

# NORVANA AREA SERVICE COMMITTEE POLICY

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This policy has been created to give all NORVANA members, whether in service or just attending any NORVANA Area Service Committee meeting, a fair and reasonable outline of his or her privileges and responsibilities. This policy is also designed to ensure that everyone is treated fairly and consistently.

The responsibility for the enforcement of this policy rests with all of us, and all are encouraged to immediately bring to the attention of the Chair, or whoever 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 ultimately falls on the position of the Area Service Committee Vice-Chair, as parliamentarian, or the Policy Chair.

Pages affected by any future revisions to this policy, once approved, shall be immediately altered by the Policy Committee or the Area Service Committee Vice-Chair, and those pages shall be submitted to each voting and non-voting member, either by subsequent email before the next meeting, or by photocopy at the

next meeting. The membership bears the responsibility to maintain their policy copy updated with these insertions, and to be reasonably informed of the policy. The NORVANA Area reserves the right to revise any part of this policy, when deemed necessary, according to procedure.

## I. GLOSSARY OF TERMS

The following is a list of acronyms and other abbreviations with their definitions. The shorter versions have been used throughout the policy from this point on.

AS	Area Service
AC	Administrative Committee
ASC	Area Service Committee
ATS	Appointed Trusted Servant
BOD	Board of Directors Chesapeake & Potomac Region
CPR	Chesapeake & Potomac Region
CPRCNA	Chesapeake & Potomac Regional Convention of Narcotics Anonymous
CPRCOC	Chesapeake & Potomac Region Convention Oversight Committee
CPRCNAPR	Chesapeake & Potomac Regional Convention Programming Representative
ETS	Elected Trusted Servant
H&I	Hospitals and Institutions
NACOCR	NORVANA Area CPR Convention Oversight Committee Representative
NAWS	Narcotics Anonymous World Service
NORVANA	Northern Virginia Area of Narcotics Anonymous
PR	Public Relations (formerly Public Information)
Q&A	Question and Answer
Quorum	The minimum number of members (GSRs) that must be present to conduct business
RCM	Regional Committee Member
RCMA	Chesapeake & Potomac Regional Service Committee Alternate
WSO	World Service Office

## II. INTRODUCTION AND PURPOSE

### A. Name

1. 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).

### B. Membership

1. 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.
2. 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 in order to fulfill their primary purpose.
3. In order 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 shall be provided a group starter kit. (02-16)
4. In order 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 meeting. (11-15)

### C. Purpose

1. 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 (C & P) Region of NA, the C&P Regional Service Committee (RSC) and NA World Services (NAWS).
2. The NORVANA ASC shall follow the spiritual principles of the 12 Traditions and the 12 Concepts for NA service in all its activities and the activities of those committees, boards or corporations the NORVANA ASC shall form, designate or utilize toward accomplishment of these purposes.

3. The NORVANA ASC shall use A Guide to Local Services as a guideline for performing its duties and framing its policies.

### III. MEETING FORMAT AND PROCEDURES

#### A. Administrative Committee

1. Members are the ASC Chairperson, the ASC Vice Chairperson, the ASC Secretary, the ASC Treasurer, and the Policy Chairperson.
2. The purpose of the AC is to:
  - a) Review previous ASC meeting
  - b) Prepare the agenda for upcoming ASC
  - c) Pinpoint areas of need within the subcommittees and brainstorm solutions
  - d) Coordinate activities between subcommittees to avoid contention
3. Meetings
  - a) All AC meetings are open to any who wish to attend.
  - b) Each AC meeting time and location shall be announced at least one ASC prior to meeting time.

#### B. ASC Meeting Time

1. The ASC shall meet on the first Thursday of the month. In the event that 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 shall meet the following Thursday.

#### C. ASC Meeting Agenda

Note: The ASC chair may change the order of items 3 through 8 in order to assure that the most important business is being addressed promptly. If a member has an objection to the reordering of the agenda, they may call for a change in the order of the day. Upon a second by a GSR and a majority vote, the chair must accommodate the change in the meeting agenda.

1. Opening: The Meeting shall be called to order at 7:00 pm. The ASC Vice Chairperson shall open the meeting with the Service Prayer, a member shall then read our 12 Traditions and another member shall read the 12 Concepts of Service in NA. (12-19)
2. Welcome: Welcome of new visitors and then new GSRs.
3. Reports: Reports not to exceed 5 minutes each shall be given by each ETS and ATS.
4. Open Forum: 10 minutes. Open forum can be extended, if necessary, in additional increments of 10 minutes, at the ASC Chair's discretion.
5. Scheduled Break: 10 minutes.
6. Roll Call and Quorum: The ASC Vice-Chair shall read aloud the name of each NORVANA group to determine how many groups are represented by their GSRs. The results are announced to the ASC.
7. Old Business: Minutes of previous meeting are approved as written or as amended. The ASC Chairperson shall present nominations and motions to be voted on in the order they appear in the previous month's ASC minutes. In addition, any remaining unfilled positions are announced to be taken back to the groups.
8. New Business: New nominations and motions are presented to the ASC. 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: The ASC meeting shall close no later than 9:30 pm. If there is ASC business unresolved by the 9:30 pm deadline, the meeting may be extended by 30 minutes, if a motion is made, seconded and passed, by a 2/3 majority vote. When all business before the ASC is concluded, the ASC Chair shall call for a motion to close. When the motion is made and seconded, a voice vote motion continues. At the closing of the meeting the Chair shall call for the Serenity Prayer. (12-19)

#### D. Quorum

1. Quorum is defined as one-third (1/3) of the number of groups on the current NORVANA meeting list present at ASC. Quorum is set for the duration of the meeting, despite any further absences. If quorum is not met, the meeting must adjourn immediately.

## E. Voting

1. Voting members are all attending GSRs.
2. The Voting Options are FOR, AGAINST or ABSTAIN.
3. When counting votes, only votes cast as "For" or "Against" are considered in deciding total number of votes. The abstentions, while disregarded when noting the final count, shall be made a matter of record, and shall always add up to the number of GSRs present according to Roll Call. GSR's who are not present at the time the vote is taken are counted as an abstention.
4. A simple majority is defined as more than half of the votes cast, excluding abstentions.
5. A two thirds majority is defined as at least two third of the votes cast, excluding abstentions.

## F. Motions

1. There are two types of motions, as follows:
  - a) Main Motions. These motions are statements of an idea that a voting member wants the committee to put into practice, such as a change to policy, a service workshop, a unity day gathering, etc.
    - (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) All main motions being presented are to be submitted, in writing, to the ASC Secretary, on Form A Motion Form (see appendices), before the end of the scheduled break.
    - (3) The ASC Chairperson shall read the motion, the intent, the maker and second.
    - (4) The maker may briefly explain the purpose of the motion.
    - (5) The ASC Chairperson shall ask for any questions on the motion. The motion maker or the chairperson shall answer questions.
    - (6) The ASC Chairperson shall then ask if all voting members understand the motion.
    - (7) If the voting members understand the motion, the floor will be open for two pros and two cons.
    - (8) A main motion that affects policy requires a two-thirds majority. Any other main motion shall require a simple majority vote.
    - (9) All main motions, except those that are voted to be referred with a parliamentary motion (see section below), shall be sent to the groups for a vote. (21.11.3)
  - b) Parliamentary Motions. These motions can be made and seconded by any member. They do not go back to the groups. A voice vote is acceptable when the majority is overwhelming. If the majority is not obvious, then a vote by show of hands is done. These statements apply, unless indicated otherwise in a specific motion. The parliamentary motions are as follows:
    - (1) Motion to Accept the Minutes. Used to approve the minutes from the previous ASC meeting. Requires unanimous approval.
    - (2) Motion to Adjourn. Used to end the ASC meeting.
    - (3) Motion to Amend. Used during discussion by any member who feels that the main motion would benefit from a change of language. The maker must suggest the specific language while making the motion. If the maker and seconder of the original motion accept the amendment, no second is required to amend, and discussion proceeds as if the main motion had been formally amended. If the maker and seconder of the main motion do not agree on the amendment, then the motion must be seconded, debated and voted on by the body.
    - (4) Motion to Halt Discussion. Used to halt all discussion and requires unanimous approval.
    - (5) Motion to Refer. Used to remove a main motion from discussion and send it to a standing subcommittee for consideration, or to an ad hoc committee or appointed person for further study. If the motion to refer does not pass, discussion on the main motion continues.
    - (6) Motion to Table. Used when a main motion is not ready for action, and therefore it shall be held over for the following ASC meeting. When stating the motion, a reason must be provided. This motion is not discussed but voted on immediately. If it fails,

discussion continues on the main motion. A motion to table can be made twice on the same main motion before it dies.

- (7) Motion to Withdraw. Used to withdraw a main motion from the floor at any time prior to the final floor vote. Only the maker of the main motion can make this administrative motion.
  - (8) Motion to Extend. Used to extend the ASC meeting for a specified time period.
  - (9) Point of Information. If a member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, "*Point of information*." This means, "I have a question to ask," *not* "I have information to offer." One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.
  - (10) Point of Order. A point of order may be raised by any member of the ASC, by their own initiative, if they believe the guidelines of the current NORVANA Policy appear to have been broken. This may interrupt any speaker during motion presentation, or at any other time, if the breach of policy guidelines warrants it. The point must be resolved before discussion continues. The ASC Chair shall ask for policy clarification from the Policy Chairperson and/or the ASC Vice-Chair and may rule motions out of order on the basis of such clarification.
  - (11) Suspend the Rules. Used to dispense with a specific rule as mandates by policy for the duration of the meeting. Requires unanimous consent and may be used with or without a main motion. (08.06.20)
2. Policy changes log numbering key format: Add a numbering format 'key' to record and track updated/revised, and new additions to current policy. This numbering key system would be indicated as the last part of the accepted changes following the approved motion. The 'key' format would be as follows: 1<sup>st</sup> Set of numbers; NASC Meeting date in order of approval, 2<sup>nd</sup> number set; would include the distinct motion id number recorded on the lower section of the motion form (approved).  
Example (09.03.20-01).

#### IV. ETS POSITIONS, NOMINATIONS AND ELECTIONS.

- A. Term.
  1. The term for all ASC ETS positions is one year, commencing from the beginning of August ASC and ending with the conclusion of the following July ASC meeting. (02-16)
- B. Term Limits.
  1. No ETS can serve more than two full consecutive one-year terms in any one elected position. (02-16)
- C. Nominations
  1. The Chair shall make an announcement at the May ASC meeting for GSRs and other interested parties to bring nominations to the June ASC meeting. Elections shall occur at the July ASC meeting. (02-16)
  2. For purposes of nominations, an active member is a member who
    - a) Attends meetings in NORVANA.
    - b) Identifies themselves as an addict.
    - c) Is familiar with the service structure.
    - d) Has knowledge of the principles, traditions and concepts of Narcotics Anonymous.
    - e) Is familiar with the duties of the position for which they are being nominated.
    - f) In the case of the position of subcommittee chairperson, the preferred nominee shall 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.
  3. Nominations may be made by any member and shall be included in the ASC meeting minutes.
  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 during which the nominee may be asked to explain any concerns about their fitness for the position. Any cons shall be presented to the nominee and the nominee shall be allowed to address those concerns. (12-19)
7. Following the Q&A, the Chair shall 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. (21.10.2)
8. If any position remains unfilled, or becomes vacant, an announcement of the position shall be presented during Old Business of each subsequent ASC meeting until a nomination is presented, following the procedure above. (02-16)

#### D. Elections

1. All votes should be brought to the July ASC meeting by the GSRs.
2. No individual shall hold more than one elected ASC ETS position at a time. Any individual elected to an ASC ETS position must immediately resign any GSR or GSR Alt position. An elected ETS may serve, however, within a subcommittee or as an ad-hoc committee chairperson. (02-16)

### V. APPOINTED TRUSTED SERVANTS (ATSs) AND 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:
  - a) The annual audit
  - b) A complete policy review or a policy task
  - c) Fact-finding research
  - d) The research of special needs or commitments to be considered by the ASC
2. The ASC Chair shall 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. (02-16)
3. The ASC Chair and the ATS shall create a projected deadline to complete the task. (02-16)
  - a) The ATS shall communicate their progress to the ASC Chair, and provide a report at each subsequent ASC meeting. (02-16)
  - b) The ATS may request an extension of the deadline provided that progress has been shown, and the task is still needed. (02-16)
  - c) Once the task is completed, the ATS or committee is released from service. (02-16)

### VI. RESIGNATION AND REMOVAL OF TRUSTED SERVANTS

#### A. Code of Conduct (04-16)

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

#### B. Grounds for Removal (04-16)

1. A trusted servant shall be immediately removed from office for the following reasons:
  - a) Loss of Abstinence.
  - b) Misappropriation of NORVANA ASC funds.
  - c) Missing two consecutive ASC meetings without prior notification of the cause of absence to the ASC Chair.
2. A trusted servant shall be subject to removal from office by a 2/3 majority vote for the following reasons:
  - a) Non-fulfillment of duties.

#### C. Resignation (04-16)

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

2. In lieu of a written resignation, a verbal resignation may be presented to the ASC Chairperson. The ASC shall be notified during the ASC Chairperson's monthly report.
3. Intellectual Property (04-16)
  - a) 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.
  - b) Any authorized signatures associated with the business of the vacated position must be revoked upon resignation or removal.

## VII. FINANCES OF THE ASC

### A. Definitions:

1. *Prudent Reserve* is intended to cover operating expenses for three months and is set at \$2500. No non-budgeted expenditures shall be made which will cause the operating account balance to fall below this prudent reserve. Every March, June, September and December, one half of any amount over prudent reserve shall be donated to CPR. (6-16)

### B. Standing Budgets

1. Definition: Standing budgets are the amounts in place to cover the anticipated expenses necessary to fund all annually budgeted items and conduct the business of the ASC, to include the duties and responsibilities of all ETS, ATS and Subcommittees.
2. Standing budgets are to be reviewed by the ASC Treasurer/Vice-Treasurer and each individual outgoing ETS overseeing a specific standing budget in July. The Treasurer shall then present to the ASC body recommendations to affirm or change the existing budget based on the annual review in August for a vote. A 2/3 majority is required.
3. Should a budget require adjustment during the term, the ETS shall discuss needed changes with the Treasurer and the Treasurer will present a recommendation to the ASC body for approval. A 2/3 majority is required.
4. Standing budget expenses are as follows:
  - a) ASC Executive Committee Expenses: ASC meeting space rental; annual post office box rental; printing of and postage for all ASC correspondence to include the ASC minutes
  - b) RCM / Alternate RCM: Expenses incurred for attendance of MARLCNA to include registration, hotel costs (excluding incidentals), meals at \$15 per diem and mileage at the current IRS rate for charitable organizations, from the current ASC location and return to same (per computation by recognized computer mapping service, i.e. MapQuest)
  - c) Inter-Area Liaison: Mileage at the current IRS rate for charitable organizations, from the current ASC location to hosting ASC location and return to same (per computation by recognized computer mapping service, i.e. MapQuest)
  - d) CPRCOC Representative: Mileage at the current IRS rate for charitable organizations, from the current ASC location to C&P Regional Board and COC meetings and return to same (per computation by recognized computer mapping service, i.e. MapQuest)
  - e) Hospitals & Institutions: Purchase of literature (to include printing of Informational Pamphlets as permitted by NAWS) and regional meeting lists for addicts attending H&I meetings; hosting H&I workshops and learning days for NORVANA to include cost of printing fliers, site and equipment rental, refreshments and educational materials.
  - f) Public Relations: Printing of updated meeting lists (on a quarterly basis at minimum); purchase of NA literature, site and equipment rental for PR presentations; hosting PR workshops and learning days for NORVANA to include cost of printing fliers, site and equipment rental, refreshments and educational materials.
  - g) Newsletter: Printing of the NORVANA newsletter (on a quarterly basis at minimum) for distribution to NORVANA groups and the H&I Subcommittee for H&I meetings
  - h) Outreach: Printing of fliers to let other groups know of meetings needing support
  - i) Policy: Printing of copies of ASC Policy including revisions as necessary.
  - j) Purchase and/or printing of the Conference Agenda Report on even numbered years for distribution to all requesting GSRs.

### C. Subcommittees WITHOUT Standing Budgets:



1. Literature: Literature has a “revolving fund” within the NORVANA general operating account for the purchase of approved NA literature and merchandise for sale. The proceeds are immediately deposited in the NORVANA general operating account. The miscellaneous expenses charged to Literature’s “revolving fund” are as follows:
  - a) Printing of current Literature Order Forms
  - b) Receipt books and basic office supplies
  - c) Providing starter kits for new meetings consisting of:
    - (1) 1 Laminated set of group readings
    - (2) 1 Treasurer’s Workbook
    - (3) 1 Copy of NORVANA ASC policy
    - (4) 1 12 Concepts for NA Service
    - (5) 1 Group Booklet
    - (6) 5 Each of IPs #1,2,5,6,7,8,11,13,16,19,22,24
    - (7) 5 Each of White, Orange, Green, Red, Blue, Yellow, Moon glow, Grey & Black key tags
2. Special Events (S/E): The 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.
  - a) *The Operating Account*, (OA) with a prudent reserve of \$1000, is for the general expenses of the committee and all activities S/E offers the NORVANA fellowship other than weekend events.
  - b) *The Weekends Account*, (WA) with a prudent reserve of \$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.
4. Income to these accounts may come from but is not limited to:
  - a) Registration/ticket purchases
  - b) Donations
  - c) Merchandise sales
  - d) Auctions, raffles, and other fund generating activities
5. Expenses paid from the accounts may include:
  - a) Office supplies
  - b) Site and equipment rental
  - c) Printing and signage
  - d) Food, refreshments and catering
  - e) Entertainment
  - f) Specialty items (e.g., ice, supplies for activities, decorations)
  - g) Purchase of merchandise for resale All moneys in excess of the Prudent Reserve of either account are donated to the ASC at the next scheduled ASC meeting.

## VIII. COMMON DUTIES OF TRUSTED SERVANTS

1. Attend all ASC meetings, except where otherwise stated.
2. Be familiar with NORVANA’s current policy
3. Present verbal report to the ASC each month summarizing the previous month’s business and finances.
4. Answer questions relating to the business and/or expenses of the position and/or committee
5. Present a typed report in electronic format to the ASC Secretary no later than 10 days after the ASC meeting. (03-16)
6. Present a final report at the end of the term

## IX. SPECIFIC DUTIES OF TRUSTED SERVANTS

### A. ASC Chairperson

1. Preside over the ASC meeting.
2. Attend any EC meeting.
3. Serve as primary cosigner of the ASC bank account.
4. Reconcile the ASC bank statement with the Treasurer’s report.

5. Appoint an ATS to do the annual audit of all ASC accounts.
  6. Appoint an ATS to serve in any vacant ETS position until an ETS is elected. (02-16)
  7. Ensure that all ATS and ETS fulfill their responsibilities in accordance with this policy.
  8. Collect the mail from the NORVANA mailbox a minimum of once monthly and distribute the mail to the appropriate persons.
  9. Refrain from expressing an opinion during discussion of ASC business.
  10. Create an agenda for each ASC meeting.
- B. ASC Vice-Chairperson
1. Assume the duties and responsibilities of the ASC Chairperson in their absence.
  2. Attend and preside over any EC meeting.
  3. Serve as primary cosigner of the ASC bank account.
  4. Train new GSRs during subcommittee reports.
  5. Serve as parliamentarian, assuring that proper procedure is followed.
  6. Vote only when breaking a tie, after offering the opportunity for a motion to table.
  7. Support subcommittees and ASC Trusted Servants in performing their duties.
  8. Conduct a roll call of groups in attendance.
  9. Calculate quorum.
  10. Refrain from expressing an opinion during discussion of ASC business.
- C. ASC Secretary
1. Compose and maintain the minutes of all ASC and EC meetings. The minutes shall include:
    - a) All trusted servant reports
    - b) Open forum topics
    - c) Motions with pros and cons
    - d) Announcements
  2. Distribute the minutes, either electronically or by US mail, to each requesting attendee no later than fifteen (15) days following the ASC meeting
  3. Attend any EC meeting.
  4. Hold and maintain the ASC Archives in electronic format, updating each month with the most recent copy of the ASC meeting minutes. (05-16)
  5. Perform Roll Call for 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.
- D. ASC Vice-Secretary
1. Assume the duties and responsibilities of the ASC Secretary in their absence.
  2. Assist the Secretary in performance of their duties
- E. ASC Treasurer:
1. Serve as secondary cosigner of the ASC bank account.
  2. Accept, count and verify all donations to the ASC.
  3. Create 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 or budgeted expenses incurred by the ASC
  7. Present a monthly financial statement to include:
    - a) Income and expenses of the ASC for the period prior to the current ASC and year to date income and expenses
    - b) All standing budgets, with year to date expenses and balance remaining in each standing budget
    - c) Beginning and ending balances of the ASC checking account
    - d) 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 any EC meeting.
  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.

F. ASC 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.

G. RCM Regional Committee Member

1. Attend the NORVANA and RSC meetings and carry the conscience of the NORVANA ASC.
2. Deliver NORVANA ASC donations to the RSC.
3. Deliver NORVANA event notifications.
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. Minimum clean time is 3 years.
8. Represent NASC at the BOD meetings as the Board of Directors Area Representative (BODR).
9. Board of Directors Representative (BODR) serves a term of 1 year or until successors have been elected or qualified.

H. RCMA Regional Committee Member Alternate

1. Attend the NORVANA and RSC meetings.
2. Assume the duties of the RCM in their absence.
3. Attend the Mid-Atlantic Regional Learning Conference (MARLCNA) and report to the ASC.
4. Minimum clean time is 3 years.
5. Represent NASC at the BOD meetings as the Board of Directors Area Representative (BODR).
6. Board of Directors Representative (BODR) serves a term of 1 year or until successors have been elected or qualified.

I. NACOCR Norvana Area CPR Convention Oversight Committee Representative

1. Attend all CPRCOC meetings, with mileage reimbursement if finance reports adequate funds in the budget, and to represent the Norvana ASC in all matters before this committee and carry the conscience of the NORVANA ASC.

J. CPRCNAPR Programming Committee Representative

1. Attend the CPRCOC Programming Committee meeting and carry the conscience of the NORVANA ASC. If the CPRCOC 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 shall be made at March ASC, elections shall be at April ASC, and the term shall be from April ASC to the final report of the convention in June of the following year.

K. Inter-Area Liaison

1. Attend other ASC meetings within CPRNA, sharing information between NORVANA and other areas.

L. Policy Chair

1. Hold and maintain a duplicate copy of the ASC Archives in electronic format, updating each month with the most recent copy of the ASC meeting minutes. (05-16)
2. Attend any EC meeting.
3. Maintain multi copies for Area distribution of the updated NORVANA ASC Policy with current motions and edits recorded and shall be made available upon request. A current Word and PDF version shall be made available for download from the C & P Regional website ([www.cprna.org](http://www.cprna.org)) on the Policy Committee section of the NORVANA Area page.

M. Subcommittee Chair(s)

1. Preside over their respective subcommittee meeting.
2. Refer to their respective subcommittee policy for further duties.
3. Policy, H&I, PR, and Special Event chairs shall attend all RSC meetings.

X. STANDING SUBCOMMITTEES STATED PURPOSE & PROCEDURES

1. The ASC may establish subcommittees as needed to carry out its purpose. Each subcommittee has a statement of purpose that must be presented to the ASC at the beginning of each term.
2. Each NORVANA Subcommittee shall have its own policy including a set of guidelines.
3. Each subcommittee's policy shall be included in, and not conflict with, the ASC policy.
4. Any changes to a subcommittee policy must be approved by a 2/3 vote of the ASC.

## **XI. SPECIAL EVENTS GUIDELINES:**

### **A. Statement of Purpose**

1. The purpose of the NORVANA Special Events Subcommittee (NSE) is to 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. DUTIES OF NSE TRUSTED SERVANTS:**

#### **1. Special Events Chairperson**

- a) The Chairperson must be capable of conducting the subcommittee meeting with a firm and understanding hand.
- b) The chairperson is responsible for setting the agenda and presiding over all subcommittee meetings.
- c) The Chairperson shall attend all ASC meetings and deliver a written report of the month's activities and the monthly financial report of all NSE bank accounts.
- d) The chairperson is to review all meeting minutes prior to distribution by secretary.
- e) The chairperson is a co-signor on all NSE bank accounts.

#### **2. Special Events Vice-Chairperson: *Suggested clean time is 2 years***

- a) In the absence of the chair, the Vice-Chair will perform all the duties of the chair with the exception of being a co-signor on the NSE bank accounts.

#### **3. Special Events Treasurer: *Suggested clean time is 3 years***

- a) It is suggested that the NSE Treasurer have some knowledge of general accounting procedures
- b) The treasurer will provide a monthly financial report for each NSE bank account to the NSE Chairperson for presentation at the ASC meeting; such report shall provide an accounting of each NSE event separately and shall include sources of income, itemized expenses and a profit/loss amount.
- c) The treasurer shall also provide an annual financial report for presentation to the ASC as the end of the term; such report shall reflect all the above required information.
- d) At the end of term, the Treasurer shall provide all checkbooks, receipts, and copies of monthly statements to the ASC for review by an Ad-Hoc committee designated by the ASC chairperson.
- e) The Treasurer is a co-signor on all NSE bank accounts.

#### **4. Special Events Vice Treasurer: *Suggested clean time is 3 years***

- a) In the absence of the Treasurer, the Vice-Treasurer will perform all of the duties of the Treasurer with the exception of being a cosigner on the NSE bank accounts.

#### **5. Special Events Secretary: *Suggested clean time is 2 years***

- a) The Secretary shall keep accurate minutes of all subcommittee meetings. The minutes shall be typed and submitted to the chairperson for approval prior to distribution to the subcommittee members. The secretary maintains and archives the subcommittee minutes and copies of the written reports presented to the monthly ASC meetings for the current term.

### **C. Election of NSE Officers**

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

### **D. Removal of Officers**

1. An officer elected from within the subcommittee may be removed from position for non-compliance, 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:
  - a) Loss of abstinence,
  - b) Failure to perform the duties of the position, etc.

#### E. Participation and Voting

1. All members of NORVANA are encouraged to join the NSE and participate in all subcommittee meetings. An individual becomes a voting member after attending two (2) consecutive NSE meetings.
  - a) All NSE officers may express opinions and vote on matters before the subcommittee.

#### F. Meeting Format

1. The chairperson /Vice-chairperson will open the meeting on time. Order of business: NSE Officers present reports; old business; new business; open forum; close.

#### 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. Finance

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

## XII. NEWSLETTER GUIDELINES:

### A. Statement of Purpose

1. 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. Newsletter Trusted Servants and Their Duties

1. Newsletter Chairperson
  - a) Distribute copies of the current newsletter to all attending GSRs and the H&I subcommittee for distribution to hospitals and institutions;
  - b) Negotiate all contracts with printers of the newsletter during his/her term;
  - c) Provide receipts to the ASC Treasurer for budgeted expenses;
  - d) Assist in the preparation of the newsletter.
2. Newsletter Vice-Chairperson: Suggested clean time is 1 year
  - a) In the absence of the chair, the Vice-Chair will perform all of the duties of the chair.

### C. Election of Newsletter Trusted Servants

1. The Chair is elected by the ASC, all other officers are elected from within the committee.

### D. Removal of Trusted Servants

1. Any member of the committee may recommend the removal of the Chairperson at any time for unsatisfactory performance of his/her duties. In such case, a member of the committee must contact the ASC Vice Chairperson, discuss the situation and ask that the ASC look in to the matter.
2. An officer elected from within the committee may be removed from position for the following reasons:
  - a) Loss of abstinence
  - b) Failure to perform the duties of the position, etc.

### E. Participation and Voting

1. There is no suggested clean time for membership and all members of NORVANA are encouraged to join the newsletter committee. In order to insure the message of recovery in NA is carried in

our newsletter, it is suggested that all members be developing their knowledge of the 12 Traditions of NA.

2. Any member may express opinions on matters before the committee. An individual becomes a voting member when attending the second of two (2) consecutive committee meetings.

#### F. Newsletter Content

1. The NORVANA Newsletter shall print submissions of the following:
  - a) Personal stories
  - b) Poetry
  - c) Cartoons
  - d) “Opinion” pieces that do not conflict with the 12 Traditions. “Opinion pieces can be controversial, if solutions are offered and the tone of the article is positive and helpful, controversy may be healthy”.
  - e) The NORVANA Newsletter shall also print submissions, as space permits, of the following:
    - (1) Meetings needing support;
    - (2) Upcoming subcommittee meetings;
    - (3) Upcoming events;
    - (4) Anniversaries.

#### G. Editing of Submissions

1. “Whether or not the NORVANA newsletter is distributed outside of NA, our newsletter represents a public image of our fellowship.”
2. All submissions shall be recovery related.
3. The language of NA recovery shall be used in our newsletter.
4. If a submission uses language that is not appropriate the writer shall be contacted and minor editing of the language, not content, shall be discussed – if the writer is in agreement, the submission shall be accepted, edited and may then be included in the newsletter.
5. If a submission is received that is deemed, by the committee, to be inappropriate for publication, the writer shall be contacted, and the items returned.

#### H. Formatting

1. In order to maintain consistency in the contents of the NORVANA newsletter, the handbook for NA newsletters (1985) shall be our main source for guidance. The ASC shall provide their guidance whenever applicable/requested.
2. The Newsletter masthead shall include the following: The name – New Attitudes; the subtitle – A little good news from NORVANA; the purpose - that no addict seeking recovery need ever die; the date of publication; the Area address, website URL and helpline number. The NA trademarked logo may be used.

#### I. Meeting Format

1. Meetings shall be held not more than seven days before the newsletter goes to the printer.
2. Order of business:
  - a) 12 Traditions, 12 Concepts
  - b) Trusted Servants Reports
  - c) Old business
  - d) New business
  - e) Open forum
  - f) Close.

### XIII. H&I GUIDLINES

#### A. Purpose

1. The Hospitals and Institutions (H&I) subcommittee of the NORVANA ASC 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. Subcommittee Functions

1. Communicates and disburses all information to and from all H&I meetings through their Panel Leaders.
2. Distribute NA approved literature to the Panel Leaders.

3. Conducts monthly business meetings.
  4. Provides an H&I service representative for participation in the regional H&I subcommittee.
  5. Coordinates the development of any new H&I meetings/presentations.
- C. Subcommittee Officers and Members
1. The H&I Subcommittee's officers consist of a Chairperson, Vice-Chairperson, Secretary, and Literature Coordinator.
  2. Other members include Panel Coordinators, Panel Leaders and any member of NA who wishes to carry the message is welcome to become a member of the H&I subcommittee.
  3. A new member must attend two consecutive H&I meetings to vote on H&I business.
- D. Election of Officers.
1. Officer Elections:
    - a) All Officers and Panel Coordinators, except for the Chairperson, are elected by a majority vote of the H&I subcommittee.
    - b) See Section H. Voting Policy, for H&I voting guidelines. The Chairperson is elected by the ASC.
    - c) All officers are elected for a term of one year, for a maximum of two consecutive years in the same office, followed by one year of ineligibility for that office.
  2. Officer Removal:
    - a) Any subcommittee officer or member, except the Chairperson, may be removed from office by a majority vote of the H&I subcommittee. The NORVANA ASC is responsible for removal of the Chairperson.
  3. Officer Resignation:
    - a) Any subcommittee officer or member who relapses will automatically be removed from office and qualification for panel service. The officer or member who relapses shall be encouraged to continue attending subcommittee meetings and is eligible to return to panel service upon meeting the clean time requirements for such service.
    - b) Any subcommittee officer shall be removed from office after missing two consecutive monthly H&I subcommittee meetings without prior notice communicated to the Chairperson.
    - c) In the case of a Chairperson's resignation, the Vice Chairperson assumes the duties of Chairperson until the ASC elects a new Chairperson. If the Vice Chairperson declines, the NORVANA ASC Vice Chairperson assumes the duties of the H&I Chairperson until the ASC elects a new H&I Chairperson.
    - d) In the case of the resignation of the H&I Vice Chairperson, Secretary, Literature Coordinator, Panel Coordinator or Panel Leader the position will be held open until a NA member is elected to fill the position.
- E. Qualifications and Duties of Officers and Panel Members
1. Qualifications for all Officers and Panel Members
    - a) Have a sponsor.
    - b) Be working steps.
  2. Chairperson (elected by the NORVANA ASC).
    - a) Qualifications:
      - (1) Two years of uninterrupted clean time.
      - (2) A minimum of nine months involvement in H&I service.
    - b) Duties:
      - (1) Keeps order in the meeting.
      - (2) Keeps discussion on the topic.
      - (3) Prepares an agenda for each subcommittee meeting.
      - (4) Ensures that the traditions are upheld in all matters.
      - (5) Maintains a link of communication between the H&I subcommittee and the area service committee, including giving a monthly report to the ASC.
      - (6) Attends each meeting of the regional H&I subcommittee and brings a report of its activities back to the area H&I subcommittee.
      - (7) Works with the Panel Coordinator(s) to draft all correspondence to facilities served by the subcommittee.

- (8) Maintains meeting referral information about the fellowship so that panel leaders can refer those leaving an H&I setting for another area, to a meeting or helpline number.
- (9) Appoints special subcommittee members when required.
- (10) Appoints a temporary trusted servant to fill a vacant office.

### 3. Vice-Chairperson

#### a) Qualifications:

- (1) One year of uninterrupted clean time.
- (2) A minimum of six months involvement in H&I service.

#### b) Duties:

- (1) Helps Chairperson keep proceedings orderly.
- (2) Acts as Chairperson in the case of Chairperson's absence.
- (3) If the office of Chairperson becomes vacant, serves as the chair until confirmed by the ASC or until a new chair is elected.
- (4) Coordinates new meetings until a new Panel Leader is elected.
- (5) Instructs Panel Leaders in facility requirements and regulations and general rules covering H&I meetings/presentations.
- (6) Maintains regular contact with the Panel Leaders.
- (7) Calls upon the officers and general subcommittee members for any necessary assistance.
- (8) Maintains area H&I policy.
- (9) Distributes area H&I policy and meeting formats to all Panel Leaders.
- (10) Calls any officer who has missed one business meeting without communicating with the Chairperson in advance; notifying them of their responsibility to attend and communicate with the H&I subcommittee.

### 4. Secretary

#### a) Qualifications:

- (1) One year of uninterrupted clean time.

#### b) Duties:

- (1) Takes an accurate set of minutes at each monthly meeting, and distributes them to subcommittee members prior to the next meeting.
- (2) Keeps an updated volunteer list of members who would like to go to H&I meetings.
- (3) Maintains an ongoing file of all correspondence and minutes.
- (4) Maintains records of all current H&I meetings.
- (5) Maintains records of all facility rules and guidelines.
- (6) Maintains a list of all facility contact persons.
- (7) Maintains a list of H&I members and their voting status.

### 5. Literature Coordinator

#### a) Qualifications:

- (1) One year of uninterrupted clean time.

#### b) Duties:

- (1) Purchases NA Approved literature and stocks Area and Regional Meeting Lists for H&I meetings.
- (2) Maintains treasury log and maintains records of cash flow.
- (3) Presents a report of literature purchased and remaining money in budget at monthly H&I subcommittee meeting.
- (4) Distributes literature at the monthly H&I subcommittee meeting.

## F. Panel Members

### 1. Panel Coordinator

#### a) Qualifications:

- (1) One year of uninterrupted clean time.

#### b) Duties:

- (1) Instructs Panel Leaders in facility requirements and regulations and general rules covering H&I meetings/presentations.



- (2) Maintains regular contact with the Panel Leaders in his/her group of panels to aid in keeping panels adequately staffed and bring to monthly subcommittee meeting summary of Panel Leader reports
  - (3) Maintains list of Panel Members and/or guest speakers list.
2. Panel Leader
- a) Qualifications:
    - (1) One year of uninterrupted clean time.
    - (2) Prior experience as a panel member.
    - (3) Clearance by the facility being served (where necessary).
  - b) Duties:
    - (1) May attend monthly H&I subcommittee meetings.
    - (2) Maintains communication with his/her Panel Coordinator of any issues with his/her panel commitment and provide monthly written report to Panel Coordinator
    - (3) Remains up to date with the facility rules and H&I policy.
    - (4) Coordinates panel members to keep panels adequately staffed.
    - (5) Familiarize panel members with facility rules and H&I policy.
    - (6) Maintains supply of literature for the meeting.

G. H&I Literature Policy:

1. Only Narcotics Anonymous conference approved literature, and recorded materials approved for sale by WSO, Reaching Out and the NA Way Magazine may be taken into a facility by H&I. Literature and any of these other items will be distributed by the literature coordinator as set forth under that job description. Meeting schedules may be taken into some facilities.

H. Monthly Subcommittee Attendance Policy:

1. All Officers and Panel Coordinators will attend the monthly subcommittee meeting. All Officers and Panel Members are required to attend the semi-annual subcommittee meeting in January and June.
2. In the case of unavoidable absence, an officer must communicate with the chair the reason for the absence and send a report to the chair on the current status of his/her office and/or meeting.

I. Voting Policy:

1. Eligible voters on the H&I subcommittee are officers who are elected by the subcommittee and subcommittee members who have met the two-consecutive meeting requirement for voting.
2. The H&I Chairperson shall vote only in the event of a tie.
3. A simple majority of voting members present is required for all voting; except when changing H&I policy which requires 2/3 of voting members present.

#### XIV. PUBLIC RELATIONS GUIDELINES

A. Purpose

1. In accordance with the Ninth Tradition, the groups of NORVANA have formed the Public Relations (PR) subcommittee to develop positive, ongoing relationships with other community-based organizations.

B. Functions

1. Open effective lines of communication between NA and the public
2. Maintain an effective working relationship with other ASC subcommittees
3. Communicate accurate meeting information to the Regional Service Committee
4. Respond to any Public Relations request in a timely manner
5. Publish an updated meeting list as needed

C. Members

1. The subcommittee shall consist of a Chairperson, a Vice Chairperson, a Secretary and any other member with a desire and willingness to serve.
2. The ASC elects the PR Chairperson in accordance with Policy. All other positions require one-year clean time and a simple majority vote.
3. The duties of each position are as follows:
  - a) Chairperson:
    - Attend all PR subcommittee meetings and ASC meetings.

- Prepare a monthly subcommittee agenda.
  - Represent the PR Subcommittee at monthly ASC meetings.
  - Submit a monthly report to the ASC.
- b) Vice Chairperson:
- Assumes the duties of the Chairperson if the chairperson is unable to serve.
  - Coordinates and plans learning days and workshops for the PR subcommittee.
  - Attends all PR subcommittee meetings as well as the ASC meetings.
- c) Secretary:
- Maintain an accurate set of minutes of all subcommittee meetings.
  - Preserve a list of subcommittee member's contact information.
  - Keep a record of monthly attendance.

## XV. POLICY COMMITTEE GUIDELINES:

### A. Purpose

1. In accordance with the Third Concept of NA Service, the Groups of NORVANA have formed the Policy Subcommittee to review, update, and interpret the ASC Policy as directed by the NA Groups.

### B. Functions

1. Review the ASC policy to remove redundancy and maintain continuity
2. Lend guidance to the ASC as needed
3. Keep all approved policy motions
4. Ensure that the current policy is available:
  - a) For downloaded from the Regional website
  - b) At the ASC meeting in printed form

### C. Members

1. The subcommittee shall consist of a Chairperson, a Vice Chairperson, a Secretary and any other member with a desire and willingness to serve.
2. Any subcommittee officer who relapses or misses two consecutive monthly subcommittee meetings without reporting cause in advance abdicates their position.
3. The ASC elects the Chairperson in accordance with the ASC Policy. All other positions require one-year clean time, experience within the subcommittee, and a simple majority vote.

### D. Duties of officers:

1. Chairperson:
  - a) The Policy chairperson shall attend all Policy subcommittee meetings and ASC meetings.
  - b) The Policy chairperson shall prepare a monthly subcommittee agenda.
  - c) The Policy chairperson shall represent the Policy Subcommittee at monthly ASC meetings.
  - d) The Policy chairperson shall submit a monthly report to the ASC.
2. Vice-Chairperson:
  - a) The vice-chairperson assumes the duties of the chairperson if the chairperson is unable to serve, or until a new chairperson is elected.
  - b) The vice-chairperson works with the chairperson to maintain the smooth operation of this subcommittee.
  - c) The Vice-chairperson works with the chairperson in coordinating planning learning days and workshops for the Policy subcommittee.
  - d) The vice-chairperson should attend all Policy subcommittee meetings as well as the ASC meetings.
3. Secretary:
  - a) The secretary shall keep an accurate set of minutes of all subcommittee meetings.
  - b) The secretary shall record any ASC approved changes to Policy, and make three copies for the Chairperson to present to the next ASC meeting.
  - c) The secretary keeps a complete and updated subcommittee member list with the names and contact information of all current Policy members.

- d) The secretary shall keep a continuing roster of monthly attendance of Policy subcommittee members.

E. Procedures:

1. The subcommittee shall meet monthly at a place and time agreed upon by the subcommittee members and announced at the ASC
2. The Subcommittee Agenda shall include the following:
  - a) Open with Serenity Prayer
  - b) Reading of 12 traditions
  - c) Reading of 12 Concepts
  - d) Welcome new members
  - e) Reading and approval of last month's minutes
  - f) Review of section of policy
  - g) Old business
  - h) New business
  - i) Adjourn with Serenity Prayer

XVI. LITERATURE GUIDELINES:

A. Purpose:

1. Provide only WSO approved NA literature for purchase
2. Facilitate participation in WSO literature development process.

B. Service Structure:

1. Regularly scheduled monthly meetings will be held.
2. Date, time, and location will be announced at the monthly ASC meeting
3. To vote, a member needs to be present at two (2) consecutive monthly meetings and have helped distribute literature at a previous ASC meeting.

C. Officers

1. Chairperson
  - a) Purchase literature
  - b) Track inventory and funds
2. Secretary
  - a) Maintains records and meeting minutes. Turns over the minute archives to the incoming Literature subcommittee at the end of the term
  - b) Acts as Chairperson in the Chair's absence

D. Qualifications for Officers

1. Two years continuous clean time
2. Working knowledge of the 12 Steps and 12 Traditions

E. Removal of Officers:

1. Any member of the committee may recommend the removal of the Chairperson at any time for unsatisfactory performance of his/her duties. In such case, a member of the committee must contact the ASC Vice Chairperson, discuss the situation and ask that the ASC look in to the matter.
2. An officer elected from within the committee may be removed from position for the following reasons:
  - a) Loss of abstinence
  - b) Failure to perform the duties of the position, etc.

F. Finances:

1. The subcommittee shall maintain \$50.00 for the cash drawer. All other monies shall be turned over to the ASC Treasurer by close of ASC.
2. Good sold must include an order form.
3. Provide a receipt with each order filled, maintaining a copy for literature records.
4. Literature for subcommittee use shall be sold at bulk rate prices.

XVII. OUTREACH GUIDELINES

## A. Mission and Functions

1. The mission of the NORVANA Outreach Subcommittee (hereafter referred to as the “Subcommittee”) is to help overcome the isolation that hinders the growth and survival of our groups and individual members.
2. To fulfill this mission the Subcommittee has the following Functions:
  - a) To encourage isolated group participation in the service structure
  - b) To distribute event fliers to isolated individuals and groups
  - c) To facilitate the Inmate Outreach program

## B. Structure and Duties

### 1. Structure

- a) The Subcommittee consists of:
  - (1) Chairperson
  - (2) Vice-Chairperson
  - (3) Secretary
  - (4) Correspondence Coordinator (optional)
- b) All positions are elected by consensus of the Subcommittee except for the Chairperson who is elected by the NORVANA ASC.
  - (1) The chairperson may appoint another subcommittee member to a vacant position until the position is filled.
- c) All positions have a term of one year with a maximum of two consecutive terms.

### 2. Chairperson

- a) The responsibilities of the Chairperson include:
  - (1) Lead the Subcommittee in fulfillment of its mission.
  - (2) Represent the Subcommittee at the NORVANA ASC and provide a written report of the Subcommittee’s activities.
  - (3) Coordinate with the H&I Subcommittee to avoid conflicts.
  - (4) Perform all applicable duties as described in the NORVANA ASC Policy.

### 3. Vice Chairperson

- a) It is suggested that the Vice Chairperson have a minimum of one (1) year continuous clean time.
- b) Responsibilities of the position include:
  - (1) Assume the duties of the Chairperson in the Chairperson’s absence.
  - (2) Serve as the Correspondence Coordinator for the Inmate Outreach program.
    - (a) The duties of the Correspondence Coordinator may be delegated to another member, but the Vice Chairperson retains full responsibility.

### 4. Secretary

- a) It is suggested that the Secretary have a minimum of one (1) year continuous clean time.
- b) Responsibilities of the position include:
  - (1) Record minutes for all meetings of the Subcommittee and maintain archives related materials for one year.
  - (2) Distribute minutes from Subcommittee meetings.
  - (3) Maintain current contact information of all Subcommittee members.
  - (4) Produce fliers for distribution to NORVANA Groups.

## C. Inmate Outreach Correspondence Program

### 1. Purpose and Guidelines

- a) The Inmate Outreach program carries the NA message to inmates at institutions not currently served by H&I through correspondence.
- b) All correspondence shall use the ASC Post Office Box.
- c) All correspondence shall be reviewed by the Subcommittee.
- d) Sponsorship of an inmate is not an option within this program.

### 2. The Correspondence Coordinator shall:

- a) Have a minimum of one (1) year continuous clean time.
- b) Obtain the rules and requirements of each facility served.

- c) Assign letters from inmates to correspondents.
  - d) Send NA literature to inmates as requested.
3. All Correspondents shall:
- a) Have a minimum of six (6) months continuous clean time.
  - b) Identify themselves by their first name and last initial only.
  - c) Only write to inmates of the same gender (i.e. women write women and men write men).
  - d) Comply with all rules and regulations of the correctional facility.

XVIII. Addenda



Date: \_\_\_\_\_ Title: \_\_\_\_\_

**Motion**

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\_\_\_\_\_

**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: \_\_\_\_\_

# Procedures for Conducting Virtual ASC Meetings

The Video Conferencing System will be configured to:

- Allow Co-Hosts (as ATS by the ASC Chair)
- Only Host/Co-host to unmute members
- Allow Host/Co-Host to Rename participants
- Allow polling questions (Yes/No)
- Allow participants to rename themselves

The ASC *shall* present instructions on how participants can use features such as raise hand, yes/no buttons, chat, renaming themselves, etc. The instructions *will* be presented twice during the ASC meeting: before ETS reports and before roll call.

The ASC Chair *shall* enforce time restrictions during Q&A of ETS reports. Main Motions *may* be presented:

- Via email to the ASC Secretary prior to the ASC meeting
- Via Chat during the ASC meeting to the ASC Secretary
- Or verbally during new business

Main Motions *shall* only be read (or expressed) until another GSR is willing to “second” the motion. A “second” to a motion is an acknowledgement that the motion is worthy of further discussion. It does not mean that the GSR is approving the motion. If no GSR “seconds” the motion, the motion *must* be withdrawn.

**Discussion regarding the Main Motion shall not commence until the Main Motion has been “seconded”.**

After a Main Motion is “seconded”, the ASC *may* ask clarifying questions, amend the motion as needed, provide two pros/cons, and decide how to dispose of the motion.

Voting on motions *may* use the polling feature (i.e., Yes/No). Failure to provide a Yes/No vote *will* be deemed as an Abstention.