

Dulles Corridor Area of Narcotics Anonymous

Dulles Corridor Area Service Committee

Policy

(Updated and Approved Through August 2015)



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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.

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, the ASC, 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, such as establishing the dates of the subsequent ASC meeting, can be made by officers of the Committee if quorum is not met.

Section 2

Special meetings may be called by the Chair 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.

Section 4

All reports, whether from an ASC officer, a GSR, or a Subcommittee Chair, 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

Chair

It is the duty of the **Chair** of this Area Service Committee 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 Chair , 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 Committee from inappropriate motions, such as a motion that would result in a Traditions violation, 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 Chair 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

Vice-Chair

It is the duty of the **Vice-Chair** of this Committee:

- A. Serve as Chair in the absence of the Chair.
- 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 subcommittees 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.
- H. Provide a monthly report that should be factual in nature.

Section 3

Secretary

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

- A. In the absence of the Chair, the Vice-Chair, and the Regional Committee Member, to call the meeting to order and preside until the immediate election of a Chair 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 Chair, so they can be (e)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.
- The annual budget is \$50.00 for copy costs.

Section 4

Treasurer

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 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 RCM (or such person as the ASC Chair may appoint to assist with this task). This must be done each July.
- 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 Chair.
- I. Suggested minimum 3 years cleantime.

Section 5

Regional Committee Member (RCM)

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

- A. In the absence of the Chair, and the Vice-Chair, to serve as Chair.
- B. Represent the Committee at each Regional Service Committee meeting.
- C. Provide the Regional Service Committee (RSC) Chair with additional agenda items if appropriate, for the next regular meeting of the Chesapeake and Potomac (C&P) RSC as required by the RSC rules for having items placed on the RSC Agenda.
- 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 and items expected to come up at

the subsequent RSC meeting(s). 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 from other Areas 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.
- K. The RCM shall be reimbursed for expenses related to MARLCNA for (1) registration, (2) two nights cost for a hosting hotel, and (3) gas mileage (per the then-current government rate).
- L. The RCM shall attend and be reimbursed for gas mileage (per the then-current government rate) expense related to attending the Autonomy Zonal Forum (AZF) semi-annually.

Section 6

RCM Alternate

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

Election and Removal of Officers and Standing Subcommittee Chairs

Section 1

The election of Officers and Standing Subcommittee Chairs shall occur at the September ASC.

- A. Nominations will be accepted beginning at the August ASC, although nominations may be accepted prior to elections in September.
- B. The primary requirement for nomination and election as an ASC Trusted Servant is the ability to faithfully and effectively carry out the responsibilities of the position. Other factors including prior service history, specialized skills, current NA service commitment workload, and clean-time may be considered.

Section 2

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 3

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-Chair 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 Subcommittee Chair position shall require that the ASC Chair appoint another Chair to fill the vacancy for the duration of the Ad-Hoc Subcommittee term unless a Vice Chair has been elected within the Ad-Hoc 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

Ad-Hoc subcommittees may be appointed by the Chair or they may be formed by a motion upon approval by the voting members. Unless otherwise specified when created, an ad-hoc subcommittee shall exist for not-more-than 3 months.

Section 4

Ad-Hoc subcommittee members shall be appointed by the Chair unless otherwise specified when the ad-hoc subcommittee is created.

Section 5

No Chair of any Subcommittee can also serve as a voting GSR while that Subcommittee is in place.

Section 6

A. 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.

B. Subcommittee meetings can be held anywhere, including homes, that is decided upon by the Subcommittee and individuals involved with the subcommittee.

C. It is suggested that Subcommittee Chairs attend all appropriate and related RSC meetings.

Section 7

Reserved for future use

Section 8

Hospitals and Institutions

Purpose: To carry the message of Narcotics Anonymous to addicts in institutions who are unable to attend outside meetings.

A. Budget: The budget is currently \$160.00 per month. The H & I Subcommittee budget is held and maintained by the Area Service Treasurer. No funds are held by H & I Committee Members. Expenses are primarily for literature and materials for the meetings, and then for authorized expenditures by H & I Committee members as approved by the Area.

B. Reporting: The Subcommittee Chair will provide a detailed report of the Subcommittee's activity to Area Service each month.

C. 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 Narcotics Anonymous and to the rules of those facilities. The H & I Subcommittee 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.

D. Chair Position Turnover: The outgoing Subcommittee Chair is responsible for delegating proper training and turnover of materials the incoming Subcommittee Chair.

Section 9

Literature

A. The Literature Subcommittee shall not be responsible for maintaining a separate bank account. Literature funds will be made available from the ASC account.

B. The Literature Subcommittee will purchase a Conference Agenda Report (CAR) and a Conference Approval Track (CAT) for all GSR's, the Chair, the Vice Chair, the Secretary, RCM, and RCM Alternate. The CAR will not be purchased for any vacant positions.

C. The Literature Subcommittee's budget is \$1215. An additional \$100.00 is allotted annually for supplies.

Section 10

Newsletter

A. 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.

B. Guidelines: The Twelve Traditions and Handbook for Narcotics Anonymous Newsletters.

C. 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.

D. Funds: \$80 per month (\$960 per year) (**Passed February 28, 2010**)

Section 11

Outreach

A. Purpose:

1. 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).
2. Is involved in providing communication, support, and some limited services to these meetings, groups, and/or areas.

B. Activities:

1. Visits isolated groups and Area Service Committees (in and out of home ~~area~~ Area).
2. Hosts workshops (i.e.: traditions, GSR, etc.).

3. Provides basic service and meeting information (GSR Orientation).
4. Sponsors simple fellowship events. (i.e., camp outs, special events, etc.).
5. Work closely with Special Events, H&I and Public Information.
6. Outreach committee DOES NOT start or run groups, but may assist Addicts looking to start new Groups organize, obtain literature, and find and secure suitable venues.

C. Guidance: Outreach Resource Information Guide (and other material produced within Narcotics Anonymous) may be adapted as required to provide an in-depth guide to Outreach Service.

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

Section 12

Phoneline

RESERVED

In 2013, the responsibilities of the Phoneline Subcommittee were passed to the Regional Helpline.

Section 13

Policy

A. Qualifications of Policy Chair:

1. Suggested minimum of 2 years clean time for Chair.
2. Prior NA service experience on a Group or Area level.
3. Time and resources to fulfill commitment.
4. Working knowledge of 12 Steps, 12 Traditions, and 12 Concepts.
5. Good organizational and communication skills needed to chair meetings and submit reports.
6. Must not be an active GSR.

B. Responsibilities of Policy Chair:

1. Hold monthly Subcommittee meetings and submit written reports to ASC.
2. Attend Regional Service Committee Meetings.
3. Help resolve policy violations within ASC.

C. Responsibilities of Policy Subcommittee:

1. Compares and contrasts existing policy with other Area and NA produced Policies and Guidance, the 12 Concepts, and the 12 Traditions, and offers new clear and comprehensive policy to be approved by the ASC.
2. To provide members an alternate time to learn, discuss, and participate in the policy structure outside of the ASC.
3. The Policy Subcommittee has the ability to change the grammar and spelling of the DCANA Policy on an as-needed basis.

D. Funds: \$21.67 per month (\$260.00 annually)

Section 14

Public Information

A. Public Information is the ASC's official channel for informing the public about recovery from addiction through the Twelve Steps and the Twelve Traditions of Narcotics Anonymous.

B. Public Information work is accomplished through individuals and teams carrying information about Narcotics Anonymous generally, and the Dulles Corridor Area specifically, to those interested in learning more about the availability of NA Recovery.

1. Information about NA includes NA literature (ex. books, pamphlets, newsletters), Service Guides, Trustee Bulletins, and PI material specifically created to describe NA.

2. PI activities include the distribution and placement of posters, flyers, public service announcements, and the attendance at appropriate events and venues.

C. PI provides the community awareness of what NA is, as well as how, when, and where we are available. PI is therefore responsible for creating, updating, and distributing meeting information in the form of Meeting Lists and updating the CPRNA.org meeting list database.

1. Meeting Lists shall be made available at every ASC meeting. Whenever possible, Meeting Lists will be provided to: all DCANA Groups; mental health and recovery facilities; detention centers, parole, and work-release centers; and libraries or other public places where Addicts seeking recovery might find them.

2. Copies shall be provided to the Literature Committee to be available between ASC meetings and when PI is unable to attend the ASC.

D. The operating budget for the PI Subcommittee is \$120.00 per month.

Section 15

Special Events

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

B. Reserve Fund - Special Events will be allocated a reserve fund of \$750 at the beginning of the year with which to put on events (except the New Year's Eve Dance - see below). This fund is to be seed money to prepare and hold events. The fund is to be replenished from the proceeds of the events. Revenue

generated in excess of the amount necessary to replenish the \$750 shall go into the ASC general fund.

C. New Year's Eve Dance - In November of each year, in order to host the DCANA New Year's Eve Dance, Special Events will be allocated \$500 which, when combined with the reserve fund, will provide \$1250 ($\$750 + \$500 = \1250) of seed money to prepare for the event. This \$500 will not be replenished from the revenue generated by the event, but will return to the ASC general fund.

D. Special Events Subcommittee shall submit a detailed financial accounting of each event to the first monthly ASC meeting following the event.

E. The DCANA Special Events Subcommittee can be summoned to give help or organize events hosted by other Areas, Subcommittees, and/or Regional events.

F. The DCANA Special Events Subcommittee shall keep all receipts for any money spent.

G. The DCANA Special Events Subcommittee shall have monthly meetings conducted by the DCANA Special Events Subcommittee Chair.

H. The DCANA Special Events Subcommittee Chair must attend all DCANA Service Committee meetings and shall give a detailed financial report concerning monies the DCANA Special Events Subcommittee spent or received.

I. 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.

L. The DCANA Special Events Subcommittee may create, administer, and maintain a closed Facebook group and identify itself as a part of the Dulles Corridor Area of NA. To the extent necessary, this includes using the names Dulles Corridor Area of NA, DCANA, Narcotics Anonymous, and NA. Authorized administrators of the Group shall include the ASC Chair, ASC Vice Chair, Special Events Chair, and other administrators as Special Events may designate.

K. When a DCANA Special Events Subcommittee Chair is replaced, the outgoing Chair shall be required to pass along any materials related to the DCANA Special Events Subcommittee to the incoming Chair and is encouraged to provide a list of "best practices" for organizing events.

L. The Special Events Subcommittee shall develop and make available its Procurement Policy for purchases over \$150 to include vendors, venue, and other large purchases. Such policy must include that a "Statement of

Requirements” will be made available to potential suppliers of goods and services for which 3 bids are to be obtained (if possible). Bids will be evaluated based upon price, quality of proposed services or goods, history with the vendor, and suitability for the event (among other factors). No single factor (ex. price) needs to be determinative. A written explanation of how the bids were evaluated will be included in the Chair’s report to the ASC covering the event.

Article 8 **Spiritual Guidance**

Section 1

The Dulles Corridor Area Service Committee shall not make any motion or take any action that conflicts with the Twelve Traditions of Narcotics Anonymous.

Section 2

The Dulles Corridor Area Service 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

Revenue

All funds collected shall be deposited into the ASC bank account and used to pay the ASC’s debt.

Section 2

Expenditures

All Area expenditures made by the Committee shall be paid by check.

Section 3

Signatures

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

Section 4

Turnover

Upon completing a term of office, a Committee Officer’s check signing privileges are surrendered.

Section 5

Recusal

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. Money requests must be made prior to spending.

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:

- 1.) Public Information
- 2.) Hospitals & Institutions
- 3.) Newsletter
- 4.) Special Events
- 5.) Literature
- 6.) Regional Donation

Section 10

Area Budget and Fiscal Year

Area budgets are for a Fiscal Year of January 01 to December 31.

Section 11

Voting Process for Money Issues

A. 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.

B. 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.

Section 12

Regional Donation

The ASC donation to region will be 25% of available funds every two months.

Article 10

Voting

Section 1

Voting Members

- A. Voting on all DCANA motions shall be limited to GSRs or GSR Alternates.
- 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

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 must 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.

Section 5

Voting Privilege

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

Section 6 Process for Nominations

A. 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.

B. 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.

C. 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.

Article 11 Amendments of Policy

Section 1

Proposing an Amendment

Any voting member may propose an amendment to these policies at a regular meeting of the ASC. The proposal must be seconded and submitted in writing at a regular ASC meeting for approval. A 2/3 majority of the DCANA voting members is necessary to amend.

Section 2

Effect

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

Section 3

Absence of Nominee

Nominations and/or voting shall be permitted when a member, who is willing to serve, cannot be present due to prior engagements. This type of absence is acceptable only if sufficient information was given to the Area Secretary, in writing, prior to the ASC meeting in question. Sufficient information includes typical qualification information, like clean time (if required), experience related to the position they are being nominated for, reason they would like to have that service position, whether or not they have a sponsor, whether or not they are working steps, whether or not they have a working understanding of what the position requires, etc. Included in this information should also be the reason for their absence at the ASC meeting in question.

Article 12
ASC Assistance to New Meetings

Section 1

New Meeting Startup Kits

The ASC Outreach Subcommittee 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