
Northern Virginia Area Service Committee

(NORVANA ASC)

POLICY

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Article 1: ASC Name

The name of this Area is the Northern Virginia Area of Narcotics Anonymous (NORVANA). The name of this committee is the NORVANA Area Service Committee (ASC).

Article 2: ASC Purpose

The purpose of this committee is to support the groups of NORVANA in fulfilling NA's Fifth (5th) Tradition (to carry the message to the addict who still suffers) by administering and coordinating the activities common to the welfare of the NA groups in the NORVANA area; to support the needs of these groups; to foster unity and to serve as a link between these groups and the Chesapeake & Potomac Region (CPR) of NA, the Regional Service Committee (RSC) and NA World Services (NAWS).

The ASC, as well as any committees, boards, or corporations the ASC may form will follow the spiritual principles of the 12 Traditions and 12 Concepts for NA service in all its activities.

The ASC will use "A Guide to Local Services" as a guideline for performing its duties and framing its policies.

This policy gives all NORVANA members, whether in service or just attending the ASC NORVANA Area Service Committee meeting, a fair and reasonable outline of his or her privileges and responsibilities so that everyone is treated fairly and consistently.

The responsibility for the enforcement of this policy rests with all of us. Any member may immediately bring to the attention of the Chair, or whomever is presiding over the meeting, any failure to follow the terms of this Policy by calling a "Point of Order." If not done, this responsibility falls on the position of the Area Service Committee Vice-Chair, as parliamentarian, or the Policy Chair.

Article 3: ASC Meetings

Section 1: Monthly ASC Meetings

The ASC meets on the first Thursday of the month. If the first Thursday of the month is recognized by the Federal Government as a national holiday, or if Public Services and/or facilities provided by Arlington County have been closed due to weather or other circumstances that make attendance unsafe, the ASC will meet the following Thursday.

The Meeting will be called to order at 7:00 pm.

The ASC meeting will close no later than 9:30 pm. Any member may make a Motion to Extend by 30 minutes, which requires a 2/3 GSR majority vote to pass.

ASC Meeting Agenda

1. Opening
2. Welcome
3. ETS and ATS Reports. Not to exceed 5 minutes each.
4. Open Forum. 10 minutes
5. Break. 10 minutes.
6. Roll Call and Quorum
7. Old Business
8. New Business
9. Closing

See Addendum B for details

The Chair has discretion to change the order of items 3 through 8 to promptly address vital business. GSRs can override this change by a majority vote.

Section 2: Administrative Committee

The AC members are the ASC Chair, Vice Chair, Secretary, Treasurer, and Policy Chair.

AC meeting details will be announced at ASC prior to the next AC meeting . The AC meeting is open to anyone who wishes to attend.

A. The purpose of the AC Meeting

1. Review the minutes of the previous ASC meeting and prepare the agenda for the upcoming ASC.
2. Pinpoint areas of need within subcommittees and brainstorm solutions.
3. Help coordinate activities among ETS and ATS.

Section 3: Quorum

Quorum is defined as one-third (1/3) of the number of groups on the current NORVANA meeting list. Quorum is set when Roll Call takes place and does not change even if there are later additions or absences. If quorum is not met, the meeting must adjourn immediately after announcements are made.

Article 4: Group Membership in ASC

A group is when two or more addicts agree to come together to help each other stay clean and agree to be bound by the principles of the Twelve Steps and Twelve Traditions of NA.

A meeting is formed when a group agrees to meet regularly at a specific time and place for the purpose of recovery from the disease of addiction. A group may choose to have one or more meetings to fulfill their primary purpose.

For a group to become a member of NORVANA, they must contact the Public Relations subcommittee and have their meeting(s) added to the regularly published area and regional meeting list. Then, if needed, the group will be provided a group starter kit.

For a group to become a voting member at the ASC, the group should designate a GSR to attend the ASC regularly, complete a GSR orientation (if they are new to the ASC), and provide their contact information to the ASC Secretary. A group may become a voting member at any ASC.

Article 5: Nomination, Election, and Removal of ETS

Section 1: Terms & Nominations

A. Terms

1. The election of Trusted Servants takes place during the July ASC.
2. The term for all ETS positions (except the Programming Committee Rep) is one year, beginning August 1st and ending July 31st.
3. No addict can serve in more than one ETS position at a time.
4. No ETS can hold a GSR or Alternate GSR position.
5. No ETS can serve more than two full consecutive one-year terms in any one elected position.
6. A partial term in excess of six months will count as a full term for purposes of term limits, and a partial term of six months or less will not count for purposes of term limits.

B. Nomination Process

1. Nominations may be made by any member.
2. The Chair will make an announcement at the May ASC meeting to bring nominations to the June ASC meeting.
3. Elections are held during the July ASC meeting.
4. All nominees must be present to accept their nominations and to discuss their qualifications.
5. Any individual may only be nominated for one position at a time.
6. Questions may be presented to each nominee - which may include concerns about their fitness for the position - and the nominee will be allowed to address those questions and concerns.
7. Following the Q&A, the Chair will ask for 2 pros and 2 cons regarding the nomination. Cons must have been presented to the nominee during Q&A for the con to be recorded in the minutes.
8. Nominations will go back to groups for voting. GSRs bring their vote to the July ASC for elections.

C. Nominees

1. Attend meetings in NORVANA.
2. Identify themselves as an addict.
3. Be familiar with the service structure.
4. Have knowledge of the principles, Traditions, and Concepts of Narcotics Anonymous.
5. Be familiar with the duties of the position for which they are being nominated.
6. The preferred nominee for a Subcommittee Chair should have been a member of that subcommittee at some time during their recovery and have a working knowledge of the subcommittee's Guidelines and purpose.

If any position remains unfilled, or becomes vacant, it will be announced during Old Business of each ASC meeting until the position is filled.

Section 2: Removal from Position

A. Code of Conduct

The ASC desires that everyone be treated with dignity, courtesy, and respect at all times. All members will conduct themselves in a reserved manner in speech, actions, and attitudes. All will refrain from exhibiting anger, aggressiveness, or verbal abuse. Any trusted servant violating the Code of Conduct may be addressed by the ASC body and, if necessary to maintain an atmosphere of goodwill in the spirit of NA service, may be asked to leave the premises.

B. Grounds for Removal

A trusted servant is automatically removed from office for the following reasons:

1. Loss of abstinence.
2. Misappropriation of ASC funds.
3. Missing two consecutive ASC meetings without prior notification of the cause of absence to the ASC Chair.

C. A trusted servant is subject to removal from office by a 2/3 majority vote for non-fulfillment of duties.

D. IP

Section 3: Resignation

A. Procedure

1. Voluntary resignations should be submitted in writing to the ASC Chair prior to or during an ASC meeting and should be included in the minutes.

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2. In lieu of a written resignation, an oral resignation may be presented to the ASC Chair. The ASC will be notified during the Chair's monthly report.

B. Intellectual Property

1. All records and documents pertaining to the business of the vacated position remain property of the ASC and should be returned to the ASC within 30 days of resignation or removal.
2. Any authorized signatures associated with the business of the vacated position must be revoked upon resignation or removal.

Article 6: Elected Trusted Servants

Section 1: Common Duties and Qualifications

Note that this section is intended to closely mirror Article 7, Section 3, Common Duties and Qualifications of Subcommittee Chairs. Both provisions should be considered when making changes.

A. Common Duties

1. Attend all ASC meetings, except where otherwise stated.
2. Present an oral report to the ASC each month summarizing the previous month's business and finances.
3. Answer questions relating to the business and/or expenses of the position and/or committee.
4. Present a typed report in electronic format to the ASC Secretary no later than 10 days after the ASC meeting.
5. Present a final report at the end of the term at the July ASC meeting.

B. Common Qualifications

1. Be familiar with NORVANA Policy.
2. Be familiar with relevant NA service literature such as "A Guide to Local Services," "Twelve Concepts for NA Service" and other service materials.

Section 2: Chair

Responsibilities:

1. Preside over the ASC meeting and refrain from expressing an opinion during discussion of ASC business.
2. Attend all AC meetings
3. Create an agenda for each ASC meeting.
4. Serve as primary cosigner of the ASC bank account.
5. Reconcile the ASC bank statement with the Treasurer's report.
6. Appoint an ATS to do the annual audit of all ASC accounts.

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7. Ensure that all ATS and ETS fulfill their responsibilities in accordance with this Policy.

Section 3: Vice-Chair

Responsibilities:

1. Assume the duties and responsibilities of the ASC Chair in their absence.
2. Attend and preside over all AC meetings.
3. Serve as primary cosigner of the ASC bank account.
4. Train new GSRs during subcommittee reports.
5. Serve as parliamentarian, ensuring that proper procedure is followed.
6. Vote only when necessary to break a tie, after offering the opportunity for a motion to table.
7. Support subcommittees, ETS, and ATS in performing their duties.
8. Conduct a Roll Call of groups in attendance and calculate Quorum.
9. Refrain from expressing an opinion during discussion of ASC business
10. In the absence of any ETS or ETS's action, the Vice Chair sees that the duties and responsibilities are carried out.
11. Serve as one of the key holders to the ASC P.O. box. Collect the mail from the NORVANA mailbox at least once monthly and distribute to the appropriate persons.

Section 4: Secretary & Vice-Secretary

A. Responsibilities of Secretary

1. Compose and maintain the minutes of all ASC and AC meetings. Minutes will include:
 - All ETS and ATS reports
 - Open forum topics
 - Motions with pros and cons
 - Nominees with clean date and pros and cons
 - Announcements
2. Distribute the minutes by email to all ATS, ETS, GSR, GSR Alternates, and each requesting attendee no later than fifteen (15) days following the ASC meeting
3. Attend all AC meetings.
4. Hold and maintain the ASC Archives in electronic format, updating each month with the most recent copy of the ASC meeting minutes.
5. Conduct Roll Call and calculate Quorum in the Vice-Chair's absence.
6. Serve as ASC Chair in the absence of the Chair, Vice-Chair, and RCM.
7. Refrain from expressing an opinion during discussion of ASC business.

B. Responsibilities of Vice-Secretary

1. Assume the duties and responsibilities of the ASC Secretary in their absence.
2. Assist the Secretary in performance of their duties.

Section 5: Treasurer & Vice-Treasurer

A. Responsibilities of Treasurer

1. Serve as secondary cosigner of the ASC bank account.
2. Accept, count, and verify all donations to the ASC.
3. Provide a written receipt to the donor of all funds and maintain copies of those receipts for the ASC records.
4. Deposit all ASC funds collected within seven (7) calendar days of the ASC meeting.
5. Balance the ASC checkbook monthly.
6. Pay, in a timely manner, all approved expenses and budgeted expenses.
7. Present a monthly financial statement to include:
 - Income and expenses of the ASC for the period prior to the current ASC and year to date income and expenses
 - All standing budgets, with year-to-date expenses and balance remaining in each standing budget
 - Beginning and ending balances of the ASC checking account
 - Prudent reserve status
8. Have available for review, at the ASC, a copy of the most recent bank statement and the latest deposit slips.
9. Attend all AC meetings.
10. At end of term, transfer all financial records to the incoming Treasurer.
11. Make available all items received from the previous Treasurer for the annual audit.

B. Responsibilities of Vice-Treasurer

1. Serve as secondary cosigner of the ASC bank account.
2. Assume the duties and responsibilities of the ASC Treasurer in their absence.
3. Assist the Treasurer in performance of their duties.
4. Reconcile each month the two Special Events accounts and report results to the ASC.

Section 6: Policy Chair

Responsibilities

1. Attend all AC meetings.
2. Maintain multiple copies of the ASC Policy for ASC distribution, with current motions and edits recorded. Make copies available upon request.

A current PDF version of ASC Policy will be made available for download from the C&P Regional website (www.cprna.org) on the Policy Committee section of the NORVANA Area page.

Section 7: Regional Committee Member (RCM) & RCM Alternate

A. Responsibilities of RCM

1. Attend RSC meetings and carry the conscience of the ASC.
2. Deliver ASC donations to the RSC.
3. Deliver NORVANA event notifications to the RSC.
4. Bring back RSC motions and event notifications.
5. Attend the Mid-Atlantic Regional Learning Conference (MARLCNA) and report to the ASC.
6. Serve as ASC Chair in the absence of the Chair and Vice-Chair.
7. Represent NORVANA at the BOD meetings as the Board of Directors Representative (BODR).
8. BODR serves a term of 1 year or until successors have been elected or qualified.
9. Minimum clean time is 3 years.

B. Responsibilities of RCM Alternate

1. Assume the duties of the RCM in their absence.
2. Attend the Mid-Atlantic Regional Learning Conference (MARLCNA) and report to the ASC.
3. Minimum clean time is 3 years.

Section 8: CPRNA Convention Oversight Committee Representative

Responsibilities

Attend all COC meetings and to represent the ASC in all matters before this committee, and carry the conscience of the ASC. If the Treasurer reports adequate funds in the budget mileage will be reimbursement.

Section 9: CPRCNA Programming Committee Representative

Responsibilities

1. Attend the CPRCNA Programming Committee meeting and carry the conscience of the ASC. If the Programming Committee meeting conflicts with the regularly scheduled ASC meeting, the Programming Committee Representative may submit a written report to the ASC in lieu of attending.
2. Nominations for this position will be made at March ASC, elections will be at the April ASC, and the term will be from the April ASC to the final report of the convention in June of the following year.

Section 10: Inter-Area Liaison

Responsibilities

1. Attend other area service committee meetings within CPRNA, sharing information between NORVANA and other areas.

Article 7: Subcommittees

Section 1: Purpose

The ASC may establish subcommittees as needed to carry out its primary purpose. These subcommittees perform the duties as listed in the ASC Policy and in their own Guidelines.

Each subcommittee will consist of a Chair and other trusted servants as detailed by the subcommittee's Guidelines.

Section 2: Subcommittee Guidelines

Guidelines

1. In addition to the ASC Policy provisions herein, each NORVANA Subcommittee will establish and abide by its own Guidelines.
2. Each subcommittee's Guidelines will be attached to this Policy as an addendum.
3. Subcommittee's Guidelines must not conflict with the ASC Policy.
4. Each subcommittee is fully autonomous in changing its Guidelines.
5. When a subcommittee changes its Guidelines it must notify the ASC Secretary and Policy Chair and provide them with an updated copy. The subcommittee chair must also include details about the change in its report at the next ASC.
6. A motion at ASC to change Policy can be made to supersede Guidelines changes by a subcommittee.

Section 3: Common Duties and Qualifications

Note that this section is intended to closely mirror Article 6, Section 1, Common Duties and Qualifications of Elected Trusted Servants. Both provisions should be considered when making changes.

A. Common Duties

1. Represent the Subcommittee at all ASC meetings, except where otherwise stated.
2. Coordinate with other ETS and ATS to avoid schedule conflicts and maximize service to addicts.
3. Hold a monthly meeting at a time and place determined by the subcommittee. The meeting time and place must be announced at the ASC and posted on the website.
4. Present an oral report to the ASC each month summarizing the previous month's business and finances.
5. Answer questions relating to the business and/or expenses of the position and/or committee
6. Present a typed report in electronic format to the ASC Secretary no later than 10 days after the ASC meeting.
7. Present a final report at the end of the term at the July ASC meeting
8. Policy, H&I, PR, and Special Event chairs will attend all RSC meetings.

B. Common Qualifications

1. Be familiar with NORVANA Policy.
2. Be familiar with their respective subcommittee Guidelines.
3. Be familiar with relevant NA service literature such as "A Guide to Local Services," "Twelve Concepts for NA Service" and other service materials.

Section 4: Hospitals and Institutions

A. Purpose

The H&I Subcommittee is a group of NA members who are committed to the concept, "To ensure that no addict in a hospital or institution seeking recovery need die without having had a chance to find a better way of life."

B. Functions

1. Carries the message of NA to those who cannot attend regular meetings.
2. Coordinates the development of new H&I meetings/presentations.
3. Communicates and disburses information to and from H&I meetings through their Panel Leaders.
4. Upholds pre-established, currently active H&I commitments.
5. Distributes NA-approved literature to Panel Leaders, who provide literature to the facilities they serve.
6. Conducts monthly subcommittee business meetings.

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7. Assists with the planning of and participates in H&I Learning Days hosted by NORVANA, the Chesapeake and Potomac Region, or by other Areas.
 8. Uses the WSO “Hospitals and Institutions Guidelines Handbook” to guide the subcommittee in conducting business and performing services.

C. Officers, Trusted Servants, and H&I Members

1. The H&I Subcommittee’s Officers consist of a Chair, Vice Chair, Secretary, and Literature Coordinator.
2. Trusted Servants may include Panel Coordinators and Panel Leaders.
3. H&I Members are any member of NA who wishes to serve on the Subcommittee and assist in fulfilling our primary purpose. All are welcome to become a member of the H&I Subcommittee.

Section 5: Literature

A. Purpose:

1. Provide NA approved literature for purchase by NORVANA NA groups at ASC.
2. Facilitate group and individual participation in NA literature development process.

B. Finances:

1. Literature and merchandise are sold at the cost of purchase from NA. Shipping and other expenses are covered by the revolving fund.
2. The subcommittee keeps \$50.00 for the cash drawer and turns the remainder over to the ASC Treasurer by close of ASC.
3. All sales must be placed with an order form.
4. Provide a receipt with each order filled, maintaining a copy for literature records.

C. Chair Responsibilities

1. Purchase literature
2. Track inventory and include the amount of sales and purchases in the monthly ASC report.
3. In July, perform a complete inventory of all materials and include the information in the August report to the ASC.

D. Provide starter kits for new meetings consisting of:

- 1 Laminated set of group readings
- 1 Treasurer’s Workbook
- 1 Copy of NORVANA ASC policy
- 1 12 Concepts for NA Service
- 1 Group Booklet
- 5 Each of IPs #1, 2, 5, 6, 7, 8, 11, 13, 16, 19, 22, 24
- 5 Each of White, Orange, Green, Red, Blue, Yellow, Moon glow, Grey, and Black key tags

Section 6: Outreach

A. Purpose

1. The mission of the NORVANA Outreach Subcommittee is to help overcome the isolation that hinders the growth and survival of our groups and individual members.

B. Functions

1. Encourage isolated groups to participate in the NORVANA service structure.
2. Distribute events flyers and other information to isolated individuals and groups.
3. Facilitate the Inmate Outreach Program.

Before restarting the Inmate Outreach Program the subcommittee should bring a motion to the ASC.

Section 7: Policy

A. Purpose

Review, update, and interpret ASC Policy.

B. Functions

1. Keep ASC Policy updated. Review and make non-substantive changes such as removing redundancies and maintaining continuity.
2. Lend guidance to the ASC, groups, and subcommittees as needed.
3. Keep all approved policy motions.
4. Ensure that current policy is available (a) for download from the regional website by coordinating with the appropriate trusted servant, and (b) in print at the ASC meeting.

C. Subcommittee Agenda

The agenda will include reading and discussing the Concept corresponding to the month. It will also include time to review motions brought to the subcommittee for review/assistance, if any. Other agenda items may be added or changed by the subcommittee.

Section 8: Public Relations

A. Purpose

Inform addicts and others in the community of the availability of recovery in NA.

B. Functions

1. Open effective lines of communication between NA and the public.
2. Communicate accurate meeting information to the Regional Service Committee.
3. Respond to any Public Relations request in a timely manner.

C. Chair Responsibilities

Publish an updated meeting list each month for distribution at ASC.

Section 9: Special Events

A. Purpose

Provide spiritually healthy fun and/or enlightening social events for the NORVANA Fellowship to maximize the accessibility to all NA members without being a financial burden on the NORVANA ASC. These events will be financed by voluntary contributions of their participants; entrance fees; game proceeds and any other activity that allows NSE to remain self-sustaining. All funds received by NSE will be deposited into the appropriate NSE checking account.

B. Officers and Trusted Servants

1. **Chair** (Suggested clean time is 3 years.)
The NSE Chair is a co-signer on all NSE bank accounts.
2. **Vice-Chair** (Suggested clean time is 2 years)
In the absence of the Chair, the Vice-Chair will perform all the duties of the Chair except for being a co-signer on the NSE bank accounts.
3. **Treasurer** (Suggested clean time is 3 years)
 - i. It is suggested that the NSE Treasurer have some knowledge of general accounting procedures
 - ii. The Treasurer will provide a monthly financial report for each NSE bank account to the NSE Chair for presentation at the ASC meeting; such report will provide an accounting of each NSE event separately and will include sources of income, itemized expenses and a profit/loss amount.
 - iii. The Treasurer will also provide an annual financial report for presentation to the ASC at the end of the term; such report will reflect all the above required information.
 - iv. At the end of term, the Treasurer will provide all checkbooks, receipts, and copies of monthly statements to the ASC for review by an Ad-Hoc committee designated by the ASC chairperson.
 - v. The Treasurer is a co-signer on all NSE bank accounts.
4. **Vice-Treasurer** (Suggested clean time is 3 years)
In the absence of the Treasurer, the Vice-Treasurer will perform all the duties of the Treasurer with the exception of being a cosigner on the NSE bank accounts.

C. Election of NSE Officers

1. The Chairperson is voted in by the ASC.
2. Remaining officers are elected from within the subcommittee.

D. Removal of Officers

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1. An officer elected from within the subcommittee may be removed from position for noncompliance, requiring a 2/3 vote of the subcommittee for removal.
 2. If the Chairperson acts in a manner that may be considered non-compliant, a member of the subcommittee must contact the ASC Vice Chairperson, discuss the situation, and ask that the ASC look into the matter. Non-compliance includes but is not limited to:
 - Loss of abstinence,
 - Failure to perform the duties of the position, etc.
 - Participation and Voting

G. Event Guidelines

1. NSE will present events based on the spiritual principles of the Twelve Traditions, a loving group conscience, and at the direction of the ASC.
2. NSE will set aside no less than \$100 per event to cover indigent packages
3. NSE will not set up an ad-hoc or subcommittee within itself for any purpose.

H. Finances

1. NSE bank accounts will have three (3) authorized signatures: the ASC Chair, the NSE Chair and the NSE treasurer.
2. Each check must have two (2) signatures to be valid.
3. No checks will be issued without proper/original receipts and/or vouchers. No individual will be reimbursed for expenses without proper/original receipts.

Section 10: Newsletter

A. Purpose

The purpose of the NORVANA Newsletter is to build NA unity through communication and to provide an opportunity for members of our fellowship to share their experience, strength, and hope with other addicts and to carry the message that no addict seeking recovery need ever die.

B. Chair Responsibilities

1. Distribute copies of the current newsletter to all attending GSRs and the H&I subcommittee.
2. Negotiate contracts with printers
3. Assist in the preparation of the newsletter.

Article 8: Appointed Trusted Servants & Ad Hoc Subcommittees

A. Appointment

1. When the ASC Chair perceives a need for a specific task or project that is outside the duties of any existing ETS or subcommittee, they may appoint an individual either as an ATS or an ad hoc chair in order to form an ad hoc subcommittee. The task or project can be, but is not limited to:
 - The annual audit
 - A complete policy review or a policy task
 - Fact-finding research
 - The research of special needs or commitments to be considered by the ASC
 2. The ASC Chair will report to the ASC body the need for the task. The Chair may ask for volunteers or may appoint any NORVANA member to fill the temporary position.
 3. The ASC Chair and the ATS will create a projected deadline to complete the task.
 4. The ATS will communicate their progress to the ASC Chair and provide a report at each subsequent ASC meeting.
 5. The ATS may request an extension of the deadline if progress has been shown, and the task is still needed.
 6. Once the task is completed, the ATS or committee is released from service.
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Article 9: Funds

Section 1: Prudent Reserve

1. Prudent Reserve is intended to cover operating expenses for three months and is set at \$2500. No non-budgeted expenditures will be made which will cause the operating account balance to fall below this prudent reserve.
2. Every March, June, September, and December, one half of any amount over Prudent Reserve will be donated to CPR.

Section 2: Definition and Use of Standing Budgets

A. Expenditures

1. All Standing Budget Expenses will be paid or reimbursed by a check from the ASC account promptly after (i) a bill is provided or, (ii) a receipt and reimbursement form are turned in. Providing the bill or receipt is a requirement.
2. All checks must be signed by two people
3. The ASC Chair and Vice-Chair serve as primary co-signers on the account and the Treasurer servers as secondary co-signer
4. The ASC account debit card can be used only for the virtual meeting subscription payments.

B. Standing budgets

Standing budgets are used to cover the anticipated expenses for budgeted items as approved per Section 3 below.

C. Addendum C

Typical Standing Budget expenses are found in Addendum C. In order to better guide ETS with setting their yearly budgets, Addendum C may be changed from time to time to reflect the budgets recently approved as per Section 3 below.

Section 3: Setting and Changing Standing Budgets

A. Setting Yearly Budgets

1. In July the ASC Treasurer/Vice-Treasurer and any ETS with a standing budget will review their budgets.
2. In August the Treasurer presents recommendations for each budget to the ASC, including budgets for which no change is recommended
3. A 2/3 majority is required for approval. This is not a change to Policy and can be voted on immediately.

B. Budget Changes During the Year

1. At any time an ETS can review their budget with the Treasurer and the Treasurer can then present a recommendation for a change to the ASC for approval.
2. A 2/3 majority is required for approval. This is not a change to Policy and can be voted on immediately.

Section 4: Literature Subcommittee Revolving Funds

The Literature Subcommittee has a “revolving fund” within the NORVANA general operating account and sale proceeds are immediately deposited in that account. Expenses charged to Literature’s revolving fund include:

- Purchase of NA literature and merchandise for resale
- Office supplies such as receipt books and printing order forms
- Starter kits as described in Article 7, Section 5.

Section 5: Special Events Accounts

A. Separate Accounts

The Special Events (S/E) subcommittee is the only subcommittee to hold funds. S/E maintains two (2) checking accounts that are totally separate from the ASC operating account.

1. The Operating Account (OA), with a balance not to exceed \$2500, is for the general expenses of the committee and all activities S/E offers the NORVANA fellowship other than weekend events.
2. The Weekends Account (WA), with a balance not to exceed \$1000, is for the specific purpose of offering overnight weekend events to the NORVANA fellowship.
3. The subcommittee is responsible for submitting financial statements of both accounts at the monthly ASC meeting. All funds over the maximum balance of either account are donated to the ASC at the next scheduled ASC meeting.
4. Income to these accounts may come from but is not limited to:
 - Registration/ticket purchases
 - Donations
 - Merchandise sales
 - Auctions, raffles, and other fund generating activities
5. Expenses paid from the accounts may include:
 - Office supplies
 - Site and equipment rental
 - Printing and signage
 - Food, refreshments, and catering
 - Entertainment
 - Specialty items (e.g., ice, supplies for activities, decorations)
6. S/E will set aside no less than \$100 per event to cover indigent packages
7. S/E will not set up an ad-hoc or subcommittee within itself for any purpose.

B. Finance

NSE bank accounts will have three (3) authorized signatures: the ASC Chairperson, the NSE Chairperson and the NSE treasurer.

Each check must have two (2) signatures to be valid.

No checks will be issued without proper/original receipts and/or vouchers – no individual will be reimbursed for expenses without proper/original receipts.

Article 10: Voting

Section 1: Voting Members

1. Voting is limited to GSRs or their alternates in attendance.
2. A GSR or alternate can only represent one group at ASC.
3. The results of a vote will be decided only by counting votes cast “For” or “Against”. Abstentions will be excluded from the count but recorded in the ASC minutes.
4. For a vote to pass it must either be unanimous, two-thirds majority, or simple majority, depending on the type of motion.

Section 2: Main Motions & Motions to Change Policy

A. Main Motions

These motions are statements of an idea that a voting member wants the committee to put into practice. A motion to change Policy is a main motion. Other examples include motions to hold a service workshop, a Unity Day gathering, etc.

B. Making a Main Motion

1. These motions must be made by either a GSR or the Chair of a committee if the motion relates to that committee and seconded by a GSR.
2. Main motions must be submitted in writing to the ASC Secretary, on Form A “Motion Form” (see attached) before the end of the scheduled break. Motions submitted after the break or by email at another time will be discussed at the next ASC.

C. Discussion

1. The Chair reads each one in the order received, reads the motion, the intent of the motion, the name of the GSR or Subcommittee making the motion, and the GSR seconding the motion.
2. The motion maker may briefly explain the purpose of the motion.
3. The Chair asks for any questions that are then answered by the motion maker, the Chair, or another informed addict.
4. The Chair then asks if all voting members understand the motion.

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5. If the voting members understand the motion, the floor will be open for two pros and two cons.

D. Voting

- a. All main motions, except those that are voted to be referred with a parliamentary motion, will be sent to the groups for a vote.
- b. For a main motion to pass a simple majority vote is required, unless it affects Policy, in which case a two-thirds majority is required.
- c. When the Chair calls for the vote on a main motion a GSR may make a motion to table to allow for further discussion.

Section 3: Parliamentary Motions

These motions are procedural motions that can be made and seconded by any member. They do not go back to the groups. A vote by show of hands is done for these motions. For a list of Parliamentary Motions see Addendum D. Voting members are still only GSRs or their alternates.

Addendum A: Abbreviated Terms

AC	Administrative Committee
ASC	NORVANA Area Service Committee
ATS	Appointed Trusted Servant
BOD	Board of Directors
CPR	Chesapeake & Potomac Region
CPRCNA	Chesapeake & Potomac Region Convention of Narcotics Anonymous
COC	Convention Oversight Committee
CPC	Convention Programming Committee
ETS	Elected Trusted Servant
H&I	Hospitals and Institutions
NSE	NORVANA Special Events
NA	Narcotics Anonymous
NAWS	Narcotics Anonymous World Service
NORVANA	Northern Virginia Area of Narcotics Anonymous
PR	Public Relations
Q&A	Question and Answer
RCM	Regional Committee Member
RCMA	Regional Committee Member Alternate
RSC	Regional Service Committee
WSO	World Service Office

Addendum B: ASC Meeting Format

1. Opening: ASC Vice Chairperson opens the meeting with the Service Prayer, a member then reads our 12 Traditions and another member reads the 12 Concepts.
2. Welcome: Welcome new visitors then new GSRs.
3. Reports: ETS and ATS Reports. Not to exceed 5 minutes each.
4. Open Forum: 10 minutes. Chair has discretion to extend, when necessary, in 10 minute increments.
5. Break: 10 minutes.
6. Roll Call and Quorum: Vice-Chair reads aloud the name of each NORVANA group. GSRs respond and the result is announced to the ASC.
7. Old Business:
 - a) Minutes of the previous meeting are approved as written or as amended, or tabled.
 - b) The Chairperson presents nominations and motions in the order they appear in the previous month's minutes. Open positions are announced to be taken back to the groups.
8. New Business: New nominations and motions. The ASC Chairperson shall read each one in the order received, the intent of the motion, and the names of the groups making and seconding the motion
9. Closing: When all business is concluded, the Chair calls for a motion to close, which requires only a voice vote.
 - a) The ASC meeting closes no later than 9:30 pm. Any member may make a Motion to Extend by 30 minutes, which passes with a 2/3 majority vote.
 - b) The Chair calls for the Serenity Prayer to close the meeting.

Addendum C: Typical Standing Budget Expenses

Mileage reimbursement is calculated at the IRS rate for charitable organizations, round trip from the ASC location, using distances according to an online mapping site.

Budgets typically include expenses for printing reports and budgets for the AC and Subcommittees typically include the cost of monthly physical and/or virtual meeting space.

Workshop, Learning Day, and Presentation expenses typically include:

- a. Printing fliers
 - b. Meeting space rent
 - c. Equipment rental
 - d. Refreshments
 - e. Educational materials
-
1. ASC Administrative Committee
 - a. Post office box rental
 - b. Printing and postage for ASC correspondence, including Minutes
 - c. Purchase and/or printing of the Conference Agenda Report for distribution to all requesting GSRs.
 2. RCM / Alternate RCM
 - a. MARLCNA registration and:
 - b. Hotel costs (excluding incidentals),
 - a. Meals at \$15 per diem
 - b. Mileage.
 3. Inter-Area Liaison:
 - Mileage for attending other ASC meetings.
 4. CPRCOC Representative
 - Mileage for attending C&P Regional Board and COC meetings.
 5. Hospitals & Institutions
 - a. Literature purchases.
 - b. Printing Informational Pamphlets (as permitted by NAWS).
 - c. Printing Regional meeting lists for addicts attending H&I meetings
 - d. Costs of hosting H&I workshops and learning days for NORVANA

6. Public Relations:

- a. Printing meeting lists
- b. Costs of PR Presentations
- c. Costs of hosting PR workshops and learning days for NORVANA

7. Newsletter:

Printing costs

8. Outreach:

Printing costs

9. Policy

Printing costs

Addendum D: Motion Table

(not yet aligned with Policy)

MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion.	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information.	Yes	No	No	None
Main motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track.	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order.	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No	Two-thirds
Privilege, personal	To make a personal request of the chair or the committee.	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote.	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous



Northern Virginia Area of Narcotics Anonymous

Main Motion

Date: _____ Title: _____

Motion

Intent

Submitted by:

GSR/Chairperson Group/Subcommittee

Seconded by:

GSR Group

Disposition

ID: _____ Does this motion change ASC policy? ☐ Yes ☐ No

VOTE RESULTS: Y = N = A = PASSED FAILED

AMENDED WITHDRAWN TABLED UNTIL: _____ REFERRED TO: _____