

Policies of Conduct
For the
South Central Area Service Committee
Of Narcotics Anonymous

Revised December 29, 2011

**South Central Area Service Committee
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These policies were developed in conjunction with, and with guidance from, The WSC Temporary Working Guide to Our Service Structure.

Suggested SCASC Meeting Agenda Format

- I. Open with a moment of silence, followed by the serenity prayer.
- II. Reading of the Twelve Traditions and Service Motivation of N.A, Twelve Concepts.
- III. Roll Call.
 1. SCASC Officers.
 2. Group Service Representatives and/or GSR Alternates.
 3. Visitors.
- IV. Officer Reports.
 1. Chair.
 2. Vice-Chair.
 3. Secretary (to include review of previous month's minutes for corrections and/or approval).
 4. Treasurer (to include itemized monthly expenditures for inclusion in the minutes).
 5. RCM and/or RCM-Alt.
- V. Subcommittee Reports.

<ol style="list-style-type: none"> 1. Public Relations 3. Literature/Archives 5. Outreach (inactive) 7. Ad Hoc 9. Research 	<ol style="list-style-type: none"> 2. Hospitals and Institutions 4. Activities 6. Convention 8. Policy
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- VI. Group Reports and/or Group Concerns
- VII. Clean Time Anniversaries
- VIII. Financial Requests
- IX. Ten (10) Minute Break
- X. Unfinished Service
- XI. New Service

- XII. Seventh Tradition
- XIII. Agenda for next SCASC meeting
- XIV. Closing Treasury Report
- XV. Announcements
- XVI. Close Meeting

Service Motivation of Narcotics Anonymous

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; it prevents us from providing the services necessary for growth.

New Groups

An N.A. Group (as defined by the Guide to Local Service) will be given voting privileges upon their 2nd consecutive SCASC attendance.

Notes for GSR's

1. Each GSR should be familiar with the POLICIES OF CONDUCT FOR THE SOUTH CENTRAL AREA SERVICE COMMITTEE.
2. Each GSR should be familiar with the description of GSR responsibilities as outlined on Page 36 of the Guide to Local Service.
3. Each GSR is strongly encouraged to become involved with at least one SCASC Subcommittee.
4. SCANA Fellowship meeting must be established for three months before they are included on printed SCANA meeting schedules.

5. GSR's need be responsible for their trusted positions and if they appear to not be fulfilling these obligations, the SCASC should take appropriate action; i.e., notifying the respective Group and advising them of their need to take action.

Motions & Voting

1. A motion may be made by a GSR.
2. A motion may be made by the acting SCASC Chair or acting SCASC Officer.
3. Motions must be submitted in writing to the SCASC secretary.
4. The motion will be explained, if required, by the maker.
5. A motion must be seconded by a GSR or it dies.
6. Once a motion is seconded, a time limit of twelve (12) minutes is set for alternating 3 pro/con discussions. Each person will say if they are pro or con and given 2 minutes to make their statement. If unresolved controversy still exists, the SCASC Chair will call a five-minute recess. Upon reconvening, one pro and one con will be presented to the floor and the vote will be taken.
7. With controversial issues, the SCASC Chair may invoke "Chairperson's Rule" allowing the floor to remain open for discussion of the issue for an additional period of time.
8. Motions involving subcommittee responsibilities should be reviewed by the appropriate subcommittee and then be presented to the SCASC by the acting subcommittee Chair.
9. If two or more GSR's do not agree with the "Chairperson's Rule", they may call for a five minute recess. After reconvening, a simple majority vote can override "Chairman's Rule". See page 28 Other Procedures.
10. Groups must be registered with the SCASC to have a vote in the SCASC meeting.
11. Only GSR's have voting privileges in the SCASC meeting.
12. Voting will be by secret ballot for issues determined to be controversial by the SCASC Chair.
13. SCASC Officers are responsible to tally secret ballot votes. The specific tally (number of yes and number of nay) will not be made public.
14. Abstentions should be counted as a "non-vote". A non-vote is in essence a negative vote and should be used with discretion.

15. Issues not involving policy change are decided by a "simple majority" vote of quorum.
16. Policy change or rescinding a passed motion requires a two-thirds majority vote of quorum.
17. Motions received prior to the day of area will be placed on the agenda. A motion given to the chair the day of area will be placed on the agenda and discussed at the following area, with the exception of a chairperson's rule to act on it immediately.
18. Only GSR/GSR Alternates, Subcommittee Chairs, and Officers of Area are allowed to be seated at the tables during the SCASC. Visitors can be seated outside of the tables.

SCASC Business Meeting Policies

An NA Group is any meeting, which meets regularly at a specified place and time, providing that it follows the Twelve Steps and Twelve Traditions of Narcotics Anonymous, having no outside affiliations and receiving no outside financial support.

1. The name of this Area is the SOUTH CENTRAL AREA OF NARCOTICS ANONYMOUS. (SCANA)
2. The SCASC will meet on the first Sunday of each month except March, June, July and September, which will meet the 2nd Sunday. Any other changes in the schedule will be voted on by the GSR's and announced by the SCASC Chair at the previous meeting.
3. The SCASC will meet at 2:30 p.m. and will adjourn no later than 5:00 p.m.
4. A copy of POLICIES OF CONDUCT FOR THE SOUTH CENTRAL AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS will be given to all GSR's and SCASC Officers. This will be facilitated by the SCASC Secretary.
5. A quorum of at least 50% SCANA groups in voting status is required for opening business. If a GSR does not attend three (3) consecutive SCASC meetings, his/her Group will be removed from the SCASC roll call (thereby terminating voting privileges). To regain voting privileges, the Group must be represented at two subsequent SCASC meetings. Privileges will be reinstated on attendance of the second meeting.
6. SCASC Business Meetings (including Subcommittee Meetings) are non-smoking: break time will be allowed for smoking cigarettes, cigars, etc. outside of the building (or in designated areas).
7. SCASC minutes should accurately reflect SCASC agenda to be reviewed by chair prior to distribution.

8. Copies of SCASC minutes and upcoming agenda will be mailed/emailed to all GSR's and SCASC Officers in a regular and timely manner. Additional copies may be obtained by attending the SCASC meeting.
9. Only questions of clarification will be allowed during SCASC Officer, Subcommittee, and Group reports.
10. Group reports usually include attendance, meeting status, growth, needs, up-coming events, new Group Officers, and contact numbers.
11. Group reports must be in writing and presented to the SCASC Secretary.
12. All SCASC members are entitled to a voice on the floor; visitors will be allowed a voice at the discretion of the SCASC Chair.
13. Recess can be called with the affirmative vote of any two GSR's. Recess will not exceed ten minutes.
14. All announcements must be submitted in writing to the SCASC Secretary to be included in SCASC minutes.

SCASC Subcommittees

1. All Subcommittees are responsible to the SCASC. The Subcommittees receive their guidance and direction through the "group conscience" of the SCASC.
2. SCASC Subcommittees meet as follows: ASO at 10:00 am, Activities at 12:00 pm, Public Relations at 1:15 pm, and Hospitals & Institutions at 1:15 pm on the day of the SCASC Business Meeting. Subcommittee Chairs are required to announce their meeting schedule at each SCASC meeting.
3. All Subcommittees are responsible to communicate and coordinate their efforts with each other.
4. All Subcommittees shall interact between all levels of the Service Structure to most effectively provide services.
5. All Subcommittees shall submit in writing prior to or at the SCASC November meeting to both the SCASC Vice-Chair and Secretary a report that includes goals, existing expenses, and a budget of projected expenses for the upcoming year. Subcommittee budgets require GSR approval on a year to year basis.
6. All Subcommittees should provide the SCASC with monthly income/expense reports, and yearly inventory reports on non-cash assets with copies of these reports given to the SCASC Treasurer and Area Secretary.
7. Prudent reserve will include any unused subcommittee budget funds. Regional donation would be any amount over and above prudent reserve and would be withheld until such time that these amounts are reached. Once reached, this amount would be available to the appropriate subcommittees only, and any unused portion not used by December 31 will be returned to the general fund.

8. All Subcommittees will meet as needed to best serve the SCASC.
9. All Subcommittee Chairs should keep track of attendance of their Subcommittee Officers and follow-up on absenteeism.
10. All Subcommittee meetings are open to the Fellowship.
11. All Subcommittees are expected to follow WSC approved guidelines.
12. All Subcommittee Chairs will be provided Service Guidelines for their respective Subcommittee by the SCASC and will be responsible to pass these guidelines on to their successor.
13. All Subcommittee Chairs will submit to the SCASC Vice-Chair, minutes of their Subcommittee meeting(s) by the next SCASC meeting.
14. Subcommittee reports to the SCASC must be in writing and presented to the SCASC Secretary.

Subcommittee Descriptions

Public Relations Subcommittee

The purpose of this Subcommittee is to inform the public that NA exists and that it offers recovery from active addiction. This Subcommittee also offers information about how and where to find NA. This Subcommittee organizes and maintains local NA phone line service and Internet services. The monthly report to the SCASC shall include, but not be limited to, the number of phone line calls received during the report period.

- I. **Functions & Responsibilities:**
This Subcommittee will follow the Public Relations Handbook.
- II. **Meetings:**
The PR Subcommittee shall meet at 1:15 pm on the same day and at the same location as the regularly scheduled SCANA meeting. A special meeting may be called by the Chairperson if the need arises, in order to maintain its functions and responsibilities.
- III. **Members:**
To become a member of the Public Relations Subcommittee, an individual must attend three PR subcommittee meetings. Any exceptions to this will be on a case basis and will depend on the individual's Narcotics Anonymous involvement and will be decided by the PR Subcommittee as a whole.
- IV. **Motions & Voting Rights/Procedures:**
Motions may be made and seconded by Officers (excluding the Chair) and active voting members of the Subcommittee. Voting outcomes are as follows:
 - a. Majority of YES votes carry the motion:
 - b. Majority of NO votes defeats the motion:
 - c. Abstention (undecided) counts as a negative vote.
 All motions need to be presented in writing and given to the PR Secretary. Voting members who miss three consecutive PR Subcommittee meetings

lose their voting privileges. Voting rights will be reinstated on the third meeting.

V. **Requirements & Responsibilities of Officers:**

PR Subcommittee Officers are: Chair, Vice Chair, Secretary, Internet Coordinator, and Phone Line Coordinator. All PR Officers will be elected within PR Subcommittee in November for a one year term which will begin the following January

CHAIRPERSON:

Requirements:

- A. Must be an NA member;
- B. Two years of continuous clean time;
- C. Willingness and desire to serve the position;
- D. Time and resources necessary to fulfill the position;
- E. Previous service experience, preferably PR;
- F. Ability to organize and give the subcommittee direction and motivation;
- G. Understanding and practical experience of the Twelve Steps and Twelve Traditions of NA.

Responsibilities:

- A. To prepare agenda for and preside over Subcommittee meeting;
- B. Keep accurate record of expenses and goals achieved throughout the year;
- C. To attend and report to the SCASC all ongoing activities and submit a written report to the SCASC Secretary;
- D. To attend as many learning days, Regions and workshops as possible;
- E. Initiate all necessary correspondence or delegate such and follow up;
- F. To carry the conscience of the Subcommittee to the SCASC and to bring the conscience of the SCASC to the subcommittee.
- G. Assure the Twelve Traditions of NA are upheld in all endeavors.

VICE-CHAIRPERSON:

Requirements:

- A. Must be an NA member;
- B. Two years of continuous clean time;
- C. Willingness and desire to serve the position;
- D. Previous service experience, preferably PR;
- E. Ability to assure responsibilities in the Chairperson's absence.
- F. Basic knowledge of the Twelve Steps and Twelve Traditions of NA.

Responsibilities:

- A. To work with and stay informed in all phases of the activities of this subcommittee.
- B. Ability to carry our responsibilities delegated by the Chairperson.
- C. In the event the Chairperson is unable to complete their term, the Vice-Chairperson will, upon the approval of the SCASC, assume the position for the remainder of the term.

SECRETARY:

Requirements:

- A. Must be an NA member;

- B. Six months of continuous clean time;
- C. Willingness and desire to serve the position;
- D. Ability to develop typed or written material in a clear and concise manner;
- E. Basic knowledge of the Twelve Steps and Traditions of NA.

Responsibilities:

- A. Record minutes of each meeting and provide copies to active members;
- B. Notify all active members of special meetings;
- C. Track and record all PR members' attendance in the subcommittee meeting minutes;
- D. Update phone numbers of members on a regular basis and provide copies of the same;
- E. Basic knowledge of the Twelve Steps and Traditions of NA.

INTERNET COORDINATOR:

Requirements:

- A. Must be an NA member;
- B. One year continuous clean time;
- C. Willingness and desire to serve the position;
- D. Computer experience with knowledge of the Internet and web page creation and maintenance;
- E. Basic knowledge of the Twelve Steps and Twelve Traditions of NA.

Responsibilities:

- A. Maintain the area website, update on a regular basis, which includes but not limited to the newsletter, meeting information, and upcoming events.
- B. Provide monthly report.

PHONE LINE COORDINATOR:

Requirements:

- A. Must be an NA member.
- B. Two years continuous clean time.
- C. Willingness and desire to serve the position.
- D. Working knowledge of the phone line including carrying the phone.
- E. Basic knowledge of the Twelve Steps and Twelve Traditions of NA.

Responsibilities:

- A. Update the Twelve Step call and ride list as needed.
- B. Conduce a minimum of one phone line workshop yearly.
- C. Update phone line carriers as needed.
- D. Maintain all correspondence with the area Treasure(who gets the phone line bill) and Verizon Wireless or current service provider.
- E. Provide data of monthly calls and include data in monthly report.
- F. Update the phone line book; restock needed literature, stamps, phone cards, batteries and other needed material.
- G. Carry the phone as needed in order to make necessary changes.
- H. Handle other duties associated with the phone line as needed.

LITERATURE RACK COORDINATOR:

Requirements:

- A. Must be an NA member.
- B. One year continuous clean time.
- C. Willingness and desire to serve the position.
- D. Working knowledge of fulfilling this position. Such as, locating and filling P.I. literature racks in SCASC area.
- E. Basic knowledge of the Twelve Steps and Twelve Tradition of NA.

VI. **PR Subcommittee Officer Removal:**

Removal of PR Officers from their service responsibilities is necessary under certain conditions. PR Officers may be removed by a simple majority vote. Any one of the following conditions is justification for removal:

- A. Relapse
- B. Failure to notify PR Chair or PR Vice-Chair of absence prior to any scheduled meeting.
- C. Failure to carry delegated tasks and responsibilities.
- D. Misappropriation of NA Fellowship funds.

Hospitals & Institutions Subcommittee

The purpose of this Subcommittee is to interact with treatment centers and local correctional facilities in their (H&I) efforts to carry the message of recovery to the still suffering addict. H & I meetings are not to be included on the printed meeting schedules of the SCANA.

This Subcommittee will follow the **Hospitals & Institutions Handbook**.

Meetings:

The H & I Subcommittee shall meet at 1:15 pm for one hour on the same day and at the same location as the regularly scheduled SCANA meeting. A special meeting may be called by the Chairperson as the need arises, in order to maintain its functions and responsibilities.

Members:

To become a member of the H & I Subcommittee, an individual must attend three H & I subcommittee meetings. Any exceptions to this will be on a case-by-case basis and will depend on the individual's Narcotics Anonymous involvement and will be decided by the H & I Subcommittee as a whole.

Motions & Voting Rights/Procedures:

Motions may be made and seconded by Officers (excluding the Chair) and active voting members of the Subcommittee. Voting outcomes are as follows: a) majority of YES votes carry the motion; b) majority of NO votes defeat the motion; c) abstention (undecided) counts as a negative vote. All motions need to be presented in writing and given to the H & I Secretary. Voting members who miss three consecutive H & I Subcommittee meetings lose their voting privileges. Voting rights will be reinstated on the third meeting.

Requirements & Responsibilities of Officers:

H & I Subcommittee Officers are: Chair, Vice Chair, Secretary, Panel Coordinator(s), and Literature Coordinator. All H & I Officers will be elected within the H & I Subcommittee in November for a one year term which will begin the following January.

Chairperson:

Requirements:

- A. Must be an NA member.
- B. Two years continuous clean time.
- C. Willingness and desire to serve the position.
- D. Time and resources necessary to fulfill the position.
- E. Previous service experience, preferably H & I.
- F. Ability to organize and give the subcommittee direction and motivation.
- G. Understanding and practical experience of the Twelve Steps and Twelve Traditions of NA.

Responsibilities:

- A. To prepare agenda for and preside over Subcommittee meetings.
- B. To attend and report to the SCASC all ongoing activities and submit a written report to the SCASC Secretary.
- C. To attend as many learning days, Regions, and workshops as possible.
- D. Initiate all necessary correspondence or delegate such and follow up.
- E. To carry the conscience of the subcommittee to the SCASC and to bring the conscience of the SCASC to the subcommittee.
- F. Assure the Twelve Traditions of NA are upheld in all endeavors.

Vice-Chairperson:

Requirements:

- A. Must be an NA member.
- B. One year of continuous clean time.
- C. Willingness and desire to serve the position.
- D. Previous service experience, preferably in H & I.
- E. Ability to assume responsibilities in the Chairperson's absence.
- F. Basic knowledge of the Twelve Steps and Traditions of NA.

Responsibilities:

- A. To work with and stay informed in all phases of the activities of this Subcommittee.
- B. Ability to carry out responsibilities delegated by the Chairperson.
- C. In the event the Chairperson is unable to complete their term, the Vice-Chairperson will, upon approval of the SCASC, assume the position for the remainder of the term.

Secretary:

Requirements:

- A. Must be an NA member.
- B. Clean time to be determined on a case-by-case basis depending on the individual's involvement in Narcotics Anonymous.
- C. Willingness and desire to serve the position.
- D. Ability to develop typed or written material in a clear and concise manner.
- E. Basic knowledge to the Twelve Steps and Traditions of NA.

Responsibilities:

- A. Record minutes of each meeting and provide copies to active members.
- B. Notify all active members of special meetings.
- C. Track and record all H & I members' attendance in the subcommittee meeting minutes.
- D. Update phone numbers of members on a regular basis and provide copies of same.
- E. Basic knowledge of Twelve Steps and Traditions of NA.

Literature Coordinator:

Requirements:

- A. Must be an NA member.
- B. Clean time to be determined on a case-by-case basis depending on an individual's involvement in Narcotics Anonymous.
- C. Willingness and desire to serve the position.
- D. Working knowledge of inventory control.
- E. Basic knowledge of the Twelve Steps and Traditions of NA.

Responsibilities:

- A. Purchase Subcommittee approved H & I Inventory items from the SCASO and distributes to Panel Coordinators.
- B. Maintain accurate bookkeeping records and reports monthly to the H & I Subcommittee.

Panel Coordinator(s):

Requirements:

- A. Basic knowledge of the Twelve Steps and Traditions of NA.
- B. Clean time requirements - varies with type of agency (See H & I Handbook)
- C. Willingness and desire to serve the position.
- D. Ability to recruit and motivate panel members.

Responsibilities:

- A. Coordinate all H & I meetings within a specific agency.
- B. Facilitate active communication with agency staff.
- C. Provide the H & I Subcommittee with a detailed written report including, but not limited to the following: who their panel members are, attendance records of the meetings and any agency problems that are related to their meeting.

H & I Subcommittee Officer Removal:

Removal of H & I Officers from their service responsibilities is necessary under certain conditions. H & I Officers may be removed by a simple majority vote. Any one of the following conditions is justification for removal:

- A. Relapse.
- B. Failure to notify H & I Chair or Vice-Chair of absence prior to any scheduled meeting.
- C. Failure to carry delegated tasks and responsibilities.
- D. Misappropriation of NA Fellowship funds.

Activities Subcommittee

The purpose of this Subcommittee is to provide and conduct monthly activities and events to further our primary purpose and continue to carry the message of recovery. These activities will include but not be limited to dances, campouts, game nights, karaoke, Memorial Day picnic, and holiday functions. The subcommittee will plan all activities no less than 2 months in advance and have flyers available at the monthly SCASC meeting. This subcommittee will make flyers available to the Public Relations subcommittee for monthly mailings as required.

Officer clean time requirements:

Chair	2 years
Vice Chair	1 year
Treasurer	5 years
Co-Treasure	2years
Secretary	6 months
Flyer coordinator	6 months

Chairperson:

Requirements:

- A. Must be an NA member;
- B. Two years of continuous clean time;
- C. Willingness and desire to serve the position;
- D. Time and resources necessary to fulfill the position;
- E. Previous member of Activities Subcommittee;
- F. Ability to organize and give the subcommittee direction and motivation;
- G. Understanding and practical experience of the Twelve Steps and Twelve Traditions of NA.

Responsibilities:

- A. To prepare agenda for and preside over Subcommittee meetings;
- B. To attend and report to the SCASC all ongoing activities and submit a written report to the SCASC Secretary;
- C. To carry the conscience of the Subcommittee to the SCASC and to bring the conscience of the SCASC to the subcommittee;

Vice Chairperson:

Requirements:

- A. Must be an NA member;
- B. One year of continuous clean time;
- C. Willingness and desire to serve the position;
- D. Time and resources necessary to fulfill the position;
- E. Previous member of Activities Subcommittee;
- F. Basic knowledge of the Twelve Steps and Traditions of NA.

Responsibilities:

- A. To work with and stay informed in all phases of the activities of this subcommittee;
- B. Ability to carry out responsibilities delegated by the Chairperson;
- C. In the event the Chairperson is unable to complete their term, the Vice-Chairperson will, upon the approval of the SCASC, assume the position for the remainder of the term.
- D. In the absence of the Chairperson the Vice-Chairperson shall conduct the monthly meeting.

Secretary;

Requirements:

- A. Must be an NA member;
- B. Six months of continuous clean time;
- C. Willingness and desire to serve this position;
- D. Ability to develop typed or written material in a clear and concise manner;
- E. Basic knowledge of the Twelve Steps and Traditions of NA.

Responsibilities:

- A. Record minutes of each meeting and provide copies to active members;
- B. Notify all active members of special meetings;
- C. Track and record all Activity members' attendance in the subcommittee meeting minutes;
- D. Will keep copies of the Activities Subcommittee Guidelines available for all new members of this subcommittee.

Treasurer:

Requirements:

- A. Must be an NA member;
- B. Five years of continuous clean time;
- C. Willingness and desire to serve the position;
- D. Time and resources necessary to fulfill the position;
- E. Previous member of Activities Subcommittee;
- F. Ability to organize and give the subcommittee direction and motivation;
- G. Understanding and practical experience of the Twelve Steps and Twelve Traditions of NA.

Responsibilities:

- A. Make a report of all income and expenses available at all Subcommittee meetings;
- B. Turn in all reports including receipts to the SCASC Treasurer.
- C. Deposit all monies collected at events in the SCASC checking accounts within 3 days of all events (unless event is held within 3 days of a scheduled SCASC meeting, then funds will be turned over to the SCASC Treasurer);

Co-Treasurer:

Requirements:

- A. Must be an NA member;
- B. Two years of continuous clean time;
- C. Willingness and desire to serve the position;
- D. Time and resources necessary to fulfill the position;
- E. Previous member of Activities Subcommittee;
- F. Ability to organize and give the subcommittee direction and motivation;
- G. Understanding and practical experience of the Twelve Steps and Twelve Traditions of NA.

Responsibilities:

- A. To assist the treasurer in all the functions of the treasurer. The treasurer shall teach the co-treasurer all aspects of the position so that at the end of the treasurer's term, the co-treasurer shall assume the position of treasure and teach the newly elected co-treasurer as they were taught.
- B. The co-treasurer will assume the duties of the treasurer when/if the treasurer is unable to fulfill their duties as needed.

Flyer Coordinator:

Requirements:

- A. Must be an NA member;
- B. Six months of continuous clean time;
- C. Willingness and desire to serve this position;
- D. Ability to develop typed or written material in a clear and concise manner;
- E. Basic knowledge of the Twelve Steps and Traditions of NA.

Responsibilities:

- A. Prepare all event flyers and have available for distribution at the monthly SCASC meeting;
- B. Shall send the flyers to the internet coordinator via e-mail.

Activities member:

All meetings are open to any interested member of NA. To become a member of the Activities Subcommittee you must attend two consecutive meeting. All new members will become an active member on the second consecutive meeting. Once a member you will be eligible to vote.

Literature/Archives Subcommittee

This Subcommittee facilitates the development of NA literature in coordination with the WSC Literature Committee. This Subcommittee also maintains SCASC Archives. It is directed by the SCASC to produce and distribute a local newsletter.

Officer clean time requirements:

Chair	2 years
Vice Chair	1 year
Secretary	1 year
Editor & Alt Editor	1 year
Treasurer	6 months
Reporter	6 months
Archivist	6 months

Chairperson/Vice-Chairperson

Duties of the Chairperson:

The Chairperson develops agenda for distribution with the minutes. He/She presides over the subcommittee meetings. He/She is responsible for all outgoing correspondences. At all meetings, the Chairperson shall vote only in the case of a tie. The Chairperson activates all Ad-hoc committees. The Chairperson must be capable of conducting the meeting with a firm but gentle hand. The Chairperson and the Vice-Chairperson each gives an oral report at the beginning of each regular meeting. These reports are given to the Secretary and may be hand written due to possibility of last minute changes to meeting. The Chairperson oversees all activities of the Archivist.

Duties of the Vice-Chairperson:

The Vice-Chairperson coordinates all subcommittee concerns. The Vice-Chairperson is expected to maintain a physical presence at all subcommittee meetings. In the absence of an active Chairperson, the Vice-Chairperson services as Chairperson Pro-Term. He/She appoints another trusted servant to chair an Ad-hoc subcommittee. The Vice-Chairperson will maintain an attendance list of all officers and follow up on absenteeism. In the absence of the Chairperson, the Vice-Chairperson shall be directed to perform the duties of that position.

Elections and Qualifications:

The Chairperson and Vice-Chairperson is an elected position lasting for a term of two years. After one year as Vice-Chairperson the Chairperson is replaced by the Vice-Chairperson. A new Vice-Chairperson is elected every year.

Secretary

The Secretary keeps accurate minutes of each Subcommittee meeting, and is required to type and distribute copies of the preceding month's minutes to each officer and member at the commencement of each subcommittee meeting. These minutes should be verified by the Chairperson before copies are made. The Secretary shall maintain a contact list of all officers and members. The Secretary shall keep an attendance record. Minutes will include attendance, any motions passed, and any new meetings added to Area. The Secretary will keep a copy of each month's minutes and at the end of his/her term, pass them on to the new Secretary. To perform the duties of this office the Secretary must have access to a typewriter or computer with a printer. The Secretary will have a minimum of one-year continuous abstinence from all drugs.

Editor-Alternative Editor

The Editor oversees creation and format of the newsletter. The responsibility of printing and distributing the newsletter is the Editor's. This cost is reported directly to the subcommittee at the next regular meeting. At the direction of the Editor for purposes of filling unused space in the newsletter "on topic" unaltered material may be selected from the Basic Text, Just For Today, or It's Works, How & Why. Submits and presents to the subcommittee a typed report of all newsletter related activities at each regular subcommittee meeting.

The Alternative Editor maintains a file of submissions approved by the subcommittee but has not yet been printed in the newsletter. These may be included in a future newsletter at the discretion of the Editor without any further need for approval. Also maintains a list of all active meetings receiving an allocation of the newsletter. The Alternate Editor will assume all duties and responsibilities of the Editor in the absence of the Editor.

Qualifications and Elections:

The Editor and Alternative Editor are elected positions lasting for two years. After one year as Alternate Editor the Editor is replaced by the Alternative Editor. A new Alternate Editor is elected every year. They will have a minimum of one-year continuous abstinence from all drugs.

Special Notes:

Passed by motion July 05, the Editor may receive up to but not beyond those funds allocated for production of the newsletter if he or she has access or possession to production equipment to cover expenses. A written request must be presented to the Chairperson, which then is presented to the SCASC for payment.

Artwork:

Artwork is jointly at the discretion of the Editor and Alternative Editor and doesn't need approval of the subcommittee. Any copy written or registered must bear a circled C or R as required by law.

Treasurer

The Treasurer shall make a report of expenditures and balance available at every regular subcommittee meeting to the Chairperson. At the end of each calendar year a typed annual report is given to the Chairperson. The Treasurer cannot allocate funds at any time. Allocations of all funds are the responsibility of the Chairperson. The Treasurer is responsible for maintaining a fiscal record of all subcommittee transactions. The Treasurer will coordinate with the Chairperson the development of the following years projected budget to be delivered to the SCASC by the November meeting for approval. This projected budget will be presented to the subcommittee for review, amendments, and passed by motion in October. The treasurer will have a minimum of six months continuous abstinence from all drugs.

Reporter

The Reporter delivers to the editor a schedule of any events occurring in the state for publication in the newsletter. They give a report of any events happening in the state when asked by the subcommittee. Attends and reports on the state convention, (IRCNA). Assists the Editor and Alternative Editor in creation of the newsletter. Actively seeks submissions to the newsletter and develops a flyer to announce the topic of upcoming newsletter. This cannot include food or lodging. The cost of registration may possibly not be reimbursed. The Reporter will have a minimum of six months continuous abstinence from all drugs.

Archivist

The Archivist maintains all material required by the SCASC to be stored for historical and other purposes as directed by the SCASC. He/She may maintain a record of all documents and items stored and location of each. He/She will maintain a separate binder of all SCASC minutes. He/She will maintain a binder of all published SCANA newsletter. A yearly inventory is required by the SCASC (shortly after new SCASC officers assume office) and this subcommittee is required to give the Archivist any support required to make and verify the inventory. The SCASC may require the Archivist give a typed report of the yearly inventory to be presented to the area at its discretion. This position is a separate entity within this subcommittee, but under the direct oversight of this subcommittee and supports any requests made by the SCASC or its other subcommittee Chairpersons. No material within the Archives may be altered, relocated, disposed of or reproduced without written consent of the SCASC Chairperson or its other subcommittee Chairpersons. Persons, organizations, or media outside the fellowship of NA is strictly forbidden access to archived material. The Archivist is elected within this subcommittee and has all membership and voting rights of this subcommittee. The Archivist can be removed from office by this subcommittee. It is recommended but not necessary that the Archivist keep a list of all people with direct access to the Archives and those who enter the archives for research and other purposes. The Archivist will have a minimum of one year continuous abstinence from all drugs.

Subcommittee Members

You will be involved with matters having an effect on NA recovery in this area. It is strongly recommended you have a sponsor who is an NA member. To become a member you must attend three consecutive subcommittee meetings to become a member. It is your responsibility that the secretary has record of your attendance. At that time you may receive a handbook. Remember that the subcommittee pays for the handbook out of a very limited budget. One may not always be available. Please turn in the handbook when ending your membership. Not attending three consecutive meetings or relapse of drug use will end your membership in this subcommittee. There is to be no use of cell phones during the meeting. Camera phones are in violation of the Traditions also against State and Federal law. Your children are welcome, but it is your responsibility to monitor their behavior and noise level. Language used by adults during the meeting may not be appropriate for children to hear or witness. As a member, you may in writing propose a motion for consideration, debate and vote. As a Member you may debate and vote on any motion presented.

Outreach Subcommittee

NA Description: An array of services designed specifically to insure that any NA member, group or meeting can participate in the NA service structure and receive services, if they so desire. Short description - Overcoming isolation.

The Purpose: This Subcommittee is to assist groups in solving problems that impede their growth or threaten their survival. To help groups overcome many kinds of isolation by encouraging increased knowledge, contact and exposure to NA as a whole and to the NA service structure.

Functions & Responsibilities:

The basic functions of the SCANA Outreach Subcommittee are:

1. Conduct new GSR orientations prior to each ASC meeting.
2. Contact or visit groups not represented at their ASC meeting.
3. Assist groups to register with WSO.
4. Provide a line of communication to isolated members and groups, both in and out of institutions.
5. Present or take part in activities designed to bring addicts together.
6. Conduct workshops on group level service, often providing information packets.
7. Present Outreach workshops at learning events.
8. Encouraging and improving GSR attendance at ASC meeting.
9. Assisting groups in the need of trusted servants or other support.
10. Providing or coordinating delivery of Group Starter Kits.
11. Compiling or advising in the compilation of meeting directories.
12. Developing and or maintaining maps of service boundaries.
13. Encouraging members to become involved in NA service.
14. Helping groups and members learn about ordering literature and receiving NA publications.
15. Developing and making available simple explanations of service materials.
16. Help groups to provide for members with additional needs.

II. Meetings:

1. The Outreach Subcommittee shall meet at 11:15 am for one hour on the same day and at the same location as the regularly scheduled SCASC meeting.
2. A special meeting may be called by the Chairperson as the need arises, in order to maintain its functions and responsibilities.

III. Agenda Format:

- A. Open meeting with a moment of silence to reflect on our primary purpose, followed by the "We" version of the Serenity Prayer.
- B. Service Motivation.
- C. Twelve Traditions.
- D. Twelve Concepts.
- E. Roll call/New members.
- F. Chairperson's report.
- G. Vice-Chairperson's report.
- H. Approve minutes.
- I. Old Business.
- J. New Business (Contact Chair or Vice-Chair one week prior)
- K. Close with the Third Step Prayer.

IV. Members:

All meetings are open to any interested member of NA. The SCANA Outreach Subcommittee consists of two or more addicts with the willingness and desire to assist and support NA groups. Any NA member attending these Subcommittee two consecutive meetings may become an active member. (Perspective members will be voted in by existing committee). Once a member, you are eligible to vote.

V. Motions & Voting Procedures:

1. Motions may be made and seconded by Officers (excluding the Chair) and active voting members of this subcommittee.
2. Voting outcomes are as follows:
 - a. Majority of YES votes carries a motion.
 - b. Majority of NO votes defeats a motion.
 - c. Abstention (undecided) counts as a negative vote.
3. All motions need to be presented in writing and given to the secretary.

VI. Requirements & Responsibilities of Officers:

Chairperson:

To be elected within the Outreach Subcommittee in November for a one year term which will begin the following January.

Requirements:

- A. Must be an NA member.
- B. Two years of continuous clean time.
- C. Willingness and desire to serve the position.
- D. Time and resources necessary to fulfill the position.
- E. Previous service experience, preferably Outreach.
- F. Ability to organize and give the subcommittee direction and motivation.
- G. Understanding and practical experience of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

Responsibilities

- A. To prepare agenda for and preside over Subcommittee meetings.
- B. To attend and report to the SCASC all ongoing activities and submit a written report to the SCASC Secretary.
- C. To attend as many learning days, Regions, and workshops as possible.
- D. Initiate all necessary correspondence or delegate such and follow up.
- E. To carry the conscience of the subcommittee to the SCASC and to bring the conscience of the SCASC to the subcommittee.
- F. Assure the Twelve Traditions of NA are upheld in all endeavors.

Vice-Chairperson:

To be elected within the Outreach Subcommittee in November for a one year term which will begin the following January.

Requirements:

- A. Must be an NA member.
- B. One year of continuous clean time.
- C. Willingness and desire to serve the position.
- D. Previous service experience, preferably in Outreach.
- E. Ability to assume responsibilities in the Chairperson's absence.
- F. Basic knowledge of the Twelve Steps and Traditions of NA.

Responsibilities:

- A. To work with and stay informed in all phases of the activities of this subcommittee.
- B. Ability to carry out responsibilities delegated by the Chairperson.
- C. In the event the Chairperson is unable to complete their term, the Vice-Chairperson will, upon approval of the SCASC, assume the position for the remainder of the term

Secretary:

To be elected within the Outreach Subcommittee in November for a one year term which will begin the following January.

Requirements:

- A. Must be an NA member.
- B. Six months of continuous clean time.
- C. Willingness and desire to serve the position.
- D. Ability to develop typed or written material in a clear and concise manner.
- E. Basic knowledge of the Twelve Steps and Traditions of NA.

Responsibilities:

- A. Record minutes of each meeting and provide copies to active members.
- B. Notify all active members of special meetings.
- C. Update phone numbers of members on a regular basis and provide copies to same

Ad Hoc (Policy) Subcommittee

When active (as directed by the SCASC Chair), this Subcommittee develops guideline suggestions, records motions affecting the operation of the SCASC, and responds to questions of NA Traditions. The Chair shall activate the Ad Hoc Policy Review Committee to update policy in October of each year. The function of the Committee is to correct any errors and to integrate any policy changes that have occurred during the year. Recommendations are to be made to the SCASC for final GSR approval. The document entitled POLICIES OF CONDUCT FOR THE SOUTH CENTRAL AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS should be reviewed and updated by this subcommittee on a year-to-year basis.

Ad Hoc (Research) Subcommittee

When active (as directed by the SCASC Chair), this Subcommittee facilitates annual audits of the SCASC and ASO fiscal records and facilitates other special projects as directed by the SCASC.

Convention Subcommittee

When active (as directed by the SCASC Chair), this Subcommittee develops and presents "Bid Packages" for NA Conventions that the SCANA has an interest in hosting.

South Central Area Service Office, Inc.

The South Central Area Service Office (SCASO) is a subcommittee of the SCASC. The SCASO is a legally registered non-profit corporation and is bound by all laws concerning Iowa non-profit corporations. The SCASO is also responsible to adhere to the Twelve Traditions of Narcotics Anonymous.

The SCASO is responsible to provide physical meeting space for the Fellowship of the South Central Area of Narcotics Anonymous and its respective Service Committees. The SCASO is responsible for facilitating the distribution of NA Literature and other NA recovery oriented materials to the local NA Fellowship and to the "*recovering community*" at large. The SCASO is also responsible for facilitating any other ancillary activities/services as directed by the SCASC.

The SCASO is funded through sales of NA literature/NA recovery oriented materials, and physical meeting space rent(s). Periodic financial assistance may be requested from the SCASC. The fiscal records of the SCASO are available for inspection by and at the request of the SCASC Chair.

The SCASO is managed by the body known as the SCASO, Inc. subcommittee. SCASO, Inc. is headed by one director who is nominated and elected yearly by the SCASC. The Director must have a minimum of two years of continuous abstinence as defined by Narcotics Anonymous and be eligible to serve on the SCASC. The term of office for the Director is one year. The Director is also the Chair of the SCASO Inc. subcommittee and is guided by the Policies of Conduct for the SCASC and Guide to Local Service.

Any additional information concerning the operational policies of the SCASO can be found in the documents entitled Policies of Conduct for the SCASC, Guide to Local Service and BY-LAWS OF SOUTH CENTRAL AREA SERVICE OFFICE, INC.

SCASC Officers

1. SCASC Officers are: Chair, Vice-Chair, Secretary, Treasurer, Co-Treasurer, RCM (Regional Committee Member), RCM-Alternate, and all Subcommittee Chairs.
2. One year (minimum) service to the SCASC as a GSR or Subcommittee member is required before serving as a SCASC Officer.
3. All SCASC Officer reports must be in writing and presented to the SCASC Secretary.
4. SCASC Officers shall not accept the following positions on the IRSC: Chair, Vice-Chair, Secretary, Treasurer, RD (Regional Delegate), RD-Alternate, Subcommittee Chair, or Subcommittee Vice-Chair.
5. SCASC Officers may not serve as GSR or GSR-Alternate.
6. Officers shall attend NA meetings regularly adhering to the 12 Steps and Traditions of Narcotics Anonymous.

SCASC CHAIR & VICE CHAIR

Duties of the chair: The Chair develops agenda for distribution with the minutes. Presides over SCASC meetings. He or she is responsible for all outgoing SCASC correspondence. At SCASC meetings, the Chair shall vote only in the case of a tie. The Chair activates all AD Hoc Subcommittees. The Chair must be capable of conducting a business meeting with a firm, yet understanding hand.

Duties of the vice chair: The Vice-Chair coordinates all Subcommittee concerns. The Vice-Chair is expected to report on the activity of Subcommittee meetings. In the absence of an active Subcommittee Chair, the SCASC Vice-Chair serves as Chair Pro-term. He/She may appoint another Trusted Servant to Chair Ad-Hoc Subcommittee. The Vice-Chair will maintain an attendance list of all SCASC Officers and follow up on absenteeism. In the absence of the SCASC Chair, the Vice-Chair shall be directed to perform the duties of that position.

Elections and qualifications: The chair & vice chair is an elected position lasting for a term of two years. After one year as vice-chair the chair is replaced by the vice-chair. A new vice chair is elected every year. They will have a minimum of two years complete abstinence from all drugs.

SECRETARY

The Secretary keeps accurate minutes of each SCASC meeting types and distributes copies of those minutes to each GSR and SCASC Officer no later than ten (10) days prior to the next SCASC meeting and shall e-mail them to the internet coordinator. The Secretary will provide the RCM and the Literature/Archives Subcommittee Chair with two copies each. These minutes should be verified by the SCASC Chair before copies are made. The Secretary also maintains current SCASC files and distributes copies to WSO. The Secretary shall maintain a list of any policy changes that have been voted on by the GSR's and submit them to the Ad-Hoc Policy Review Committee. The Secretary will have a minimum of one-year continuous abstinence from all drugs.

TREASURER

The Treasurer shall make a report of contributions and expenditures at every regular SCASC meeting as well as an annual report at the end of the calendar year. The closing treasurer's report at each SCASC meeting shall include, but not be limited to, year to date totals. The Treasurer is also responsible for maintaining all SCASC fiscal records. The Treasurer will reconcile finances with each Subcommittee Chair on a quarterly basis. The Treasurer will have a minimum of five years continuous abstinence from all drugs.

CO-TREASURER

The Co-Treasurer assists with all the functions of the treasurer and serves as a system of checks and balances. The Co-Treasurer & Treasurer is an elected position lasting for a term of two years. After one year as Co-Treasurer the Treasurer is replaced by the Co-Treasurer. A new Co-Treasurer is elected every year. They will have a minimum of four years continuous abstinence from all drugs.

REGIONAL COMMITTEE MEMBER (RCM)

The RCM is to the SCASC what the GSR is to the Group. As representative of the Area, the RCM speaks for the members and Groups within the SCASC. The primary responsibility of the RCM is to work for the good of NA, providing two-way communication between the SCANA and the rest of NA, particularly with neighboring Areas. The RCM represents the group conscience of the SCASC at the IRSC and provide the SCASC with the IRSC agenda at least ten days before the IRSC meets. The RCM attends all IRSC meetings and takes part in any decisions that affect the Iowa Region of NA, speaking as the voice of the SCASC. The RCM will provide SCASC minutes to the IRSC. The RCM is to be responsible (if so directed by the IRSC) for the IRSC P O Box, forwarding all correspondence to the appropriate person. The RCM may serve on one or more the SCASC and IRSC Subcommittees but not as Chair or Vice-Chair. The position of RCM is immensely important because the RCM is the next link in the communication chain to WSC for expressing the will of a loving God. The RCM must be able to work for the common good, placing principles before personalities at all times. In addition to the regular qualifications for the GSR, the RCM will also have NA service experience, have the willingness to give the time, have the resources necessary for the job, and have a minimum of three years complete abstinence from all drugs. The position of RCM also parallels that of GSR in that it is a two-year commitment. The first year is spent as RCM/Alternate becoming familiar with the job, attending all SCASC and IRSC meetings, and filling in for the RCM if s/he is absent or for any reason unable to complete the term of service. Naturally, the qualifications for the RCM/Alternate are the same as the RCM with an exception. The RCM/Alternate will have a minimum of two years continuous abstinence from all drugs.

SCASC SUBCOMMITTEE CHAIR

Subcommittee Chairs have duties and responsibilities that parallel those of the SCASC Chair with respect to their individual Subcommittees. In addition to the regular qualifications for SCASC Chair, continuous abstinence from all drugs is required as follows:

Public Relations Chair	Two years
Hospitals and Institutions Chair	Two years
Activities Chair	Two years
Literature/Archives Chair	Two years
Outreach Chair	Two years

SCASC Officer Removal

Removal of SCASC Officers from service responsibilities is necessary under certain conditions. SCASC Officers may be removed by a two-thirds majority vote of the SCASC.

Conditions for removal are as follows:

1. Relapse.
2. Failure to notify respective committee members of absence prior to any scheduled meeting.
3. Failure to carry out delegated tasks and responsibilities.
4. Misappropriation of NA Fellowship funds.

Nominations and Elections

I. Nomination of SCASC Officers (excluding Subcommittee Chairs):

- A. Nominations open during the September SCASC meeting and close during the October SCASC meeting.
- B. Nominations can be made by GSR's and SCASC Officers.
- C. All nominations need to be seconded by a GSR.
- D. Once a nomination is made and seconded, the nominee must either accept or decline.
- E. Persons accepting nomination MUST present in writing their acceptance, which should include:
 1. How they can best serve the SCASC if elected.
 2. Qualifications including, but not limited to, service experience.
 3. Amount of continuous clean time in Narcotics Anonymous.
 4. Willingness to serve.

II. Election of SCASC Officers (excluding Subcommittee Chairs):

- A. Elections are held during the November SCASC meeting.
- B. Newly elected Officers will assume responsibility of Office on the following January 1st.
- C. The election will be by secret ballot.
- D. Only eligible GSR's have voting privileges.
- E. In the event of a tie vote, the SCASC Chair (or acting Chair) will cast the deciding ballot.
- F. The incumbent Officers are expected to instruct/advise the Officer-Elect of the responsibilities of their respective office.

III. Election of SCASC Subcommittee Officers:

- A. Nominations and elections of Subcommittee Officers will be held within the Subcommittee as needed.
- B. The term of commitment is one year.
- C. Persons accepting nomination must present in writing to the respective Subcommittee acceptance of nomination, which should include:
 - 1. How they can best serve the Subcommittee if elected.
 - 2. Qualifications including, but not limited to, service experience.
 - 3. Amount of continuous clean time in Narcotics Anonymous.
 - 4. Willingness to serve.
- D. Elected Subcommittee Chairs will present a written statement to the SCASC Secretary, including the above criteria to the SCASC for final GSR approval.

NOTE: All officers and Subcommittee Chairs may serve no more than TWO (2) consecutive terms

Finances

1. All SCASC checking accounts will be non-interest bearing.
2. All SCASC issued checks require no less than three signatures for authorization.
3. Authorized signatures for the checking account known as SOUTH CENTRAL AREA SERVICE shall be those of the SCASC Chair, Vice-Chair, Treasurer, and Co-Treasurer.
4. All SCASC funds, including Subcommittee funds, will be administered through the SCASC Treasury.
5. The SCASC will maintain a prudent reserve equal to one month normal operating expenses, including the approved budgets of all financially dependent Subcommittees.
6. Regional donations will be done based on prudent reserve that will include all unspent subcommittee moneys.
7. Financial requests can be made only by SCASC members. A member is defined by his/her registration with the SCASC Secretary. Membership consists of SCASC Officers and GSR's.
8. Financial requests, including any subcommittee financial request above and beyond the respective approved budget, must be approved by the GSR's.
9. All SCASC, with the exception of the Activities Subcommittee, fundraising activities and disbursement of those funds require prior GSR approval.
10. All receipts will be deposited to and disbursements will be made from the SCASC Treasury.
11. All persons submitting moneys to the SCASC will be issued a receipt initialed by that person and the SCASC Treasurer.
12. Receipts must be presented within 31 days for moneys advanced from the SCASC Treasury.
13. Reimbursement requests can be made only by SCASC Officers.
14. A valid receipt must be presented at the time of the reimbursement request.
15. All deposits shall be made two days after SCASC meeting. It is the Treasurer's responsibility to present proof of deposit receipt to the SCASC chair.

Theft of NA funds (Bulletin #30)

WHEN SAFEGUARDS FAIL

If we develop and follow these procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future.

But suppose the answer is yes, we followed our guidelines to the letter. We did everything in our power to prevent a theft, and someone stole from us anyway. When this happens, there is often a mixture of reactions, ranging from, "Let's forgive and forget; after all, we're addicts who are prone to acting out on our disease. We don't want to run the individual out of meetings and into a possible relapse," to "Let's throw the thief in jail!" But whatever it is, we don't want our initial emotional reaction to dictate the outcome of the situation.

Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all, involved.

This is not to say that the disappearance of NA funds should be taken lightly or that a service committee should sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a process that is both responsible and spiritual; taking steps of increasing severity should they prove necessary.

First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?

If it becomes clear that money has indeed been taken, the group or service committee should then schedule a meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.

If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best not to drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid. We strongly suggest drafting a legally binding document, utilizing legal advice if possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement.

A report about the situation should be published, and regular reports on the status of the restitution agreement should be published until the agreement is satisfied.

Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position and not consider the person for another position until he or she has dealt with the issue through the process of the steps.

If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail to send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.

If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees and world services as resources.

RESOLUTION AND RECOVERY

Even if a successful resolution is reached, many of us will still be angry and hurt and may want to shun the person involved. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery. As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery, utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs.

The misappropriation of NA funds affects groups, service committees, and world services in their efforts to carry the message to the still-suffering addict. The process necessary to deal with such incidents typically has long-term effects--conflict between members, disunity, and disillusioned members--on any NA community, directly affecting the newcomer. The safeguards recommended in this bulletin not only protect our funds, but protect us from our disease. We implore NA communities worldwide to develop and follow procedures that protect NA funds; doing so will keep our future secure.

Abbreviations

ASC	Area Service Committee
ADMIN	Administrative Committee
BOT	Board of Trustees
CAR	Conference Agenda Report
GSR	Group Service Representative
GSR/Alt.	Alternate Group Service Representative
GTLS	Guide to Local Service
H&I	Hospitals and Institutions
LIT	Literature
NAS	Ad Hoc Committee on NA Service
PR	Public Relations
RSC	Regional Service Committee
RCM	Regional Committee Member
RCM/Alt.	Alternate Regional Committee Member
RD	Regional Delegate
WSC	World Service Conference
WSO	World Service Office

Rules of Order for SCANA

Decorum Statement

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. By following these rules of order, we strive to be sure that we are making decisions on the basis of principle, rather than personality. In keeping with that spirit, we encourage all participants to become familiar with these rules and to conduct themselves accordingly. Once the meeting is under way only one matter will be before the committee at any one time, and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting, so that you can have maximum benefit of its content.

Debate Limits

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons. Speakers addressing a motion in debate usually have two or three minute in which to speak their minds.

MOTIONS

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are Main motions and Parliamentary motions.

Main Motions

A motion is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why he feels the idea is important--this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for complicated or long motions.

Every motion requires a second--the backing of another person who also wants the idea put into practice, or who simply wants to see further discussion of the idea take place. The chairperson will ask, after one person makes a motion, whether the motion has a second. The seconder simply raises his hand, and when recognized by the chair, says, "I second that". If nobody seconds a motion, the chair will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it out of order. A motion may be ruled out of order for any one of a number of reasons: The motion goes against the committee's standing policy, clearly contradicts one of the Twelve Concepts for NA Service or Twelve Traditions, or is inappropriate at the particular point in the meeting at which it is

made. Robert's Rules of Order can be consulted for more specific examples of motions, which are out of order any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may appeal that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

Parliamentary Motions

Parliamentary motions can be best understood as "sub-motions" that are made during debate on a main motion, which affects in some way the main motion. There are many more of these than space and practicality permits us to include here, but a few that seem to be the most practical are discussed here.

1. Motion to AMEND.
SIMPLE majority required.
Is DEBATABLE.

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, she can say, "I move to amend the motion. . . "And suggest specific language changes in the motion. If an amendment has been moved and seconded, debate then turns to the merits of the amendment. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

2. Motion to call the PREVIOUS QUESTION.
TWO-THIRDS majority required.
Is NOT DEBATABLE.

For our purposes this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, "I call for the question", or "I move the previous question". It is another way of saying, "I move that debate stop right now and that we voted immediately". This is one of many that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote "no" to this motion if you are still confused about the issue, or if you are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because he knows you will stop it soon enough.

3. Motion to TABLE.
SIMPLE majority required.
Is NOT DEBATABLE.

One way of disposing of a motion that is not ready for a vote is to table it. This is done by saying, "I move that we table this motion until such-and-such a date/meeting". This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

4. Motion of REMOVE FROM THE TABLE.
SIMPLE majority required.
Is DEBATABLE.

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, "I move to remove from the table the motion to such-and-such". If this motion passes, the motion that had been tabled becomes the main motion, and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

5. Motion to REFER.
SIMPLE majority required.
Is NOT DEBATABLE

Sometimes the committee does not have enough information to make an immediate decision on a motion. Such motions can be removed from debate and sent to one of the subcommittees for further study; or it can be sent to a special ad hoc committee. This can be done by a member saying, "I move to refer the motion to such-and-such sub-committee." If the motion to refer passes, the committee moves on to its next item of business. The subcommittee to which the motion is assigned will take it up at their next meeting of the full committee.

6. Motions to RECONSIDER OR RESCIND.
TWO-THIRDS majority required.
Is DEBATABLE.

Sometimes a member feels that a motion the committee has passed will prove harmful. He can move to wither reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind:

- * The motion must have been passed in either the last months or the current meeting.
- * The member making the motion must have information on the issue that was not available in the original debate on the motion.
- * The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes, while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.

7. Request to WITHDRAW A MOTION.
UNANIMOUS CONSENT required.
Is NOT DEBATABLE.

Once a motion has been made and the debate begins, the maker of the motion may move to withdraw it. The chair asks if there are any objections. If there is even one, the motion stays on the floor, and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

8. Offering a SUBSTITUTE MOTION.
SIMPLE majority required.
Is DEBATABLE.

A substitute motion is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

9. Motion to ADJOURN.
TWO-THIRDS majority required.
Is NOT DEBATABLE.

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires two-thirds to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

OTHER PROCEDURES

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

Order of the day. If a committee member feels that business is going too far astray from the original agenda, he can get things back on track. He says, "I call for the order of the day". This means, "I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda". This does not require a second, and is not debatable. Regardless of what else is going on at the time, it requires an immediate vote.

Point of order. If a committee member feels that something that is happening is in violation of the rules of order, and if the chairperson does not appear likely to do anything about it, the member can raise a point of order. She need not raise her hand, but may simply say out loud, "Point of order." The chairperson then says, "What is your point of order?" The member then states how she feels the rules of order are being violated. If the chair agrees with her judgment, he says, "Your point is well taken," and the situation is cleared up. If he does not agree, he says, "Overruled." This decision, as all others, can be appealed.

Point of appeal. Any time the chair makes a decision that may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "I appeal the decision of the chair." The chair then says, "On what grounds?" The member states his reasons. The chairperson then speaks briefly to the intent of his ruling. A vote is taken, requiring a two-thirds majority to overrule the decision of the chair.

Parliamentary inquiry. If a committee member wants to do something, but doesn't know how it fits in with the rules of order, all he has to do is ask. Without raising his hand, he simply says out loud, "Point of parliamentary inquiry." The chairperson must immediately recognize him, so that he may ask how to do such-and-such. The chair will answer the questions, possibly by referring to a specific passage in this document in his explanation.

Point of personal privilege. If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or there is too much noise in the room, you can ask that something be done about it. You may interrupt the proceedings by saying, "Point of personal privilege." The chair must recognize you immediately. State the situation, and ask that it be corrected. The chair will request that whatever needs to be done, and is reasonable, be done to help make you more comfortable.

VOTING PROCEDURES

There are several ways that votes can be taken. Two of them are described here:

Show of hands. This is the most commonly used method. With rare exception, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chair should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

Roll Call Vote. Sometimes when a vote is taken on a controversial issue, or a very important one, members may call for a roll call vote. This request must be honored, whether or not it is made after a show-of-hands vote has already been taken. The secretary calls out the GSR or GSR-Alternate and asks for their voice vote, yes or no. Each person's vote is then recorded in the minutes by group name.

Voice Vote. This is used for routine and uncontested motions.

Election of SCASC Officers. This election of ASC Officers is done by **secret ballot ONLY.**

COMMITTEES

There are two kinds of subcommittees: Standing subcommittees and Ad Hoc committees.

Standing subcommittees. These are the regular subcommittees of the Area, such as H&I, PR, etc. The basic descriptions of these, and how they relate to the committee as a whole, are detailed elsewhere.

Special Ad Hoc Committees. Sometimes a question or special project needs to be referred to a subcommittee, but the question does not fit in with the focus of any existing subcommittee. In such cases, the motion can be made to refer to a special committee. These special committees are set up for specific purposes, and they have limited lives--when they have finished their jobs and have reported back, they are disbanded. A motion to refer to a special committee should specify what the committee's purpose will be. The chair may then appoint an ad hoc committee in its entirety, or he may appoint just the ad hoc committee chairperson, (usually the Area vice-chair) who will put the committee together himself later.

Twelve Traditions of Narcotics Anonymous

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 NA 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 others 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 NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, 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. Narcotic Anonymous has no opinion on outside issues; hence the NA 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 NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure, which develops and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA service rests with the NA groups.
3. The NA 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 entrusted to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. Trusted servants with substantial responsibility for our services should take part in the decision-making processes affecting those services.
8. The integrity and effectiveness of our service structure depend on regular communication.
9. Our service boards and committees have the responsibility to carefully consider all viewpoints in their decision-making process.
10. Any member of a service board or committee can petition that body for the redress of a personal grievance, without further fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.