

# TAR-ROANOKE AREA SERVICE COMMITTEE



## POLICY HANDBOOK

Updated July 23, 2017

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## **THE TAR·ROANOKE AREA SERVICE COMMITTEE**

### **WHAT IS POLICY?**

Policy is defined as the framework of procedures and guidelines used by the ASC to carry on its business. The policies of the ASC are established by the members of the ASC. Each policy in this handbook has either been voted on or approved by this ASC, or has come about by long standing custom and tradition. Refer to Guide to Local Service and Robert's Rules of Order for procedures not covered in this policy' (approved Mar 2015)

Policies are established in keeping with the Twelve Traditions, and generally as a result of the experience, strength and hope of the members of the ASC, for the sole purpose of better serving our area and this fellowship.

### **"SERVICE PRAYER"**

"God, grant us 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 may truly be your work, not ours, in order that no addict anywhere need die from the horrors of addiction. "

"Everything that occurs in the course of N.A. service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned painfully that internal strife cripples our fellowship and prevents us from providing the services necessary for growth."

*(Page xxvi Basic Text Sixth Edition)*

**AGENDA** (approved Feb 2012)

Call to Order

Serenity Prayer

Read 12 Traditions

Read 12 Concepts

Roll Call

Recognize new groups

Approve minutes

Administrative reports

Home Group reports

Sub-committee reports

Open Forum (Sharing session for addressing concerns)

Old Business

New Business

Announcements

Adjourn

## **SECTION I: FUNCTION AND PURPOSE**

**1. Function:** The function of an area is to bring cohesiveness among groups in a geographical area. The NA Groups have banded together to create an area to provide services that these groups could not provide by themselves. This area was formed to be directly responsible to the member Groups. Its sole reason for existence is to be of service to its member Groups.

### **2. Motions and Voting Procedures:**

A. All original copies of any motion are to be included in ASC meeting minutes.

(Approved Jul 2013)

B. All policy changes must be in a written motion form (itemized) and sent back to the home groups for approval. (Approved Jul 2013)

C. Anyone may submit a motion but it must be seconded by a GSR. (Approved Dec 2013)

D. Omitted (approved May 2016)

E. All non-policy motions are simple majority of voting members. Policy motions are 2/3 majority of votes received from home groups. (Approved Dec 2013)

F. A motion may be made to send any motion back to home groups. All discussion on main motion is suspended until motion to table is voted on.

G. Outreach members will serve as GSR for prison home groups allowing them to participate in motions tabled to home groups. These groups cannot vote on any other items (approved 4/5/2014)

H. ALL votes allow GSRs, officers, and sub-committee chairs to vote on ASC procedural motions that do not affect home groups or policy. (Approved Mar 2015)

**3. Description:** An area is a geographical district of NA groups. This area is called the Tar-Roanoke ASC of Narcotics Anonymous. The Tar-Roanoke ASC belongs to the North Carolina Region of NA (NCRNA).

The members of the ASC are:

A. The GSR's (or GSR alternates in the absence of the GSR) from groups in the area.

B. The following officers: Chairperson; Vice-Chairperson; RCM; RCM Alternate; Secretary; Secretary Alternate; Treasurer; Treasurer Alternate; and Policy Chair. The ASC may create other offices from time to time as it see fit.

C. The Chairpersons from the following standing subcommittees (or Vice Chairpersons in the absence of the Chair): Hospitals & Institutions (H & I); Public Relation (PR); Convention; and Outreach. The ASC may create new subcommittees from time to time as it see fit. The ASC Chair may also create temporary or ad hoc subcommittees from time to time as he or she see fit.

**4. Term of Office:** The term of office for all ASC officers, alternates, and subcommittee chairpersons is one (1) year, and runs from January to December of each year. RCM term is 2 years based on WSO conference cycle (approved Mar 2015). Any officer, alternate, or subcommittee chairperson who is elected at any point during a term is elected to finish out only the rest of that term.

## **5. Elections**

- A. Elections are held annually in December and to begin in January, or as needed if position becomes available. (Approved Jan 2017).
- B. All of the officers and subcommittee chairpersons are elected by the ASC.
- C. All nominees for ASC offices (including subcommittee chairpersons) must be present to be elected.
- D. All nominees for ASC offices (including subcommittee chairpersons) must complete a service resume form. The resume will be read prior to any vote.
- E. All ASC Officers and Subcommittee chairpersons are non-voting positions.

## **6. ASC Procedures:**

- A. Each Home Group has option to share equally ASC meeting. If no group signed up for ASC, or if the next month hosting group is not present at current area, then the default location can be determined by area prior to the preceding month, and can be voted on by that body. Courage to Change, 204 E Church Street, is to be the default location for area, until any other group shows willingness to host. (Approved May 2016)
- B. Any new home group must attend 2 area meetings in a row before being voted in (approved May 2012)
- C. Reading executive and group reports waived during secretary report (approved May 2012)
- D. All motions must be in the hand of the secretary before new business (approved May 2012)

## **SECTION II: DESCRIPTION OF OFFICERS**

**1. Chairperson (required clean time 2 years):** The area committee chairperson is responsible for conducting committee meetings, preparing the agenda, and various administrative duties. At committee meetings they can vote only in case of a tie. A chairperson must be capable of conducting a business meeting with a firm, yet understanding hand. After two absences of any officer or subcommittee chair, the ASC Chair will make contact. The chairperson shall publish a schedule of meetings of the ASC for the coming year.

**2. Vice Chairperson (required clean time 1 year):** The vice chairperson is responsible to assist the chairperson in conducting area committee meetings and to conduct ASC meetings in the chairperson's absence.

The vice chairperson keeps in regular touch with the chairpersons of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible. In the absence (vacancy) of a subcommittee chair, the vice chairperson fills in until position is filled.

**3. Secretary (required clean time 1 year):** The secretary keeps accurate minutes of each ASC business meeting, types and distributes copies of these minutes to each GSR, ASC officer and ASC subcommittee chairperson within one (1) week after the ASC meeting. A complete set of minutes will be emailed to all of the above mentioned or mailed via post office for those who don't have email access.

The secretary will maintain a directory of ASC officers, subcommittee chairs and GSRs addresses and phone numbers, as well as maintain ASC archives. The secretary will provide all group updates to WSO.

**4. Alternate Secretary (required clean time 1 year):** The Alternate Secretary provides any assistance needed to the Secretary and covers for Secretary in his/her absence. (Revised & Approved Sep 2013)

**5. Treasurer (required clean time 2 years):**

- A. The Treasurer shall submit a report of contributions and expenditures at every regular ASC meeting.
- B. In addition, the Treasurer will make a monthly donation of \$25 to the meeting place of the ASC. (Approved Oct 2016)
  - A. The treasurer shall, monthly, remit all funds in excess of the prudent reserve of \$600.00 to North Carolina Region of NA (NCRNA) (%) and World Services (%). (Approved Jan 2017)
  - C. If the ASC body is made aware that upcoming expenses warrant a higher prudent reserve these donations may not be remitted.
  - B. The Treasurer will ensure that a copy of the ASC financial report, the Group Donations Report, and the Monthly Balanced Bank Statement goes to the ASC Secretary by the end of the meeting for inclusion in the ASC minutes.
  - C. The Treasurer shall balance the ASC checkbook every month and fix any accounting errors.
  - D. The Treasurer works closely with subcommittee chairs when they prepare their annual reports and budget proposals.

*NOTE: The Treasurer is also responsible for all of the functions listed under the section of ASC Financial Policies and Treasurer Procedural Manual.*

**6. Alternate Treasurer (required clean time 2 years):** The Alternate Treasurer lends much needed assistance to the Treasurer as well as cover for him/her in their absence. (Revised and Approved Apr 2013)

**7. Regional Committee Member (RCM) (required clean time 3 years):** A Regional Committee Member (RCM) is to an ASC what a GSR is to a group. As the representative of the area, the RCM speak for the members and groups within the ASC. The primary responsibility of an RCM is to work for the good of NA, providing two-way communication between the Area and the rest of NA, particularly with neighboring ASC's. They represent the group conscience of an ASC at a regional level and provide the area with the agenda for the RSC at least ten days before the RSC meets. An RCM attends all RSC meetings and takes part in any decisions which affect the region, speaking as the voice of the ASC's group conscience. An RCM may serve on one or more of its ASC and RSC subcommittees, but not as a chairperson. Therefore, in addition to the regular qualifications for GSR's it is recommended that nominees to the post of RCM also have service experience and the willingness to give the time and resources necessary for the job. In addition, the RCM will hold a workshop for the express purpose of covering the Conference Agenda Report (CAR) to familiarize our GSR's with motions in the report and to ease the voting process. Term is 2 years based on (WSC) World Service Conference cycle (approved Mar 2015)

**8. Alternate RCM (required clean time 2 years):** The Alternate RCM will attend all ASC

and RSC meetings as well as fill in for the RCM if he or she is absent or for any reason unable to complete the term of office.

**9. Policy:** The Policy subcommittee consists of a chairperson who will maintain the ASC Policy Handbook to ensure it is up-to-date with any policy changes. Grammatical and housekeeping changes can be made at ASC without home group vote. (Approved Sep 2015) The policy chairperson assists at the ASC to ensure that policy procedures are being upheld and answer questions regarding policy. As the ASC Policy Handbook was established and approved through the ASC, with the help of willing addicts, it is now only necessary to establish a full subcommittee on an as needed basis. Tools to provide adequate guidance for most issues/questions will be addressed through the following steps: Tar-Roanoke Policy Handbook; The 12 Concepts; and The Guide to Local Service. It should be remembered that this policy and guidelines are designed to help keep things simple. Have policy addendums posted to website quarterly, completed ASC policy at LEAST once per year. (Mar 2015). Post completed ASC policy prior to January ASC (Apr 2015)

**10. Other ASC Officers:** The ASC may create other offices when and if the need arises by a majority vote.

**11. Attendance Policy for ASC Officers:** All ASC officers are required to attend all ASC meetings. Failure to attend two consecutive meetings or a total of four meetings during a term of office is considered grounds for removal. Officers who are going to be absent are required to notify the ASC Chairperson and to submit a normal written report. The ASC may excuse an absence if it so desires

**12. Removal of ASC Officers:** Any officer may be removed by a simple majority vote of the ASC. Grounds for removal can include (but are not limited to): failure to perform duties as indicated in this manual (or as assigned by ASC), failure to follow ASC attendance policy, misappropriation or embezzlement of ASC funds, or relapse. A motion to remove an ASC officer shall be handled in accordance with normal ASC procedure. It is recommended that such a step not be taken lightly. The ASC should determine the validity of any charges before voting on a motion to remove any officer.

### **SECTION III: TAR-ROANOKE ASC FINANCIAL POLICIES**

1. The Area shall place all funds in a non-interest earning account, in keeping with our Seventh tradition.
2. There shall be two signatures required on all checks. One signature must be the treasurer or alternate treasurer. The other signature must be either the chairperson or secretary.
3. Reimbursement to subcommittee chairs shall be made by check.



4. Receipts will be required when requesting reimbursement for approved expenses and/or after an advance has been made. They are to be submitted to the Treasurer at the next ASC meeting after the funds have been spent. Whenever an advance is made, the treasurer will not advance any further funds until the appropriate receipts are received. (Approved Jan 2017)

5. If a subcommittee or member needs more money than the amount in their pre-approved monthly budget, it shall require a two-thirds majority vote of the ASC.

6. The ASC Treasurer will administer pre-approved subcommittee allocations in the following amounts:

- Treasury Expenses \$25 per month (approved Apr 2012)
- Secretary Expenses \$11 per month (approved May 2014)
- Policy Expenses
- H&I Expenses \$40 per month (approved Dec 2014) (corrected Apr 2015)
- Activities Expenses
- Outreach Expenses \$25 per month plus \$40 per month for travel (Approved Jan 2017)  
    Outreach to supply new groups with starter kit (Approved Jan 2017)
- Public Relations Expenses \$20 per month (approved Nov 2013)
- Webhosting Expenses \$120.00/annually (approved Aug 2016)

Funds not used in a given month will be added to the next month. No funds will be retroactive past three months unless approved by the ASC. If necessary, the monthly budgets may be decreased on a temporary basis by a simple majority vote of the ASC without affecting pre-approved guidelines.

7. The ASC fiscal year shall run from January 1 to December 31.

8. ASC Travel Funding Policy (All persons traveling for Area business are urged to be prudent with ASC funds. Any monies not used must be returned to the ASC).

A. The ASC will provide travel funding to the RCM, RCM-Alternate and subcommittee chairpersons that are required by policy or asked by this body to travel to regional or other meetings. Funding for travel will be as follows: current Federal guideline for mileage reimbursement from home physical address. There will be no meal or overnight expenses. However, in an event of an overnight situation, the ASC will take a vote. Travel verification by MapQuest printout. (Approved Jul 2013)

B. All travel expenditures are tied to the availability of funds and may be limited or reduced based on such availability.

9. Any expense that will take us below prudent reserve needs to be presented to this body for approval prior to writing check.

10. It is suggested that each home group make regular contributions to the ASC, in an amount determined by the group. The Treasurer must give receipts to GSRs who make donations.

11. Each group is responsible for its own tax liability.

12. The Treasurer shall submit, with their monthly written report, a monthly financial statement to the Tar-Roanoke ASC. This statement shall include a reconciled copy of the previous month's bank statement.

## **SECTION IV: TAR-ROANOKE ASC TREASURER PROCEDURAL MANUAL**

Upon new election of officers, the Treasurer is to meet all new parties at bank to be added to signature card per current bank policy (August 2016).

### **Preparing Report**

#### **1. Reporting Income**

A- The beginning balance of the report is always the ending balance of the previous months report. \*Bank statements will be presented to this body one month in the rears due to the timeline they are mailed out they are not always available prior to ASC, and when they are it puts a burden on treasurer to have to wait to last minute to do report (approved by consensus Jun 2012).

B- Enter the beginning balance as a line item.

C- Enter all income on separate line items.

- All group donations
- All returns
- All other income with a description

D- Add all income to the beginning balance and show income total on a line item.

- All transactions prior to the area meeting are to be reported for that area meeting.
- All Transactions at the area meeting are to be reported at the next area meeting.

#### **2. Reporting Expenses**

A- Omitted (June 2016)

B- Please refer to the area policy for current subcommittee monthly budgets.

C- All subcommittees must have a receipt for monies advanced at the next area meeting before any further checks will be written.

D- Enter all expenses on separate line items.

- All checks
- All cash disbursements
- All miscellaneous expenses with a description

E- Subtract all expenses from the beginning balance and show expenses total on a line item.

- All transactions prior to the area meeting are to be reported for that area meeting.
- All Transactions at the area meeting are to be reported at the next area meeting.

### **3. Ending Balance**

The ending balance includes the beginning balance plus total income minus total expenses.

### **4. Area Subcommittees**

Please refer to the area policy guidelines on expense reimbursement.

### **5. Area Expenses**

A- Monthly rent to hosting facility (\$25.00) (approved Oct 2016)

- Mail to Hosting facility, have delivered by any available means (Approved Feb 2017)

B- Treasurer's expenses (envelopes, stamps, etc.)

- Must have receipts

C- Post office box fees are due every 6 months.

D- All monies above prudent reserve (\$600.00) to be donated to North Carolina Region of NA (NCRNA): (Approved Jan 2017)

Send by RCM or mail to:

North Carolina Region of NA  
PO Box 4581  
Greensboro, NC 27404-4581

### **6. Group Donation Report**

Take in all money from group G.S.R.'s at the Area Meeting. Count money in front of the G.S.R. If they try to walk away, tell them to wait and watch you count and record the money they are donating to ensure it is correct. We accept checks, money orders, and cash. If you are given a check, stamp the back with the deposit only stamp. We DO NOT accept coins of any kind. The bank does not allow coins in the night depository. Record the amount donated under

the proper home group and month. After all monies are collected, total it on the bottom of the donation sheet. Count money donated again to ensure it matches the total on the bottom of the donation sheet. Fill out a bank deposit slip from the check book. Write out receipts from the receipt book with the home group's name, date, amount donated, ASC donation and sign the receipt. Give receipts to a G.S.R. to pass around the meeting. Collect any receipts not taken and put them back in the receipt book to be given out again the following month. Take the filled out deposit slip with funds and deposit into BB&T night depository box ASAP after area (July 2016).

### **7. Balancing the Check Book**

A- A bank statement from the previous month will be used for reconciliation of the check book.

B- Check all cleared checks & deposits to make sure the bank and Treasurer recorded them correctly and there are no errors.

C- On the bank statement, record all deposits that are not reported on the statement and total them on a single line item.

D- On the bank statement, record all outstanding checks that are not reported on the statement and total them on a single line item.

E- Take the bank statement closing balance, add the total outstanding deposits, and subtract the total outstanding checks. This balance should match the ending balance in the check register and the ending balance of the Treasurer's Report.

### **8. Area P. O. Box**

The Tar-Roanoke ASC's mailing address is P.O. Box 9035 Rocky Mount, NC 27804.

The mail is to be retrieved prior to generating the Treasurer's Report.

### **9. Area Reporting**

(Mark out Account number on any account statement that will be posted on public domain (July 2016)

Electronic option to deliver treasurers report in lieu of hard copies allowed, as long as some hard copies are delivered to ASC. (July 2016)

Take Treasurer's Report Letter, Treasurer's Report, and Bank Statement with reconciliation, and the Home Group Donation Sheet and make the appropriate number of copies, to compensate for those not receiving electronic versions. Hard copies are to be stapled together and handed out to those needing a copy at ASC, and a copy (electronic allowed) must be given to the Area Secretary to be included in the Area Minutes.

Also the Treasurer shall keep the originals of the report to be filed with the Treasurer's records (July 2016).