

ALBANY-RENSSELAER AREA SERVICE COMMITTEE (ARASC) POLICIES AND PROCEDURES

General-

The Albany-Rensselaer Area Service Committee (ARASC) of NA was formed 7/31/98.
As of July 1998 the ASC joined ABCD Regional Service Committee (ABCDRSC)

Service Guide-

- A. A Guide to Local Services in Narcotic Anonymous (GTLS) will be used as the service guide for the ARASC until the next conference approved service guide is distributed.
- B. ARASC will accept the Twelve Concepts of Service to enhance existing policy and procedure.

Post office Box & Storage Unit (Procedure)

- A. The ARASC will have a P.O. Box.
- B. Two of the ARASC's trusted servants (Chairperson, Vice-Chairperson, Treasurer, Alt-Treasurer and Secretary), as well a member of H & I, will have keys to the P.O. box, and will check the P.O. Box regularly (2/10)
- C. ARASC shall maintain a storage unit paid yearly by ARASC for the purpose of storing ARASC and its subcommittee's supplies.
- D. Key holders of the storage unit will be ARASC Chairperson, Policy Chairperson, E&A Chairperson, and Treasurer. (12/13)

Meeting Lists-(Policy)

The ARASC will have meeting lists available for sale (4/02)

Learning Days- (Policy)

- A. ARASC will conduct one learning day a year.
- B. ARASC will form an Ad-hoc Committee for this purpose. (4/02)

Website – (Policy)

ARASC will establish and maintain an ARANA Website, to link to the Regional Website (05/14)

New Groups- (Procedures)

- A. New groups will be directed through the Regional Chairperson to World Service of NA for registration.
- B. Starter kits will consist of 3 white booklets, 5 IPs of numbers: 1, 2, 6, 7, 8, 9, 11, 12, 16, 22, 1 group booklet, 5 welcome keytags and 2 each of the remaining keytags; a group treasurer's pad, a copy of NA Concepts Booklet, a set of group readings, and 10 meeting lists. (4/02, 7/03)
- C. Starter kits will be provided to new groups following introduction of that group to the ASC body. Already existing groups requesting a starter kit need approval of the ASC body by majority vote. (7/03)

Groups- (Procedure)

- A. It is suggested that each GSR, alternate GSR, or a member from their group be a member of an Area subcommittee.
- B. Any NA group that sends a GSR to ARASC meetings and wants to be a member of the ASC may be a member.

Agenda- (Policy)

- A. In the announcement section of the ARASC the motions for the following month's agenda will be read.

Agenda-(Procedure)

- A. All motions, with the exception of time frame motions, need to be submitted at the previous ASC meeting to be included in the agenda for the next applicable months old business.
- B. The ARASC Agenda for the next meeting will be emailed to groups. (4/02) Minutes will be picked up at ARASC meetings.
- C. ARASC meetings shall end after 3 hours. Any remaining business will be addressed in the following ARASC meeting. (9/01)
- D. The ARASC meetings will begin with the reading of the Service Prayer.
- E. During group reports it will be asked if there are any reports rather than reading of all group names
- F. Discussion of Pros and Cons of motions will be limited to 10 minutes.
- G. Questions during ARASC Subcommittee Reports shall be limited to 5 minutes after the complete reading of the report by the chair-person or vice-chairperson of that subcommittee.
- H. A final treasury report will be read in the announcement section of the ARASC meetings.
- I. ARASC meeting will be closed with the Serenity Prayer.

Motions-(Policy)

- A. Motions affecting policy and procedures shall be dated in the policy packet. (4/02)
- B. Motions to change the policy and procedure packet and election motions are 90 day motions to allow discussion at two area meetings
- C. Pros and cons of motions will be discussed the month the motion is introduced on the floor of ARASC before bringing it back to groups, not the month it is voted on.
- D. Every motion brought to ARASC floor requires a second.
- E. A time frame motion is a motion that deals with a financial situation that will occur before the next ARASC. A time frame motion cannot change ARASC policy and procedure.
- F. Any new policy or procedure added to the Policy Packet shall contain the date, in the format (month/year), that corresponds to the ARASC meeting within which that new policy or procedure was passed. (4/02)
- G For motions affecting policy, a quorum of 25% of groups registered with the WSO is required.

Financial-(Policy)

- A. ARANA Treasurer shall pay expenses related to ARANA service upon approval. (Treasurer, executive committee of majority approval of GSR's) (11/17)
- B. All subcommittees and ARASC trusted servants who receive a revolving fund or expenses paid by area treasury, include in their monthly reports a detailed account of expenses and/or literature used for that month and exactly where it was used.
- C. A yearly financial review will be conducted of the ARASC's financial records by a willing addict or addicts to be appointed by the chairperson and approved by the groups. (4/02)
- D. Two signatures are required on all ARASC checks. Signatories shall be Chairperson, Treasurer, Vice Chair, and Vice Treasurer. Treasurer will maintain the list of signatories with bank and remove names as positions are vacated.(11/08)

Financial-(Procedure)

- A. The ARASC will have a prudent reserve of \$1500. (7/16)
- B. Any excess over the total of the prudent reserve and the balance in the E&A revolving fund will be donated to ABCD region. (12/13)
- C. The money in the prudent reserve can only be spent by motion at the ARASC meeting.
- D. All area events that will not request a suggested donation and will require the expenditures of ARASC funds must be approved by ARASC prior to event.
- E. The ASC will pay on a monthly basis all ARASC Sub-committee rent. ARASC subcommittee shall not expend more than \$20/month in rent.

Voting- (Policy)

- A. All motions with the exception of those effecting policy and procedure shall be decided by a simple majority of "votes cast" (yes and no votes only- excluding abstentions) (4/08)
- B. Motion effecting procedures will be decided by simple majority of GSR's present (4/08)
- C. Motion effecting policy will be decided by two-thirds majority of GSR's present (4/08)
- D. If a majority of GSR's present abstain from voting the motion shall be tabled until the next ARASC meeting. A period of 15 minutes will be allowed for any questions and or clarifications. GSR's will be able to go back to their groups with a better understanding of the intent of the motion. The next vote on the motion will be final, and decided by "votes cast" (excluding abstentions). (4/08)

Voting-(Procedure)

- A. GSRs and alternate GSRs (when GSR is not present), or another group representative, are the only people to carry a vote at ARASC meetings. Each group carries only one vote. (4/02) For the purposes of voting, each group representative can only represent one group. (6/03)
- B. If a vote on a motion results in abstention votes affecting the outcome of the motion, that motion will be tabled to the next ARASC. A period of 15 minutes will be allowed for any questions and/or clarifications. GSR's will be able to go back to their groups with a better understanding of the intent of that motion. The next vote on that motion is final
- C. No Area Trusted Servant shall carry a vote for any group, except the coffee maker. (8/03)

Elections- (Policy)

- A. Chairpersons and Co-chairpersons are elected by ARASC. Subcommittees will elect their own vice-chairpersons.
- B. Nominees must be present at ARASC meeting when elections are held for that position. During elections nominees will be asked to leave the room during the vote only, but not during the discussion
- C. When two consecutive ARASC meetings are missed by any ARASC trusted servant (or their representative), subcommittee chairperson*(or representative), the position will be announced as open by the ARASC chairperson at the second missed meeting. (4/02)(*1/07)
Nominations for that position will be taken at the next ARASC meeting
- D. All nominees for ARASC positions must attend at least one ARASC meetings prior to the month they are nominated. (4/02)
- E. All elections are sixty day motions except Coffee Maker, which shall be time frame motion.
- F. Subcommittee Treasurers maintaining accounts containing NA funds will be elected by the ARASC (passed 03/09)

Elections- (Procedure)

- A. Area trusted servants will be elected for a term of 1 year beginning with the month they are elected, as the positions(s) become available. (PASSED 4/02)
- B. Each subcommittee chairperson is elected for a term of 1 year beginning with the month they are elected, as the position becomes available.
- C. AGTLS suggestion will be followed that, "all ASC members and officers may succeed themselves in office, but in keeping with the 9th tradition and the principle of rotating leadership, it is recommended that no officer serve more than 2 consecutive times
- D. For elections that include multiple candidates, for the same position, the group vote shall be one of the following: yea for an individual candidate, a no vote for none of the candidates or an abstention vote. If a candidate obtains the most votes, they will be declared the winner. If a no vote has the most votes, neither candidate will obtain the position and new nominations will be taken. If an abstention vote obtains the most votes, the procedure voting section will be followed. (Passed 6/05)

C. ASC TRUSTED SERVANTS POLICIES AND PROCEDURES

Chairperson

- A. Requirements (procedures)
 - 1. Minimum two years continuous abstinence from all drugs.
 - 2. One year service related work for the ARASC.
- B. Responsibilities (procedures)
 - 1. Chairs ARASC meetings according to Robert's Rules of Order (short form).
 - 2. Chairs ARASC meetings within the 12 Traditions of NA.
 - 3. Sets agenda for following months meeting, informing secretary of any changes prior to mailing of next month's agenda. (Passed 6/00)
 - 4. Can vote at ARASC meetings only in case of a tie.
 - 5. Provides help to subcommittees as needed, or by request and stays informed of subcommittees activities.
 - 6. Is a member of ARASC Policy subcommittee.
 - 7. Is available to help solve communication problems.
 - 8. Is one of the co-signers of the ARASC bank account.
 - 9. Notifies WSO of changes in trusted servant positions of the ARASC, using the WSO form.
 - 10. Contacts trusted servants when a request of resignation becomes necessary per ARASC policy.
 - 11. Responsible for correspondence of ARASC as needed.
 - 12. Responsible for selecting and securing ARASC meeting place and time.
 - 13. Chairperson cannot be a motion maker or be a second on any ARASC motion. This insures neutrality.

II Vice-chairperson:

- A. Requirements (Procedures)
 - 1. Minimum of one year continuous abstinence from all drugs.
- B. Responsibilities (Procedures)
 - 1. Coordinate all subcommittee functions (assist subcommittees in absence of subcommittee chair)
 - 2. Performs the above listed responsibilities in the absence of the ARASC chairperson.
 - 3. Is one of the co-signers of the ARASC bank account.
 - 4. Vice-chairperson cannot be a motion maker or be a second on any ARASC motion. This insures neutrality.

III Treasurer

- A. Requirements (Procedures)
 - 1. Minimum of one year current and continuous employment.
 - 2. Minimum of two years continuous abstinence from all drugs.
- B. Responsibilities (Procedures)
 - 1. Accepts and records all donations from groups.
 - 2. Makes a report of contributions and expenditures at every regular ARASC meeting.
 - 3. Makes an annual report of contributions, income and expenditures.
 - 4. Pays the rent for ARASC meetings (not to exceed \$20.00).
 - 5. Distributes funds and pays bills according to ARASC policy.

6. Maintains a receipt book and receipts.
7. Provides accurate balance up to the date of each ARASC meeting.
8. Provides the secretary with a detailed treasurer's report, to be included in the monthly minutes.
9. Maintains ARASC bank account and balances the checkbook monthly.
10. Is one of the co-signers of the ARASC bank account.
11. Maintains all existing revolving funds for subcommittees, and records each in a separate ledger.
12. Reconcile and act as signatory for E&A checking account (PASSED 1/09)
13. Maintain E&A saving account (PASSED 1/09)
14. hold additional key to lock on ASC storage unit

C. Procedures

1. Literature will be purchased through WSO, whenever possible. (PASSED 4/02)
2. The treasurer will make payment for H&I literature (PASSED 4/2002)
3. The ARASC treasurer will maintain a revolving fund of the money collected from sale of meeting lists for the purchase of meeting lists.
4. The treasurer shall maintain receipts for all expenditures for at least two (2) years. (PASSED 4/02)

D. Policies

1. The treasurer will coordinate the handling of money for ARASC subcommittees. (PASSED 4/02)
2. The treasurer must use generally accepted accounting principles (GAAP) for all record keeping. (PASSED 4/02)

IV Alternate treasurer:

A. Requirements (Procedures)

1. Eighteen months continuous abstinence from all drugs.
2. Minimum of six months current and continuous employment.

B. Responsibilities (procedures)

1. Assist the treasurer and perform the treasurer's duties in the treasurer's absence. (Passed 4/02)
2. Is one of the co-signers of the ARASC bank account. (Passed 6/00)

V Secretary:

A. Responsibilities (Procedures)

1. Take minutes at ARASC and type minutes.
2. Print minutes and pass them out at the following ARASC.
3. Arranges the agenda for the ARASC meetings, according to AGTLS.
4. Will send the agenda for the ARASC meetings to the groups after each ARASC meeting and be reimbursed for printing and mailing, at the next months ARASC. (PASSED 4/02)
5. Keep an updated list of GSR's addresses and phone numbers.
6. Secretary will be reimbursed for printing, mailing and reasonable secretarial supplies at the next months ARASC. (PASSED 4/02)

B. Procedures

1. Flyers from ARASC functions will be included in the minutes.
2. All motions are to be made in writing to the secretary.

3. All motion forms will be submitted to the Policy subcommittee every month for reference. (PASSED 4/02)
4. Voting tallies (specific numbers) from elections will not be included in the minutes.

VI Regional Committee Member (RCM):

A. Responsibilities (Procedures)

1. As representative of ARASC, the RCM speaks for the members and groups within the ARASC at Regional meetings.
2. Provides two way communication between the ARASC and the rest of NA, particularly neighboring ASCs.
3. RCM shall complete Report of Regional Meeting in a timely manner and forward to Secretary in time for inclusion in Agenda circulation as defined by Secretary Responsibilities.

B. Requirements (Procedures)

1. Suggested minimum of 3 years continuous abstinence from all drugs.
2. Service experience.
3. Willingness to give the time and resources necessary for the duties.

C. Procedures

1. RCM will get group conscience on Regional motions. If the RCM or RCM alternate is not able to get a group conscience, than the RCM has the ARASC's group conscience. (PASSED 4/02)

VII Alternate RCM:

A. Requirements & Responsibilities (Procedures) (PASSED 4/02)

1. Fill in for the RCM if they are absent or unable to complete their term of office.
2. Two years continuous abstinence from all drugs.

VIII Coffee Maker:

A. Procedures

1. The ARASC will have a coffee maker.
2. The coffee maker will provide receipts for expenditures and be reimbursed by ARASC treasurer
1. RCM will get group conscience on Regional motions. If the RCM or RCM alternate is not

ARASC SUBCOMMITTEE POLICIES AND PROCEDURES

A. GENERAL PROCEDURES AND POLICIES

I General Procedures

- A. Listing of upcoming subcommittee meetings should be placed at top of monthly reports for ease of location by the secretary.
- B. All subcommittee chairs are required to attend all regional subcommittee meetings related to their subcommittee.

II General Policies

- A. All subcommittees meet regularly at an established place and time (see also ARASC Policies and Procedures section, elections, financial). (PASSED 4/02)
- C. Subcommittee chairs and co-chairs will not hold GSR or alternate GSR positions while serving as subcommittee chair or co-chair.
- C. Each subcommittee with a revolving fund must define a clear and concise use and purpose of that fund. The use and purpose is to be included in that subcommittee's policy.
- D. A revolving fund is a separate fund maintained by the ARASC Treasurer, which can be accessed by the chairperson or treasurer of the subcommittee after submitting a line item budget including expected expenses and income to the area floor*. The ARASC shall replenish the fund and the debit will be reflected in the next month's treasury report. Prior to replenishment of the fund, receipts shall be provided to the ARASC Treasurer. If receipts are not provided, the fund cannot be replenished with ARASC funds without motion and discussion. Any

