

**Dulles Corridor Area of Narcotics Anonymous**

*Dulles Corridor Area Service Committee*

***Policy***

*(Updated and Approved Through August 2009)*

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## *Twelve Traditions of Narcotics Anonymous*

- 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 other groups or NA 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 service centers may employ special workers.*
- 9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.*
- 10. Narcotics Anonymous has no opinion on outside issues; hence the 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 of Narcotics Anonymous*

- 1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.*
- 2. The final responsibility and authority for NA services 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 assigned 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. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.*
- 8. Our service structure depends on the integrity and effectiveness of our communications.*
- 9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.*
- 10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.*
- 11. 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.*

**Official Bylaws/Policy for the  
Dulles Corridor Area of Narcotics Anonymous**

*Original approved October 1996  
Updated and Approved Through April 2008*

**Article 1  
*Name***

*The name of this body shall be the Dulles Corridor Area Service Committee for the fellowship of Narcotics Anonymous, hereafter called the DCANA, the committee, or the area.*

**Article 2  
*Purpose***

*On March 17, 1991, a new area of Narcotics Anonymous was formed. We would like to continue our spiritual direction. We are asking that each member act with respect and love to every member of this area to insure the spirit of unity. We will strive to carry the message in a loving way to the addict who still suffers. We are dedicated to supporting our members, our groups, and our area in carrying the message of N.A. We are committed to linking together by helping each other deal with the basic needs and situations and by encouraging the groups of our fellowship. We must always remember that as individual members, groups, and area we are not in competition with each other and never should be. We work separately and together toward our common goals.*

**Article 3  
*Meetings***

**Section 1**

*The committee shall meet monthly in regular sessions held on the last Sunday of each month at 2:00 PM – 5:00 PM, unless otherwise specified by the committee.*

*\*\* When ASC meetings fall on a holiday, have ASC meeting the Sunday before scheduled*

*Any administrative decisions, i.e. dates of ASC meeting, can be made by officers of the committee if quorum is not met. (Passed July 31, 2005)*

**Section 2**

*Special meetings may be called by the Chairperson and shall be called at the written request of three (3) voting members. The purpose, place, and time shall be stated in the call. Except in cases of emergency, at least fourteen (14) days notice shall be given.*

**Section 3**

*To make quorum you must have a simple majority of the average total number of GSRs that attended the last two Area Service Committee meetings. (Passed August 28, 2005)*

**Section 4**

*\*\*All reports, whether from an ASC officer, a GSR, or a subcommittee chairperson, shall not exceed five (5) minutes.*

**Article 4**  
***Members***

**Section 1**

*General membership in the area shall be open to all individuals who share the purpose of the committee.*

**Section 2**

*Voting membership into the area shall be open only to GSRs or designees as prescribed in Article 10, Section 1.*

**Section 3**

*No one member can hold two service positions at Area Service.*

**Article 5**  
***Officers***

**Section 1**

*It is the duty of the Chairperson of this area to:*

- A. Having ascertained that quorum is present open the meeting at the appointed time by taking the chair and calling the meeting to order.*
- B. Announce in proper sequence of business that comes before the assembly.*
- C. Recognize members of the ASC who are entitled to the floor.*
- D. State and to put to vote all questions that legitimately come before the assembly as motions or questions that relate to the course of proceedings except questions that relate to the Chairperson, and to announce the result of each vote, or if a motion that is not in order is made, to rule it out of order.*
- E. Protect the assembly from inappropriate motions by refusing to recognize them.*
- F. Enforce the rules relating to discussion and order.*
- G. Expedite business in every way compatible with the spiritual nature of our fellowship.*

- H. Respond to inquiries of members relating to factual information bearing on the business of the assembly.*
- I. When presiding, refrain from discussing or expressing a personal opinion of a motion.*
- J. Declare the meeting adjourned when the assembly so votes.*
- K. Arrange the agenda for each meeting.*
- L. Conduct the general correspondence of the ASC.*
- M. Be a co-signer of the committee's bank account.*
- N. Present quarterly reports at the ASC meeting. These reports shall be factual in nature, excluding personal opinion.*
- O. Conduct the meeting with impartiality and fairness.*
- P. Appoint all ad-hoc subcommittees from available volunteers.*
- Q. Be ultimately responsible to see that all duties of the ASC officers are carried out to completion. In the absence of any officer or officer's action, the Chairperson sees that the duties and responsibilities are carried out.*
- R. Serve as one of the key holders to the ASC P.O. box. The other key holder to the ASC P.O. box will be the treasurer.*

## **Section 2**

*It is the duty of the Vice-Chairperson of this committee:*

- A. Serve as Chairperson in the absence of the Chairperson.*
- B. Coordinate the functions of the subcommittees.*
- C. Serve as co-signer of the committee's bank account.*
- D. Serve as liaison between all standing subcommittees to assure coordinated functioning of said committees per ASC guidelines and report actions to the ASC.*
- E. Be a non-voting member of all subcommittees.*
- F. Act as a parliamentarian for the ASC meetings, unless this task is specifically assigned to another individual.*
- G. Maintain and distribute a monthly calendar of events.*

### **Section 3**

*It is the responsibility of the Secretary of this committee:*

- A. In the absence of the Chairperson, the Vice-Chairperson, and the Regional Committee Member, to call the meeting to order and preside until the immediate election of a Chairperson Pro-tem.*
  - B. Keep a record of all the proceedings of the committee.*
  - C. Keep a file of all ASC reports.*
  - D. Keep and update the ASC's official membership list, and to call roll where it is required.*
  - E. Make the minutes and records available to NA members upon request, and in the manner of prescribed by the ASC.*
  - F. Require that all motions be written on motion forms before the motion is put on the floor.*
  - G. Notify the participants of each special ASC meeting, utilizing such method of notification as is agreed upon by the ASC.*
  - H. Type the minutes and have them approved by the chairperson, so they can be mailed within two (2) weeks prior to the next ASC meeting.*
  - I. Make enough copies of minutes for attendees at ASC and have five (5) copies available at the ASC.*
  - J. All reports shall be factual in nature and personal opinion will not be printed as official records*
  - K. Keep the area attendance list anonymous. The secretary shall not give out addresses without area approval.*
  - L. Ensure that approved policy motions are marked with a "P" in the margin of the minutes.*
  - M. To include all subcommittee reports, in their entirety, in the minutes as attachments.*
- Intention:** *To provide detail to members who want to read it. (Passed April 25, 2004)*

*The Annual budget is \$250.00 for copy costs. (Passed July 27, 2008)*

### **Section 4**

*It is the duty of the Treasurer of this committee to:*

- A. Serve as custodian of the committee's funds.*

- B. Serve as a co-signer of the committee's bank account.*
- C. Make a report of the receipts and disbursement at each ASC meeting. This report shall be factual in nature, excluding personal opinion.*
- D. Deposit all donations from groups and committees into the ASC's bank account.*
- E. Follow procedures described in the Treasurer's Handbook.*
- F. When the funds are available, disburse funds as directed in accordance with ASC decisions.*
- G. Reconcile the bank account with the ASR.*
- H. Serve as one of the key holders to the ASC P.O. box. The other key holder to the ASC P.O. box will be the Chairperson.*

## **Section 5**

*It is the duty of the Regional Committee Meeting of this committee to:*

- A. In the absence of the Chairperson, and the Vice-Chairperson, to serve as Chairperson.*
- B. To represent the committee at each Regional Service Committee meeting.*
- C. Provide the RSC chairperson with additional agenda items if appropriate, for the next regular meeting of the Chesapeake and Potomac (C&P) RSC days prior to that meeting.*
- D. Make a written and oral report to the ASC at each regular meeting to cover the business of the previous C&P RSC meeting. This report shall be factual in nature, excluding personal opinion. Minutes from these reports should be made available at the ASC.*
- E. Serve as the communication link of the area with all other areas of the region.*
- F. Attend as many ASC meetings as possible in conjunction with the RCM alternate.*
- G. Attend as many area functions as possible.*
- H. Serve as a member of one or more regional subcommittees.*
- I. Reconciles the bank account with the Treasurer.*
- J. Submit an annual written report to the ASC.*

**Section 6**

*It is the duty of the Regional Committee Member Alternate of this committee to:*

- A. In the absence of the RCM, to serve as RCM.*
- B. Attend each C&P RSC meeting.*
- C. Attend all ASC meetings.*
- D. Present an annual written report at the ASC meeting. This report should be factual in nature, excluding personal opinion.*

**Article 6**

***Removal of Officers and Standing Subcommittee Chairs Section***

**Section 1**

*Any officer or Standing Subcommittee Chair can be removed from their service position by a simple majority vote. The process will begin immediately upon:*

- 1. Loss of abstinence*
- 2. Non-performance of duties*
- 3. Absenteeism without notice to the chair at two (2) consecutive service committee meetings.*

**Section 2 (Passed on June 1, 2003)**

*Temporary assumptions of duties of vacated positions at the ASC: Until such time as Pro Temp election occurs (Section 10-10-1), vacant positions shall be filled as follows:*

- a. The Subcommittee Vice-Chair and Trusted Servant Alternates shall assume the duties of vacated positions where applicable.*
- b. If there is no vice or alternate to fill a vacated position, the Vice Chair of the ASC shall assume the responsibilities of said position until it is otherwise filled.*
- c. Vacancy of an Ad-Hoc Chair position shall require that the ASC Chair appoint another Chairperson to fulfill the vacancy for the duration of the Ad-Hoc term unless a Vice Chair has been elected with the committee.*

**Article 7**

***Subcommittees***

**Section 1**

*The area may establish subcommittees from time to time to carry out their work of the committee. These subcommittees shall perform the duties prescribed by their Area approved guidelines.*

**Section 2**

*Standing subcommittees shall be formed upon approval by voting members.*

### **Section 3**

*Special subcommittees may be appointed by the Chairperson or they may be formed by a motion upon approval by the voting members.*

### **Section 4**

*Special subcommittee members shall be appointed by the Chairperson unless otherwise specified in the motion to commit.*

### **Section 5**

*No chairperson of any subcommittee can also serve as a voting GSR while that subcommittee is in place.*

### **Section 6**

- 1.) Each subcommittee shall submit a written report to the ASC, which will be included in the minutes. This report shall be factual in nature, excluding personal opinion.*
- 2.) Subcommittee meetings can be held anywhere, including homes, that is decided upon by the committee and individuals involved with the committee.*
- 3.) It is suggested that subcommittee chairs attend all appropriate and related regional meetings.*

## **Section 8**

### **Hospitals and Institutions**

- **PURPOSE:** *To carry the message of Narcotics Anonymous to addicts in institutions who are unable to attend outside meetings.*
- I. BUDGET:** *The budget is currently \$80.00 per month. The H & I Committee budget is held and maintained by the elected Area Service Treasurer. No funds are held by H & I Committee Members. Expenses are literature and materials for the meetings, and then authorized expenditures by H & I Committee members as approved by the Area.*
- II. REPORTING TO AREA:** *The Committee Chair will provide a detailed report of committee activity to Area Service each month.*
- III. RESPONSIBILITY FOR CONDUCT:** *As representatives of Narcotics Anonymous and the Dulles Corridor Area, members' conduct while in the facilities served must adhere to the Guidelines outlined by World Services and to the rules of those facilities. The H & I Committee Chair is directly responsible to the facilities served for the conduct and manner of members while in those facilities. A member who exhibits inappropriate conduct as outlined in the H & I Guidelines, who fails to follow the rules*

*and regulations of the facility, or who otherwise jeopardizes the continuation of the meeting may be disallowed from participation in the H & I meetings affected.*

**IV. HANDLING OF CHAIR POSITION TURNOVER:** *The outgoing Committee Chair is responsible for delegating proper training and turnover of materials the incoming Committee Chair.*

**Section 9 Literature**

*1) The literature subcommittee shall not be responsible for maintaining a separate bank account. Literature funds will be made available from the ASC account.*

*2) The literature subcommittee will purchase a conference agenda report (CAR) for all GSR's, the chairperson, the vice chair, the secretary, RCM and RCM alternate. The CAR will not be purchased for any vacant positions.*

*3) The literature subcommittee's budget is \$1215. (Passed April 3, 2005) An additional \$100.00 is allotted annually for supplies. (Passed Feb. 24, 2008)*

**Section 10 Newsletter**

**Purpose:** *To be a written voice for those who would want to share their experience, strength, and hope. To bring current events (i.e., C&P regional events, anniversaries, etc.) and other recovery-related material together in a circulatory fashion.*

**Guidelines:** *The Twelve Traditions and the NAWS Handbook for Narcotics Anonymous Newsletters.*

**Submissions:** *All submissions are voluntary. The newsletter holds no copyright to any of its material; copyrights remain with the creator of the work. However, the newsletter committee does hold the right to edit material for purposes of space, clarity, and profanity.*

**Funds:** *\$40 per month (\$480 per year)  
(Passed July 25, 2004)*

**Section 11 Outreach**

*1) Outreach Budget: \$400/year (literature, events, meeting area, transportation costs)*

*2) Purpose:*

- A. Helps overcome the isolation that hinders the growth and survival of our groups. (geographical, choice, language, cultural differences, or locations with a locked facility not served by H&I)*
- B. Be involved in providing communication, support, and some limited services to these meetings, groups, and/or areas.*

- 3) *Activities:*
  - A. Visit isolated groups and area service committees (in and out of home area).
  - B. Host workshops (i.e.: traditions, GSR, etc.)
  - C. Provide basic service and meeting information (GSR Orientation)
  - D. Sponsor simple fellowship events. (i.e., camp outs, special events, etc.).
  - E. Work closely with Special Events, H&I and Public Information.
  - F. Outreach committee DOES NOT start or run groups.
  
- 4) *Guidance:* Outreach Resource Information Guide has been adopted as an in-depth guide to Outreach Service.

## **Section 12    Phoneline**

- 1.) *On February 26<sup>th</sup>, 1995, the Phoneline subcommittee was formed from the Public information subcommittee and is now considered a standing subcommittee.*
  
- 2.) *Phoneline shall provide a monthly report covering incoming, outgoing, and missed calls for the cell phone (Passed March 28, 2004).*
  
- I.    *PURPOSE:*** To make Narcotics Anonymous available via phone service to the still suffering addict and others who seek assistance. Through this service, we form a link between Narcotics Anonymous and the public seeking help and/or information.
  
- II.    *BUDGET:***  
The budget for the Phoneline Committee is \$100.00 per month. The Phoneline Committee budget is held and maintained by the elected Area Service Treasurer. No funds are held by Phoneline Committee Members. Expenses are prioritized by monthly cell phone bill, and then authorized expenditures by Phoneline Committee members.
  
- III.    *REPORTING TO AREA:***  
The Phoneline Committee Chair will provide a detailed report of committee activity and cell phone usage to Area Service each month.
  
- IV.    *CALL HANDLING:***  
Handling of specific types of calls is referenced in the internal policy of the Phoneline Subcommittee.
  
- V.    *HANDLING OF PHONELINE CHAIR POSITION TURNOVER:***  
*The outgoing Phoneline Committee Chair is responsible for delegating proper training and turn over of materials the incoming Phoneline Committee Chair. To achieve this:*
  1. *The outgoing Phoneline Committee Chair will have up to 3 weeks, but no later than one week prior to the next Area Service Committee meeting following elections to train and pass over materials to the incoming phone line Phoneline Committee Chair.*

*This may be achieved at a phone line committee meeting scheduled before the next Area Service Committee meeting is held.*

2. *The pre-election phone line committee will retain responsibility to the phone line committee, including phone-line calls during the above-mentioned period.*
3. *The outgoing Phonenumber Committee Chair will ensure that the scheduling of cell phone carriers will extend through to the first Area Service Committee meeting following the elections meeting.*

*In the event that the Phonenumber Committee Chair position becomes vacant prior to the regular election period, the Phonenumber Committee Vice Chair will assume the responsibilities of the Phonenumber Committee Chair until this Chair position is filled either by special election by Area Service GSR's or the next regular election period. (Passed June 27, 2004)*

### **Section 13 Policy (Passed December 2004)**

#### ***Qualifications of Policy Chairperson:***

- A. *Suggested minimum of 2 years clean time for chair and 1 year for co-chair.*
- B. *Prior NA service experience on a group or area level.*
- C. *Time and resources to fulfill commitment.*
- D. *Working knowledge of 12 Steps, 12 Traditions, and 12 Concepts.*
- E. *Good organizational and communication skills needed to chair meetings and submit reports.*
- F. *Must not be an active GSR.*

#### ***Responsibilities of Policy Chairperson:***

- A. *Hold monthly subcommittee meetings and submit written reports to ASC.*
- B. *Attend Regional Service Committee Meeting.*
- C. *Deal with policy violation within ASC.*

#### ***Responsibilities of Policy Subcommittee:***

- A. *Compares and contrasts existing policy with other area's policies, NA World Service Guidelines, 12 Concepts, 12 Traditions and offers new clear and comprehensive policy to be approved by the ASC.*
- B. *To provide members an alternate time to learn, discuss, and participate in the policy structure outside of the ASC.*
- C. *The policy committee has the ability to change the grammar and spelling on an as-needed basis. (Passed December 21, 2003)*

#### ***Funds***

***\$21.67 per month (\$260.00 Annually)***

### **Section 14 Public Information**

*Public Information is informing the public about recovery from addiction through the Twelve Steps and the Twelve Traditions of Narcotics Anonymous. The purpose of the Public Information Subcommittee is to inform the public that NA exists and offers recovery from the disease of addiction.*

*Public Information work is accomplished through individuals directly responsible to those they serve. The PI Subcommittee provides the community awareness of what NA is, as well as how, when, and where we are available. (Passed June 27, 2004)*

*The operating budget for the PI Subcommittee is \$120.00 per month. (Passed July 27, 2008)*

## **Section 15      Special Events**

*The DCANA Special Event Subcommittee shall be responsible for planning, organizing, promoting and conducting events where Narcotics Anonymous members gather typically for informal activities.*

*1) The Special Events Committee's budget is \$750. (Passed January 25, 2004)*

*2) Special Events maintains their own checking account equal to the amount of their budget. Any funds above that amount will be returned to ASC. Signatures on the account are the subcommittee chairperson and an Area Officer.*

*3) Special Events Subcommittee shall submit a detailed financial accounting of each event to the first monthly ASC meeting following the event. (Passed November 23, 2003)*

- *The DCANA Special Events Subcommittee can be summoned to give help or organize events hosted by other Areas, Subcommittees, and/or Regional events.*
- *The DCANA Special Events Subcommittee shall have its own bank account in the name, "DCANA Special Events."*
- *The DCANA Special Events Subcommittee shall have a fixed balance of \$750.00. The DCANA shall replenish this account as needed.*
- *The DCANA Special Events Subcommittee shall keep all receipts for any money spent.*
- *The DCANA Special Events Subcommittee shall have monthly meetings conducted by the DCANA Special Events Subcommittee Chairperson.*
- *The DCANA Special Events Subcommittee Chairperson must attend all DCANA Service Committee meetings and shall give a detailed financial report concerning monies the DCANA Special Events Subcommittee spent or received.*
- *The DCANA Special Events Subcommittee shall be responsible for organizing the Chesapeake & Potomac Regional Committee Meeting when the Dulles Corridor Area is requested to host such.*
- *When a DCANA Special Events Subcommittee Chairperson is replaced, the outgoing Chairperson shall be required to pass along any materials related to the DCANA Special Events Subcommittee to the incoming Chairperson and is encouraged to provide a list of "best practices" for organizing events. This will include any files or information about the DCANA Special Events bank account.*
- *The outgoing DCANA Special Events Subcommittee Chairperson is required to help transfer the incoming Special Events Subcommittee Chairperson's name onto the DCANA Special Events bank account in a timely manner. (Passed June 27, 2004)*

## **Article 8** **Spiritual Guidance**

**Section 1**

*The committee shall not make any motion or take any action that conflicts with the Twelve Traditions of Narcotics Anonymous.*

**Section 2**

*The committee shall comply in all its actions with the following in succession:*

- a.) Twelve Traditions of Narcotics Anonymous*
- b.) DCANA policy motions that passed and are not yet included in the current publication of bylaws*
- c.) The current publication of bylaws*
- d.) Current Narcotics Anonymous "A Local Guide to Service"*
- e.) Current Robert's Rules of Order (newly revised)*

**Article 9**  
***Funds***

**Section 1**

*All funds collected from the Groups and other Narcotics Anonymous sources shall be deposited into the ASC bank account and used to pay the ASC's debt.*

**Section 2**

*All area expenditures made by the committee shall be paid by check.*

**Section 3**

*All area checks shall be required to have two (2) signatures, that of the Treasurer, and the Chairperson, or the Vice-Chairperson.*

**Section 4**

*Upon completing a term of office, that officer's check signing privileges are surrendered.*

**Section 5**

*In the event that a check is made payable to one of the authorized signers of the bank account, the payee shall not be authorized to sign said check. Such checks require the signature of the other remaining authorized signer of the account.*

**Section 6      Proof of Payment**

*No regular expenditures shall be made from the treasury without proof of payment.*

**Section 7      Prudent Reserves**

*The ASC treasurer shall maintain a prudent reserve equivalent to one (1) month of the ASC's expenses.*

**Section 8      New Expenditures**

*All motions requesting new monetary expenditures require a simple majority of all voting members.*

### **Section 9 Expense Priority**

*Prioritize the expenses by importance and value as a guide for future spending. This is for actual costs only, the priority is as follows:*

- a.) Phonenumber*
- b.) Public Information*
- c.) Hospitals & Institutions*
- d.) Newsletter*
- e.) Activities*
- f.) Literature*
- g.) Regional Donation*

### **Section 10 Area Budget**

*Proposed area budget must be taken back to groups for area approval. This includes all subcommittee budgets.*

### **Section 11 Voting Process for Money Issues**

*1.) No money issues outside of Area budget will be approved without being brought back to the groups. However, ASC will be able to vote for extra money issues under \$70, over the original budget without having to take the decision back to groups. (Passed May 22, 2005)*

*2.) However, the ASC can increase the budget of subcommittees discussing time-sensitive money issues over \$70 and have the ability to vote on that at Area Service without needing to take it back to groups. The definition of time sensitive is that the expense incurred must take place before the next Area Service. (Passed February 29, 2004)*

### **Section 12 Regional Donation**

*The ASC donation to region will be 25% of available funds every two months. (Passed August 27, 2006)*

## **Article 10** ***Voting***

### **Section 1 Voting Members**

- A. *Voting on all DCANA motions shall be limited to GSRs or designees.*
- B. *A voting member will not be allowed to serve as a designee for another Group.*
- C. *The order of succession for voting members shall be:*
  - 1. *Group Service Representative (GSR)*
  - 2. *Alternate Group Service Representative*
  - 3. *Member specifically designated by their GSR or group.*

## **Section 2      Motions**

*A. Any member of the ASC may initiate or participate in discussion. Only voting members may initiate a motion. Seconds to a motion must be made by a voting member.*

*B. Discussion on motions shall be limited to three (3) pros and three (3) cons and shall not exceed twenty (20) minutes.*

*C. When one GSR wants to take a new motion back to groups for voting, it should be seconded, and a vote is then held to determine if the motion will be taken back to the groups.*

## **Section 3      Amendments**

*Motions may be amended at any time prior to voting.*

## **Section 4      Passing a Motion**

*A simple majority of voting members present is required to pass a motion.*

*(Intention: To ensure true group conscience) (Passed March 30, 2003)*

## **Section 5      Voting Privilege**

*All GSRs who attend Area Service Committee meetings shall have the right to vote.*

## **Section 6      Process for Nominations**

*That all nominations for trusted servant positions are brought back to the groups except in cases where there is only one nomination or the nomination is for an ad-hoc committee.*

*To be nominated for a position at Area Service, one must be present to accept and qualify; one must also be present to be elected. (Passed October 28, 2007)*

*Annual nominations of subcommittee chairs and area service positions will be held in August. The elections to fill all of the said positions will be held in September, and the new officers will assume their roles in October. (Passed August 24, 2008)*

## **Section 7      Voting Process for Money Issues**

*Refer to Article 9 Section 11.*

**Article 11**  
***Amendments of Bylaws***

**Section 1**

*Any voting member may propose an amendment to these bylaws at a regular meeting of the ASC. The proposal must be seconded and submitted in writing at such regular ASC meetings for approval. A simple majority of the DCANA voting members is necessary to amend.*

**Section 2**

*The amendment will go into affect immediately upon its' adoption unless the motion to adopt specifies otherwise.*

**Article 12**  
***ASC Assistance with New Meetings***

**Section 1**

*The ASC will provide start-up kits for new meetings, containing the following literature:*

- a. *One set of six Group Readings*
- b. *(5) Five of each of the following key tags*
  - i. *Orange (30 days)*
  - ii. *White (welcome)*
  - iii. *Green (60 days)*
  - iv. *Red (90 days)*
  - v. *Blue (6 months)*
  - vi. *Yellow (9 months)*
  - vii. *Moon glow (1 year)*
  - viii. *Grey (18 months)*
  - ix. *Black (multiple years)*
- c. *(5) Five of each of the following Information Pamphlets*
  - i. *I.P. #1 Who, What, How, Why*
  - ii. *I.P. #2 The Group*
  - iii. *I.P. #5 Another Look*
  - iv. *I.P. #6 Recovery & Relapse*
  - v. *I.P.# 7 Am I an Addict*
  - vi. *I.P. #8 Just for Today*
  - vii. *I.P. #9 Living the Program*
  - viii. *I.P. #11 Sponsorship*
  - ix. *I.P. #12 Triangle of Self Obsession*
  - x. *I.P. #13 Youth & Recovery*
  - xi. *I.P. #14 One Addict's Experience*
  - xii. *I.P. #15 P.I. and the N.A. Member*
  - xiii. *I.P. #16 For the Newcomer*

- xiv. I.P. #17 For those in Treatment*
- xv. I.P. #19 Self Acceptance*
- xvi. I.P. #20 H&I/N.A. Member*
- xvii. I.P. #21 Loner Staying Clean*
- xviii. I.P. #22 Welcome to N.A.*
- xix. I.P. #23 Staying Clean Outside*
- xx. I.P. #24 Hey! What's the Basket For?*

- d. (1) One of each of the following Information Pamphlets*
  - i. I.P. #10 Working Step Four*
  - ii. I.P. #18 Group Booklet*