to H&I to distribute to the jails.**INTENT:** To carry the message of recovery to the sick and suffering addict in jail.
TABLED TO GROUPS

FOR_____OP_____ABS_____

GSR Reports:

1. Afternoon Recovery- All is well. ILS, Liza H
2. Against All Odds- Paid back area today with an $85 money order for a literature loan from area. ILS, Rob A
3. Baker's Dozen- All is well. ILS, Cindy N
4. Beachside Recovery- No report submitted
5. Coming Home- No report submitted
6. Entirely Ready- No report submitted
7. Freedom to Change- All is well. ILS, Bryce O
8. Hardcore- Shane H (1 year) 1/11, John K (36 years) 1/22, Brian C 1/31 All is well. ILS, Shane H
9. It Starts Here- Brittany D (1 year) 1/22 No vaping or e-cig inside the meeting facility. ILS, Jon G
10. Just For Today- Our group has been approached by the police officer that covers area and said if we ever have problems to contact him and we would try to resolve, welcomed us to stay. Decision not to vote on old business, only from this day forward. ILS, Ron A
11. Just For Tonight- 7th Tradition is very low. We will be reading What's the Basket For in our meeting. We are ready to vote. ILS, Danielle L
12. Keep It Simple- No report submitted
13. Last Chance- No report submitted
14. Living Clean- All is well. ILS,
15. Meeting on the Ave- All is well. ILS, Thomas F
16. More Will Be Revealed- No report submitted
17. NA Group- All is well. ILS, Chris E
18. New Attitudes- No report submitted
19. New Generation- Samantha D (4 years) 1/17 Homegroup support needed. Our late night hype event

this month will be an ice cream social on 1/24. ILS, Justin R
20. No Matter What- No report submitted
21.Old School- Carl H (4 years) 1/31, group anniversary 2/7, see flyer. All is well. ILS, Billy B
22. Point of Freedom- Leigha M (4 years) 1/21 All is well. ILS, Mark H
23. RAW- Shanti J (15 years), Gene T (4 years). ILS, Doug Z
24. Recovery Rocks – No report submitted
25. Revolutions- All is well. ILS, Jeff W
26. Serenity Now- Group needs support, 2 chair people went out. Loss of bags and contents. We will recover from this. ILS, Bob J
27. Staying Clean- No report submitted
28. Steps to Freedom- All is well. ILS, John M
29. Street Survivors- All is well. ILS, Neil B
30. Surrender or Die- All is well. ILS, Alma R
31. Survival Men's Study- Need meeting and home group support. ILS, Ron W
32. Text Message- All is well. ILS, Freddy
33. Third Tradition- No report submitted
34. 2 o'clock Group- Katie B (3 years) 2/17, Rob Z (3 years) 2/21. Needs support. ILS, Danny F
35. Uncut Recovery- No report submitted
36. W.I.R.E.D.- Stephanie (1 year), Marybeth H (4 years), Kaye R (2 years), Lisa O (6 years). All is well. ILS, Kaye R

Next meeting: Sunday February 9, 2014 at 1:00pm at Club Yana

Contact info:
ASC Chair: Kathleen W katwest2@gmail.com
ASC Vice-Chair:
ASC Secretary:
ASC Alt Secretary:
ASC Treasurer: Robert B cool1945@hotmail.com
ASC Alt Treasurer:
RCM1: George D. Geo3901@yahoo.com
RCM2: Barry C
Activities: Don G.
DACNA: Chris B.
Fellowship Development: John B.
H&I: MaryAnn R.
Literature: Mike S. msedacca90@gmail.com
Policy: Carl H. daytonanapolicy@yahoo.com
PR: Matthew O. matthew.m.osborn@gmail.com