DAYTONA AREA SERVICE COMMITTEE POLICY

AUGUST 8, 2025

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The Twelve Traditions of N.A.

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

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

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, administrative officers and subcommittee members, which meets monthly for the express purpose of serving specific needs of its member's groups.[1] 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.

Narcotics Anonymous Service Prayer[2]

Service Prayer: God grant us the knowledge that we may work according to your divine precepts. Instill in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness, that this truly be your work, not ours: and that no addict anywhere need die from the horrors of addiction.

Area Service Committee (ASC) Format (guided by Roberts Rules of Order)[3]

1) Opening Prayer (Serenity Prayer)
2) Read 12 Traditions
3) Read 12 Concepts
4) Read the Definition and Purpose of the DASCNA
5) Read the NA Service Prayer[1]
6) Open floor to any member of N.A. wishing to address the ASC
7) Roll call
8) 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.
9) Treasurer's report: after reading the monthly and/or quarterly report, will move to accept the report as is, or with said changes
10) Regional Committee Member (RCM) report
11) Subcommittee reports:
    a) Activities
    b) Convention
    c) Hospitals & Institutions
    d) Policy
    e) Public Relations
    f) Administrative
12) Elections of Officers (if necessary)
13) New Business
14) Group Service Representative (GSR) reports
15) 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.)
16) Announcements for the good of N.A.
17) Plans for the next business meeting are discussed (time and location)
18) 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[4].
- Any recognized group in attendance at ASC, that is prepared to vote, may vote[5].
- 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[6].
- 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[7].

NEW GROUPS[8]

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

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.
4) Will attend orientation meeting held before ASC meeting in October discussing procedures including but not limited to minutes, budgets, responsibilities and guidelines.[9]

Chairperson:

Qualifications:

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

Responsibilities:

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

Vice-Chairperson (two-year commitment)

Qualifications:

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

g) Ability to organize

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
f) in the first quarter of the year (Jan-Mar), the vice chair shall file the annual report with the new board members consisting of the Chair, Vice Chair, Treasurer, and Secretary of the Admin Committee[10]

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 $80/quarter[11]
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[12].

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 uploading his/her monthly report on the Daytona Area Website[13]
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[14].
m) The ASC Treasurer is responsible for the key to the P.O. Box[15].
n) The ASC Treasurer shall take over all literature orders[16].

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.

Policy Chairperson:

Qualifications:

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

Responsibilities:

a) The Policy Chair is required to attend, or send a policy committee representative, to all DASCNA business meetings, and Policy meetings.
b) The Chair Person shall facilitate the monthly Policy Sub-Committee meeting.
c) The Policy Committee Chairperson shall present at each ASC Meeting:
d) An oral report to the Area Floor, recapping Policy activities since the last ASC;
e) A written (typed) report submitted to the ASC Secretary, recapping Policy activities since the last ASC;

f) Will transmit the written report to the ASC Secretary via email within one week of the ASC meeting.
g) The Policy Chair is required to obtain all yellow copies of the ASC motion slips that pertain to DASCNA Policy changes to be given to the Policy Committee Secretary for records.
h) This is a one year commitment.
i) The Policy Chair will act as policy secretary if there is no policy vice chair or policy secretary.
j) If Policy Chairperson misses two consecutive ASC meetings the person shall be removed from the Policy Chairperson position according to the ASC policy for removal of officers.[17]
k) The Policy Chair must remain for the duration of the entire ASC meeting. Leaving early from the ASC meeting two consecutive times will result in forfeiture of the Policy Chair position. Exceptions will only be considered in the event of an emergency.

Policy Vice Chair (two-year commitment):

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

REMOVAL OF OFFICERS

- Any member of the DASC who relapses will forfeit their position on the DASC.
- Any member of the DASC may forfeit their position at the ASC by form of a written resignation.
- Any ASC officer or subcommittee chairperson missing two consecutive ASC meetings may be removed from that position by a simple majority vote of the groups present at roll call. The reasons for the absence may be taken into consideration[18].

LEARNING DAYS[19]

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

LITERATURE[20]

To annually purchase 150 Basic Texts with funds donated from DACNA and locally distribute to recovery houses and other facilities in the Daytona Area by the ASC Chair, ASC Vice Chair, or ASC Treasurer.

CORRESPONDENCE[21]

The existing P.O. Box will be used for all Daytona Area Service Committee for N.A. business mail. The ASC Treasurer and the DACNA Chairperson shall be the only two people with the keys. All flyers distributed at the DASCNA must include the following: 1) One of NA's registered trademarks (refer to NA Intellectual Property Bulletin #1). 2) A distribution date printed on flyer 3) Date, time, and location of the event 4) Name of the hosting group, subcommittee, area, and region.[22]

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		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[23]

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 ensure 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.[24]

- 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.[25]

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.[26]
- 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.
- No one will be issued a card, have possession of debit card, or be given permission to use a debit card unless on the DACNA account. Exceptions will be made on a case-by-case basis and must be approved by the DACNA committee by a 2/3 majority vote. Approvals will be documented and tracked.[27]
- No member of the DACNA committee be a paid performer or paid vender at the DACNA convention.[28]

NOMINATIONS OF ASC OFFICERS

- Anyone being nominated for a service position on the ASC must be present at the ASC meeting.
- Nominations for DASCNA Administrative Committee, ASC Vice Chairperson, RCM2, Alternate ASC Secretary, Alternate ASC Treasurer, ASC Policy Committee Vice Chairperson will be accepted by the DASCNA in July and August.
- If an ASC Committee position or a Subcommittee Chairperson position becomes vacant, and there is no Alternate or Vice Chairperson to acclimate that position, the ASC will accept nominations from the membership at large until those positions have become occupied.
- Any service position with access to a checking account, including subcommittee positions must be elected on the ASC floor.[29]

ELECTIONS OF ASC OFFICERS

- Elected members of the DASCNA cannot hold two or more positions on the Area Service Committee that require them to be present at the Area Service Committee meetings.[30]
- No elected trusted servant can serve two full consecutive terms in the same elected position.[31]
- Nominations for the ASC Administrative Committee ASC Vice Chair, RCM2, Alt. ASC Secretary, Alt. ASC Treasurer, Policy Committee Vice Chair will take place in July and August. Elections will take place in September and positions will be assumed in October.[32]
- The Daytona ASC Administrative Committee, ASC Vice Chairperson, RCM2, Alternate ASC Secretary, Alternate ASC Treasurer, Policy Committee Vice Chairperson, only need a vote of acclimation taken at the ASC Business Meeting in July to assume the positions.[33]

  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
- 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.[34]

- 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.[35]

501(c)(3) Board

- The Not for Profit 501(c)(3) Corporation will send a representative to the Area Service Committee meeting each month.[36]

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 with desired policy changes shall submit those changes on monthly basis as a motion on the ASC Floor to go through the ASC policy change process for approval[37]
- 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.[38]
- All subcommittees will submit an annual budget to be submitted in June[39] 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 committee will request funds for each event from Daytona Area Service Committee Treasurer based on submitted budget per event.[40]

• The Activities Alternate Treasurer will also be elected by the ASC as the officer is a signer on the Activities checking account.

• Any function planned by this committee will be allowed by group conscience of the activities committee.

Hospitals & Institutions:

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

Policy:

The policy committee is responsible to keep a regular updated log of area policy actions. That way when the ASC is confronted with a policy question the ASC can consult it to see what decisions have already been made regarding it. The policy log makes it unnecessary to for the ASC to rehash the same question over and over again. The Policy committee will clearly explain their reasons for recommending or not recommending a motion (based solely on Twelve Traditions, Twelve Concepts & Twelve Steps). When updating the Area policy package, include all Area subcommittee guidelines & budgets. Maintain update on a month to-month basis. Once a policy change has been passed through voting , the policy chair shall submit an updated version of the policy(dated at the time of update) that reflects the current change to be uploaded to the ASC website via an authorized trusted servant.[41]

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[42]

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 12 Traditions, 12 Concepts and the Guide to Local Service.
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. This rate is up to $300.00 total for all combined travel amongst trusted servants.
   - Tolls
   - Parking (limited to the destination hotel)
   - Other Transportation (i.e. Taxi, Uber, Bus Lyft, etc.) (not to exceed the same cost of ½ of the current IRS Standard Mileage Rate.)
2) **Lodging**
   - Room rate reimbursement is based on the DASCNA Administrative Committee lodging budget each year, which is approved by the DASCNA.
   - The DASCNA Treasurer shall make lodging arrangements in advance in accordance with the DASCNA approved administrative committee budget.
   - 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**
   - Meal reimbursement is based on the DASCNA Administrative Committee lodging budget each year, which is approved by the DASCNA.

An estimated advance of funds shall be made upon request. The acting RCM shall submit receipt for reimbursement for transportation and meals according to the Disbursement policy.

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

Financial Policy[42]

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.

General

DASCNA will adhere to local, state, and federal laws and guidelines that govern nonprofit 501(c)(3) organizations.

The single point of accountability will fall on the Area Treasurer with the support of the Assistant Treasurer and Administrative Committee.

The Area Treasurer's report will be submitted at each ASC meeting. Open examination of the Treasurer's Report and bank balances can be done by groups at this time.

The Area Chair or designated member of Area Admin committee will verify bank balances reported in the Treasurer's report at the area service meeting each month and verbally verify balance to GSRs.[43] This should be done by some real time banking tool, such as online banking or banking app.

ASC Financial Responsibility

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

Fiscal Year and Month

The DASCNA shall keep its accounts on the basis of a fiscal year beginning on June 1st and ending on May 31st. Similarly, each fiscal month shall begin on the first day of the month and end on the last day of the month.[44] First quarter ending August 31, second November 30, third February 28/29 and fourth May 31.

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 or 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 June[45] meeting for the following 12 month period.[42] Before yearly budgets are submitted, each area subcommittee is responsible for obtaining three bids from outside vendors.[46]

Proposed Operating Fund/Budget

Each year an Area budget will be submitted to the groups for approval prior the August meeting[47]. The budget can be estimated using previous years' reports and consideration for inflation. Budgets may have to be adjusted during the fiscal year to reflect the area's expenses or outstanding debts. Large expenses (i.e. insurance) that are made as a one-time payment a year may need to be divided and considered in the monthly budget in addition to the Operating Fund as to allow the area to save to meet these large onetime expenses.

The Area Treasurer will establish a minimum Operating Fund in the checking account of (35%) the annual budget. This amount should be rounded up to the nearest $100 and announced to the groups. Any time the ASC budget is adjusted the Operating Fund will need to be adjusted.

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 monies 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.

Proposed Emergency Fund Account

An emergency fund of $6000 is to be kept in a savings account. This money can be moved into the Operating Fund (checking account) whenever those funds fall below what is necessary for operation of the area financial business. The treasure shall notify the groups at ASC when this transaction must occur.

Financial Statements

The Treasurer shall prepare a monthly financial statement and upload report on the Daytona Area Website[11], 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 Operating Fund Account shall be stated. Treasurer will include in each monthly report, a redacted version of the monthly bank statement showing account balances.[11]

Proposed Fund Flow
Before fund flow may occur at ANY time - First, the Operating Fund account must have funds greater than or equal to 35% annual operational budget (accounting for large annual expenses ie insurance). Second, the Emergency Fund must be replenished to the agreed upon amount of $6000. Then, excess monies will be available to fund flow down to the Florida Region as stated below.

Only when DASCNA financial needs are met as outlined above, the ASC fund flow will occur at the end of the fiscal quarters as specified above (first quarter ending August 31, second November 30, third February 28/29 and fourth May 31)[48].

When large sums of money are received by the area (ie from the proceeds of the DACNA convention or otherwise), those funds will be kept in the area for at least two quarters until being considered for fund flow to the region. The intent is to allow the groups time to assess area needs and fund projects locally.

Subcommittee Funding
All funds generated by an ASC subcommittee over and above the subcommittee's budget/operating expense, 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. The Starting Account balance for each convention will be the total of all expenses from the prior year's convention, adjusting for inflation and possible venue contract cost increases as needed.[49]

Funds Held by the Activities Committee
As presented by the activities policy and guidelines, funds are held by the activities committee for expenditures at the direction of that said committee. In every respect these funds are to be handled and accounted for the same manner as other are funds. The activities committee shall provide the ASC with a monthly statement which will include itemized payments, income and balances. This will likely be presented by the Activities committee chair.[50]

Tax Reporting

- For tax reporting purposes, the Daytona fiscal year shall be from June 1 to May 31[51]
- For tax reporting, the area treasurer, Activities treasurer, and DACNA treasurer will all provide, at the direction of the area's tax representative, all expenditures and revenues. This report will be provided to the tax representative by July 31st of each year.[52]

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

THE DAYTONA AREA SERVICE COMMITTEE FOR NARCOTICS ANONYMOUS POLICY LOG

[1]Established by Motion 25/07/02 which states, "Addition of Administrative Officers and Subcommittee Chairpersons to ASC Definition."

[2]Established by Motion 21/05/01 which states, "Addition of Service Prayer to ASC Format."

[3]Motion: 23/10/23 That the area policy clearly states at the top that it is guided by Roberts Rules of Order

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

[5]Established by 12/09/05 – Any recognized group in attendance at ASC, that is prepared to vote, may vote.

[6]A series of motions addressed this item:

- Motion 12/12/06 was submitted to groups to remove policies 06/05/05 and 06/12/01:
  - 06/05/05 -- Any ASC Officer or subcommittee chair missing two consecutive ASC meetings shall be removed from that position.
  - 06/12/01 -- All elected members of the ASC must remain for the duration of the entire meeting. Leaving early from the meeting two consecutive times will result in forfeiture of the position. Exceptions will be considered only for emergency.
- Motion 12/12/06 was passed by groups at the January 13, 2013 area meeting. A motion to reconsider was then submitted, addressing the removal of 06/05/05.
- Motion 13/01/06 (Policy/Revolutions) was the original reconsider reading: Any ASC officer or sub-committee chair missing 2 consecutive ASC meetings SHALL be removed from that position; unless excused by the area chair for personal reasons and/or emergencies. This motion was amended by the maker, and submitted under:
- Motion 13/02/04 passed at the February 10, 2013 area meeting, reading: Any ASC or Subcommittee chair missing 2 consecutive ASC meetings may be removed from that position by a simple majority vote of the groups present at roll call. The reasons for the absence may be taken into consideration.

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

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

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

[9]Motion 23/12/03: To approve a DASCNA policy edit/addition under sub heading Qualifications and responsibilities of ASC officers to read "will attend orientation meeting held before ASC meeting in October discussing procedures including but not limited to minutes, budgets , responsibilities and guidelines .

[10]Established by motion 21/02/02, which states "Under Vice Chair responsibilities- line added that in the first quarter of the year (Jan-Mar), the vice chair will make sure the annual report gets filed with the new board members consisting of the Chair, Vice Chair, Treasurer, and Secretary of the Admin Committee."

[11]Established by motion 25/06/01 -- ASC Secretary budget increased to $80/quarter to include PDF software license, copies and office supplies.

[12]Established by motion 04/11/04 -- ASC Secretary Responsibilities include maintaining archives for 3 yrs of ASC original motion and vote count.

[13]Established by motion 20/01/02 which states "to change current policy and have ASC treasurer begin uploading his/her monthly report on the Daytona Area Website (similar to the Area Minutes) and to stop handing out hard copies at area service meeting. The Bank statement can become available upon request to treasurer."

- Amended by motion 20/09/01 which states "Treasurer will include in each monthly report, a redacted version of the monthly bank statement showing account balances."

[14]Established by motion 10/05/04 -- That one person shall not hold the positions of Area Treasure and DACNA Treasure at the same time.

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

[16]Established by motion 12/12/04

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

[17]Motion 23/09/07: To edit the policy chair restrictions from- automatically forfeiting position after consecutive meetings to match the normal removal of officers' process

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

[19]Established by motion 11/12/03

[20]Motion 17/01/02: To annually purchase 150 Basic Texts with funds donated from DACNA and locally distributed to recovery houses and other facilities in the Daytona Area by the ASC Chair, ASC Vice Chair, or ASC Treasurer.

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

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

[23]Outlines the current practice of DASCNA

[24]Established by motion 12/09/05 – Any recognized group in attendance at ASC, that is prepared to vote, may vote.

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

[26]Established by motions:

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

[27]Motion: 20/09/02 Motion for a policy change, no one will be issued a card, have possession of debit card, or be given permission to use a debit card unless on the DACNA account. Exceptions will be made on a case-by-case basis and must be approved by the DACNA committee by a 2/3 majority vote. Approvals will be documented and tracked.

[28]Motion:18/09/02 That no member of the DACNA committee be a paid performer or paid vender at the DACNA convention.

[29]Established by motion 19/09/01 which states, "under nominations of ASC Officers: Any service position with access to checking account must be elected on the ASC floor (including Subcommittee position)."

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

[31] Established by 04/07/05 – No elected trusted servant can serve two full consecutive terms in the same elected position.

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

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

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

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

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

[37]Motion 23/13/08: To remove from the ASC policy under subcommittee policy: " all subcommittee should prepare their own respective guidelines and submit them for approval in November" and replace with: "all subcommittees with desired policy changes shall submit those changes on monthly basis as a motion on the ASC Floor to go through the ASC policy change process for approval" intent: clarity and guidance to trusted servants

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

[39] Established by motion 25/07/01 which states "To change all budget deadlines to June to match the fiscal year. Budget will be voted on by the groups in August."

[40] Established by motion 20/09/05 which states "To return to requiring Activities to request funds for each event from Daytona ASC Treasurer based on submitted budget per event."

[41]Motion 23/13/08: To add to policy subcommittee policy. "Once a policy change has been passed through voting, the policy chair shall submit an updated version of the policy(dated at the time of update) that reflects the current change to be uploaded to the ASC website via an authorized trusted servant. Intent: To bring clarity and guidance to ASC trusted servant

[42]Amended by motion 19/06/02, which states, "To change area policy to increase our "operating expense" (prudent reserve) from 1.5 months to 3 months of the area's operating expenses."

- Amended by Motion: 19/12/02 Policy Change: In Financial Policy , under Budgets, remove the last sentence, which states: "Any new line expenditures must be brought to the ASC in a motion for and approved by the groups"

- Amended by Motion 21/14/02 To accept Changes to the area made by the financial Ad-Hoc policy Committee. See Attachment online to see the changes.
    - Amended by Motion 22/04/03: Last Chance/ Revolutions In regard to policy on forwarding funds to RSO Currently it states that we forward everything over prudent reserve. We are requesting that it is changed to Everything over $6000.00 (This Motion is replaced by the new financial Policy that got passed by motion 22/09/22)
    - Amended by Motion 22/09/22 To Accept the recommendations of the Financial Policy.
      -Look on Website for attached documents

[43]Motion 22/9/10 to amend the section of the financial policy from "The Area Chair or their designee will verify bank balances reported in the treasurer's report at the area service meeting each and verify balance to GSR's: to "the area chair or designated member of the area admin committee will verify bank balances reported in the treasurers report at the area service meeting each and verify balance to GSR's"

[44] Amended by motion 15/04/04 – In the ASC Policy section, Fiscal Month and Year, replace, "Similarly, each fiscal month shall begin on the month on the day the ASC meets and ends on

the day prior to the day the ASC meets the following month" with "Similarly, each fiscal month shall begin on the first day of the month and end on the last day of the month."

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

[45]Established by motion 25/07/01 which states "To change all budget deadlines to June to match the fiscal year. Budget will be voted on by the groups in August."

[46]Motion 23/21/05 To accept the following changes to our area's policy with the intent of aligning our budget year with our fiscal year.

- All subcommittees will submit an annual budget to be submitted in April for the following twelve-month period. Before yearly budgets are submitted, each area subcommittee is responsible to get three bids for outside vendors.
- Fiscal Year and Month
- The DASC shall keep its accounts on the basis of a fiscal year beginning on June 1st and ending on May 31st. Similarly, each fiscal month shall begin on the first day of the month and end on the last day of the 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 April meeting

[47]Established by motion 25/07/01 which states "To change all budget deadlines to June to match the fiscal year. Budget will be voted on by the groups in August."

[48] Established by motion 11/04/06 – Funds will be forwarded to the RSC on time each year, in December at the end of the fiscal year.

- Amended by motion 14/11/05 which passed on 12/14/14, which states, "To change policy which states, "The area will forward funds to the FRSC above prudent reserve once per year in December at the end of the fiscal year to now state "The area will forward funds to the FRSC above prudent reserve quarterly".

- Amended by motion 16/07/02, which passed on 08/14/16, which states, “To change the months we forward funds to the region from March, June, September, and December to February, May, August, and November.”

[49] Established by Motion 18/04/02 to increase DACNA prudent reserve from $11,000.00 to $15,000.00 for DACNA 20.

- Amended by Motion 19/06/03 Over the course of the next 15 years, DACNA will set aside $1,000 every year into a sperate account and will not be used to fund the current convention except in case of an emergency (i.e. natural disaster, recession, extremely poor attendance, etc.)

- Amended by Motion 23/01/15 Eliminate Current Policy regarding DACNA’s Starting budget of $15,000Emergency Fund and Replace with “The Starting Account balance for each convention will be the total of all expenses from the prior years convention, adjusting for inflation and possible venue contract cost increases as needed”

[50] Established by motion 15/12/0”3 month - Add policy to read “funds held by the activities committee”: As presents by the activities policy and guidelines, funds are held by the activities committee for expenditures at the direction of that said committee. In every respect these funds are to be handled and accounted for the same manner as other are funds. The activities committee shall provide the ASC with a monthly statement which will include itemized payments, income and balances. This will likely be presented by the activity chair.

[51] Established by motion 15/02/06, which states, “To move the Daytona fiscal year to June 1 to May 31.”

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

[53]Added subcommittee Policies and Guidelines to ASC Policy by the following motions:

- Motion 23/21/05: To Approve the Activities 2023 Policy -Look at April 2023 Area Mins

- Motion: 23/21/05 To approve the PR 2023 guidelines -Look at April 2023 Area Mins

- Motion: 23/10/12: DACNA policy changes to make current -Refer to November 2023 Area Mins

- Motion 23/10/23: H&I policy changes to make current - Refer to November 2023 Area Mins

THE DAYTONA AREA SERVICE COMMITTEE FOR NARCOTICS ANONYMOUS SUBCOMMITTEE POLICIES AND GUIDELINES[53]

ACTIVITIES COMMITTEE GUIDELINES

SUGGESTED MEETING FORMAT:

1.) Open meeting with moment of silence

2.) Read purpose

3.) Read 12 traditions Read

4.) 12 Concepts

5.) Roll Call-establish voting members

6.) Position Reports (Chair, Vice Chair, Treasurer, Vice-Treasurer, Location Coordinator, Event Lead Coordinator(s))

7.) Old Business (Topics brought up at the last meeting that haven't been finalized yet, etc)

8.) New Business (Open Positions to be voted in, New proposed events, New Event Lead Coordinator, Etc.)

9.) Announce events brought back from area or region

10.) Close meeting

PURPOSE:

Our purpose is to carry the message and create unity in the fellowship of Narcotics Anonymous by planning functions 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 two consecutive meetings
- In the event of a tie the chairperson votes, otherwise Chairperson does not vote.
- Quorum - simple majority of voting members present
- When unable to attend, members should contact a trusted servant of subcommittee

RESPONSIBILITIES:

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 FUNDS AND BUDGET:

The Activities Subcommittee will manage funds for each event responsibly. The DASCNA Area Committee will manage budgeted funds for Activities Subcommittee for a single point of accountability, with the exception of "petty cash fund".

"Petty Cash Fund" - The Activities committee will maintain a "Petty Cash Fund" of $200 at all times to help with any last-minute expenses. Any cash amount over $200 will be turned over to the DASCNA treasurer following events as noted in "Event Proceeds".

"Annual Budget" – The Activities Annual Budget will, at minimum, be determined by the total of all expenses from the prior year's activities, adjusting for inflation and possible new events or venue contracts.

"Event Budget" - Each event will have an estimated amount of expenses required to put on the event before requesting a check from the DASCNA Treasurer. Paying for future event venue contracts in advance will be granted, as long as the DASCNA Treasurer is provided with a contract from that venue. The DASCNA Treasurer may also pay for any expenses through a debit card if applicable.

"Event Proceeds" - The Activities Chair or Treasurer will turn over all proceeds (less "Petty Cash Fund") from any event(s) to the DASCNA Treasurer as soon as possible after the event and no later than the next DASCNA Area Meeting.

"Monthly Financial Reports" - A full financial report of each month's transactions including event reports (reflecting income/expenses with proceeds/losses) will be completed by the Activities Treasurer and presented at ASC meeting by the Activities Chair.

QUALIFICATIONS OF ACTIVITES SUBCOMMITTEE MEMBERS:

All Positions except for the Event Lead Coordinator have a one year term starting in October. Nominations for positions will be accepted in August or September.

Chairperson:

1. Nominated and elected at Area Service meeting
2. 18 Months abstinent from all drugs
3. Willingness and desire to serve
4. Six months prior involvement in the service structure of N.A.

5. Working knowledge of the 12 steps and 12 traditions of N.A.
6. Leadership ability
7. Ability to communicate and organize
8. Have N.A. sponsor and working relationship with that sponsor
9. Serve for one year, after elected by 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 – suggested submitting Subcommittee minutes and "Monthly Financial Report".
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 one of the signers on the checking account
10. Communicates to and with the Daytona Area Groups and subcommittees (ie coordinate with DACNA regarding dates) of future planned events.

Vice Chair:

1. Nominated and elected by Activities SubCommittee
2. Two years 18 Months abstinent from all drugs
3. Willingness and desire to serve
4. 6 months prior involvement in the services structure of NA
5. Working knowledge of the 12 steps and 12 traditions of NA
6. Ability to communicate and organize
7. Have an NA sponsor and working relationship with that sponsor
8. This is a 2 year commitment – first year as Vice Chair, 2nd year as Chairperson, if voted in by ASC

Vice Chair Responsibilities

1. Leadership and ability to act as Chairperson in their absence
2. May act as secretary or treasurer in their absence or of any position not filled
3. Assists Chairperson with the responsibilities required to be carried out by this committee

Secretary:

1. Willingness and desire to serve
2. 9 months abstinent from all drugs

3. 6 months prior service in N.A.
4. Have an N.A. sponsor and working relationship with that sponsor
5. Working knowledge of the 12 steps and the 12 traditions of N.A.
6. Ability to communicate and organize. Time and resources to fulfil the commitment
7. To serve in the position for one year after elected

Secretary's Responsibilities:

1. Records minutes of all meetings and keeps accurate records.
2. Organize and distribute copies of minutes to Activities Subcommittee members – most importantly to Chair or Vice-Chair, to ensure that an accurate report is given at ASC.
3. Keeps organized records from prior and current year's events. This information consists of but is not limited to: financial reports, attendance, Event lead coordinator, membership participation, locations, contracts, flyers, etc.
4. Minutes should include:

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

Treasurer:

1. Nominated and elected by Activities SubCommittee.
2. Willingness to serve
3. 2 years abstinence from all drugs
4. 6 months prior service in N.A.
5. Ability to communicate and organize
6. Financial skills (have the ability to follow flow of money needed or to be distributed for payouts when advised by subcommittee).
7. Have an N.A. sponsor and working relationship with that sponsor
8. Working knowledge of the 12 steps and 12 traditions of N.A.
9. Time and resources to fulfill commitment.

Treasurer Responsibilities:

1. Will be responsible for "Petty Cash Fund". ~~Acts as signer on the checking account~~
2. Treasurer will gather all monies from event and ~~make deposits~~ coordinate with Activities Chair to turn excess funds over to DASCNA Treasurer as soon as possible after the event and no later than the next DASCNA Area Meeting.
3. More than one committee member MUST be present when money from event is counted.
4. Maintain an accurate accounting of all expenses and deposits

5. Provide a "Monthly Financial Report" to Activities Chair, which will be turned over in Subcommittee report to DASCNA.
6. Turn in all receipts with each month's report.

Vice-Treasurer:
1. Nominated and elected by Activities Sub Committee
2. Willingness and desire to serve
3. Two years abstinence from all drugs
4. Time and resources to fulfill the commitment
5. To serve in this position for two years after elected (the first year as vice-treasurer, the second year as Treasure if voted in by the Activities SubCommitee)

Vice- Treasurer Responsibilities:
1. To assist the treasurer in all responsibilities mentioned under Treasurer
2. To act as Treasurer in the event the treasurer is unable to perform duty

Location Coordinator
1. Nominated and elected by Activities committee
2. Willingness and desire to serve
3. One year abstinence from all drugs
4. Time and resources to fulfill the commitment
5. Attendance is not required however all information has to be given to the Chair to present to the committee.

Location Coordinator Responsibilities:
1. Helps Finds possible locations for events planned/approved by the committee.
2. When locations are found, they are brought to the committee to be voted on.

Event Lead Coordinator
1. Nominated and elected by Activities committee for each approved event
2. Willingness and desire to serve
3. 6 Months abstinence from all drugs
4. Time and resources to fulfill the commitment
5. Attendance is strongly encouraged when the planned event is 2 months or less from happening.

Event Lead Coordinator Responsibilities:
1. Makes sure different aspects of the event are handled (Flyers/outreach, Cooking, decorations, speaker(s), set-up, clean-up, etc.)
2. The different aspects of the event are strongly encouraged to be delegated to the members of the Activities Committee and members of the fellowship.
3. Communication to the Chair, location coordinator, the Activities Treasurer and the rest of the committee is essential while the event is being planned.
4. When naming events, stay away from religious affiliated titles.

Activities Volunteer:

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

Outreach of Events

When an event has great attendance, it means the members in our fellowship are enjoying their life without the use of drugs. It also means that we most likely have covered the costs of putting that event on.

Here are some suggested ways of having a good turnout at every event:

- Encourage members of the Activities Committee and the fellowship to announce our events at meetings.
- Good looking flyers are great to have as they will be given at area to our GSR'S for their homegroup and to members of the fellowship. Printing quarter flyers helps with cost and the effectiveness' of giving a majority of our fellowship a flyer. We can give a quarter flyer to our membership before/after a meeting letting them know they are invited to our events.
- Have an out of area speaker. This helps with getting attendance from out-of-area members.
- Post the flyer and do event invites on social media/pages.
- Sending emails and or text messages of the flyer to members of the fellowship.
- Having our flyer on our area website, the Florida Region, and nearby area websites.

All flyers distributed throughout the fellowship must include the following: 1) One of NA's registered trademarks (refer to NA Intellectual Property Bulletin #1). 2) Date, time, and location of the event 3) Name of the hosting group, subcommittee, area, and region.

H&I SUBCOMMITTEE GUIDELINES

DEFINITION AND PURPOSE OF THE H&I SUBCOMMITTEE

The Daytona Area H&I Subcommittee is a volunteer group of members of Narcotics Anonymous which exists for the purpose of carrying the NA recovery message to addicts in hospitals, detox centers, treatment centers, jails, prisons, recovery houses and related facilities; whose residents have limited or no access to regular NA meetings.

The committee is a subcommittee of the Daytona Area Service Committee (ASC). We shall maintain effective liaison and complete accountability to that committee.

FUNCTIONS OF SUBCOMMITTEE

a.) Communication and disbursement of all information to and from all panels through their panel coordinators

b.) The distribution of Narcotics Anonymous literature to panel coordinators

c.) To conduct a monthly orientation session immediately following the business meeting (as needed)

d.) To conduct a monthly business meeting

e.) To coordinate the development of any new H&I meetings/presentations

f.) The election of panel coordinators to communicate with the facilities and conduct H&I meetings/presentations

ELECTED OFFICERS AND MEMBERS

The H&I Subcommittee's officers shall consist of a chairperson, vice chairperson, secretary, panel coordinators and literature coordinator. All officers are to be elected by a majority vote of the subcommittee present, except for the chairperson, who is elected by the Daytona Area Service Committee.

Eligible voting members of the committee include officers, panel Leaders, panel members and members who have attended two consecutive subcommittee meetings. Any member who is absent from two consecutive meetings shall lose their voting rights. Any officer, except for the chairperson, may be removed from office by a majority vote of the H&I Subcommittee.

In the case of the chairperson relapsing or resigning, the H&I vice chairperson shall automatically assume the position of the chairperson until the next ASC where a vote of acclimation will take place. The vice chairperson may decline, however, in which case the

Daytona ASC vice chairperson will fill in as acting H&I chairperson until the ASC is able to elect a new H&I chairperson.

QUALIFICATIONS AND DUTIES

A. Chairperson

Requires **1 year** of continuous clean time, plus a minimum of 6 months involvement in H&I service work.

1. Prepares the monthly subcommittee agenda; brings, before the general meeting of the subcommittee, matters they should act upon.
2. Carries out policies and orders for the subcommittee
3. Appoints special subcommittee members when required
4. Represents the H&I Subcommittee at the Area level and attends the monthly ASC Meeting. 5. In case of a tie vote, chairperson has the deciding vote.

B. **Vice-Chairperson**

Requires **1 year** of continuous clean time, plus a minimum of 6 months involvement in H&I service work.

1. Helps chairperson keep proceedings orderly

2. Assumes the responsibilities of the chairperson in the event of his/her absence

3. Coordinates panels until a panel coordinator is elected

4. When possible, fulfills commitments that cannot be met by the coordinators or panel leaders

C. **Secretary**

Requires **1 year** of continuous clean time, plus a minimum of 6 months involvement in H&I service work.

1. Takes minutes of all subcommittee meetings and sends copy to chairperson 2 weeks prior to ASC.

2. Copies and distributes those minutes

3. Keeps record of all subcommittee members, including telephone numbers

4. Keeps records of all hospital; institutional; and recovery house guidelines, rules and regulations

5. Maintains updated lists of all panel members 6. Holds orientation immediately following monthly subcommittee meeting (as needed)

D. Alt Secretary

Requires **6 Months** of continuous clean time, plus a minimum of 6 months involvement in H&I service work.

1. Takes minutes of all subcommittee meetings and sends copy to chairperson 2 weeks prior to ASC.

2. Copies and distributes those minutes

3. Keeps record of all subcommittee members, including telephone numbers

4. Keeps records of all hospital; institutional; and recovery house guidelines, rules and regulations

5. Maintains updated lists of all panel members 6. Holds orientation immediately following monthly subcommittee meeting (as needed)

E. Panel Coordinator

Requires **1 year** of continuous clean time, plus a minimum of 6 months involvement in H&I service work.

1. Can fulfill a 1-year commitment in this position

2. Acts as the primary liaison between the facility and the subcommittee

3. Attends monthly H&I Subcommittee meetings

4. Appoints and maintains contact with panel leaders

5. Sees that facility's meetings are alive and well by keeping an open line of contact with the facility

6. When possible, attends any commitments which panel leaders/members cannot attend

7. Instructs panel leaders in facility requirements, regulations, and federal rules covering H&I meetings/presentations (when applicable)

F. Panel Leader Requires **6 months** of continuous clean time.

1. MUST attend an H&I orientation session prior to joining H&I service

2. Leads or chairs facility meetings

3. Appointed by panel coordinator

4. Gives monthly reports to panel coordinator

5. Familiar with subcommittee and facility rules

6. Reminds panel members of both facility and subcommittee rules

7. Ensures that supplies are available at the facility (including, but not limited to: literature, meeting format, meeting schedules) and that the meeting/presentation goes as scheduled

G. Panel Member (Speakers) Requires **6 months** of continuous clean time.

1. MUST attend an H&I orientation session prior to joining H&I Service

2. Appointed by panel leader

3. Comes in from the outside to carry the NA message

4. Should have a positive, hopeful attitude about recovery and a willingness to serve

5. Carries "a Clear NA Message"

H. Panel Observer Requires **3 months** of continuous clean time.

1. Comes in from the outside to observe and learn about the H&I facility meetings

2. Appointed by a panel leader or coordinator

I. Literature Coordinator Requires **9 months** of continuous clean time.

1. Shall fill literature orders from panel coordinators

2. Shall keep a continuing record of all literature distributed

3. Shall make a report to the subcommittee meeting on the literature inventory

4. Shall work with the chairperson to ensure that literature is obtained from the ASC per H&I budget

5. Shall audit distribution record on an ongoing basis to ensure that request for literature is prudent and do not put the subcommittee over budget

J. Alt Literature Coordinator Requires **3 months** of continuous clean time.

1. Shall fill literature orders from panel coordinators

2. Shall keep a continuing record of all literature distributed

3. Shall make a report to the subcommittee meeting on the literature inventory

4. Shall work with the chairperson to ensure that literature is obtained from the ASC per H&I budget

5. Shall audit distribution record on an ongoing basis to ensure that request for literature is prudent and do not put the subcommittee over budget

ADDITIONAL GUIDELINES

1. Any Member of H&I Subcommittee is automatically disqualified from any H&I actively upon relapse but may again become eligible when he/she can conform to the requirements herein set forth.

2. Any Member not conforming to these requirements or any other which might be added later, or who refuses to abide by the rules and regulations of facility, shall automatically be relieved of any H&I Subcommittee assignments

3. No NA meeting regularly conducted under the auspices of the H&I Subcommittee shall be held in any facility except when directly supervised by the H&I Subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.

4. Any NA Member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addict(s) in that facility. This is intended to avoid possible conflict and the resulting damage to: (a) the inmate or patient inside, or (b) the working ability and the privilege of the subcommittee to carry the message inside of the facility. For these same reasons, no H&I Member may interfere with or use influence in any facility, court, or hospital: nor any judge, doctor, probation or parole officer. Furthermore, H&I members will not make any comment or promises regarding employment, parole probation or medical problems. We carry only the message of NA:

RECOVERY FROM ADDICTION THROUGH OUR SPIRITUAL PROGRAM.

5. Length of clean time required by each facility is to be rigidly upheld by all H&I panel coordinators or leaders.

6. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities and strongly discouraged by the H&I Subcommittee

7. Any Member of the H&I Subcommittee on parole will only be allowed to participate in or attend an H&I meeting in any facility being serviced with the expressed clearance of the authorities of the facility, if applicable

8. H&I panel members shall be responsible for the conduct in a facility and shall take responsibility to become informed in advance regarding the regulations of the facilities being served.

9. Only NA approved literature shall be dispersed to facilities

10. Basic Text, etc. (books) shall be distributed only by the approval of the H&I Subcommittee

11. Working with others, men with men and women with women.

12. Spirit for Rotation, Panel Coordinators and Panel Leaders will fulfill a 1-year commitment ending in October when the positions change at the ASC level (this excludes the jails).

Some facilities house only men or only woman, other facilities house both men and woman but keep them separate. In these facilities, where your meetings will consist of only women, we strongly feel that only same-sex NA Members should participate.

**** Remember: our primary purpose is to carry the message of recovery, not to make our meeting more popular with addicts that we are trying to help. Problems that might arise related to this have the potential to seriously damage the credibility of NA. Experience has taught us that we can avoid these problems if we follow simple guidelines. ****

12. You are reminded that the H&I Subcommittee exists to share the Narcotics Anonymous message - our experience, strength, and hope. H&I members should try to get residents involved with the H&I meeting/presentation through reading materials as well as through direct sharing. A personal contact should be established with any resident upon their release.

13. All panel coordinators will be held accountable to their commitment to service. Any panel coordinator who is continuously absent (2 or more consecutive meetings) from monthly H&I Subcommittee "can" be removed from their position by a majority vote of the H&I Subcommittee. If a panel coordinator is voted out of service, the position will then be open for nominations.

14. For additional information and suggestions on H&I service please refer to the W.S.C. H&I handbook. 15. Adolescent Guidelines: Prior to entering all adolescent facilities all Panel Members/speakers will be prescreened using the internet sex offender web sites. National, State and DOC.

** Screening will be conducted by the H&I Chairperson **

H & I Secretary will maintain a list of cleared addicts: making it available to panel coordinators (All non-cleared addicts' information will be destroyed and kept confidential.)

DAYTONA AREA CONVENTION

POLICY AND GUIDELINES

Purpose / General Policy

This convention is held by the members of the Daytona Area of Narcotics Anonymous (NA) to bring our fellowship together in the celebration of recovery. Meetings, workshops, and other activities are scheduled to encourage unity fellowship among our members. This convention is sponsored by the Daytona Area of Narcotics Anonymous; therefore, it will always conform to NA principles and reflect our primary purpose-to carry the message of recovery.

All expenses $50.00 or more must be approved by the DACNA Committee. Administrative budget to include purchase of one (1) hotel room for two (2) nights for the use of only DACNA committee members to utilize for storage, use of safe, and facility for hotel liaison and assistant hotel liaison to be available during convention. A committee member must have at least two (2) years clean in order to handle monies of any type to include but are not limited to during fundraising events, for registrations, and during convention. At the end of all events, all monies will be counted and documented by (2) committee members before being turned over to the treasurer for deposit.

The “Starting Account Balance” for each convention will be the total of all expenses from the prior year’s convention, adjusting for inflation and possible venue contract cost increases as needed.

Convention Committee Meetings

All Convention Committee meetings should take place at a regularly scheduled time and place and follow the current edition of Robert’s Rules of Order. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. Efforts should be made to encourage support and participation from all members. All meetings of the Convention Committee and Sub-Committees are open to any member of NA. All Sub-Committee meetings shall be posted within the Chairpersons report to the Area Service Committee (ASC), and be held in a place accessible and open for ANY member of NA to attend.

Care should also be exercised during the planning process to involve as many groups and individuals as possible. Election of Officers, Members, Sub-Committee members, and duties are presented in these guidelines.

Voting privileges are extended to each member of the Convention Committee. Any member who holds an elected position at the Convention Committee meetings is considered a voting member. Sub-Committee Chairpersons and elected Vice Chairpersons are voting members at the Convention meetings. All Sub-Committees hold separate meetings. The Sub-Committee Chairperson must submit a report, recommendations, and other details about their area of responsibilities to the Convention Committee.

If a Sub-Committee Chair or Administrative Committee member is unable to attend a DACNA Committee Meeting, they should submit a written report and, if possible, have an alternate to attend the meeting.

Meeting Format

1. Opening: Begin with a moment of silence, asking for all members to reflect on their involvement, thinking about who they serve and why. Follow with the Serenity Prayer.
2. Read the Twelve Traditions
3. Roll Call
4. Read and approve the minutes of the last meeting
5. Chairperson's Report: review the process to date and relay recent information
6. Vice Chair's Report: update committee regarding vacant committee positions, etc.
7. Treasurer's Report: update on expenses and new balance
8. Other Administrative and Sub-Committee Reports: Reports include goals and progress of each Sub-Committee
9. Old business carried over from last meeting
10. New business to be undertaken before the next meeting
11. Closing prayer

Voting / Quorum

1. All members of NA shall have a voice on the floor. However, voting will be limited to elected convention committee members
2. Quorum - One greater than 50% the elected members present at DACNA subcommittee meeting are required for quorum
3. If necessary to make an expedited decision, votes may be held via the private group chat or Facebook provided all members are made aware of and are a part of the vote should they not have social media.
4. Telephone votes are acceptable, provided every elected member is contacted and counted.

5. Any Officer, Sub-Committee Chair, who is absent from two (2) consecutive meetings may be removed from that position by a simple majority vote of the members present at roll call. The reasons for absence may be taken into consideration.
6. Two-Thirds Majority is required to change and create policy.

Closing Meeting Format

1. At the DACNA meeting following the convention - all subcommittees will give a Final Report.
2. Any Vice Chair of a subcommittee who remains willing, will be voted on by a vote of acclimation by all members of the closing DACNA committee - they now become voting members for next year's subcommittee. If they are not willing to be acclimated, but wish to be nominated for a different subcommittee, that will take place in the next portion of the meeting.
3. Business will close on that year's convention. Thank and dismiss all trusted servants who aren't interested in serving on the next year's DACNA subcommittee.
4. Begin, in alphabetical order, with the position requiring the MOST clean time - to ensure those positions are filled with the most qualified members. See page 4 of DACNA policy for positions and clean time.
5. Have candidates state qualifications, ask for questions from the floor, candidate exits the room (discussion allowed if necessary).
6. Votes will be counted based on a quorum of the newly acclimated members/subcommittee chairs and any administrative members who have been voted in at ASC (vice chair, treasurer and alt treasurer).
7. Each time a new subcommittee member is voted in, quorum changes to include that newly voted in member.

Convention Committee

The convention committee is always open to all members of Narcotics Anonymous.
The Administrative Committee and Sub-Committee Chair positions are identified as follows:

A.	**Administrative Committee**	**Clean Time Requirement**
1.	Chairperson	4 years
2.	Vice Chairperson	3 years
3.	Secretary	1 year
4.	Assistant Secretary	6 months
5.	Treasurer	4 years
6.	Hotel Liaison	3 years
7.	Webmaster	1 year

B.	**Sub-Committee Chairs**	**Clean Time Requirement**

1. Arts and Graphics	1 year
2. Entertainment and Fundraising	2 years
3. Hospitality	1 year
4. Marathon	1 year
5. Merchandise	2 years
6. Programming	2 years
7. Registration	2 years

C. Admin. Committee Assistant & Vice Chairs	**Clean Time Requirement**
1. Administrative Assistant	6 months
2. Assistant Secretary	6 months
3. Assistant Treasurer	3 years
4. Assistant Hotel Liaison	2 years
5. Assistant Webmaster	1 years
6. Vice Chair Arts and Graphics	1 year
7. Vice Chair Entertainment and Fundraising	2 years
8. Vice Chair Hospitality	1 year
9. Vice Chair Marathon	6 months
10. Vice Chair Merchandise	2 years
11. Vice Chair Programming	2 years
12. Vice Chair Registration	2 years

General Requirements / Qualifications All Elected Members

1. Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
2. Willingness to give the time and resources necessary.
3. Ability to exercise patience and tolerance.
4. Active participation in Narcotics Anonymous.
5. Chairperson, Vice Chairperson, Treasurer and Assistant Treasurer are nominated and elected by ASC according to ASC policy. – Nominations accepted at ASC the month prior to the convention, Elections the month of the convention, New Officers take office at the close of ASC following convention
6. Hotel Liaison, Assistant Hotel Liaison, Administrative Assistant, Secretary, Assistant Secretary Webmaster, Assistant Webmaster, and Sub-Committee Chairpersons are elected by the Convention Committee, not by the A.S.C.

Administrative Committee

The Administrative Committee carries out the will of the overall committee. It functions as the Administrative Committee of the Convention and holds separate, periodic, special Committee Meetings as necessary. Its function is to ensure that the various Sub-Committees work together and to assist any that may need extra help. However, it is not necessary for the Administrative

Committee to involve itself directly in the specific workings of each Sub-Committee. The Administrative Committee discusses the progress of the Sub-Committees as well as the Convention Budget and other matters that may affect the Convention. The results of these discussions are included in reports at the Convention Committee Meetings.

Chairperson

Four (4) years clean time; demonstrated stability in local community; administrative abilities; is nominated and elected by the ASC; 2 years convention committee experience is required with 1 year as vice chair. Knowledge of the Daytona ASC policy; an example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous;

1. Must attend ALL Convention Committee AND Administrative Committee Meetings.
2. Helps to resolve all conflicts.
3. Keeps activities within the principles of the Twelve Traditions and in accordance with the purpose of the Convention.
4. Monitors the fund flow and overall Convention costs.
5. Prevents important questions from being decided prematurely, in order to foster understanding by the entire Committee prior to action.
6. Allows the Sub-Committee to do their jobs while providing guidance and support. Only major issues need to be brought back to the Convention Committee Meetings. Sub-Committees should be given trust and encouragement to use their own judgment
7. Prepare the agenda for the Convention Committee meetings
8. Votes only to break a tie.
9. Chairs the Convention Committee Meetings as well as the Convention.
10. Is responsible to the Daytona A.S.C., attends the A.S.C. monthly meetings and provides a written Convention Committee report to the area – recommended including minutes produced by the secretary for transparency and detailed reporting.
11. Co-signer on the Convention bank account and all hotel contracts.
12. Is a member of the board for DASCNA Inc. and attends that committee's meeting(s).
13. Work with the Admin committee to review, edit and submit policy changes annually, recommended within the first few months of term of service.
14. Attends ASC monthly and provides reports/progress of Convention planning/status

Vice Chairperson

Two (2)-year commitment; one year as Vice Chair and one year as Chair - if elected by the ASC. Three (3) years clean time; previous involvement in NA service work (etc); 1 year prior DACNA Convention Committee experience required; is nominated and elected by the ASC; an example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

1. Must attend all Convention Committee and Administrative Committee Meetings.

2. Oversees Sub-Committees and channels major tasks to specific Sub-Committees. Stays informed of the activities of each Sub-Committee and provides help when needed.
3. Performs duties of the Chairperson in their absence.
4. Coordinates and makes sure deadlines are met by the Sub-Committee and helps when needed.
5. Assists the Chairperson in their responsibilities.
6. Acts as parliamentarian at all Convention committee meetings
7. Co-signer on the Convention bank account

Secretary

One (1) year clean time; is nominated and elected by the DACNA subcommittee; an example of living recovery through the Twelve Steps and Twelve Traditions of Narcotics Anonymous; service experience; good typing skills to ensure that accurate minutes are distributed to the Committee Members.

1. Must attend all Convention Committee and Administrative Committee Meetings.
2. Keeps minutes of all Committee Meetings and Sub-Committee reports. Recommend providing these minutes to ASC for transparency and communication with the groups
3. Distributes minutes to Convention Committee Members. An agenda for the next meeting can be attached to the minutes if it will help the Convention Committee function better.
4. Maintains a list of names, addresses and phone numbers of the Convention Committee Members.
5. Keeps archive of minutes, updated after each Committee meeting for the members who request a complete set.
6. Compiles a list of Convention Policy changes that have been voted on by the ASC for the Convention Committee.

Assistant Secretary

Two (2)-year commitment; one year as Assistant and one year as Secretary - if elected by the convention committee. Six (6) months clean time; is nominated and elected by the DACNA subcommittee; an example of living recovery through the Twelve Steps and Twelve Traditions of Narcotics Anonymous; service experience; good typing skills to ensure that accurate minutes are distributed to the Committee Members.

1. Must attend all Convention Committee and Administrative Committee Meetings.
2. In Secretary's absence records and distributes minutes of all above listed Meetings and subcommittee reports
3. Assists in maintaining a list of names, email addresses and phone numbers of the Convention Committee Members.

Hotel Liaison

Three (3) years clean time; 2 years prior Convention Committee experience; recommended 1 year as Asst. Hotel Liaison; is nominated and elected by the convention committee. Prior active involvement in the NA service structure; an example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

1. Must attend all Convention Committee and Administrative Committee meetings.
2. Gathers venue/hotel bid information packages for the presentation to the Convention Committee
3. Co-Signer on all hotel contracts and acts as a spokesperson on behalf of the Convention Committee and it's Sub-Committees with hotel personnel. Fields and handles all questions regarding hotel services in a timely fashion.
4. Coordinates Convention Committee needs with the Hotel regarding reservations - including speakers, entertainment and DACNA committee hotel rooms
5. Responsible for coordination all activities in the hotel during the Convention as well as arranging all set-ups at meetings (number of chairs, rooms, times, sequences, microphones, types of set-ups, podiums, risers, tables, etc.). This should be finalized during walk thru just prior to convention with input from other subcommittees as necessary.
6. Oversees the banquet.
7. The Hotel Liaison must work with the Entertainment Committee to ensure all required equipment is available for the functions at the hotel.
8. The Hotel Liaison should remember the need for extra rooms used for merchandising, meditation, and hospitality, Convention Committee meetings during the Convention, taping etc…Also, consider keeping room set-ups the same throughout the Convention for cost effectiveness.
9. The DACNA Committee shall not use or hire any outside resources to find hotel sites.

Assistant Hotel Liaison

Two (2)-year commitment; one year as Assistant and one year as Hotel Liaison - if elected by the convention committee. Two (2) years clean time; 1 year prior convention Committee experience; an example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous

1. Must attend all Convention Committee and Administrative Committee meetings.
2. Helps the Hotel Liaison gather bid packages for presentation to the Convention Committee
3. Assists in coordinating Convention Committee needs as they pertain to hotel reservations – see above for details.
4. Helps field and handle questions regarding hotel services in a timely fashion; handles all special needs.
5. The Assistant Hotel Liaison is responsible for learning the position of Hotel Liaison by following the activities and direction of the Hotel Liaison. Those activities include

coordination of all activities in the hotel/venue during the Convention as well as arranging all set-ups at meetings (number of chairs, rooms, times of meetings, etc).

Treasurer

Four (4) years clean time; 2 years prior Convention Committee experience; recommended 1 year having served as asst Treasurer, is nominated and elected by the ASC; demonstrates stability in local community; accounting skills; accessibility to other Convention Committee Members, especially the Registration Chairperson, Merchandising Chairperson and the Hotel Liaison Chairperson; and example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

1. Must attend all Convention Committee and Administrative Committee Meetings.
2. Opens the bank account for the Convention Committee. The signatures for the account are the Treasurer, Assistant Treasurer, Convention Chair, and the Vice-Chairperson. The signature cards and account information will be filled out at the Convention Committee Meeting.
3. Responsible for obtaining ASC minutes from the ASC Secretary, that indicate first and last names of all new bank account signers to provide to bank when adding new signers
4. No one will be issued a bank card, have possession of a bank card or be given permission to use a bank card unless on the DACNA account. Exceptions will be made on a case by case basis and must be approved by the DACNA committee by a 2/3 majority vote, in which case approvals will be documented and tracked.
5. Works with the Chair and Vice-Chair to prepare a budget for the Convention and DACNA Subcommittees, which is used for planning fundraising activities. The budget can be a rough estimate at the beginning of the planning and revised as the Convention draws near. When all of the financial needs of the Sub-Committees are listed and totaled, the income and expenses should be outlined. Sources of income include: fundraisers, merchandise and pre-registrations.
6. The Starting Account Balance for each convention will be the total of all expenses from the prior year's convention, adjusting for inflation and possible venue contract cost increases as needed. Writes all checks and is responsible for collecting receipts from Sub-Committees for the money paid out for reimbursements.
7. Responsible for all the monies including revenues from registrations and banquet tickets, pays all the bills and advises the Convention Committee on cash supply, income flow and rate of expenditures.

8. Reviews Sub-Committee reports for expenditures from the financial plan (budget) not mentioned in the original budget, so an accurate budget can be maintained. This information is to be included in the Treasurers report.
9. Each check should require two (2) signatures. Authorized signers are the Treasurer, Chair and/or Vice-Chair of the Convention.
10. A final Treasurer's report should be submitted to the ASC no later than sixty (60) days after the Convention, along with fund distribution to ASC as indicated in policy.
11. A periodic review of all financial records should be made by the Convention Administration and the ASC Administration Committees. The records should be reviewed at the time of the actual distribution in accordance with the Treasurers Financial Statement requirements.
12. The Convention Committee Treasurer is the only one to handle the checks.
13. The Treasurer is accountable to the ASC and will provide a redacted version of the monthly bank statement and a monthly report/spreadsheet showing account activity and balances.
14. The Treasurer will attend all fundraising events, to collect money (or in their absence, the Vice-Treasurer, Chair or Vice-Chair).
15. Closing Treasurer will prepare a full financial report with the last bank statement following Convention, and provide it to the new DACNA Chair to submit with area donation.
16. Following the Convention, ALL monies in excess of the Starting Account Balance, as defined in policy, will be turned over to the ASC within sixty (60) days.
17. Treasurer will assist the incoming Chair, Vice Chair and Alt Treasurer in dealing with the bank to remove existing committee members and replace them with new committee members on signature cards. The Treasurer has a copy of the signature card in file.

Assistant Treasurer

Two (2)-year commitment; one year as Assistant and one year as Treasurer - if elected by the ASC. Three (3) years clean time; 1 year prior convention committee experience, is nominated and elected by the ASC; demonstrates stability in local community; accounting skills; accessibility to other Convention Committee members, especially the Registration Chairperson, Merchandise Chairperson and the Hotel Liaison; an example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

1. Must attend all Convention Committee and Administrative Committee meetings.
2. Works with the Treasurer prepare a budget for the Convention and DACNA Subcommittees, which is used for planning fundraising activities. The budget can be a rough estimate at the beginning of the planning and revised as the Convention draws near. When all of the financial needs of the Sub-Committees are listed and totaled, the income and expenses should be outlined. Sources of income include: fundraisers, merchandise and pre-registrations
3. Assists Treasurer in accounting for revenues from Registration and Banquet tickets, paying bills and advising the Convention Committee on cash supply, income flow and rate of expenditures.
4. Reviews Sub-Committee Reports for expenditures from the financial plan (budget) not mentioned in the original budget so that an accurate budget can be mentioned. This information is to be included in the Treasurers Report.

5. Assists Treasurer in completing a final Treasurer's report which should be submitted to the ASC no later than sixty (60) days after the Convention, along with fund distribution to ASC as indicated in policy.
6. Assists Treasurer in doing a periodic review of all financial records. Their records should be reviewed at the time of the actual distribution in accordance with the Treasurer's Financial Statement Requirements
7. Co-signer of the Convention bank account.
8. The Assistant Treasurer is encouraged to attend all DACNA fund-raising activities.

Administrative Assistant

Six (6) months clean time; willingness to serve; assists the Vice-Chair and the Convention Committee. This position is elected by the Convention Committee and was established so the Convention can have a floater during the preparation process and during the Convention. Responsibilities include:

1. Must attend all Convention Committee and Administrative Committee Meetings.
2. Coordinates with all Sub-Committees and assists in making flyers stating all meeting dates for distribution at ASC
3. Help with Sub-Committees and fills in other areas as needed.
4. Produce flyers for the Convention in conjunction with Arts and Graphics and Registration.

Webmaster

One (1) year clean time requirement, computer knowledge and experience highly recommended, and web design knowledge is desired. An example of living recovery through the application of the 12 Steps and 12 Traditions..

1. Must Attend all convention committee meetings
2. Research at least 3 web domain hosts and before selecting one for use
3. Alter and maintain dacna.org website
4. Maintain archive of emails and coordinate email blasts several times throughout the year to promote events and registrations as well as hotel room block reservations.
5. Work with the RSO to send out flyers with orders (if so decided, by committee)
6. Promote DACNA, fundraisers, and events through DACNA Facebook page
7. Promote DACNA by posting information on na.org, Florida Region (FLRSO), and local webpages
8. Promote DACNA and room block by using electronic communication, website and social media.

Assistant Webmaster

This is a two (2) year commitment. The first year is spent assisting the webmaster and becoming familiar with the responsibilities of the position. The second year, if elected by the convention committee, is spent as the Webmaster. One (1) year clean time requirement, computer knowledge and experience highly recommended, web design knowledge is desired. An example of living recovery through the application of the 12 Steps and 12 Traditions.

1. Must attend all convention committee meetings.
2. Assists Webmaster in their above listed duties

Sub-Committees

ALL Sub committees will submit a report to the chairperson with a meeting time and place, which will be held in a place open and accessible to ALL and ANY member of NA. Sub committee meetings will NOT be held in another members' homes or in a place where alcohol is present. If Sub-Committee Chairs are not able to attend Convention Committee Meetings, they should either send a Vice-Chair and/or a written report to the Convention Chair.

Arts & Graphics (A&G) Chairperson

One (1) year clean time requirement, some previous related N.A. service experience; The Arts and Graphics Sub-Committee should present a variety of designs for approval to the full Convention Committee.

1. Must attend all Convention Committee and A&G sub committee meetings.
2. Responsible for creation and design of logo for convention and preconvention – DACNA committee chooses the theme of convention and the logo is created around at theme. Logo must be able to be converted to digital media if hand drawn
3. Encourage members with artistic talents to get involved – consider competitions for winning design
4. Utilize any and all resources available – members who work in hobby/craft stores, printing offices, copy shops etc.
5. Present design ideas and suggestions to the entire Convention Committee for feedback and approval.
6. Design and create centerpieces for banquet tables which are cohesive with convention theme and logo as well as back drop for main stage
7. Responsible for working with Treasurer to develop a budget, which includes banner printing and other expenses.
8. Designing and printing convention banner, flyers, convention posters and directional posters.

9. Responsible for creating gift baskets for Main Speakers.
10. Coordinate with Merchandise committee for production of items sold at convention ie coffee cups, t-shirts etc.

Vice Chair Arts & Graphics (A&G)

Two (2)-year commitment; one year as Assistant and one year as Chair of A&G - if elected by the convention committee. One (1) year clean time; The Assistant Arts & Graphics is responsible for learning the position of Chair by following the activities and direction of the Chair.

1. Must attend all Convention Committee meetings.
2. Assists A&G Chairperson in gathering art work and ideas for presentation to the Convention Committee and with other items listed above.

Entertainment and Fundraising (E&F) Chairperson

Two (2) years clean time; some previous related NA service experience; active member in NA, ability to exercise patience and tolerance.

1. Must attend all Convention Committee and E&F subcommittee meetings
2. Works with Treasurer to submit a budget for fundraising events and convention activities
3. Plan and execute fundraising events prior to the convention. Communicate with ASC Activities committee to ensure dates of activities do not conflict
4. Coordinate all activities during the Convention ie dances, comedy shows, pool parties, sporting activities, etc; responsible for working closely with the Program Sub-Committee to form times and dates for all activities
5. Responsible for printing tickets/wristbands for paid activities at the convention ie: banquet, comedy show, etc
6. Will submit a monthly report with receipts and provided to the DACNA Treasurer and Convention committee.
7. Will have signed contracts with all outside venders (i.e. DJ, Comedian) no later than 90 days from convention.
8. All Fundraising activities will end 30 days prior to convention date to allow for committee to focus on Entertainment for the Convention

Vice Chair Entertainment and Fundraising (E&F)

Two (2) year commitment; one (1) year as Vice Chair and one year as Chair of E&F - if elected by the convention subcommittee. Two (2) years clean time requirement; ability to exercise patience and tolerance;

1. Must attend all Convention Committee meetings and E&F subcommittee meetings.
2. Assist E&F Chair with the above listed duties

Hospitality Chairperson

One (1) year clean time; liaison between the Convention and the Hospitality Sub-Committee; organizes and coordinates all functions of the Hospitality Sub-Committee and directly responsible to the Convention Committee.

1. Must attend all Convention Committee meetings and Hospitality Sub-committee meetings.
2. Purpose is to help people at the Convention feel at home and welcome by offering a pleasant and hospitable environment.
3. Develops "Do's and Don'ts list" for the Hospitality Suite. There will be no sleeping in Hospitality Suite – recommend establishing "closing time" to ensure no one is left unattended overnight in suite
4. Other committee members/trusted servants involved at convention and in subcommittee include Welcome Greeters and the Hospitality Sitters. Recommend gaining support from home groups to assist in taking shifts for manning Hospitality Suite throughout convention.
5. Work with DACNA treasurer to order a budget for and obtain all food/beverage supplies required to stock Hospitality room for the convention.

Vice Chair Hospitality

Two (2) year commitment; one (1) year as Vice Chair and one year as Chair - if elected by the convention subcommittee. One (1) year clean time requirement; liaison between the Convention and the Hospitality Sub-Committee; organizes and coordinates all functions of the Hospitality Sub-Committee in conjunction with Hospitality Chairperson and directly responsible to the Convention Committee.

1. Must attend all Convention Committee meetings and Hospitality subcommittee meetings.
2. Assist Hospitality Chair in fulfilling their above listed duties.

Hospitality Suite Sitters:

Thirty (30) days clean time; hospitable and responsible with the willingness and desire to serve.

Welcome Greeters:

One (1) day clean time; willingness and desire to serve.

Marathon Chairperson

One (1) year clean time;

The purpose of the Marathon Sub-Committee is to offer any Convention Registrant an open meeting in which he/she may participate in throughout the Convention.

1. Must attend all Convention Committee meetings and Marathon subcommittee meetings
2. Before the Convention – gather volunteers and create poster/list of volunteers to chair the Marathon meetings during the Convention.

3. Ensure the marathon meeting is running smoothly during convention ie: select the format/topics for meeting, although experience has shown that the best format is often open discussion. Subsequent Chairpersons will then only introduce themselves and carry on the discussion taking place at the time.

Vice Chair Marathon

Two (2) year commitment; one (1) year as Vice Chair and one (1) year as Chair - if elected by the convention subcommittee. Six (6) months clean time.

1. Must attend all Convention Committee meetings and Marathon subcommittee meetings
2. Assist Marathon Chair in organizing volunteers and ensuring Marathon meeting runs smoothly during the convention

General Members:

Members of Narcotics Anonymous; willingness and desire to serve; thirty (30) days clean time to chair a Marathon meeting.

Merchandise Chairperson

Two (2) years clean time

1. Must attend all Convention Committee meetings and Merchandise subcommittee meetings
2. Sells only Narcotics Anonymous related items within the Twelve Traditions. No items depicting drugs or paraphernalia are to be sold or distributed.
3. Work with DACNA Treasurer to prepare a budget consisting of items to be sold and expenses incurred and a time frame for obtaining these items. Once the items are agreed upon within the Merchandise Sub-Committee, present the list of items to Convention Committee. This list may include but is not limited to costs, colors, styles, etc.
4. Responsible for the sale of merchandise at the Convention and at fund-raising activities.
5. Customarily three (3) different bids are submitted; all merchandise must be approved by the Convention Committee prior to ordering.
6. Communicate with the Hotel Liaison to provide a room at the Convention site for distribution and sales of merchandise. Hours should be established in conjunction with the Programming Sub-Committee.
7. Deliver all receipts and monies promptly to the convention Treasurer and submit a monthly report to the Host Committee
8. All merchandise should be ordered at least two (2) months prior to the Convention.
9. Obtain bids from outside vendors such as jewelry, custom medallions, etc. Typically these vendors donate a portion of sales back to the convention – ensure this is noted in contract. Any outside vendors must be WSC approved
10. Following the Convention, a final statement of outstanding inventory is given to the Convention Treasurer.

Vice-Chair Merchandise

Two (2) year commitment, one (1) year as Vice Chair and one year as Chair - if elected by the convention subcommittee. Two (2) years clean time requirement. Must attend all Convention and Merchandise sub committee meetings

1. Assist Merchandise Chair with their above listed duties

Additional Guidelines for Merchandise Committee:

There will be no sales other than the Daytona Convention approved merchandise, except that of other Narcotics Anonymous Conventions, Areas, and groups which are to be sold ONLY on the morning of the closing day of the Convention; Leftover merchandise will be turned over to the next year's Convention Committee for sale during the upcoming year.

Programming Chairperson

Two (2) years clean time; 1 year prior DACNA Convention Committee and/or programming experience; some knowledge of Convention operations with Program Committee suggested; have some organizational abilities;.

1. Must attend all Convention Committee and Programming Sub-Committee meetings
2. Preside over programming committee meetings in selecting speakers, workshop topics, and workshop Chairpersons
3. Assemble the convention program and coordinate schedule with other Convention activities.
4. Work with DACNA Treasurer in submitting a budget including speaker flights and printing costs for program.
5. Coordinate speakers' travel arrangements, including ensuring transportation from airport if necessary
6. Responsible for printing programs for the registration packets; performs to the best of his/her ability to meet deadlines and goals.
7. Responsible for obtaining recording contract with taping company
8. Responsible for submitting the entire set of convention speaker CDs/ Flashdrive (per the recording contract) to the DACNA subcommittee. This complete set of recordings will be archived by the incoming Secretary and stored at the storage facility.
9. Work with the Hotel Liaison to ensure adequate space for workshop rooms and speaker hotel accommodations are met.
10. Must adhere to programming guidelines listed below

Vice-Chair Programming

Two (2) year commitment, one (1) year as Vice Chair and one year as Chair - if elected by the convention committee. Two (2) years clean time.

1. Must attend all Convention Committee and Programming Sub-Committee meetings;
2. Assists Programming Chairperson in coordination of all programming functions and meetings.

3. Must adhere to all the programming guidelines and assist the chair in aspects of those guidelines.

Program Guidelines:

Speakers:

1. The main Saturday night Speaker must have a minimum of five (5) years clean time. All other Speakers have a suggested three (3) years clean time.
2. None of the Speakers shall be members of the Administrative Committee.
3. Administrative Committee and Convention Committee have the final vote on main Speakers.
4. Speakers have a strong N.A. message of recovery.
5. Main Speakers (Friday, Saturday, Sunday) are provided hotel accommodations for Friday and Saturday night as well as a registration package, including banquet ticket.
6. Main Speakers will not be repeated unless it has been >10 years since last chosen.

Workshops:

1. A compiled list of topics will be made from input of any member of Narcotics Anonymous.
2. By process of elimination, these topics will be voted on by the Program Committee until the number of topics is reached.
3. Workshop Speakers have a minimum one (1) year clean time and experience on topic.
4. Workshop Chairpersons have a minimum of six (6) months clean time.
5. Workshop speakers should be chosen by the programming committee group conscience. Each workshop speaker should be nominated, discussed, and determined by the programming committee group conscience. The group conscience should determine if the nominated speakers (either local or out of town speakers) are appropriate to represent the convention, and each speaker should be given reasonable consideration based on their qualifications with respect to their experience on the specific topic. Past experience to consider can include: speaking engagements outside their local area, as well as any speaking experience at workshops, conventions, learning days, etc. If possible, a recording should be provided to the committee when considering a potential speaker from outside the area. This process will help to ensure that (1) speakers are not be chosen by any one individual, and (2) speakers are not contacted by anyone on the committee prior to the programming committee group conscience.
6. For the purposes of rotation, every convention there will be a new set of new workshop speakers, therefore no speaker shall do a workshop two years in a row.

Additional Guidelines:

1. All Speakers and Chairpersons should be knowledgeable of the Twelve Traditions of Narcotics Anonymous.
2. Speakers, Chairpersons and workshop leaders should be notified no later than one (1) month prior to the Convention date.
3. All Speakers and Chairpersons must be confirmed one (1) week prior to the Convention date.
4. Friday night Speaker meeting will be chaired by the Vice-Chair of the Convention.
5. Saturday night Speaker meeting will be chaired by the Chair of the Convention.
6. Sunday morning Speaker meeting will be chaired by the Program Chair of the Convention.
7. Speakers travel arrangements will be made no later than 30 days from Convention.
8. Main Speakers, (Saturday night and Sunday morning), will be selected 90 days from Convention, and submissions will be accepted up to 120 days from the convention for Friday Saturday and Sunday night speakers.
9. Friday Night Speaker will be from the Daytona Area.
10. For the purpose of voting, a member must have attended 2 Programming Subcommittee meetings in a row

Registration Chairperson

Two (2) years clean time

1. Must attend all Convention Committee meetings and Registration Subcommittee meetings.
2. Works with DACNA treasurer to develop a budget for Registration needs
3. Keep accurate records of monies received and names of people preregistered/banquet/comedy sales
4. Orders Registration packet materials and prepares Registration packets
5. Operates Registration table at the Convention – MUST have two (2) years clean to collect registration monies at convention.
6. Distribute Registration forms throughout the fellowship.
7. Set up a Registration table/sell registrations at Convention fund-raisers or if unable to be present, designates a member with 2+ years clean to handle pre registration and monies.
8. Keeps records of all monies received for Registrations and Banquets during the Convention.
9. Responsible for all money collected by the Registration Sub-Committee and turns it over to the Convention Treasurer.
10. Provides monthly updated reports of Pre-registrations and banquets if applicable.

Vice Chair Registration

Two (2) year commitment, one (1) year as Vice Chair and one year as Chair - if elected by the convention committee. Two (2) years clean time; must attend all Convention Committee and its Sub-Committee meetings.

1. Must attend all Convention and Registration Subcommittee meetings
2. Assists with distributing registration forms throughout the fellowship and at fund-raisers & convention registration table or if Chairperson unable to be present
3. Helps develop ideas for Registration packets.
4. Assist Registration Chair with their above listed duties.

Public Relations Subcommittee Guidelines

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)

- 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.
- The name of this committee shall be the Daytona Area Public Relations Committee of Narcotics Anonymous, hereafter referred to as the PRC.
- The PRC is a standing sub-committee of the Daytona Area Service Committee
- The PRC shall perform all functions historically performed by the Help Line Committee and the Public Information Committee.
- The PRC shall comply in all its actions with the following documents in order of priority as
- listed below:
- The Twelve Traditions, Concepts and Steps of Narcotics Anonymous
- The current guidelines of the Area Service Committee
- The current guidelines of the PRC
- 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.

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

- 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. Reasons for absence will be taken into consideration.

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."

- 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.
- Any member, except for the chair, is eligible to vote at business meetings.
- Any member can make or second a motion.
- Any, member may propose an amendment to those guidelines during the course of the year however final approval is done through the ASC
- 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.

- Elections of all officers and coordinators other than chairperson shall be held annually in August and September. The chairperson is elected by the ASC; however, the committee is encouraged to submit a recommendation for the chairperson to the ASC for consideration.
- All terms of service of offices and coordinators are one year commencing at the end of September. 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.
- 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.
- The coordinators for the PRC are the Literature Coordinator, Helpline Coordinator, Website Coordinator, and Mass Media Coordinator along with their Assistants. They shall perform their duties described in these guidelines and in their approved service handbooks.
- No member of the committee can service in more than one elected officer position Simultaneously.
- During elections of PRC, trusted servants, the nominees, shall leave the room following all discussions and prior to voting
- 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.
- A PRC trusted servant may be removed from their position for non-compliance only after the person has attempted to be contacted 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, attempted contact will not be required. Non-compliance includes but is not limited to:
  *Loss of abstinence of drugs
  *Failing to perform duties of the position
  *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.

- Public relations will have at least one orientation per term year.
- The orientation may use 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.” (2ndTradition)

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 the authority necessary to fulfill the responsibilities assigned to it.” (3rd concept) Once we select them, we trust our trusted servants.

Chairperson

- Coordinates all PR efforts
- Presides at all regular, and special subcommittee meetings
- Makes regular report to ASC on the status of all proposed, current or completed plans
- Represents the PRC at the regular meeting of the ASC
- If elected officer or coordinator position is vacant, insures the duties of that position
- until position is filled
- Clean time requirement of 1 year
- Familiarity with all public relations related NAWS approved handbooks
- Facilitate or appoint someone to facilitate PR Committee Orientation
- Previous PRC service experience
- Familiarity with the Public Relations Handbook
- One year commitment
- Assist with all other PR committee needs
- Shall keep a record of all usernames, passwords, as well as the updated literature distribution list and contacts. (social media, email, website, Helpline, QR scanner, zoom, BMLT, etc.)
- Acts as a liaison to the Florida region and world public relations committee.

Vice-Chairperson

- In absence of the chairperson, assumes all those responsibilities normally carried out by the chairperson until the ASC has an election for that position
- Works closely with the chairperson
- Attends all regular meetings of the PRC
- In absence of an elected officer or coordinator, assists chairperson in ensuring the duties of that position are fulfilled
- Clean time requirement of 1 year
- Familiarity with all public relations related NAWS approved handbooks and PR handbook
- Assists with PR Committee Orientation
- Previous PRC service experience
- 2 year commitment, 1 year vice-chair, and then 1 year PR chair if elected by ASC
- Assists with all other PR committee needs
- Assists as a liaison to the Florida region and world public relations committee.

Secretary

- Keeps a complete record in the form of minutes of every PRC meeting, including attendance records
- Sends letters or makes calls to committee members about PRC business
- Prepares written committee correspondence
- Maintains files of all PRC plans, minutes and correspondence
- Clean time requirement of 6 months
- Maintains records of name and contact information for all PRC members and orientees
- Familiarity with all PR related NAWS approved handbooks including PR handbooks
- One year commitment
- Assists with all other PR committee needs
- Shall assist chair with keeping a record of all usernames, passwords, as well as the updated literature distribution list and contacts. (social media, email, website, Helpline, qr scanner, zoom, BMLT, etc.)
- Monthly minutes to be typed and sent to area secretary via email within 2 weeks of last PRC Meeting.

Alternate Secretary

- In absence of secretary, assumes all those responsibilities normally carried out by the secretary until the PR committee has elected a new secretary
- Works closely with the secretary
- Attends all regular PRC meetings
- Clean time requirement of 6 months
- 2 Year commitment, 1 year Alternate Secretary, and then 1 year as secretary
- Familiarity with all NAWS approved handbooks including PR handbook
- Previous PRC service experience
- Assists with all other PR committee needs

Literature Coordinator

- Attends monthly PRC meetings
- Coordinates literature needs for all public relations activities
- Keeps lists of all locations literature and racks are distributed
- Provides chairperson with literature order each month
- Makes monthly report to PRC
- Clean time requirement of 6 months
- One year commitment
- Familiarity with PR handbook
- Responsible for coordinating with webmaster for printing and picking up schedules delivered to the ASC
- Assists with all other PR committee needs

Assistant Literature Coordinator

- In absence of Literature Coordinator, assumes all those responsibilities normally carried out by the secretary until the PR committee has elected a new secretary
- Attends monthly PRC meetings
- Coordinates literature needs for all public relations activities
- Keeps lists of all locations literature and racks are distributed
- Provides chairperson with literature order each month
- Makes monthly report to PRC
- Clean time requirement of 6 months
- 2 Year commitment, 1 year Assistant Literature Coordinator, and then 1 year as Literature Coordinator
- Familiarity with PR handbook
- Responsible for coordinating with webmaster for printing and picking up schedules delivered to the ASC
- Assists with all other PR committee needs

Website Coordinator

- Attends monthly PRC meetings
- Coordinate all website activities
- Makes monthly report to PRC on website status
- Clean time requirement of 1 year
- Familiarity of the PR handbook
- One year commitment
- Previous PRC experience
- Technical ability to update website and add monthly ASC minutes in .pdf format
- Assists with PRC orientations
- Responsible for updating meeting schedules via web
- Responsible for updating regional website monthly
- Assists with all other PR committee needs
- Assist with subcommittees if they would like to meet through Zoom
- Assists with groups to having a zoom meeting an emergencies arises where their meeting spot is closed down.

Assistant Website Coordinator

- Attends monthly PRC meetings
- Coordinate all website activities
- Makes monthly report to PRC on website status
- Clean time requirement of 1 year
- Familiarity of the PR handbook
- 2 Year commitment, 1 year Assistant Website Coordinator, and then 1 year as Website Coordinator
- Previous PRC experience
- Technical ability to update website and add monthly ASC minutes in .pdf format

- Assists with PRC orientations
- Responsible for updating meeting schedules via web
- Responsible for updating regional website monthly
- Assists with all other PR committee needs
- Assist with subcommittees if they would like to meet through Zoom
- Assists with groups to having a zoom meeting an emergencies arises where their meeting spot is closed down.

Helpline Coordinator

- Attends monthly PRC meetings
- Coordinates all helpline responsibilities
- Makes monthly written report to PRC on status of all helpline plans
- Clean time requirement of 6 months
- One year commitment
- Previous PRC experience
- Assists with PRC orientation
- Familiarity with PRC handbook
- Goes over all “do’s and don’ts” with helpline volunteers
- Assists with all other PR committee needs
- 2 names listed on account.
    - PR Chairperson
    - Helpline Coordinator

Assistant Helpline Coordinator

- Attends monthly PRC meetings
- Coordinates all helpline responsibilities
- Makes monthly written report to PRC on status of all helpline plans
- Clean time requirement of 6 months
- 2 Year commitment, 1 year Assistant Helpline Coordinator, and then 1 year as Helpline Coordinator
- Previous PRC experience
- Assists with PRC orientation
- Familiarity with PRC handbook
- Goes over all “do’s and don’ts” with helpline volunteers
- Assists with all other PR committee needs
- 2 names listed on account.
    - PR Chairperson
    - Helpline Coordinator

Helpline Volunteers

- Clean time requirement of 90 days

- Commitment of 6 months
- Understands “do’s and don’ts” of helpline calls
- Familiarity with PR handbook
- Previous PRC experience
- Willingness and availability to return calls using your own phone
- Assists with all other PR committee needs
- Remains in contact with helpline Coordinator.

Public Relations Volunteers

- Helps distribute literature
- Familiarity with the “Do’s and Don’ts” of PRC
- Assist all committee members and coordinators who need assistance
- Assists with all other PR committee needs

Mass Media Coordinator:

- Develops and maintains a media contact list in the fields of TV, radio, internet, and press.
- Prepares, maintains, and stores written and/or taped massages for the media.
- Builds Relationships with media sources to strengthen our integrity with the Public.

Assistant Mass Media Coordinator:

- Develops and maintains a media contact list in the fields of TV, radio, internet, and press.
- Prepares, maintains, and stores written and/or taped massages for the media
- Builds Relationships with media sources to strengthen our integrity with the Public
- 2 Year commitment, 1 year Assistant Mass Media Coordinator, and then 1 year as Mass Media Coordinator.

PUBLIC REALTIONS BUDGET

- The budget for the helpline is reviewed and assessed by the PRC committee once each year. It’ s 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:
- The PRC budget should be used to pay for meeting space rent
- The PRC budget will provide for literature orders as they pertain to PRC business
  *Public Information
  *Community Events
  *PSA’s
  *Miscellaneous Literature Supplies (i.e. Literature Racks, Rubber Stamps, Paper, etc.)
- The PRC budget will pay for all Helpline related expenses: The cost of the Helpline Service used by the committee Miscellaneous Helpline Expenses
- The PRC budget will pay for related expenses to keep the Area Website up and running.

Social Media

Facebook:

The Daytona Public Relations Committee maintains a Facebook page called **"Daytona Area of Narcotics Anonymous"** and a Facebook Group Called **"Daytona Area NA celebrations/events/service."**

Daytona Area of Narcotics Anonymous Page: The purpose of this page is to allow members of Narcotics Anonymous and the General Public to see information about the Daytona Area. Some examples of information but limited to are; our website (dayonana.org), helpline, new meetings/meeting closures, literature posts.

The Following are guidelines for the Facebook Group to Follow when moderating the group:

- The settings of the group are open to the public and anyone can like the page.
- No posting pictures of others members as this page is available to the general public.
- No Posting about non-announcements topics such as: inspirational quotes, discussion topic debates, non-related NA Information, personal attacks on other groups, or service bodies
- This page is intended for people seeking information about Narcotics Anonymous and our Area.
- Their will be at least 2 PR members who are admin on this page. The admins will help ensure that the postings done in the group are in line with the agreed upon and guidelines. Admins are voted by the PR Committee.
- Commenting on posts is disabled to protect members anonymity

Daytona Area NA celebrations/events/service Group: The purpose of this group is to help facilitate communication between members, groups, and subcommittees of the Daytona Area about current and upcoming announcements. Some examples include but not limited to; Monthly Calendar, Member celebrations, upcoming homegroup/subcommittee events & meetings, new meetings/meeting closures, open service commitments, Participation posts & Literature posts relating to Narcotics anonymous.

The Following are guidelines for the Facebook Group to Follow when moderating the group:

- The settings of the group will be private/hidden. Private meaning only people in the group will be allowed to see the content and Hidden meaning that this group is not searchable on Facebook. These settings help ensure all posts will not be made to the General Public.
- Posting and "Tagging" of other members pictures is allowed only by their consent.
- No Posting about non-announcements topics such as: inspirational quotes, discussion topic debates, personal attacks on other members, groups, or service bodies.
- No posting anything that breaks any of our 12 steps, 12 Traditions, or 12 concepts.
- This Group is intended for members of Narcotics Anonymous.
- We ask that members not blindly add other members to the group that have not express interest in being added to group.
- Any NA member may post to the group, not just members of PR or Administrators.
- All Posts Require and will receive admin approval before being visible to group members.

- Their will be at least 2 PR members who are admin on the group. The admins will help ensure that the postings done in the group are in line with the agreed upon and guidelines. Admins are voted by the PR Committee.

APPENDIX A

- Public Relations Committee Orientation Format
- Open with prayer – Serenity Prayer
- Read 12 Concepts of NA
- Welcome everyone and introduce PRC members
- Distribute PRC policy
- Introduce PR handbook and distribute Chapter 2 “Core Principles & Philosophies’ Handout”
- Five minutes for each elected member and coordinator to describe their role in the PRC
- Time for a special speaker, if needed, for 20 minutes to talk about PR Committee
- Distribute current PR committee Contact Sheet and ask for new members to sign up
- Ask for any questions from those in attendance
- Close with prayer of choice (i.e. Serenity Prayer or 3rd Step Prayer)

DASCNA Policy Subcommittee Guidelines

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 the Policy Chairperson misses two consecutive ASC meetings that may be removed from their position by the vote of the GSR's. Absences may be taken into consideration.
13. The Policy Chair must remain for the duration of the entire ASC meeting. Leaving early from the ASC meeting two consecutive times may result in in being removed from their position by the vote of GSR's. Exceptions will only be considered in the event of an emergency.

THE DAYTONA AREA SERVICE COMMITTEE BYLAWS

BYLAWS
of
DASCNA, INC.
(Adopted FEBRUARY 4, 2012)

ARTICLE I
NAME

Section 1.01.The exact name of the Corporation is DASCNA, Inc..

ARTICLE II
ORGANIZATIONAL PURPOSE

Section 2.01: Organization. DASCNA, Inc. was organized on FEBRUARY 4, 2012 as a Florida Not For Profit Corporation.

Section 2.02: Purpose. The Corporation is organized to coordinate the efforts of Narcotics Anonymous Groups in the Daytona Beach Area in carrying the message of Narcotics Anonymous. DASCNA, Inc. will carry the message of Narcotics Anonymous by providing community public information services, telephone contact lines, various educational events and panel presentations to addicts in treatment centers and jails.

To conduct such other activities and programs in furtherance of the foregoing purposes as may be carried out by a Corporation organized under Florida General Laws Chapter 617 and described in §501(c) (3) of the Internal Revenue Code.

Section 2.03: Limitations on Activities. Consistent with its charitable and educational status, (a) DASCNA, Inc. shall not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office; (b) no part of DASCNA, Inc.'s net earnings shall inure to the benefit of officers, Directors or other private persons, except that it is authorized and empowered to pay reasonable compensation for services rendered and otherwise to make payments and distributions in furtherance of its charitable and educational purposes; and (c) DASCNA, Inc.. shall take only actions permitted an organization exempt from taxation under §501(c) (3) of the Internal Revenue Code of 1986 ("the code") and pertinent Income Tax Regulations, as amended and as they may be amended.

ARTICLE III
MEMBERSHIP

Section 3.01: Voting Members. DASCNA, Inc.'s voting membership shall be all current groups in the Daytona Beach Area of Narcotics Anonymous that are organized and operated exclusively for §501(c) (3) purposes. Membership in DASCNA, Inc. is at will.

Section 3.02: Membership Meetings.

a. Annual Meeting. There will be at least one membership meeting held annually.

b. Special Meetings. Additional membership meetings may be called by a simple majority of the members. A request for a special meeting shall be made at the monthly Daytona Beach Area Service Committee Meeting and the special meeting shall take place within 45 days of the request.

c. Quorum. A quorum for a membership meeting shall be a simple majority.

d. Actions. The voting membership, acting pursuant to these bylaws, shall elect and may remove Directors, may amend the bylaws, shall establish general policies for DASCNA, Inc., and may adopt resolutions and take other actions regarding DASCNA, Inc.'s affairs

whether or not mentioned in these Bylaws. The Board of Directors shall implement DASCNA, Inc.'s policies and take all other actions needed for DASCNA, Inc.'s management and operations that are consistent with these bylaws and with the membership's actions, resolutions and policies.

e. Removal/Suspension. A voting member is a member at will and can not be removed or suspended.

ARTICLE IV
DIRECTORS

Section 4.01: Meetings. There shall be at least two meetings annually of DASCNA, Inc.'s Board of Directors ("the Board"). Any two Directors may call a meeting. Reasonable notice, verbal or written, shall be given to all Directors.

Section 4.02: Board Size, Authority. The Board shall consist of no more than seven Directors. The Board shall manage and oversee DASCNA, Inc.'s affairs pursuant to subsection 3.02(d) and other pertinent provisions of these Bylaws.

Section 4.03: Election of Directors. The Board shall consist of four Officers of the DAYTONA BEACH AREA (Chair, Vice-Chair, Treasurer, and Alternate Treasurer), the Daytona Area Convention of Narcotics Anonymous Chair plus two Directors-at-large that shall be elected by simple majority of the votes cast by members at the annual membership meetings. The Officers shall serve one year terms and be replaced annually by Officers elected at the annual meeting of the membership. The Directors at Large will serve two year terms, arranged so that one Directors' term expires each year. The two initial Directors at large shall be allocated a one year and a two year term in order to facilitate the expiration cycle.

Section 4.04: Quorum; Majority Vote. A simple majority of the Board's total membership shall constitute a quorum. When quorum is present at a duly called Board Meeting, all actions shall be by vote of a majority of those present and entitled to vote.

Section 4.05: Removal or Suspension. A Director may be removed or suspended, with or without cause, by the vote of two-thirds of the Board's total membership or a majority of the voting membership.

Section 4.06: Board's Total Membership. Reference in any Bylaw to "the Board's total membership" shall mean the total number of Directors actually in office at a particular time, not the number of Directors authorized or permitted by these Bylaws or by Director resolution.

ARTICLE V
COMMITTEES

Section 5.01: Committees. The Board or the voting membership from time to time may establish one or more committees, which shall include at least two voting members. Committee members need not be Directors, but if any committee contains no Directors, it shall report to a designated Board liaison.

ARTICLE VI
OFFICERS

Section 6.01: Officers. The officers enumerated in Section 4.03 above of the DAYTONA BEACH AREA shall be on the Board of Directors of DASCNA, Inc. and serve as their respective officer positions. The same person may not serve as an officer and as a Director-at-Large.

Section 6.02: Duties. Officers shall have such duties and powers as normally are associated with their titles, except as the Board may otherwise provide.

ARTICLE VII
DISSOLUTION

Section 7.01. Upon DASCNA, Inc.'s dissolution, the Board, after paying or making provision for payment of all liabilities, shall dispose of DASCNA, Inc.'s assets in such a manner, or to such organizations described in §501(c) (3) of the code of 1986 as amended, or the corresponding section of any future federal tax code, as the Board determines to be consistent with DASCNA, Inc.'s purposes, in accordance with the fund flow structure of Narcotics Anonymous, and with applicable provisions of law.

ARTICLE VIII
BYLAW AMENDMENTS

Section 8.01. These bylaws may be amended or revoked, in whole or in part, by vote of a majority of the total voting membership.

ARTICLE IX
COMPLIANCE WITH LAW

Section 9.01. DASCNA, Inc.'s officers and Directors are authorized and directed to take all steps necessary to assure that DASCNA, Inc. operates and transacts its affairs in full compliance with all applicable provisions of the law.

ARTICLE X
LIABILITY AND INDEMNIFICATION

Section 10.01: Liability. To the fullest extent permitted by law, no officer or Director shall be personally liable to DASCNA, Inc. or any third party for monetary damages for breach of fiduciary duty. Nothing herein, however, shall limit the liability of any officer or Director to DASCNA, Inc. for gross negligence or misconduct, which shall be defined as any (a) act or omission in bad faith, or which constitutes a knowing violation of law, or (b) any transaction from which the Officer or Director derived a fraudulent or otherwise improper personal or business benefit.

Section 10.02: Indemnification. DASCNA, Inc. shall indemnify and/or insure, to the maximum extent allowed by law, each former and current Officer and Director for expenses and costs (including reasonable attorney's fees) actually and necessarily incurred in connection with any claim asserted by reason of being or having been an officer, Director, or employee, except in relation to matters involving such person's actual gross negligence or misconduct as defined in section 10.01.