

**EAST END AREA SERVICE COMMITTEE OF
NARCOTICS ANONYMOUS
POLICY AND ADMINISTRATIVE
GUIDELINES
DRAFT COPY**

***SUBMITTED TO GSR'S FOR REVIEW ON:
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A.

B. Preamble:

The EEASCNA Policy is the collaborative will of the Groups. It is a set of instructions, agreed upon by the Groups, by which the Area will conduct business on their behalf. The ASC should only divert from its set policy in dire situations or time sensitive situations as determined by the administrative committee.

C. Article I: Identification

The service committee shall be known as the East End Area Service Committee of Narcotics Anonymous (EEASCNA or EEASC).

D. Article II: Purpose

The purpose of the East End Area Service Committee of Narcotics Anonymous (EEASCNA) shall be to respond to the needs and collective conscience of its member groups. EEASCNA supports and encourages the unity, welfare and growth of the East End Area as part of a

worldwide Fellowship.

E. Article III: Definition, Function, and, Boundaries of the Area:

F. Definition and Function of the Area:

The Area Service Conference (ASC) is the communicative channel for a unified Fellowship, a tie that binds us together. The ASC serves as a link in the flow of communication from the member to the worldwide Fellowship, establishes a structure in which services and education are provided, and functions as a vehicle through which our Area Fellowship and society can relate. The EEASC is a Committee made up of Group Service Representatives (GSRs), special purpose Task panels and an Administrative Body from Member Groups of the East End Area.

G. Boundaries to Area:

Boundaries include, but are not limited to: Barrow, DeKalb (outside I-285), Gwinnett (east of I-85), Newton, Rockdale and Walton Counties and known as the East End Area of Narcotics Anonymous (EEANA or EEA).

H. Article IV: Membership Qualifications and Duties of the GSR

A. New Group Qualifications:

New Groups wanting to conduct NA meetings are always welcome to join our Area. The Group will send a representative to the ASC to give a report to the area.

B. New Group Start up Kits:

New Groups can request a startup kit which will include 2 Basic Texts, 2 It works How and Why, a Just For Today, a set of the readings, 10 of each key tag, and IPs 1,7,5,8,16,11,22, 6,9,19, and 12 (10 of each). The co-facilitator will be responsible for ordering these packages.

C. New Group voting Rights:

To qualify as an active, voting EEASC Member the New Group needs to Attend two consecutive EEASC meetings and on the 3rd consecutive meeting the group will have a vote.

D. Group Voting Rights:

Groups missing two ASCs in a row will lose their voting rights.If a Group loses their voting right the Group can regain their voting right on the second consecutive meeting in which they are represented.

E. GSR and GSRA Duties

I. Group Service Representative duties:

Each group elects one group service representative; even those groups hosting more than one recovery meeting elect just one GSR. These GSRs form the foundation of our service structure. GSRs provide constant, active influence over the discussions being carried on within the service structure. They do this by participating in area and regional levels, and sometimes joining in the work of an ASC subcommittee. If we are vigilant in choosing stable, qualified leaders at this level of service, the remainder of the structure will almost certainly be sound. From this strong foundation, a service structure can be built that will nourish, inform, and support the groups in the same way that the groups nourish and support the structure. Group service representatives bear great responsibility. While GSRs are elected by and accountable to the group, they are not mere group messengers. They are selected by their groups to serve as active members of the area service committee. As such, they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own groups' priorities. As participants in the area committee, GSRs need to be as well informed as they can be concerning the affairs of the committee. GSRs should attend (usually upon taking office) at least one of the monthly orientation sessions offered by the co-facilitator, whom gives them specific information on their duties and the EEASCNA policy. They should study the reports of the panels officers and task panel chairpersons. They read the various handbooks published by the World Service Office on each area of service. After carefully considering their own conscience and what they know about how their group members feel, they take active, critical parts in the discussions which form the group conscience of the entire committee. Group service representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area committee. At group business meetings, the GSR report provides a summary of area committee activities, often sparking discussions among group members that provide the GSR with a feel for how the area can better serve the group's needs. In group recovery meetings, GSRs make available fliers announcing area and regional activities. At area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, its GSR can share those problems with the committee in his or her reports. And if the group hasn't found solutions to those problems, the area chairperson will open a slot on the committee's "sharing session" agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group.

J. Alternate Group Service Representative duties:

Groups also elect a second representative called an alternate GSR. Alternate GSRs attend all the area service committee meetings (as nonvoting participants) with their GSRs so that they can see for themselves how the committee works. If a GSR cannot attend an area committee meeting, that group's alternate GSR participates in the GSR's place. Alternate GSRs, along with other members, may also serve on area task panels. Task panel experience gives alternate GSRs added perspective on how area services are actually delivered. That perspective helps make them more effective area committee participants if their groups later elect them to serve as GSRs.

K. **Article V: Task Panels**

A. **Definition of Task Panels:**

Task panels do the work of the EEASC. Currently, there are the following panels: Administrative, H&I, Public Relations, and Activities. Additional panels are formed as needed.

B. **Administrative Panel:**

1. **Makeup of the Administrative Panel:**

The Administrative Panel consists of the Facilitator, Co-Facilitator, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, RCM, RCMA, H&I Task Panel Leader, PR Task Panel Leader, Activities Task Panel Leader, and all Ad-Hoc Task Panel Leaders.

2. **Purpose of the Administrative Panel:**

The Panel serves the administrative needs of the Area and coordinates the ASC Meetings. It also deals with the matters of financing the Area needs, financial accountability, and coordinating service workshops throughout the Area. It also, actively seeks and encourages growth of NA in this Area. The Panel acts as support and resolution for the Area and Member Groups.

Requirements for nomination to the Administrative Panel:

L. Overall Administrative Panel requirements:

a. *In addition to the requirements that a specific position has, the Administrative Panel members have the following requirements and duties:*

- i. They should have a commitment to service
- ii. The willingness and the resources to do the job
- iii. A working knowledge of the 12 Steps
- iv. A working knowledge of the 12 Traditions
- v. A working knowledge of the 12 Concepts
- vi. Attend all Regular ASC meetings
- vii. Attend all Admin Panel meetings and maintain contact with other Admin panel members
- viii. Administrative panel members may not hold other positions at the ASC (i.e., GSR/Alt-GSR/Task panel Chair).
- ix. Must have a home group in the East End Area of Narcotics Anonymous

M. Administrative Panel Positions

N. Facilitator

a. *Qualifications:*

- i. Will have at least three (3) years clean.
- ii. Will have at least 1 year prior service experience
- iii. Will work with the Co-Facilitator to prepare that person for the job

b. *Duties:*

- a.i. The facilitator aids the group in defining decisions that need to be made, helps them through the stages of reaching an agreement, keeps the meeting moving, focuses discussion to the point at hand; makes sure everyone has the opportunity to participate, and formulates and tests to see if consensus has been reached. The facilitator helps to direct the process of the meeting, not its content. They never make decisions for the group. If a facilitator feels too emotionally involved in an issue or discussion and cannot remain neutral in behavior, then s/he should ask someone to take over the task of facilitation for that agenda item.
- a.ii. Arranges an agenda with input from the ASC.
- a.iii. Handles ASC correspondence with the assistance of the Secretary
- a.iv. Facilitates the ASC Meetings
- a.v. Co-signer of the ASC bank account.
- i. Will conduct an Admin meeting prior to each ASC.
- ii. Will audit balance sheet of the ASC bank account with at least one GSR at the Admin meeting prior to each ASC.

O. Co-Facilitator

a.v.A. *Qualifications:*

- i. Will have at least two (2) years clean

- ii. Will have at least six (6) months prior service experience
- iii. Willingness to assume the Facilitator's position upon conclusion of Facilitator's term upon, upon ASC approval.

a.v.B. Duties

- iv. Assists Area task panels.
- v. Assist Facilitator in conducting Area meetings.
- vi. In the absence of the Facilitator or when the facilitator is directly affected by a topic, performs the duties of the Facilitator.
- vii. Researches and responds to questions concerning Policy at ASC meetings.
- viii. Co-signer of the ASC bank account.
- ix. *To regularly offer GSR Orientation for new or old GSRs each month prior to EEASCNA Admin meeting. Included is offering a GSR Orientation Packet and having them available to anyone that is requesting one.*
- x. *Responsible for ordering and dispersing the new group start up kits, which will include 2 Basic Texts, 2 It works How and Why, a Just For Today, a set of the readings, 10 of each key tag, and IPs 1,7,5,8,16,11,22, 6,9,19, and 12 (10 of each).*
- xi. *On November of each year it is the co-facilitators duty to compile all topics in force and place them into the policy. (Topics in Force page should have already been up to date by the EEASC secretary.)*

P. Secretary

c. Qualifications:

- c.i. Will have at least two (2) years clean.*
- c.ii. Will have at least 6 months prior service experience.*

d. Duties

- i. Records, prints and distributes minutes of all proceedings of the ASC within 10 days of the ASC meeting
- ii. The EEASC minutes shall include the intent of all topics under New Business. Copies of the Topic Form shall be issued to the Secretary for archival purposes
- iii. Includes Admin Panel meeting minutes in the Area minutes, including announced scheduled meetings with times and locations.
- iv. Verifies the content of the minutes on the EEASCNA website are accurate.
- v. Maintains a list of members desiring to receive copies of the ASC minutes.
- vi. Trains Alternate Secretary to assume the Secretary position.
- vii. Maintains, provides and updates, orientation packages for new GSRs (which are distributed by the Co-Facilitator)
- viii. Maintains adequate supply of GSR Report and Topic Forms for the ASC meetings.
- ix. Maintains log of Area Policy topics (Topic's in Force), updates it online, and distributes to ASC participants as needed.
- x. Picks up all correspondence from the area PO Box prior to the ASC monthly meeting to distribute to the ASC participants.

Q. Alternate Secretary

e. Qualifications

- e.i. Will have at least one (1) year clean*
 - e.ii. Will have six (6) months prior experience*
 - e.iii. Willingness to assume the Facilitator's position upon conclusion of Facilitator's term upon, upon ASC approval
- f. *Duties:*
 - f.i. In the absence of the Secretary, perform the duties of the Secretary
 - f.ii. Assist Secretary in the performance of all duties

R. Treasurer

a. Qualification

Will have at least three (3) years clean.

- ii. Will have at least 1 year prior service experience.*
- iii. Will have some banking knowledge, i.e.: how to keep and balance a checkbook.*

g. Duties

- g.i. Custodian of the ASC bank account.*
- g.ii. Keeps an accurate record of all transactions of the ASC, including receipts for income and disbursements.*
- g.iii. Insures that all ASC bills are paid in a timely fashion.*
- g.iv. Disburses funds as necessary in accordance with financial guidelines.*
- g.v. Gives a written report of ASC financial status at each regular meeting; to be audited quarterly by members other than those on the bank signature cards.*
- g.vi. Makes an annual financial report at the January ASC Meeting.*
- g.vii. Be prepared at any time to advise the ASC on specific and/or general financial condition.*
- g.viii. Trains Alternate Treasurer to assume duties.*
- g.ix. Remains in service for an additional month after the new Treasurer is elected to assist in the preparation of the annual financial report, but is not required to attend the January ASC meeting.*

i. Duties

- i.i. In the absence of the Treasurer, perform the duties of the Treasurer.**
- i.ii. Assist Treasurer in the performance of all duties Co-signer of the ASC bank**

accou
nt.

**Regional Committee
Member (RCM)**

The RCM should be selected from the best-informed, most trusted, and most active members in order that they may serve their Area's needs and the needs of Narcotics Anonymous.

**j. Quali
fications:**

S. Alternate Treasurer

h. Qualifications:

- h.i. Will have basic accounting knowledge.**
- h.ii. Willingness to assume the Treasurer position at the end of the Treasurer's term of office, upon ASC approval**

- j.i.1.a.A. Will have at least three (3) years clean.
- j.i.1.a.B. Will have at least 2 years prior service experience, with at least one of those years at the ASC level (i.e. RCMA)
- j.i.1.a.C. Will have the willingness to serve 2 years in this position.

k. Duties

- k.i.1.a.A. The primary responsibility of the RCM is to work for the good of NA as a whole by providing communication between our Area and the rest of the Georgia Region of NA. Our RCM is the East End Areaís Fellowship is link with the Regional Service Committee. The RCM provides communication between these service levels and the various Groups within the Area and other areas.
- k.i.1.a.B. Attends all regular Georgia RSC and East End ASC meetings.
- k.i.1.a.C. Is a source of information and guidance in matters concerning the Twelve Traditions and the 12 Concepts.
- k.i.1.a.D. Participates at the Georgia Regional Service Committee meetings as the voice of the Area. When voting, the RCM will vote the Group Conscience of the Area. The RCM shall have a Vote of Confidence from the ASC to vote on items not on the agenda, or where a specific decision has not been obtained, evaluating each item with the needs of the East End Area.
- k.i.1.a.E. Acquires a working knowledge of RSC procedures to better serve this Area at the Georgia RSC.
- k.i.1.a.F. Makes the minutes of the Georgia RSC meeting available to the Area Subcommittee Members and GSRs.
- k.i.1.a.G. Submits a written report of Georgia RSC activities at each ASC.

Alternate Regional Committee Member (RCMA)

l. Qualifications:

- l.i.1.a.A. Will have at least two (2) years clean.
- l.i.1.a.B. Will have at least one (1) year prior service experience.
- l.i.1.a.C. Willingness to assume the RCM position at the conclusion of the RCMís term of office, upon ASC approval.
- l.i.1.a.D. Will have the willingness to serve 2 years in this position and 2 years as RCM, if voted in, for a total of 4 years commitment.

Duties:

- l.i.1.a.E. Attends all regular Georgia RSC and East End ASC meetings.
- l.i.1.a.F. In the absence of the RCM, perform the duties of the RCM
- l.i.1.a.G. Assist RCM in the performance of all duties

H&I Task Panel

- m. Makeup of the H&I Task Panel. The H&I Task Panel consist of the Task Panel Leader and other members willing to perform the duties of the H&I Task Panel.*
- n. Purpose of the H&I Task Panel
Hospitals and Institutions Task Panels conduct panels that carry the NA message to addicts who often have no other way of hearing our message. The H&I Task Panel will operate within the confines of the H&I Handbook. They may also create their own guidelines in keeping with the H&I Handbook and are encouraged to work with other area, regional, and world committees to develop new ideas for the future of the fellowship.*
- o. H&I Task Panel Positions elected by the ASC*

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o.i.1.a.A. H&I Task Panel Leader

- o.i.2. Qualifications:
 - o.i.2.a. Will have at least two (2) years clean
 - o.i.2.b. Will have at least one (1) year prior H&I task panel experience
 - o.i.2.c. Will have a commitment to service, willingness and the resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
 - o.i.2.d. May not hold other positions at the ASC (i.e., GSR/Alt-GSR/Admin Panel member).
- o.i.3. Duties
 - o.i.3.a. Attends all regular ASC meetings and admin meetings.
 - o.i.3.b. Will attend Regional H&I meetings at the RSC.
 - o.i.3.c. Will conducts regularly scheduled task panel meetings.

o.i.3.e. At the end of each term, PR Task Panel

the outgoing task panel leader will assist the incoming task panel leader to present a budget for the following fiscal year with any input from the panel that is deemed necessary.

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of the
PR
Task
Panel.*

o.i.3.f. Maintain and update the H&I Task Panel policy that is to be available on EEASCNA website under policies.

- q. *Purpose of the PR Task Panel. The general mission of the Public Relations subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. The Task Panel will operate within the confines of the PR Handbook. They may also create their own guidelines in keeping with the PR Handbook and are encouraged to work with other area, regional, and world committees to develop new ideas for the future of the fellowship.*
- r. *PR Task Panel Positions elected by the ASC*

r.i.1.a.A. PR Task Panel Leader

- r.i.2. Qualifications:
 - r.i.2.a. Will have at least two (2) years clean
 - r.i.2.b. Will have at least one (1) year prior service experience
 - r.i.2.c. Have a commitment to service, willingness and the resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
 - r.i.2.d. May not hold other positions at the ASC (i.e., GSR/Alt-GSR/Admin Committee member).
- r.i.3. Duties
 - r.i.3.a. Attends all regular ASC and Admin meetings.
 - r.i.3.b. Attend Regional PR meetings at the RSC.
 - r.i.3.c. Conducts regularly scheduled task panel meetings.
 - r.i.3.d. Maintains the area phone line.
 - r.i.3.e. Maintains the ASC Website
 - r.i.3.f. Maintains and provides up to date Area meeting schedules.

- r.i.3.g. P
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r.i.3.j. Will assist the incoming task panel leader to present a budget for the following fiscal year with any input from the panel that is deemed necessary.

v.i.10. Main calendar of events on the ASC Website and send updates to the Regional and World web calendar of events.

Activities Task Panel

- s. Makeup of the Activities Task Panel. The Activities Task Panel consists of the Task Panel Leader and other members willing to perform the duties of the Activities Task Panel.
- t. Purpose of the Activities Task Panel: Provide activities designed to enhance NA's primary purpose while creating a united atmosphere of fun in recovery.

u. Activities Task Panel Positions elected by the ASC

v. Activities Chair

v.i.1.a.A. Qualifications:

- v.i.2. Will have at least one (1) year clean
- v.i.3. Will have at least 6 months prior service experience.
- v.i.4. Have a commitment to service, willingness and the resources to do the job.
- v.i.5. May not hold other positions at the ASC (i.e., GSR/Alt-GSR/Admin Committee member).

v.i.5.a.A. Duties

- v.i.6. Attends all regular ASC meetings and admin meetings.
- v.i.7. Presents a written report of Activities task panel activity at the ASC meeting.
- v.i.8. Conducts regularly scheduled task panel meetings.
- v.i.9. Provide flyers of upcoming events to the members of the ASC and PR Task Panel for the purpose of including on the website.

- v.i.11. At the end of each term, the outgoing task panel leader will assist the incoming task panel leader to present a budget for the following fiscal year with any input from the panel that is deemed necessary
- v.i.12. Maintain and update the Activities task panel policy that is to be available on EEASCNA website under policies.

Article VI:

Participation

v.i.12.a.A.
The following have a voice on the floor:

- v.i.12.a.A.1. and their al
- v.i.12.a.A.2. strative Pan for the Faci
- v.i.12.a.A.3. g Task Pane
- v.i.12.a.A.4. Task Panel (Adhoc)
- v.i.12.a.A.5. and their al
- v.i.12.a.A.6. nal persons attendance a voice on t the discretio Facilitator.

v.i.12.a.B.
The following ONLY can offer topics for discussion.

v.i.12.a.B.1.G

SRs or their
Alternates
(in the
absence of
the GSR)

v.i.12.a.B.6.

GSRs or the
Alternates (
absence of
can vote.

v.i.12.a.B.2.T

ask Panel
Chair or
their Vice
Chair (in the
absence of
the Chair).

v.i.12.a.C.

Topics on the
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v.i.12.a.B.3.A

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v.i.12.a.C.3.c. Facilitator opens dialogue on the topic beginning with the maker of the topic

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v.i.12.a.C.3.i.iv. Block (No) ñ principals exp or Concepts.

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v.i.12.a.C.3.i.vii. Consensus is groups with v or assent with

Article VII: Selection of Trusted Servants

- a.i.1.a.A.** Nominations should be provided to the ASC by the ASC participants. All positions open to election will be announced two (2) meetings prior to the election to enable GSRs to solicit nominations from their Groups (Announced in August, RCM and RCMA announced in February of even years).
- a.i.1.a.B.** An explanation from this ASC Policy is needed to establish each position's responsibilities, per office.
- a.i.1.a.C.** The position is announced and nominations are taken. Each nominee must be present.
- a.i.1.a.D.** Nominations for new terms are made in October. Nominations will be taken throughout the year for vacant positions.
- a.i.1.a.E.** Nominees will state their qualifications on the floor and turn in a completed East End Area Resume to the Secretary for inclusion in the minutes at any time a nomination is made. The term for any elected trusted servant is 1 year, with the exception of RCM and RCMA, which shall be 2 years, and voted in on even years.
- a.i.1.a.F.** All positions can be held at a maximum of two terms. After that they must rotate out.
- a.i.1.a.G.** Nominations are taken back to the groups and elections are held at the next ASC meeting. In the case of mid-term vacancies, nominations are not required to be taken back to the Groups. The GSRs will have an opportunity to decide whether they would like to take nominations back to the Groups for each vacant position.

a.i.1.a.H.

All nominees must be present at the time of nomination and elections in October and November with the exception of RCM and RCMA which happens in April and May and/or any other time elections are held. Exceptions will be considered if submitted in writing (i.e., illness, death, work). After Old Business at the November ASC, nominations are again

opened, nominations can be made, nominations are closed and election votes are in order. If new nominees are present and nominated at the November ASC, these nominations are not required to be taken back to the Groups.

a.i.1.a.I. Elections will be held in the following order. RCM, RCMA (in May of even years), Facilitator, Co-Facilitator, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Task Panel Chairs.

a.i.1.a.J. If two or more nominees are running for a particular position, a vote is taken by a closed paper ballot. If no nominee receives a majority vote, a run-off vote is taken by closed paper ballot for the two nominees with the highest vote counts. The nominee with the most votes is determined and announced by the Facilitator. In the case of a tie, the Facilitator shall make the deciding vote.

a.i.1.a.K. Once majority vote is reached on all positions the selected trusted servants are seated immediately prior to New Business. This provides for a continuity of service.

c. Non-fulfillment of duties will be subjected to the Review and Impeachment proceedings

C. Review and Impeachment

- a. Facilitator will bring the matter before the ASC.
- b. Facilitator will notify individual at least 10 days before next ASC.
- c. At the next ASC, the suggestion for impeachment will be presented with due cause stated by the Facilitator
- d. The individual is given the option for rebuttal, if so desired.
- e. A vote is cast for removal from service position.

Article VIII: Removal of Trusted Servants

A. Voluntary

Resignation given in writing to the ASC Facilitator prior to the ASC meeting.

B. Involuntary

- a. Relapse during term of service calls for immediate removal from position.
- b. Absence of a total of 3 EEASC meetings in the service term or 2 consecutive EEASC meetings without prior notification calls for immediate removal from position unless the body determines to override this decision based on the absences being due to extreme or medical conditions.

Requires a 80% consensus to be determined at the beginning of old business for removal from service position.

- f. Impeachment of the facilitator is possible by introduction of a topic by a GSR

Article IX: Meetings

- A.** The ASC will meet 12 times a year, on the first Sunday of the month (unless voted on to be changed by the body due to holidays, conflicts, etc.)
- B.** This Conference shall be the forum for the exchange of information, experience, strength, and hope; to serve as a resource to the member Areas. The meetings shall consist of Admin panel meetings at 2:00 PM and the ASC Meeting beginning at 3 PM. No task panel meetings shall conflict with these meeting times.
- C.** The ASC is to donate two basic texts each month to the facility that holds the area meeting.

- D.** Special meetings may be called by the Facilitator, or three GSRs. The purpose, place, and time of the meeting shall be stated in the notification to all participants. Except in cases of emergency or acts of God, a fourteen (14) day notice shall be given. Notification of participants is the responsibility of the Facilitator.
- E.** The Facilitator arranges the ASC Agenda prior to each meeting with the Administrative committee.
- F.** A quorum shall consist of 50 percent (50%) plus one (1) of the participating members. Participating members are the recognized Groups of the East End Area. Recognized groups consist of groups with voting rights.
- G.** A quorum must be reached by fifteen (15) minutes after roll call is completed and before any business can be conducted

- 11. Open Forum
- 12. New Business
- 13. Plans for next meeting
- 14. Announcements
- 15. Adjournment with closing prayer

Article X: Meeting Format

- 2:00 PM Admin Panel Meeting
- 3:00 PM ASC Meeting
 - 1. Opening Prayer
 - 2. Reading of 12 Traditions
 - 3. Reading of 12 Concepts
 - 4. Reading of Purpose and Definition of the Area by Co-Facilitator.
 - 5. Roll Call (Quorum must be reached before business can continue)
 - 6. Minutes of last meeting are voted on, including necessary Amendments to those previous ASC Minutes
 - 7. Admin committee reports
 - a) Admin committee report (by the Co-Facilitator)
 - b) Treasurer report
 - c) RCM/RCMA report
 - d) H&I Report
 - e) PR Report
 - f) Activities Report
 - g) Special Task Panel reports
 - 8. Group Reports
 - 9. Old Business
 - 10. Nominations/Elections

Article XI: Reports

- A. **All reports are to be legibly written or preferably submitted on approved report forms and turned over to the Secretary before Old Business.**
- B. All oral reports are limited to ten (10) minutes.
- C. GSR reports are suggested to include the following:
 - a. Number of members, number of newcomers, schedule changes
 - b. Major accomplishments
 - c. Specific problems or situations
 - d. Brief summary of what your Group would like to see accomplished at the ASC.
 - e. The GSR should only read the highlighted fields on the GSR Report Form while giving their verbal report.
 - f. One blank copy of a GSR report form will be included in each copy of the Area Minutes.
- T. Task Panel reports should include the following:
 - g. **Current and future plans**
 - h. Task Panel reports should include any pertinent information with respect to the task panels duties.
 - i. **Task Panel reports should include a brief financial summary and financial expenditures vs budgets.**
 - j. **All Area Level Trusted Servants nominated and funded by EEASC, will give a report to be included in with all other reports and added to the EEASC Minutes.**

Article XII: Financial Guidelines for EEASCNA

A. Receipts for Donations

The ASC Treasurer shall issue a receipt to all for donations made to the ASC, as well as moneys received from Task Panels and activities. This will serve to create a written history of financial activity and facilitate the bookkeeping of both the Groups and the ASC. Receipts shall be sequentially numbered with a duplicate retained by the Treasurer.

B. Funds used for personal reasons

Funds of the ASC shall not be used for any personal reasons. Funds are not to be extended for any reason other than those items that are, or have been, approved by the ASC.

C. Emergency use of funds:

No ASC funds shall be spent without the approval of the ASC as a whole. Emergency expenditures by the Administrative Committee may only be made with the notification of GSRs and consensus of the GSRs.

All expenditures made by the Committee shall be paid by check or via Bank Debit Card online banking. If paid by online banking, the treasurer shall print a receipt of such payment and add it to the monthly recordkeeping. On a check made payable to one of the authorized signers on the bank account, the payee shall not be authorized to sign the check and other signatures are required.

U. Check Signature Policy

Under no circumstances are checks to be signed by any signer with the payee left blank. An interested party rule shall be in effect: that no two persons in the same household will be signers on the ASC account.

V. Bank Statements

The statements of all ASC accounts are to be obtained online. These statements will be printed by the treasurer and kept in recordkeeping. These statements need to be kept for seven years.

W. Deposit of Funds

Funds are to be deposited on the next business after they are received.

X. Treasurer Financial Reports

The ASC Treasurer shall make written financial reports on contributions and expenditures at each regularly scheduled meeting of the ASC. The Treasurer’s Report shall consist of the following: a monthly statement including beginning balance, prudent reserve, income, expenses, and balance. Ending balance should reflect the amount over prudent reserve. The report should also include budgeted items, reconciliation of budget vs actual expenditures, and monthly expenses vs yearly budget for admin positions. At the January ASC, the ASC Treasurer shall provide an Annual Report. In

addition to the above reports, the Annual Report shall include the entire Register for the Fiscal year and Budget reports showing Budgets vs. Actual Expenditures. (Other reports can be submitted at the discretion of the Treasurer).

Each of these reports is to be audited by the ASC Facilitator and one GSR quarterly. Additional audits can be called by the Administrative Panel or three (3) GSRs.

There must be a \$0.00 discrepancy between the reports and the Treasurer’s records. If any other figure is presented, a detailed explanation will be submitted to the satisfaction of the auditing team and the ASC detailing exactly what the discrepancy is.

Y. Trusted Servants Reporting

Every trusted servant who receives money is to account for it in a report to the committee, using a detailed expense report, and the Treasurer shall also report them to the committee.

Z. Receipts presented for payment and Travel Reimbursement

The Treasurer should be careful to get a receipt whenever they make a payment. These receipts should be preserved in regular order, as they are the vouchers for the payments which must be examined by the Auditing Committee.

Proper Receipts: In order to be reimbursed, a receipt must be presented by the end of the last day of last ASC of the fiscal year in which the expenses are incurred. A written piece of paper simply listing the expenditures is not acceptable. For reimbursement of auto travel and per diem, a receipt is not necessary. Point of departure and point of destination must be designated along with the number of miles driven. Driving other than point of departure to point of destination (i.e., such as for meals) is not reimbursable. Reimbursement for auto travel will be at the current government business rate for travel as listed by the IRS minus ten cents to be determined once a year during budget proposals.

In general, auto travel is only reimbursable for those trips necessary for the fulfillment of ASC duties. This would include trips to the Georgia Regional Service Committee meetings by those required to attend them as stated in these guidelines. PRUDENCE and common sense should indicate which trips are to be reimbursed and which are not. In any case, the amount of auto travel that is reimbursable should not exceed the officer's or committee's approved budget included with their other expenses.

AA. Yearly Budget

Task Panel Leaders may request funding to attend Regional workshops. Such expenditures would require ASC approval and would be based on the financial condition of the Area. Annual budgets must be submitted in writing by all ASC trusted servants.

a. Prudent Reserve

A prudent reserve shall be kept, made up of sixteen and one half (16.5%) percent of the annual budget. All amounts above this (as suggested by the treasurer) will be sent to the GRSC, after the February, May, August, and November ASCs.

b. . Verification of Funds Advanced

Approved budgeted expenditures may be disbursed in advance from the Treasury. All expenditures must later be verified with a receipt or proof of purchase.

c. Unbudgeted expense requests

Requests for reimbursements of unbudgeted expenditures shall be brought before the ASC for its approval. No Area expenditures (other than the approved budgeted items) in excess of \$100.00 shall be made by the ASC without the consent and approval of the GSRs.

d. Reimbursement by more than one body

No Area trusted servant shall be reimbursed by more than one body

e. Handling of ASC Funds

At the ASC level of service, there should be only one person handling the funds - the Treasurer.

f. Travel Expenses for RSC Subcommittees

Travel expenses shall be paid by the ASC for the H&I and PR Subcommittee chairs to attend the Quarterly meetings of the RSC Subcommittees.

Travel and lodging expenses shall be paid by the ASC for the RCM and RCMA to attend the Quarterly meetings of the RSC.

Reservations for lodging for the RSC Quarterly meetings should be made in advance by the Trusted Servant to take advantage of any special rates. Two people will be expected to stay in one room unless specifically requested otherwise. Generally, if a single room is requested, the person making the request will be expected to pay the difference. The ASC will determine if it is necessary for someone to room by themselves, taking into account differences in gender and other special cases. The ASC may pay for the amount that would be incurred if the RCM and RCMA were to stay in the same room.

If other members, or spouses, etc., attend an RSC Quarterly meeting with the RCM or RCMA, and stay in a room with the RCM and RCMA, the ASC will only pay for the portion of the room that is equal to the room rate divided by the number of people who stay in the room.

Rooms for Quarterly RSCs will be for one (1) night, unless approved otherwise by the ASC.

The RCM and RCMA will receive \$25.00 per diem to RSC meetings. Per Diem is defined as a set amount of money for food and incidentals.

The EEASC shall pay for and provide to all GSRs, a copy of the Bi-annual Conference Agenda Report and the annual Fellowship Report.

G. PROCEDURES for ACCURATE RECORD KEEPING by the EEASC

The East End Service Committee of Narcotics Anonymous has adopted Excel to maintain all financial records of the ASC. These records will be kept for seven years via hard copy with an electronic back up.

Each donation by a Group will be entered in the deposit section and credited to the Group. Other sources of income will be listed as miscellaneous. All checks written by the ASC will be entered into the computer maintained by the Treasurer. No hand-written checks are permitted.

The date of the check is automatically entered, the next item is the payee, and this should pull up the payee's address and enter it in the appropriate location on the check. In the memo section, enter the receipt number of the expense to be reimbursed. In the account area, enter the subcommittee or officer that this expense is to be debited against. Have the co-signer of the check verify that all information is correct prior to printing.

If a check is voided for any reason, write VOID across the check face and enter \$0.00 in the register. This check must be maintained as proof that the check was voided. At the end of each RAC, a backup copy of the ASC account will be made.

Article XVIII: Modification of This Policy

Policy changes must be sent back to the groups in the East End Area to give them an opportunity to provide input.