

POLICY GUIDELINES
READING AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS
(RASCNA)

Updated May, 2022



The purpose of this Area Service Committee is to be supportive to the NA group and its primary purpose by associating the group with other groups locally and by helping the group with its day-to-day problems and needs.

RASCNA GUIDELINES (May, 2022)

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ABBREVIATIONS

AREA

NA – Narcotics Anonymous
RASCNA – Reading Area Service Committee of Narcotics Anonymous
RASC – Reading Area Service Committee
RACCNA – Reading Area Convention Committee of Narcotics Anonymous
ASC – Area Service Committee
GSR – Group Service Representative
RCM – Regional Committee Member
Alt. – Alternate
Lit. – Literature
PR – Public Relations
H&I – Hospitals and Institutions

REGION

MARSCNA – Mid-Atlantic Regional Service Committee of Narcotics Anonymous
MARLCNA – Mid-Atlantic Regional Learning Conference of Narcotics Anonymous
RSC – Regional Service Committee
RD – Regional Delegate
RDA – Regional Delegate Alternate
RCS – Regional Conference Subcommittee
H&H – Hotels and Hospitality
CI – Conference Information
NEZF – Northeast Zonal Forum

WORLD

WSO – World Service Office
WSC – World Service Conference
NAWS – NA World Services
CAR – Conference Agenda Report

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REQUIREMENTS & DUTIES

I. OFFICERS:

NOTE: The following duties and requirements will apply to all officer positions:

REQUIREMENTS:

1. Good working knowledge of 12 Steps and 12 Traditions.
2. Willingness to serve.
3. Cannot hold more than one position on the area service body, unless the result of not filling an additional position would be to leave that position unfilled.
4. The length of term for officers will be one year.
5. Upon election, an officer must resign as GSR.

DUTIES:

1. Must notify secretary as soon as possible of address or phone number changes.
2. Must bring policy handbook to every ASC meeting, pass it onto incoming officer when leaving position, and must pay for its replacement if lost. Also, must not write on or destroy the handbook.
3. Must pay back any bank charges incurred if a check bounces due to error or negligence of trusted servant on the area level.
4. All area officers, subcommittee chairs and vice chairs and vice/alt. for that position shall be present at area until the close of business.

A. CHAIRPERSON

REQUIREMENTS:

1. Three years continuous clean time (suggested).
2. Must be capable of running a business meeting with a firm, yet understanding hand.

DUTIES:

1. Arranges meeting place and presides over monthly ASC meeting.
2. Follows the ASC agenda, respecting specific instructions for chairperson during ASC meeting.
3. One of the signers of the ASC checking account who can also make deposits.
4. Signs contracts, along with ASC treasurer, which require payment from funds held in the area treasury.
5. Must appoint a financial ad hoc committee every three months to check financial records of Literature Committee, Activities Committee and area treasury.
6. Follows approved voting procedures for ASC meeting.
7. Any and all issues that can be dealt with by subcommittees should be referred to the proper subcommittee.
8. If unable to attend area, arranges for vice chairperson of ASC to fill in.
9. Composes and delivers an annual thank you letter to the church/facility that hosts our monthly ASC meeting.
10. A copy of Robert's Rules of Order shall be present at all times on the area floor.

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B. VICE CHAIRPERSON

REQUIREMENTS:

1. Two years continuous clean time (suggested).
2. Must be capable of running a business meeting with a firm, yet understanding hand.
3. At the end of the term, the vice chairperson will serve as chairperson.

DUTIES:

1. Is responsible for duties of chairperson in his/her absence.
2. The area vice chair will have the duty of helping subcommittees work within their budgets.
3. Is a member of the financial ad hoc committee.

C. SECRETARY

REQUIREMENTS:

1. One year continuous clean time (suggested).
2. Must be able to take accurate minutes.

DUTIES:

1. Reads old minutes at ASC meeting if required.
2. Adds corrections of old minutes to new minutes.
3. Takes accurate minutes of each ASC meeting.
4. Types and distributes copies of minutes to GSRs, ASC officers and subcommittee chairs, no later than the 19th of the month. In the event that Area is held one week past the first Sunday, the minutes will be distributed at least one week prior to the next ASC meeting.
5. Compiles extra copies of minutes and brings to ASC meeting.
6. Must submit itemized expense list to treasurer at each ASC meeting for purchase of supplies, such as copies, envelopes and stamps. Must provide receipts to treasurer.
7. Secretary's monthly budget is \$150.00.
8. Will make copy of minutes for inclusion in policy book.
9. Will send additional copy of minutes to vice chair of subcommittee if the chair of that subcommittee has missed two consecutive ASC meetings.
10. When contacted by GSR who has not received minutes, must get minutes to said GSR on time.
11. Will send approved Letter of Intent to any officer who has missed two consecutive ASC meetings or four in a year.
12. Will provide well-organized forms to be used for motions, group reports and subcommittee reports.
13. Will keep written GSR reports, subcommittee reports and motions for a six-month period before disposal.

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14. A list of all GSRs, area officers and subcommittee chairs' home addresses, email addresses and telephone numbers will be provided by the secretary for the RCM and Alt. RCM. The list should be kept updated by the secretary and those updates should be provided to the RCM and Alt. RCM.
15. The area secretary shall be given a key to the area P.O. box to ensure pick up of mail in absence of vice secretary.
16. Provides a copy of the answering service bill to the treasurer.
17. Starting January 8, 1995, all motions presented under New Business will be given a number from 1 to infinity and shall retain the number for life.
18. Secretary can also access P.O. Box to pick up mail.

D. VICE-SECRETARY

REQUIREMENTS

1. One year continuous clean time (suggested).
2. Must be able to take accurate minutes.
3. At the end of the term, the vice secretary will serve as secretary.

DUTIES:

1. Assists secretary in secretarial duties.
2. Holds key to P.O box, checks it weekly, and distributes mail to the appropriate person in a timely fashion.
3. Types announcements and anniversaries to be given to the secretary for inclusion in the minutes.
4. Assumes responsibilities of the secretary in his/her absence.

E. TREASURER

REQUIREMENTS:

1. Three years continuous clean time.
2. Must be able to handle money responsibly.

DUTIES:

1. Maintains ASC checking account.
2. Keeps an accurate record of ASC transactions and brings to all meetings.
3. Is one of the signers of the ASC checking account.
4. Signs contracts, along with ASC chairperson, which require payment of funds held in area treasury.
5. Pays from treasury any copying costs incurred by the Policy Committee to update the policy handbooks.
6. Collects itemized expense lists from subcommittees and secretary at each ASC meeting.
7. Makes reports of donations, expenses and balance at every regular ASC meeting, as well as annual report.
8. Keeps all receipts.
9. After paying bills, keeps a maximum balance of two months' reserve of \$670 for expenditures and sends excess to the RSC.
10. If unable to attend monthly ASC meeting, arranges for vice treasurer to perform duties at ASC.

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11. Pays monthly rent to the facility in which we hold the monthly ASC meeting.
12. World Literature order funds are to be kept in the area bank account for a minimum of two years.

F. VICE-TREASURER

REQUIREMENTS:

1. Three years continuous clean time.
2. Must be able to handle money responsibly.
3. At the end of term, vice treasurer will serve as treasurer.

DUTIES:

1. Collects donations and writes and distributes receipts to GSRs.
2. Assists with the report of donations, expenses and balances at ASC meeting.
3. Assists treasurer with the end-of-year report.
4. In absence of the treasurer, the vice-treasurer will assume the duties of the treasurer.

G. REGIONAL COMMITTEE MEMBER (RCM)

REQUIREMENTS:

1. Three years continuous clean time (suggested).
2. Service experience.
3. Willingness to give time and resources necessary for the job.

DUTIES:

1. Communicates with RSC.
2. Attends all RSC meetings.
3. Gives report at all ASC meetings as to what is going on at RSC.
4. Gives regional motions to area secretary by next ASC meeting.
5. Takes questions and problems from ASC to RSC for possible answers and/or solutions.
6. Attends at least one business meeting in local area each month.
7. Takes donation from ASC to RSC.
8. Helps Alt. RCM get acquainted with duties and responsibilities of RCM.
9. Conducts a CAR (Conference Agenda Report) workshop for the Reading Area of NA the year the World Service Conference meets.

H. ALTERNATE REGIONAL COMMITTEE MEMBER (Alt. RCM)

REQUIREMENTS:

1. Two years continuous clean time (suggested).
2. Service experience.
3. Willingness to give time and resources necessary for the job.
4. At the end of term, Alt. RCM will serve as RCM.

DUTIES:

1. Becomes familiar with duties of RCM.
2. Attends all RSC and ASC meetings.
3. Fills in for RCM if unable to attend meetings or complete term.

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4. Along with the RCM, conducts a CAR (Conference Agenda Report) workshop for the Reading Area of NA the year the World Service Conference meets.

II. HOME GROUP REPRESENTATIVES (Suggested)

A. GROUP SERVICE REPRESENTATIVE (GSR)

REQUIREMENTS:

1. One year continuous clean time.
2. Willingness and desire to serve.
3. Active participation and commitment in the group they serve.
4. Good working knowledge of 12 Steps and 12 Traditions.
5. Understanding of service structure of NA and responsibilities of GSR.

DUTIES:

1. Helps secretary and treasurer of group to become familiar with their duties.
2. Brings group's needs to the attention of the area and reports back to group as to what is going on in the area.
3. Buys literature for group at ASC meeting (no personal checks).
4. All groups shall give a money order for amounts over \$10.00 or cash for amounts under \$10.00 (including change that is less than one in dollar coins) for literature and/or ASC donations.
5. Brings donations to ASC and gives to the treasurer or vice treasurer of ASC.
6. Must submit reports in writing to secretary of ASC.
7. When submitting anniversary date, must also include the name of the meeting at which the anniversary will be celebrated.
8. When submitting announcements, must include time, place and dates, as well as any information concerning furthering our primary purpose only.
9. Must notify secretary as soon as possible of any address or phone number changes.
10. Must notify secretary if minutes are not received by the 19th of the month.
11. Must notify ASC body when leaving ASC meeting if group is no longer represented.
12. When voting "group conscience issues," GSR will vote in direct accordance with the mandate of the group they represent.
13. Group conscience is not needed for GSRs to vote issues pertaining to the business functions of ASC. He/she then votes as a trusted servant keeping in mind the needs of his/her group.
14. Must bring policy handbook to all ASC meetings. Must pass handbook to incoming GSR, and must pay for its replacement if lost. Also, must not write in or destroy the handbook.
15. GSR can withdraw his/her motion after it has been seconded.
16. GSRs and/or Alt. GSRs only vote on all issues at ASC meeting.
17. Actively participates in ASC meeting.
18. Must pay any bank charges incurred if a check bounces due to error or negligence of trusted servant on area level.

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B. ALTERNATE GSR

REQUIREMENTS:

1. Six month continuous clean time.
2. Willingness and desire to serve.
3. Active participation and commitment in group they serve.

DUTIES:

1. Attends ASC meetings to learn duties of GSR.
2. Is responsible for all duties of GSR in his/her absence.

III. SUBCOMMITTEE CHAIRS

See individual subcommittee guidelines attached.

ELECTION OF OFFICERS

1. Officers' terms begin in March.
2. Nominations will be taken in December and January for new officers.
3. Nominations will be closed at the January ASC meeting.
4. Officers' terms may be staggered.
5. Nominations may come from any NA member present at the ASC meeting.
6. Nominees must be seconded.
7. Nominees must be present at the time of nomination and must be able to meet requirements of position as stated in the guidelines.
8. The nominee's qualifications and experience shall be listed in the minutes for area service positions. This shall be written by the nominee and given to the secretary for inclusion in the minutes.
9. Election of officers will take place in February.
10. All nominees must be present during the election.
11. After serving one full term, an officer may not be re-elected to the same position for one full year.
12. New officers will perform duties starting in March.
13. Old officers will help new officers at February meeting and assist them in learning their positions.
14. Any officer may be relieved of duties by two-thirds majority vote of all voting members of ASC.
15. Any member can volunteer as a nominee.
16. ASC subcommittee chairs and vice chairs are to be approved by ASC during election of officers.
17. The terms for RCM and Alt. RCM begin in January. Nominations are taken in October and November with old officer helping new officer at both ASC and RSC meetings in December.

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DISMISSAL FROM OFFICE

1. When an ASC officer or subcommittee chairperson misses two consecutive ASC meetings or four in a year, the ASC Secretary will send them a copy of the ASC-approved "LETTER OF INTENT."
2. If an ASC officer or subcommittee chair uses or relapses, he/she is required to step down from that position.

LETTER OF INTENT

Dear Trusted Servant,

We are writing to you concerning your lack of participation in your Area Service Committee commitment(s), and we would like to know if you are still willing to serve. While we are concerned about each member, we must consider our commitment to our primary purpose.

Please advise us of your intentions. If we do not hear from you by the next area meeting, or if you have not arranged for a qualified substitute to attend with a valid explanation for your absence, your lack of response will be regarded as resignation from your commitment(s). We hope we will be hearing from you soon and that you can continue to serve.

Sincerely,

RASCNA

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SUBCOMMITTEES OF ASC

1. Purpose of subcommittees is to plan and implement activities and deal with special problems that require much more effort than a monthly meeting can provide.
2. Subcommittees created by the ASC must be directly responsible to the ASC.
3. Subcommittees of ASC should have at least one GSR and/or officer on the committee.
4. Each subcommittee shall make up its own guidelines and present them to the ASC for approval. The following will be the flow for approval:
 - Subcommittee - to ASC - to GSR - to groups (for review and input)
 - ASC - to Subcommittee - to ASC - to GSR- to groups (for final approval).
5. When subcommittee guidelines are sent out for input and review, all changes to existing guidelines should be highlighted.
6. Each subcommittee will give a progress report at ASC meeting, which will include a treasury report that lists income and itemization. This report will be given verbally on the floor and presented in writing to the ASC secretary.
7. Any major actions that concern NA as a whole must be approved by ASC before being carried out by subcommittees in order to ensure that our traditions are being upheld.
8. Subcommittees must give ASC treasurer an itemized expense list at each ASC meeting.
9. Subcommittees must get approval from groups before selling T-shirts at their functions.
10. Any trusted servant on the area level that causes a check to bounce as a direct result of his/her own error or negligence shall be held responsible for any bank charges incurred.
11. Subcommittee chairs and vice chairs must notify the ASC secretary as soon as possible of any address or phone number changes.
12. Subcommittee chairs must bring policy handbook to all ASC meetings, must pass the handbook on to incoming chair, must pay for replacement if lost, and must not write on or destroy the handbook.
13. Chairpersons and vice chairpersons shall attend all regional subcommittee meetings and workshops of the subcommittee they represent.
14. If needed, the vice chair of ASC can coordinate the subcommittees and aid in their communication with each other.
15. ASC fundraising affairs must be held within the fellowship.
16. Length of term for subcommittee chair and vice chair will be one year each.

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AREA FINANCES

1. The ASC chairperson, vice chairperson, treasurer and vice treasurer shall have their names registered with the bank as signers of the ASC checking account. Only two people actually need to sign checks.
2. The area treasury maintains a maximum balance of two months' reserve of \$670.00 for expenses and sends the excess to the RSC.
3. The area pays for copying costs incurred by the Policy Subcommittee to update the policy handbooks.
4. The ASC will supply each group in the area with a World Conference Agenda Report at the expense of the area fund.
5. The area chair appoints an ad hoc committee to check the accuracy of the financial records of Literature, Activities and the area treasury every six (6) months.
6. Any trusted servant on the area level that causes a check to bounce due to his/her own error or negligence shall be held responsible for any bank charges incurred.
7. The PR, H&I, Policy, Activities and Literature Subcommittees and secretary shall give the area treasurer an itemized expense list at each ASC meeting.
8. RASCNA will set up a running budget of not more than \$150.00 for the secretary to be reimbursed for his/her expenses. This will allow the secretary to have cash on hand to do the job.
9. The Reading Area will purchase insurance from Erie Insurance at the price of \$230.00 per year. This will cover all meetings, activity meetings and our area service meeting.
10. The ASC will pay for cost of printing the meeting lists.
11. The ASC will share the storage unit with the Convention Committee for Activities Committee's supplies and archives. The ASC will pay half of the storage bill.
12. The treasurer will pay monthly rent to the facility in which we hold the monthly ASC meeting.

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UNIFIED BUDGET

1. All area monies will be deposited into one account managed by the area treasurer.
2. The area treasurer will use the attached "Treasury Report Form."
3. Subcommittees will work within their budgets. PR and H&I already work within a monthly budget. Literature Committee will present an itemized yearly budget. Activities Committee already presents an itemized proposed budget two months prior to each event.
4. The area vice chair will have the duty of helping subcommittees work with their budgets.
5. Both Activities and Literature Committees will continue to keep records (as they currently do) of what they need money for, when they ask the treasurer for money, and when they give the treasurer money to be deposited.
6. The area treasurer will write all checks needed. No blank checks will be issued and no checks will be written between areas. If the check(s) need to be mailed, it should be presented with a self-addressed envelope. If a subcommittee needs money from its proposed budget, it will let the treasurer know at area, presenting a receipt attached to an "Area Expense Sheet" (p. 12). Anyone requesting money from the area treasurer must present a receipt attached to an expense sheet. The area treasurer will keep all receipts and expense reports. If a subcommittee needs to be pre-reimbursed for an expense, a receipt must be presented to the area treasurer at the next area service meeting with any monies spent. If the subcommittee needs more than the pre-reimbursed amount and it is approved by the area, a check will be written to cover the amount needed.
7. Two (2) people will be responsible to deposit money into our unified account. A total of six (6) people will be approved to make deposits: area chair, area vice chair, area treasurer, vice treasurer and two Activities Committee officers. At any deposit, one of the depositors must be the area treasurer or vice treasurer. The area will secure a night bag at no cost to the area. Deposits will be made when funds are received.

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TREASURY FORM DEFINITIONS

'1' Opening Balance - The ending area balance (#28) from previous month (Part Two).

'2' Corrections to previous month's minutes.

'3' Total ASC Donations - includes area donations and literature orders (Part Two).

'J' Activities transfer to area

'5' Beginning Balance-Add '1' + '2' + '3' + '1'.

'6' -19 . Area Approved Expenses

'20' -26. Literature Expenses

'27' Total Expenses - Add '6' through '26'

'28' Area Balance - Subtract '27' from '5'.

'29' Ending Area Balance - The balance after misc. and regional donation (Part Two).

'A' Opening Balance for Activities - Spendable ·column (K) is from previous month (Part Two).

'B' Corrections to previous month's minutes or balances.

'C' Beginning Balances - Opening balances with corrections.

'G' Subtotal- Add 'C' + 'D' + 'F'.

'H' Total Activities Expenses.

'I' Balance Before Transfer- Subtract 'H' from 'G'.

'J' Activities Transfer to Area - Subtract \$772.50 from 'I', unless 'I' is less than \$772.50.

'K' Balance of Activities Spendable.

'L' Activities Ending Balance (Part Two).

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READING AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS TREASURY REPORT

Part 1

Date: _____ Treasurer: _____ Vice-Treasurer: _____

| Area Funds | | | | Activities Committee Funds | | | |
|------------|---|------|-------|----------------------------|-----------|---|----------------------|
| Check No. | Description | Area | Total | Date | Check No. | Description | Activities Spendable |
| | Opening Balance (Area and Literature) | 1 | | | | Opening Balance (Activities) | A |
| | Corrections | 2 | | | | Corrections | B |
| | Total ASC Funds (Area Donations and Literature) | 3 | | | | Beginning Balance | C |
| | Activities Transfer (Above Maximum Balance) | J | | | | Activities Deposits: | |
| | Beginning Balance (Add 1 through J) | | 5 | | | | |
| | Preapproved Area Expenses: | | | | | | |
| | ASC Rent | 6 | | | | | |
| | Secretary Expenses | 7 | | | | | |
| | H&I - Literature | 8 | | | | | |
| | PR Expenses | 9 | | | | | |
| | Policy Expenses | 10 | | | | | |
| DW | Verizon | 11 | | | | | |
| DW | Advantage Teleessaging | 12 | | | | | |
| | | 13 | | | | Total Deposits | D |
| | | 14 | | | | Total Deposits : F - Transfer to Spendable | F |
| | | 15 | | | | | |
| | | 16 | | | | Subtotal (Add C + D + F) | G |
| | | 17 | | | | Activities Expenses: | |
| | | 18 | | | | | |
| | | 19 | | | | | |
| | Literature Expenses: | | | | | | |
| | NAWS – Literature Order | 20 | | | | | |
| | Meeting lists | 21 | | | | | |
| | | 22 | | | | | |
| | | 23 | | | | | |
| | | 24 | | | | | |
| | | 25 | | | | Total Activities Expenses | H |
| | | 26 | | | | Balance Before Transfer (Subtract H from G) | I |
| | Total Expenses (Add 6 through 26) | | 27 | | | Activities Transfer (Subtract \$1,285.32 from I)* | J |
| | Balance (Subtract 27 from 5) | | 28 | | | Balance of Activities Spendable | K |

*(Note: \$1,285.32 Maximum Balance 2010)

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READING AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS TREASURY REPORT

Date: _____

Part 2

| Group/Individual Name | ASC Donation | Lit. Order | Total |
|-----------------------------------|--------------|------------|-------|
| Alive at Five | | | |
| Another Day Clean | | | |
| Attitude of Gratitude | | | |
| Blind Faith | | | |
| Breakfast Club | | | |
| By NA Means Necessary | | | |
| Courage to Change | | | |
| Get Clean or Die Trying | | | |
| High on Life | | | |
| Just for Today | | | |
| Let's Get Honest | | | |
| Let's Start to Live | | | |
| Lights of Hope | | | |
| Living Room Group | | | |
| Monday Newcomers | | | |
| New Horizons | | | |
| New Beginnings | | | |
| Only With Vigilance | | | |
| Our Diversity is Our Strength | | | |
| Recovery First | | | |
| Sanity in Amity | | | |
| Straight Up | | | |
| TGIF | | | |
| Vision of Hope | | | |
| Wake Up/Living Clean | | | |
| We Are Miracles | | | |
| Work the Steps or Die | | | |
| | | | |
| | | | |
| Misc. Individual Literature Sales | | | |
| Excess Lit. Funds Donated to Area | | | |
| H&I Literature | | | |
| | | | |
| TOTALS | | | |

| Reconciliation | Ending Totals |
|--|---------------|
| Balance of Area Funds | 28 |
| Miscellaneous | |
| Total Balance | |
| Regional Donation | |
| Ending Area Balance (Note: \$670.00 Prudent Reserve) | 29 |
| Balance of Activities Spendable | K |
| Balance of Activities Pre-Registration (Holding) | E |
| Ending Activities Balance (Add K + E) | L |
| Ending Area Balance | 29 |
| Activities Ending Balance | L |
| Balance All Accounts (Add 29 + L) | |

RASCNA GUIDELINES (May, 2022)

ASC MEETING GUIDELINES

1. Any member of NA is welcome to ASC meetings.
2. Everyone attending ASC will turn off or put on vibrate mode all cell phones and electronic devices.
3. Upon recognition from the chair, anyone may address the floor.
4. ASC meeting will start at 4:00 pm on the first Sunday of the month, unless it falls on a holiday weekend; in which event, the ASC meeting will be held on the next Sunday of the weekend following the holiday.
5. The ASC will accept NA guidelines as policy wherever specific policy is lacking.
6. When a group comes to the ASC meeting asking to be accepted in the area, they will meet the following guidelines:
 - a. Have met regularly for at least three (3) months, at a specific time and place, provided that it follows the 12 Steps and 12 Traditions of NA (has no outside affiliations and receives no outside financial support).
 - b. Has a GSR or Alt. GSR present at that ASC meeting.
7. Any NA group that wishes to join the Reading Area will be served by the area and its subcommittees upon request, with the exception that a three (3) month waiting period will be required for the inclusion of the group in the area meeting list and for voting privileges.
8. A starter kit will be available from the Literature Committee for new groups (first time seated at RASCNA).
9. If a home group is not represented on the area table for six (6) months, its meeting will be omitted from future meeting lists and will no longer continue to be served by the area.
10. In order for the area to conduct business, a minimum of three area officers must be in attendance and a quorum of 50% + 1 will be established at the beginning of ASC business meeting and will remain in effect until the ASC meeting adjourns.

RASCNA GUIDELINES (May, 2022)

AGENDA

1. Open meeting with Serenity Prayer, 12 Traditions, 12 Concepts and the service paragraph. Note: The service paragraph is found on page xvi of the Basic Text.
2. Roll Call.
3. Everyone attending ASC shall turn off or put on vibrate mode on all cell phones and electronic devices.
4. Recognition of new groups.
5. Establish number of visiting members present.
6. Review of and corrections to previous month's minutes. Motion to accept.
7. Motion to follow Order of the Day. READ: Each issue will be limited to two pros, two cons, not to exceed 15 minutes of discussion. Any further discussion will be at the discretion of the chair.
8. Officer's reports.
9. GSR's reports, announcements and anniversaries.
10. Subcommittee reports.
11. RCM's report.
12. Initial treasurer's report.
13. Nominations and/or election process as applicable.
14. READ: GSRs that do not have a conscience on group conscience motions should not vote on that motion.

15. OLD BUSINESS:

MOTIONS FOR INPUT/REVIEW/POSSIBLE ACTION

- A. Regional motions.
 - B. Non-policy motions.
 - C. Policy motions - need 100% notification and two-thirds majority to pass.
- Note:** Chairperson will follow FLOW FOR AREA GROUP CONSCIENCE MOTIONS for B and C above.

16. AREA BUSINESS:

Includes non-group conscience motions (housekeeping).

17. NEW BUSINESS:

MOTIONS FOR INPUT/REVIEW/POSSIBLE ACTION

- A. Regional motions.
- B. Non-policy motions.
- C. Policy motions - need 100% notification and two-thirds majority to pass.

18. EMERGENCY BUSINESS:

Issues that can absolutely not wait until the next ASC meeting.

19. Final treasurer's report
20. Date, time and place of next ASC meeting.
21. Motion to close, Serenity Prayer.
22. Two-hour limit, unless changed by area conscience.

RASCNA GUIDELINES (May, 2022)

ASC VOTING PROCEDURES

1. Upon recognition from the chair, only ASC officers, GSRs, Alt. GSRs, subcommittee chairs or NA members representing their home group may make and second motions, and only GSRs, Alt. GSRs, and NA members representing their home groups vote on all issues at ASC meetings.
2. All policy motions go to Policy Committee prior to 3:50 p.m. for review before being presented on the area floor. Motions should be presented verbally to the area body and in writing for the ASC secretary. No motion or report will be accepted for the minutes unless written on proper form.
3. All motions must include an intent.
4. A motion can be withdrawn by the chair or by the maker of the motion after it has been seconded.
5. A motion must receive a second to open the floor to ORDER OF THE DAY.
6. "ORDER OF THE DAY" limits discussion on each new business motion to two pros and two cons, not to exceed 15 minutes. Any additional discussion will be at the discretion of the chair.
7. When voting group conscience issues, the GSR or Alt. GSR will vote in direct accordance with the mandate of the group they represent.
8. Chairperson cannot break tie for group conscience issues only.
9. Groups without a conscience that have given ample time and information will not be considered in the vote.
10. 100% notification, which is necessary to make any policy changes, is defined as all GSRs receiving their minutes by the 19th of the month.
11. It is the GSR's responsibility to contact the secretary if they have not received their minutes by the 19th of the month. It then becomes the secretary's responsibility to get the minutes to said GSR by the 20th of the month. If the GSR neglects to do this, 100% notification remains in effect.
12. Simple majority is considered the majority of votes cast.
13. Two-thirds majority is considered two-thirds majority of votes cast.
14. Abstention votes are considered "no opinion" votes, unless a vote results in 50% abstentions, then the motion will be sent back to groups with clarification.
15. Any motion can be sent back to groups for conscience simply by request of an officer, GSR, Alt. GSR or subcommittee chair.
16. Any motion to change existing area policy must include what existing policy states and what the new policy would state.
17. No GSR or Alt. GSR may cast more than one vote.
18. Any GSR, Alt. GSR, officer or subcommittee chair may ask for a recount of the vote, if deemed necessary (only once).
19. Motions will be restated by the chair before they are voted on.
20. All motions sent back to groups for conscience, especially those which will change existing policy or create new policy, should be open to free debate by the area.
21. Regional non-policy motions require a simple majority and regional policy motions require two-thirds majority to pass.

RASCNA GUIDELINES (May, 2022)

FLOW FOR AREA GROUP CONSCIENCE MOTIONS

1ST MONTH AT RASCNA: All policy motions go to Policy Committee for review before being presented on the area floor. Then the motion is presented on the area floor, is seconded, and two pros, two cons and discussion ensues as per ORDER OF THE DAY.

1ST MONTH AT HOME GROUP BUSINESS MEETING: Motions listed under NEW BUSINESS MOTIONS FOR INPUT/REVIEW/POSSIBLE ACTION will be presented by GSRs to home group members. The GSR will record any questions, concerns, or possible actions to be taken on the motion. The group may decide that they have no questions or concerns and/or they do not want to propose any action to be taken. In this case, the GSR may take a yes, no or abstention vote. If the group wants to recommend actions to be taken on the motion, first precedent will be to call the motion out of order. Second precedent is to table the motion to subcommittee for further work. Third precedent is to offer an amendment to the motion. Fourth precedent is to postpone the motion indefinitely.

2ND MONTH AT RASCNA: Group conscience motions which have been discussed by home groups will now be addressed by the area floor.

FIRST PRECEDENT: Does any group(s) wish to call this motion out of order? If so, a vote will be taken immediately after the reason(s) the motion is being called out of order have been stated. No second is needed and no debate occurs. The out of order motion must receive a two-thirds majority to pass.

If the out of order motion fails, or there is none, the chairperson will ask for a reading or reports for GSRs. After reports from groups are heard, the area floor may recommend what actions should be taken on the motion. The chair will entertain any motions to table, to amend or to postpone indefinitely.

SECOND PRECEDENT: If the area floor votes, with simple majority, to table the motion to subcommittee for further work, it must also decide to which committee to refer and at what time they want the subcommittee to return the motion to its originator with the review and input. (This review and input should be reflected in the subcommittee's report to the area). The originator may then submit a new motion with recommended changes or may resubmit the original motion under New Business.

THIRD PRECEDENT: If the Area floor votes to offer an amendment to the motion, with simple majority to pass, the motion with its amendment will be submitted under NEW BUSINESS.

FOURTH PRECEDENT: If the Area floor votes to offer with simple majority, to postpone the motion indefinitely, the motion is tabled until the area floor votes, with simple majority, to bring the motion back on the floor for consideration at a later date.

If there is no out of order motion, no reports from groups and no action to be taken, a yes, no or abstention vote may be taken, as per "ASC Voting Procedures."

RASCNA GUIDELINES (May, 2022)

FLOW FOR AREA GROUP CONSCIENCE MOTIONS (cont.)

2ND MONTH AT HOME GROUP BUSINESS MEETING: Home group members can review the action that was taken on the area floor and the reason for that action under Old Business, Section B. If a new motion was generated from that action, members will find the new motion under New Business with reference to the original motion.

3RD MONTH AT RASCNA: Motions that have gone through the second month with no changes (that is, if subcommittee returns motion with no changes or if all action to be taken on the motion was defeated on the area floor), but were not voted on with a yes, no or abstention vote, are now placed under New Business with original number and sent back to groups for final vote.

In an emergency situation, where action must be taken before the next ASC meeting, if there is no objection, the area may place a motion under Emergency Business in the agenda. If there is an objection to placing the motion under Emergency Business, a vote will be taken requiring a simple majority vote to pass.

RASCNA GUIDELINES (May, 2022)

BASIC FORMAT FOR MINUTES

1. Name of ASC "Reading Area Service Committee of Narcotics Anonymous", and date of meeting.
2. Roll Call. First name, last initial of all officers, GSRs, subcommittee chairs, and NA members present.
3. Recognition of new groups
4. Time meeting is opened and by whom, Serenity Prayer, 12 Traditions, 12 Concepts and service paragraph read and by whom.
5. Number of voting members present. If a change in voting members occurs during the ASC meeting, the secretary will reflect this change in the minutes, following the issue that was current at the time of participation change by noting which groups are no longer represented. For example, "At this point group "A" was no longer represented. There are now (#) voting members present."
6. Corrections to and acceptance of previous minutes.
7. Motion to follow Order of the Day.
8. Officer reports.
9. GSR reports.
10. Subcommittee reports.
11. RCM report.
12. Treasurer's initial report given verbally (includes group donations).
13. Nominations and/or Election process if applicable.
Nominations – includes name of person nominated, who nominated them, whether they accept or decline the nomination, and also the nominee's qualifications and experience.
Elections – includes name of person elected and to which position.
14. **OLD BUSINESS**
 - A. **FINAL VOTE TALLY**
Includes the motion and vote tally. Divided in to subheadings: REGIONAL MOTIONS, NON-POLICY MOTIONS and POLICY MOTIONS. Need 100% notification and two-thirds majority to pass.
 - B. **MOTIONS FOR INPUT/REVIEW/ACTION**
Includes the motion, any action that was taken and any concerns or questions submitted by GSRs or subcommittee chairs. Motions should be divided into subheadings: REGIONAL MOTIONS, NON-POLICY MOTIONS and POLICY MOTIONS. Need 100% notification and two-thirds majority to pass.
15. **AREA BUSINESS**
Includes HOUSEKEEPING MOTIONS, who made them, who seconded them, and vote tally.
16. **NEW BUSINESS**
MOTIONS FOR INPUT/REVIEW/POSSIBLE ACTION
Includes the motion, who made it, who seconded it. Motions should be divided into subheadings: REGIONAL MOTIONS, NON-POLICY MOTIONS and POLICY MOTIONS. Need 100% notification and two-thirds majority to pass.

RASCNA GUIDELINES (May, 2022)

FINANCIAL AD-HOC COMMITTEE

I. Purpose:

To check the accuracy of all area checking accounts.

II. Members:

At least four (4) people appointed by the area chair, including the vice chair. Members appointed should have checkbook experience and be competent in math. Further, a member of a particular subcommittee should not check that committee's account.

III. What to bring:

1. Calculator.
2. Bank statements and checkbooks for the previous six (6) months.
3. Receipt books for monies collected during the previous six (6) months.
4. Area minutes from the previous six (6) months.
5. Minutes from the subcommittee meetings of the subcommittee being audited for the previous six (6) months.
6. Master sales sheets and record sheets for the previous six (6) months.

IV. Duties:

A. To check deposits:

1. One person reads receipt book amounts and another person matches the amount with the minutes, record sheet or master sales receipt sheet.
2. One person checks bank statements to match deposit amounts.
3. One person is on the calculator.

B. To check expenses:

1. One person reads checks written from the checkbook.
2. One person checks bank statements to verify that checks have cleared.
3. One person reads and checks minutes.
4. One person is on the calculator.

RASCNA GUIDELINES (May, 2022)

MEETING LISTS

Need to contain the following information:

1. Name of ASC:
"READING AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS."
2. RASCNA Helpline number.
3. RASCNA Post Office Box number.
4. Name of meeting.
5. Type of meeting.
6. Location of meeting: name of building, address and town.
7. Time meeting starts.
8. Any NA approved slogan.
9. Include "**www.rascna.org**" on the front of the meeting lists.
10. Any other information must be approved by the ASC.

Policy Digest

RASCNA RUNNING POLICY DIGEST (10/2022 to 2/2024)

10/2022: In order to bring the guidelines up to date, the **Activities Committee Guidelines, Section IX – GENERAL POLICY, Paragraph 8, Page 6**, is revised to include the annual increases (per the Guidelines) in the Activities Committee treasury:

8. The Activities Subcommittee maintains a maximum amount of \$750. The excess money will be given to the RASCNA treasury. Starting in 1998, and each year thereafter, the start-up amount will be increased by 5%.

Note: The following is a table of the annual increase.

| | | |
|-------------------|-------------------|-------------------|
| 1998 - \$772.50 | 2011 - \$1,349.59 | 2024 - \$2,544.85 |
| 1999 - \$795.68 | 2012 - \$1,417.07 | 2025 - \$2,672.09 |
| 2000 - \$819.55 | 2013 - \$1,487.92 | 2026 - \$2,805.69 |
| 2001 - \$844.13 | 2014 - \$1,562.32 | 2027 - \$2,945.97 |
| 2002 - \$869.46 | 2015 - \$1,640.44 | 2028 - \$3,093.27 |
| 2003 - \$913.45 | 2016 - \$1,722.46 | 2029 - \$3,247.93 |
| 2004 - \$959.12 | 2017 - \$1,808.58 | 2030 - \$3,410.33 |
| 2005 - \$1,007.08 | 2018 - \$1,899.01 | |
| 2006 - \$1,057.43 | 2019 - \$1,993.96 | |
| 2007 - \$1,110.30 | 2020 - \$2,093.66 | |
| 2008 - \$1,165.82 | 2021 - \$2,198.34 | |
| 2009 - \$1,224.11 | 2022 - \$2,308.26 | |
| 2010 - \$1,285.32 | 2023 - \$2,423.67 | |

6/4/23: Treasury Form Definitions, p. 11, Paragraph J - \$772.50 should be \$2,544.85 (two places), as well as Line J on the **Treasury Report** (p. i). This amount changes yearly as stated above.

Motion #629: To create an Audit Committee to audit accounts of Area Service, Activities Committee and Convention Committee. Committee would consist of a chair vice chair and other NA members. If motion passes, we would need to create simple guidelines that include the Financial Ad Hoc Committee Guidelines on p. 19 of ASC Policy Guidelines.

Intent: To create a more efficient way to conduct audits.

Failed 6/4/23

Motion #630: Amend paragraph 6 (RCM Duties) on p. 4 of the RASCNA Policy Handbook to read as follows:

New: 6. Attends at least one different home group business meeting in the Reading Area each month which is not the RCM's home group.

Old: 6. Attends at least one business meeting in local area each month.

Intent: To the clarify the meaning and intent of existing policy.

Passed 10/1/23

Motion #631: Amend paragraph 8 (ASC Voting Procedures) on p. 15 of the RASCNA Policy Handbook to read as follows:

New: 8. Chairperson breaks a tie for all motions, except group conscience motions.

Old: 8. Chairperson cannot break tie for group conscience issues only.

Intent: To clarify the meaning and intent of existing policy.

Passed 10/1/23

Motion #632: Delete the following paragraph 4 (Area Finances) on p. 9 of the RASCNA Policy Handbook:

4. The ASC will supply each group in the area with a World Conference Agenda Report at the expense of the area fund.

Intent: NAWS no longer prints the CAR/CAT for distribution. They are available on the NAWS website for download.

Policy Committee Note: This should be deleted from Literature Committee Guidelines, Article III-A, Chairperson Duties, paragraph 4 on p. 1. Then the following paragraphs should be renumbered.

Passed 10/1/23

Motion #633: Amend paragraph 9 (Area Finances) on p. 9 of the RASCNA Policy Handbook as follows:

New: 9. The Reading Area will purchase and maintain general liability insurance, which will cover all regular meetings, activity meetings and our area service meeting.

Old: 9. The Reading Area will purchase insurance from Erie Insurance at the price of \$230.00 per year. This will cover all meetings, activity meetings and our area service meeting.

Intent: To clarify existing policy (what type of insurance) and not list the company and price so that policy doesn't have to be changed each time the company or price changes.

Passed 10/1/23

Motion #634: Add the four area Labor Day cookout (York, Harrisburg, Lancaster and Reading) to Activities list of events in the Activities Committee Guidelines, p. 6, Section IX-General Policy, ¶1. This event will rotate yearly between the four areas and the cost will be equally shared by the four areas as well.

Intent: To promote unity between the areas and carry the message to the newcomer,

Policy Committee Comments: This also affects and should be added to Section VI-Adhoc Committee, ¶B-Duties, ¶3 on p. 5 of the Activities Committee Guidelines.

Passed 10/1/23

Motion #635: Add as a duty of the RCM on p. 4 of ASC Guidelines: "The RCM shall download, print and provide a tally sheet of CAR and CAT report at the expense of the area fund. The RCM will be reimbursed."

Intent: To promote participation.

Passed 12/3/23

Activities Guidelines

**READING AREA SERVICE COMMITTEE OF NA
ACTIVITIES COMMITTEE GUIDELINES (Revised May, 2022)**

I. PURPOSE

- A.** To further the primary purpose of Narcotics Anonymous by organizing unity days and other appropriate functions.
- B.** To promote a lifestyle of recovery in NA that is attractive to the newcomer and the fellowship as a whole by arranging social events such as the picnic, banquet and other appropriate social events, and to arrange the date, time and place for the events.

II. MEMBERSHIP

A member will maintain personal recovery in NA, attend subcommittee meetings consistently and, with knowledge of subcommittee purpose and willingness to serve, will participate in its activities.

III. AGENDA

- | | |
|---------------------------------------|-----------------------|
| 1. Opening Prayer | 6. Old Business |
| 2. Twelve Traditions, Twelve Concepts | 7. Ad Hoc Reports |
| 3. Take Attendance | 8. New Business |
| 4. Recognize New Members | 9. Treasurer's Report |
| 5. Read Old Minutes | 10. Closing |

IV. REQUIREMENTS & DUTIES OF OFFICERS

A. CHAIRPERSON

REQUIREMENTS

- 1. One year commitment.
- 2. Minimum of one year clean time.
- 3. Has a working knowledge of the Twelve Steps and Twelve Traditions of NA. Note: A working knowledge is an ongoing process of the Twelve Steps and Twelve Traditions of NA through active participation in recovery and service.
- 4. Has a working knowledge of the subcommittee and its purpose.
- 5. Participates in the activities of the subcommittee.

DUTIES

- 1. Follows the agenda and presides over subcommittee meetings.
- 2. Is the liaison between ASC and the subcommittee.
- 3. Maintains order during subcommittee meetings, maintaining an atmosphere of service.
- 4. Keeps archives, including flyers, ASC reports, financial reports and minutes.
- 5. Votes only in the case of a tie.

**READING AREA SERVICE COMMITTEE OF NA
ACTIVITIES COMMITTEE GUIDELINES (Revised May, 2022)**

B. VICE CHAIRPERSON

REQUIREMENTS

1. One year commitment.
2. Suggested one year clean time.
3. Has a working knowledge of Twelve Steps and Twelve Traditions of NA.
4. Participates in the activities of the subcommittee.

DUTIES

1. Assumes responsibilities of chairperson in his/her absence.
2. Attends monthly ASC meetings.

C. TREASURER

REQUIREMENTS

1. One year commitment.
2. Suggested one year clean time.
3. Has a working knowledge of Twelve Steps and Twelve Traditions of NA.
4. Participates in the activities of the subcommittee.

DUTIES

1. Responsible for funds generated by the subcommittee.
2. Keeps an accurate record of funds.
3. Coordinates collections for each function.
4. Provides two written accurate monthly financial reports, which includes income, itemizations and account balance: one for the subcommittee and the second one for the ASC.

D. VICE TREASURER

REQUIREMENTS

1. One year commitment
2. Suggested one year clean time.
3. Has a working knowledge of Twelve Steps and Twelve Traditions of NA.

DUTIES

1. Assumes responsibilities of treasurer in his/her absence.

E. SECRETARY

REQUIREMENTS

1. One year commitment.
2. Suggested one year clean time.
3. Has a working knowledge of Twelve Steps and Twelve Traditions of NA.
4. Participates in the activities of the subcommittee.

DUTIES

1. Takes accurate minutes at subcommittee meetings.
2. Maintains organization of subcommittee minutes.
3. Keeps an accurate record of voting members.
4. Responsible for writing and sending Letter of Intent.

**READING AREA SERVICE COMMITTEE OF NA
ACTIVITIES COMMITTEE GUIDELINES (Revised May, 2022)**

F. VICE SECRETARY

REQUIREMENTS

1. One year commitment
2. Suggested one year clean time.
3. Has a working knowledge of the Twelve Steps and Twelve Traditions of NA.
4. Participates in the activities of the subcommittee.

DUTIES

1. Assumes responsibilities of secretary in his/her absence.
2. Assists secretary in secretarial duties.

G. REPRESENTATIVE

REQUIREMENTS

1. Commitment is for the duration of planning a function.
2. Suggested one year clean time.
3. Has a working knowledge of the Twelve Steps and Twelve Traditions of NA.
4. Has a working knowledge of the subcommittee and its purpose.
5. Participates in the activities of the subcommittee.

DUTIES

1. Attends each ad hoc committee meeting.
2. Is the liaison between Activities Subcommittee and the ad hoc committee.
3. Oversees that the Guidelines of the Activities Subcommittee are followed.

H. ADHOC CHAIRPERSON

REQUIREMENTS

1. Commitment is for the duration of planning a function.
2. Suggested one year clean time
3. Has a working knowledge of the Twelve Steps and Twelve Traditions of NA.

DUTIES

1. Coordinates volunteers for the function.
2. Prepares an agenda and presides over ad hoc committee.
3. Arranges date, time and place for ad hoc meetings.
4. Attends Area Service or hands in written report every month at the Activities Subcommittee meetings on the day of Area. If the ad hoc chairperson misses two consecutive subcommittee meetings, or four in a year, he/she will be sent a Letter of Intent.

V. ELECTIONS OF OFFICERS

- A. An officer's term begins in March.
- B. Nominations will be taken in January.
- C. Officers' terms may be staggered.
- D. Nominations may come from any NA member present at the subcommittee.
- E. Nominations must be seconded.
- F. Nominees must meet requirements of position.

**READING AREA SERVICE COMMITTEE OF NA
ACTIVITIES COMMITTEE GUIDELINES (Revised May, 2022)**

- G. Election of officers will take place in February.
- H. All nominees must be present during elections.
- I. New officers will perform duties starting in February.
- J. Old officers will help new officers at March meeting.
- K. Any member can volunteer as a nominee.
- L. In order to be a nominee for an Activities Committee officer position, you must be a voting member.

VI. ADHOC COMMITTEE

A. PURPOSE

To organize and plan functions.

B. DUTIES

- 1. Coordinates food, speaker(s), meetings, music and games for function.
- 2. Informs other areas in the region of the RASCNA function.
- 3. Chairs of the three standing events (Picnic, Unity Day and Spiritual Brunch) are responsible for providing a copy of any contract which the area chair and area treasurer must sign for the inclusion into the monthly minutes.

C. MEETING REQUIREMENTS

- 1. Has a working knowledge of Twelve Steps and Twelve Traditions
- 2. Recovery in Narcotics Anonymous.
- 3. Has an NA sponsor and NA home group.

D. CLEAN TIME REQUIREMENTS

- 1. **MAIN SPEAKERS:** minimum of five years clean time.
- 2. **WORKSHOP SPEAKERS:** minimum of three years clean time.
- 3. **CHAIRPERSON:** minimum of ninety days clean time.

VII. VOTING

A. PARTICIPATION

- 1. Officers are voting members of this subcommittee.
- 2. Members will have voting privileges after attending two consecutive subcommittee meetings.
- 3. Voting members will lose their voting privileges by not attending two consecutive subcommittee meetings.
- 4. A member may regain voting privileges by attending two consecutive subcommittee meetings.

B. PROCEDURES

- 1. A simple majority vote is needed (50%+1) of voting members present to pass a motion on any subcommittee business.
- 2. If policy is to be changed, three officers must be present.

**READING AREA SERVICE COMMITTEE OF NA
ACTIVITIES COMMITTEE GUIDELINES (Revised May, 2022)**

VIII. DISMISSAL FROM OFFICE

- A. If any officer misses two consecutive subcommittee meetings, or four in a year, he/she will receive the ASC-approved Letter of Intent. This letter will advise the officer to attend the next subcommittee meeting if the officer wishes to retain his/her position, or contact the subcommittee with his/her intentions if the officer is unable to attend the meeting. If no contact with the subcommittee is made, or the officer does not attend the meeting, the officer's lack of response will be regarded as resignation from his/her commitment(s).
- B. If an Activities Committee member relapses, the member loses their voting privileges and their position.

IX. GENERAL POLICY

- 1. The Activities Subcommittee shall submit for group conscience any activity or event it plans to hold except for the standing annual events (Picnic, Unity Day and Spiritual Brunch).
- 2. The Activities Subcommittee shall book standing events at least 10 months before the event, including the date and facility. Furthermore, any problems upholding this should be dealt with on an individual basis.
- 3. The Activities Subcommittee shall write out a yearly calendar of events for each year starting in January.
- 4. The Activities Subcommittee shall submit to the Area an itemized proposed budget for all events two months prior to the event.
- 5. The Activities Subcommittee shall follow the area-approved Unified Budget.
- 6. The 7th Tradition basket shall NOT be passed at Activities Subcommittee events where meetings will be held, unless one of those meetings is a regularly scheduled meeting.
- 7. There are no games of chance played, which includes 50/50 raffles, at Activities Subcommittee events.
- 8. The Activities Subcommittee maintains a maximum amount of \$750. The excess money will be given to the RASCNA treasury. Starting in 1998, and each year thereafter, the start-up amount will be increased by 5%.

Note: The following is a table of the annual increase.

| | |
|---------------|-----------------|
| 1998 \$772.50 | 2004 \$959.12 |
| 1999 \$795.68 | 2005 \$1,007.08 |
| 2000 \$819.55 | 2006 \$1,057.43 |
| 2001 \$844.13 | 2007 \$1,110.30 |
| 2002 \$869.46 | |
| 2003 \$913.45 | |

H&I Guidelines

**READING AREA SERVICE COMMITTEE OF NA
HOSPITAL AND INSTITUTIONS COMMITTEE GUIDELINES (Revised May, 2022)**

CONTENT OF GUIDELINES

- I. DEFINITIONS AND PURPOSE**
- II. FUNCTIONS FOR THE HOSPITALS AND INSTITUTIONS COMMITTEE**
- III. MEETINGS AND MEMBERSHIP**
- IV. STRUCTURE OF OFFICERS**
- V. QUALIFICATIONS AND DUTIES OF OFFICERS**
- VI. ELECTION OF OFFICERS**
- VII. DISMISSAL FROM OFFICE**
- VIII. VOTING PROCEDURES**
- IX. STRUCTURE OF PANEL SYSTEM**
- X. QUALIFICATIONS AND DUTIES OF MEMBERS OF THE PANEL SYSTEM**
- XI. ADDITIONAL QUALIFICATIONS FOR MEMBERS OF THE PANEL SYSTEM AND OFFICERS OF THE H&I COMMITTEE**
- XII. OUTLINE OF AGENDA**
- XIII. GENERAL INFORMATION DO'S AND DON'TS**

I. DEFINITIONS AND PURPOSE

The Hospitals and Institutions (H&I) Subcommittee is a committee responsible to the Reading Area Service Committee of Narcotics Anonymous and is supported by members of Narcotics Anonymous. It exists for the purpose of carrying the message of NA recovery to addicts who do not have full access to regular NA meetings and to inform the public that NA exists. NA offers recovery from addiction and H&I offers information about how and where to find it. All activities directed to that end shall be carried out in accordance with the 12 Traditions of Narcotics Anonymous.

II. FUNCTIONS OF THE HOSPITALS AND INSTITUTIONS SUBCOMMITTEE

- A. Meets monthly to pool experience.
- B. Conducts H&I workshops.
- C. Provides ASC and RSC representation.
- D. Provides literature to any institutions in the area when feasible.
- E. Provides an H&I presentation to hospitals and institutions in the area when feasible.
- F. Opens and maintains lines of communication:
 - 1. between NA and the public; and
 - 2. between ASC/RSC and WSO.
- G. Responds to all requests for information in a timely and effective manner.
- H. To be sure that those requests are handled at the appropriate level of service (see the World Guidelines, Section 1, Basic Information), remember our Ninth Tradition states subcommittees are "directly responsible to those they serve."
- I. The Reading Area H&I Subcommittee will hold a phonenumber and 12-step volunteer workshop in the months of January, April, July and October so we can provide four workshops a year.
- J. The H&I allotted budget will be \$100.00 a month to cover expenses.
- K. The phonenumber bill shall be in an H&I member's name.

**READING AREA SERVICE COMMITTEE OF NA
HOSPITAL AND INSTITUTIONS COMMITTEE GUIDELINES (Revised May, 2022)**

III. MEETINGS AND MEMBERSHIP

The H&I Subcommittee should meet regularly at a designated time and place that is well publicized encouraging all members to attend. Members of the H&I Subcommittee should be defined according to one or more of the following suggestions:

1. Those assigned to coordinate commitments as needed.
2. Those willing to help on various projects as needed.
3. Members must be required to attend two consecutive subcommittee meetings to be a voting member.

IV. STRUCTURE OF OFFICERS

- A. Chairperson.
- B. Vice Chairperson
- C. Secretary
- D. Vice Secretary
- E. Public Relations Chair
- F. Public Relations Vice Chair
- G. Literature Coordinator
- H. Vice Literature Coordinator
- I. Sign-up Sheet Coordinator
- J. Presentation Coordinator
- K. PSA Coordinator
- L. All other members

V. QUALIFICATIONS AND DUTIES OF OFFICERS

A. CHAIRPERSON

1. One year suggested clean time.
2. One-year commitment.
3. Suggested one year experience with H&I work.
4. Must be a voting member of H&I Subcommittee.
5. Has a good working knowledge of the 12 Steps and 12 Traditions of NA.
6. Has a good working knowledge of the subcommittee and its purpose.
7. Prepares a report for each ASC meeting and makes all motions on behalf of and is the voice of the H&I Subcommittee.
8. Keeps order during the subcommittee meeting.
9. Keeps the discussion on the topic at hand.
10. Prepares an agenda for each subcommittee meeting.
11. Sees that the traditions are upheld.
12. Forms a communication link between the subcommittee, ASC and RSC.
13. Corresponds with the institutions served by the subcommittee, including communicating with the leaders of the institutions in setting up new presentations and working out any problems.
14. Attends all H&I workshops and meetings at the regional level.
15. Teaches the vice chairperson the responsibilities of the position.
16. Must notify ASC secretary as soon as possible of any change of phone number or address.

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17. If the chairperson misses two consecutive meetings without due cause or one meeting without adequate notification, the subcommittee will seek direction from ASC in finding a new chairperson.

B. VICE CHAIRPERSON

1. One year suggested clean time.
2. Two-year commitment: one year as vice chair and the other as chair.
3. Has a good working knowledge of the 12 Steps and 12 Traditions of NA.
4. Has a good working knowledge of the subcommittee and its purpose.
5. Must be a voting member of the H&I Subcommittee.
6. Helps the chair maintain order.
7. Attends institutional presentations as directed by the committee.
8. Will preside over two H&I Subcommittee meetings prior to becoming chair.
9. If the vice chairperson misses two consecutive meetings without due cause or one meeting without adequate notification, the committee will seek direction from ASC in finding a new vice chairperson.
10. He/she should register with the WSO.
11. Steps up to chair position at the end of the chairperson's commitment.

C. SECRETARY

1. Six months suggested clean time.
2. One-year commitment.
3. Must be a voting member of H&I Subcommittee.
4. Have a good working knowledge of the 12 Steps and 12 Traditions of NA.
5. Have a good working knowledge of the subcommittee and its purpose.
6. Takes accurate set of minutes at H&I meetings, reads them for approval at the following meeting and makes corrections where necessary.
7. Maintains a current file of minutes and correspondences.
8. Maintains a current list of panel members, panel chairs and panel coordinators.

D. VICE SECRETARY

1. Six months suggested clean time.
2. Two-year commitment: one year as vice and one year as secretary.
3. Must be a voting member of the H&I Subcommittee.
4. Has a good working knowledge of the 12 Steps and 12 Traditions of NA.
5. Has a good working knowledge of the subcommittee and its purpose.
6. Acts as the secretary in his/her absence.
7. Helps the secretary with duties of the position.
8. Steps up to secretary position at the end of the secretary's commitment.

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E. PUBLIC RELATIONS CHAIR

1. One year suggested clean time.
2. One-year commitment.
3. Must be a voting member of the H&I Subcommittee.
4. Has a good working knowledge of the 12 Steps and 12 Traditions of NA.
5. Has a good working knowledge of the subcommittee and its purpose.
6. Attends all PR workshops/learning days, PR meetings and Zoom meetings at the area and regional level.
7. Organizes and implements all area PR activities (two poster days, one phonline workshop, one mailing) during his/her term.
8. Handles PR correspondence from and to the subcommittee, area, regional and world levels.
9. Prepares a report for each meeting.
10. He or she should be registered with the WSO.
11. Places NA Helpline telephone number in the blue pages of the phonebook.
12. Registers name and information with phonebook company.
13. Attends local events as requested (events such as addiction awareness, health fairs, etc.).
14. Maintains supplies for local events.
15. Handles correspondence with the Helpline.

F. PUBLIC RELATIONS VICE CHAIR

1. Six months clean.
2. Must be a voting member of the H&I Subcommittee.
3. Two-year commitment: one year as vice chair and one year as chair.
4. Has a good working knowledge of the 12 Steps and 12 Traditions of NA.
5. Has a good working knowledge of the subcommittee and its purpose.
6. Attends at least two PR meetings and/or PR workshops at the regional level.
7. Mails information as requested.
8. Maintains records of mailings.
9. Maintains supplies of mailings.
10. Assists chair with all PR activities and local events.
11. Acts as chair in his/her absence.
12. Places current edition of the Basic Text (one in English, one in Spanish) in local libraries.
13. Steps up to the chair position at the end of the chairperson's commitment.

G. LITERATURE COORDINATOR

1. Nine months suggested clean time.
2. One-year commitment.
3. Must be a voting member of the H&I Subcommittee.
4. Has a good working knowledge of the 12 Steps and 12 Traditions of NA.

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5. Has a good working knowledge of the subcommittee and its purpose.
6. Prepares a monthly budget for literature needs.
7. Coordinates stamping and distribution of literature for H&I presentations.
8. Attends ASC to give the literature order to ASC Literature Chair.
9. Brings any changes in literature back to the H&I Subcommittee.
10. Teaches the Vice Literature Coordinator the responsibilities of the position.

H. VICE LITERATURE COORDINATOR

1. Nine months suggested clean time.
2. One-year commitment.
3. Must be a voting member of the H&I Subcommittee.
4. Has a good working knowledge of the 12 Steps and 12 Traditions of NA.
5. Has a good working knowledge of the subcommittee and its purpose.
6. Helps Literature Coordinator stamp, count and distribute the literature.
7. Oversees the literature needs of institutions without presentations.
8. Acts as Literature Coordinator in his/her absence.
9. Steps up to Literature Coordinator at the end of his/her commitment.

I. SIGN UP SHEET COORDINATOR

1. Six months suggested clean time.
2. One-year commitment.
3. Must be a voting member of the H&I Subcommittee.
4. Have a good working knowledge of the 12 Steps and 12 Traditions of NA.
5. Have a good working knowledge of the subcommittee and its purpose.
6. Distributes and collects H&I speaker sign-up sheets on a quarterly basis.
7. Announces at ASC when sign-up sheets are being distributed and collected.
8. Presents names on sign-up sheets to H&I Subcommittee for approval.
9. Compiles approved speaker list and distributes to panel chairs and coordinators.

J. PRESENTATION COORDINATOR

1. One year suggested clean time.
2. One-year commitment.
3. Must be a voting member of H&I Subcommittee.
4. Has a good working knowledge of the 12 Steps and the 12 Traditions of NA.
5. Has a good working knowledge of the subcommittee and its purpose.
6. Liaison between the public and the subcommittee.
7. Maintains supplies.

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8. Oversees presentations to be presented.
9. Keeps records of presentations.
10. Has subcommittee's approval before doing a presentation.

K. PSA (PUBLIC SERVICE ANNOUNCEMENT) COORDINATOR

1. One year suggested clean time.
2. One-year commitment.
3. Must be a voting member of the H&I Subcommittee.
4. Has a good working knowledge of the 12 Steps and the 12 Traditions of NA.
5. Has a good working knowledge of the subcommittee and its purpose.
6. Liaison between the public and the subcommittee.
7. Maintains supplies.
8. Oversees PSAs.
9. Has subcommittee's approval before announcing a PSA.

L. ALL OTHER MEMBERS

1. No clean time requirements.
2. Attends H&I Subcommittee meetings.
3. Participates in NA's primary purpose.

VI. ELECTION OF OFFICERS

1. An officer's term begins in March.
2. Nominations will be taken in December and January for new officers.
3. Nominations will close after the January meeting.
4. Officers' terms may be staggered.
5. Nominations may come from any NA member present at the H&I Subcommittee meeting.
6. Nominations must be seconded.
7. Nominees must be present at the time of nomination and be able to meet the requirements of the position as stated in the guidelines.
8. Election of officers will take place in February.
9. All nominees must be present during election.
10. After one year, an officer may not hold that position for one full year.
11. New officers will assume duties of the office in March.
12. Old officers will help new officers at February meeting and assist them in learning their positions.
13. Any officer may be relieved of their duties by two-thirds majority vote of all voting members of the H&I Subcommittee.
14. Any member may volunteer as nominee.

VII. DISMISSAL FROM OFFICE

Any officer missing two consecutive subcommittee meetings in a year will receive the ASC-approved Letter of Intent. This letter will advise the officer to attend the next subcommittee meeting if the officer wishes to retain his/her position or contact the subcommittee with his/her intentions if he/she is unable to attend the meeting. If no contact is made with the subcommittee or the officer does not attend the meeting, his/her lack of response will be regarded as resignation from his/her commitment. In the event of an officer leaving his/her office, a person may become an "acting" officer to fulfill the remainder of the term.

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VIII. VOTING PROCEDURES

1. Officers are voting members of the subcommittee.
2. Members will have voting privileges after attending two consecutive subcommittee meetings:
3. A member will lose his/her voting privileges by not attending two consecutive subcommittee meetings.
4. A member may regain voting privileges by attending two consecutive subcommittee meetings.
5. Chairperson has no vote, except in the event of a tie, he/she may vote to break the tie.
6. A motion may be made or seconded by any voting member of the H&I Subcommittee.
7. After a motion has been seconded, the chairperson will open the floor for discussion. After the discussion, a vote will be taken.
8. A simple majority vote will carry.
9. Abstention votes will count neither yes nor no. If half or more abstain, the motion will be tabled for further discussion.
10. A simple majority vote is needed to pass a motion on any subcommittee business (50%+ 1 of voting members present).
11. If policy is to be changed, two officers must be present.
12. A clear two-thirds majority vote is needed to pass policy.

IX. STRUCTURE OF THE PANEL SYSTEM

- A. Panel Coordinator
- B. Panel Chair
- C. Panel Member
- D. Panel Observer

X. QUALIFICATIONS AND DUTIES OF MEMBERS OF THE PANEL SYSTEM

A. PANEL COORDINATOR

1. Suggested one-year continuous clean time.
2. One-year commitment.
3. Serves as the primary link between the institutions and the H&I Subcommittee.
4. Oversees the H&I approach to the facility, helps select panel members, keeps track of literature needs, and sees that the presentation is serving NA's primary purpose.
5. Must show up to the H&I Subcommittee meeting adhering to the same attendance guidelines as officers.
6. When an H&I Panel Coordinator misses two consecutive H&I Subcommittee meetings, or four in a year, the H&I secretary will send the ASC-approved Letter of Intent.

B. PANEL CHAIRPERSON

1. One year suggested clean time.
2. Three-month commitment.
3. Responsible to chair the presentations, start and end on time, and conduct the presentation according to the format.
4. Maintains an atmosphere of recovery.
5. Selects panel members and speakers for each presentation.

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C. PANEL MEMBER

1. Six months suggested clean time.
2. Has a positive and hopeful attitude about recovery in NA and a willingness to serve.
3. Primary source of recovery in NA.
4. Panel members shall be qualified by panel coordinators and panel chairs of the H&I Subcommittee, as well as by the institution when required.
5. There should be an emphasis on sharing experience, strength and hope the NA way and not war stories.

D. PANEL OBSERVER

1. Ninety day suggested clean time.
2. Interested in H&I work.
3. Primary source of recovery in NA.
4. Agrees not to share during presentation.

XI. ADDITIONAL QUALIFICATIONS FOR MEMBERS OF THE PANEL SYSTEM AND OFFICERS OF THE H&I COMMITTEE

1. Primary source of recovery in NA.
2. Must have an NA sponsor.
3. Must have an NA home group.

XII. OUTLINE OF AGENDA

1. Moment of silence, followed by the “we” version of the serenity prayer.
2. Read the NA 12 Traditions and 12 Concepts.
3. Take attendance.
4. Recognize any new members of the H&I Subcommittee.
5. Read and approve minutes.
6. Election of officers.
7. H&I group reports.
8. Old Business.
9. New Business.
10. Literature Report.
11. Schedule next subcommittee meeting.
12. Close subcommittee meeting.

XIII. GENERAL INFORMATION DOS AND DON'TS

1. Any member of the H&I Subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become active when he or she can conform to the requirements in the guidelines. Being clean for the purpose of the subcommittee shall mean total abstinence from the use of any mind-altering, mood-changing chemicals. This does not include all medical reasons.
2. Any member not conforming to these requirements or any that may be added later, or who refuses to abide by the rules and regulations of the facilities being served, shall automatically be relieved of any H&I Subcommittee assignments.

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3. No NA presentation regularly conducted under the auspices of the H&I Subcommittee shall be held in any facility except when directly supervised by the H&I Subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.
4. No H&I panel member will involve him or herself with any other activity at the institution that this panel system serves to avoid conflict of interest.
5. Length of clean time required by each institution shall be rigidly upheld by all H&I panel members.
6. Sharing in an H&I presentation should be limited to experience, strength and hope through Narcotics Anonymous without excessive use of profanity or vulgarity.
7. Any member of the H&I Subcommittee on parole will be allowed to participate in or attend any H&I presentation in any institution being served by the subcommittee, only with expressed clearance of the institution.
8. H&I panel members shall be responsible for their conduct in any facility and shall take responsibility to become informed with the policy and procedures of H&I.
9. You are reminded that the H&I Subcommittee exists to share the NA message: our experience, strength and hope. H&I speakers should try to get residents involved with the presentation through reading materials, as well as through direct sharing. A personal contact should be established with any resident upon release, if requested.

Literature Guidelines

READING AREA SERVICE COMMITTEE OF NA LITERATURE SUBCOMMITTEE GUIDELINES (Revised May, 2022)

I. PURPOSE:

To help carry the written message of Narcotics Anonymous to fellow addicts.

A. FUNCTION:

1. To make literature available to groups and individuals in the Reading Area.
2. To assist the WSC in developing, reviewing and providing input regarding new literature.
3. The Literature Subcommittee shall maintain a monthly inventory to include the amount of literature which is taken in and sold monthly and shall include at least a physical inventory during the annual change of officers.

II. AGENDA:

- A. Open meeting with Serenity Prayer
- B. 12 Traditions and 12 Concepts
- C. Attendance - members, new members, visitors
- D. Read old minutes
- E. New Business
- F. Close meeting with Serenity Prayer
- G. Fill orders
- H. WSO order

III. REQUIREMENTS AND DUTIES OF OFFICERS

A. CHAIRPERSON

REQUIREMENTS:

1. One year commitment with a willingness to serve.
2. Minimum of one year clean time (suggested).
3. Primary source of recovery is Narcotics Anonymous.
4. Has a working knowledge of the subcommittee and its purpose.
5. Has a working knowledge of the 12 Steps and 12 Traditions of NA.
6. Must be a voting member of the Literature Subcommittee.
7. Attends all literature workshops and literature meetings at the regional level.

DUTIES:

1. Prepares an agenda and presides over all subcommittee meetings.
2. Keeps accurate financial records and reports monthly to the ASC.
3. Prepares a report for each ASC meeting, makes motions on behalf of the subcommittee and is the voice of the Literature Committee
4. Is responsible to order Conference Agenda Reports for all GSR's, RCM and Alt. RCM yearly.
5. Maintains communications with Region and World Literature Committees.
6. Registers the subcommittee with the WSO.
7. Attends all area and regional service committee meetings.

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LITERATURE SUBCOMMITTEE GUIDELINES (Revised May, 2022)**

8. Notifies ASC secretary of any change in telephone number or address of both chair and vice chair.
9. Votes only in case of a tie.
10. Verifies group orders.
11. Mails WSO order.
12. Receives, by mail, and delivers the monthly literature shipment to subcommittee meetings.
13. Conducts workshops when necessary.
14. Follows area policy in regards to the Unified Budget.

B. VICE CHAIRPERSON:

REQUIREMENTS:

1. Two-year commitment: one year as vice chair and one year as chair.
2. Nine months suggested clean time.
3. Has a working knowledge of the 12 Steps and 12 Traditions of NA.
4. Willingness to serve.

DUTIES:

1. Learns the duties of the chairperson and assumes those duties in his/her absence.
2. Oversees sales and maintains inventory of literature.

C. SECRETARY:

REQUIREMENTS:

1. One year commitment.
2. Six months clean time.
3. Has a working knowledge of the 12 Steps and 12 Traditions of NA.
4. Willingness to serve.

DUTIES:

1. Records accurate minutes of each subcommittee meeting.
2. Gives secretary report at each subcommittee meeting.
3. Keeps accurate attendance records.
4. Assists the vice chairperson in maintaining inventory and oversees sales of literature.

III. ELECTIONS OF OFFICERS:

1. An officer's term begins in March.
2. Nominations will be taken in January for new officers.
3. Officer's terms may be staggered.
4. Nominations may come from any NA member present at the subcommittee meeting.
5. Nominations must be seconded.
6. Nominees must meet requirements of positions as stated in the guidelines.
7. All nominees must be present during the elections.
8. Elections of officers will take place in February.
9. New officers will perform duties starting in March.

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10. Old officers will help new officers at February meeting and assist him/her in learning his/her position.
11. Any NA member can volunteer as a nominee.

IV. VOTING:

A. PARTICIPATION:

1. All officers have voting privileges with the exception of the chair, who can only vote in the case of a tie.
2. Members will have voting privileges after attending two consecutive subcommittee meetings.
3. A member will lose voting privileges after missing two consecutive subcommittee meetings.

B. PROCEDURES:

1. A simple majority vote is needed to pass a motion on any subcommittee business (50%+ 1 of voting members present).
2. If policy is to be changed, two officers must be present.
3. A clear two-thirds majority vote is needed to pass policy.

V. DISMISSAL OF OFFICE:

1. Any officer missing two consecutive subcommittee meetings in a year will receive the ASC-approved Letter of Intent. This letter will advise the officer to attend the next subcommittee meeting if the officer wishes to retain his/her position or contact the subcommittee with his/her intentions if the officer is unable to attend the meeting. If no contact is made with the subcommittee or the officer does not attend the meeting, his/her lack of response will be regarded as resignation from his/her commitment(s).
2. If relapse occurs, this would be grounds for automatic dismissal from office.

VII. LITERATURE SUBCOMMITTEE INVENTORY:

The following inventory will be maintained at the beginning of each ASC meeting:

| | |
|-----|--|
| 20 | Basic Texts |
| 30 | It Works How and Why Books |
| 30 | Just for Today Books |
| 30 | Step Working Guides |
| 5 | 12 Concepts Books |
| 50 | White Books (English) |
| 10 | White Books (Spanish) |
| 100 | Each I.P. |
| 1 | A Guide to Local Services in Narcotics Anonymous |
| 250 | Welcome Tags |
| 100 | Each Key Tag |
| 1 | 18-Month Medallions |
| 5 | 1 through 10 Year Medallions |
| 3 | 11 through 15 Year Medallions |
| 1 | 16 through 20 Year Medallions |

READING AREA SERVICE COMMITTEE OF NA LITERATURE SUBCOMMITTEE GUIDELINES (Revised May, 2022)

- 2 Eternity Medallions
- 15 Sponsorship Books
- 10 Living Clean – The Journey Continues
- 10 Guiding Principles – Spirit of Our Traditions

VIII. GENERAL POLICY:

1. The Literature Subcommittee will not accept personal checks.
2. The Literature Subcommittee will stop taking orders at 4:00 p.m. The only exception will be for new groups seated at area for the first month. They will be able to order late as well as receive their start-up kits.
3. The Literature Subcommittee shall sell all literature at a 6% increase over WSO price.
4. The starter kits will be available for new groups seated at RASCNA for the first time. These starter kits will include: 5 white books, 1 group booklet, 40 miscellaneous IPs, 1 Basic Text, 1 Just for Today, and 1 It Works How and Why.
5. The Literature Subcommittee shall fill backorders from the previous month first, before filling any new orders.
6. The Literature Subcommittee shall reduce the price of the literature cost for the H&I/PR Subcommittee.
7. The Literature Committee shall provide a Conference Agenda Report (CAR) to the RCM and Alt. RCM on an annual basis.
8. The Literature Committee shall supply each homegroup in the area with a CAR at the expense of the area fund.
9. Groups shall make money orders payable to the RASCNA Literature Committee for any amount over \$10.00.
10. The Literature Committee shall keep one copy of archive material and dispose of all other unnecessary papers every six months. The archives will remain in the literature box.

Policy Guidelines

READING AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS POLICY COMMITTEE GUIDELINES (Revised May, 2022)

I. PURPOSE

- A. The Policy Committee shall maintain record, collate, review, research, clarify, identify and provide input regarding area policy.
- B. The Policy Committee shall serve as a resource to the area chairperson, the area subcommittees and the area body itself.

II. FUNCTIONS/RESPONSIBILITIES

- A. Maintains an up-to-date Policy Digest (includes current policy).
- B. Updates Policy Digest for all ASC members on a six-month basis.
- C. Maintains a Policy Index (includes all policy).
- D. Every 5-10 years, or as necessary, updates Policy Handbooks (includes RASCNA Guidelines, Policy Digest and Subcommittee Guidelines) for ASC members.
- E. Reviews and researches area subcommittee guidelines for continuity with regard to the Traditions, Concepts and current area policy.
- F. Researches and recommends, upon request by the area body, policy on current area issues.
- G. Identifies where policy exists by precedent and suggests formal adoption of this policy.
- H. Reviews the wording of motions for clarity.
- I. Supports area subcommittees through discussion, clarification and attendance at meetings upon request.
- J. Provides clarification of current policy at ASC meetings and serves as a resource to the area body in this regard.
- K. Reviews regional policy issues as necessary and provides needed information and/or suggestions to the area body.
- L. Identifies areas where policy is in conflict or where conflict is present due to the absence of policy and reports findings to ASC.
- M. Holds monthly Policy Committee meetings prior to the ASC meeting and additional workshops and forums as needed.
- N. Holds a yearly workshop on ASC guidelines and voting procedures in February or March for all ASC members.
- O. All policy motions go to Policy Committee for review before being presented on the area floor.

III. MEMBERS

The Policy Committee shall be composed of the chairperson, vice chairperson, secretary and any member of Narcotics Anonymous who wishes to be involved.

IV. VOTING

Voting members of the Policy Committee shall include officers and NA members who are in attendance.

READING AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS POLICY COMMITTEE GUIDELINES (Revised May, 2022)

V. AGENDA

1. Serenity Prayer
2. 12 Traditions, 12 Concepts
3. Attendance
4. Secretary Report
5. Old Business
6. Update Policy Digest
7. New Business
8. Announcements
9. Concept Study/Discussion
10. Serenity Prayer

VI. QUALIFICATIONS & DUTIES OF OFFICERS

A. CHAIRPERSON

QUALIFICATIONS

1. Suggested one year clean time.
2. Has a good working knowledge of the subcommittee, the 12 Steps, 12 Traditions and 12 Concepts of NA, A Guide to Local Services, and Roberts Rules of Order.
3. Has a willingness to serve.

DUTIES

1. One year commitment
2. Mediates at all meetings of the subcommittee.
3. Attends and delivers a report for each ASC meeting, makes all motions on behalf of and is the voice of the Policy Committee.
4. Coordinates and is responsible for all work done by the subcommittee.
5. Is available to answer questions from and give support to area subcommittees.
6. Maintains communication with Policy Committee at group, region and world levels.
7. Follows RASCNA Guidelines, "Subcommittees of ASC."

B. VICE CHAIRPERSON

QUALIFICATIONS

1. Suggested six months clean time.
2. Has a good working knowledge of the subcommittee, the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. Has a willingness to serve.

DUTIES

1. One-year commitment as vice chair followed by an automatic one-year commitment as chair.
2. Performs the duties of the chair in his/her absence.
3. Works with the chairperson to ensure smooth operation of the subcommittee.
4. Should attend at least four ASC meetings in one year.
5. Follows RASCNA Guidelines, "Subcommittees of ASC."

READING AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS POLICY COMMITTEE GUIDELINES (Revised May, 2022)

C. SECRETARY

QUALIFICATIONS

1. Suggested three months clean time.
2. Has a good working knowledge of the subcommittee, the 12 Steps and 12 Traditions of NA.
3. Has a willingness to serve.

DUTIES

1. One year commitment.
2. Provides and maintains accurate minutes of all subcommittee meetings.
3. Works with the chairperson to ensure the smooth operation of the subcommittee.

VII. ELECTIONS OF OFFICERS

1. An officer's term begins in March.
2. Nominations will be taken in January for new officers.
3. Nominations may come from any NA member present.
4. Nominations must be seconded.
5. Nominees must meet requirements of positions as stated in the Guidelines.
6. Elections of officers will take place in February.
7. All nominees must be present during elections.
8. The floor will be open again in February for more nominations.
9. New officers will perform duties starting in March.
10. Old officers will help new officers at February meeting and assist them in learning their positions.
11. Any NA member can volunteer as a nominee.

VIII. DISMISSAL FROM OFFICE

Any officer missing two consecutive subcommittee meetings in a year will receive the ASC-approved Letter of Intent. This letter will advise the officer to attend the next subcommittee meeting if the officer wishes to retain his/her position, or contact the subcommittee with his/her intentions if the officer is unable to attend the meeting. If no contact is made with the subcommittee or the officer does not attend the meeting, the officer's lack of response will be regarded as resignation from his/her commitment(s).

Web Guidelines

READING AREA SERVICE COMMITTEE OF NA WEB COMMITTEE GUIDELINES (Revised May, 2022)

These Guidelines for the Reading Area Service Committee of Narcotics Anonymous (RASCNA) Web Committee are adapted from various regions of Narcotics Anonymous and the NA World Services PI resource pages on the World Wide Web.

1. PURPOSE.

Our primary purpose in putting information on the internet is to inform addicts and other interested people about Reading Area NA meetings; secondly, to put information regarding RASCNA-sponsored activities and RASCNA service information, with an emphasis on PR, in a central location on the internet; thirdly, to create and maintain a web presence for RASCNA. We are working together on the internet "to carry the message to the addict who still suffers."

2. DEFINITIONS.

Web Servant - A technical person or alternate chosen by the service bodies through the group conscience process to maintain the web pages. (See Article 9.)

Web Servant Alternate - To assist the web servant in their duties.

URL - Uniform Resource Locator. This is the "address" of a web site.

HTML - Hypertext Markup Language. This is the computer language that is used to create a website..

Web Server - The computer or hardware where the website resides and is accessed via the internet. This is generally provided by the ISP.

ISP - Internet Service Provider. A company or entity providing web hosting, internet access and often email services to the general public. The ISP charges a fee for their services.

FTP - File Transfer Protocol. This is a method of transferring website files to and from the website.

Link - A way to immediately jump from one web site to another. This may be a graphic icon or bold-faced or underlined text.

FIPT – Fellowship Intellectual Property Trust. This is a legal document that describes the copyrights of NA literature. All copyrights of NA literature are owned by NAWS in trust for the fellowship of Narcotics Anonymous.

3. RESPONSIBILITY/ACCOUNTABILITY.

The Web Committee will:

- a. Oversee and maintain the website.
- b. At least two members of the committee responsible for the website, preferably the Web Chair and Web Vice Chair, should know everything about the site: how to maintain it, how to update it, access passwords, etc. This helps ensure that the website will continue when members leave the committee.
- c. In line with our Seventh Tradition, RASCNA itself will fund all approved costs associated with the website. Thus, all intellectual property involved with the site is the exclusive property of RASCNA and not of any one member. This includes, but is not limited to, the URL, site content and graphic designs used on the site, NAWS graphics excluded, which is the property of NAWS.

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- d. The Web Chair or Vice Chair of the committee is required to attend the monthly area meeting.
- e. The Web Chair or Vice Chair of the committee will provide a written and verbal report to the RASCNA body in person.
- f. Compiles, maintains, produces, distributes and updates meeting lists in the Reading Area using the BMLT. Updates will be in March, June, September and December of every year.
- g. Notifies WSO as changes are made to the meeting lists.
- h. If a homegroup is not represented on the area floor for six months. Its meetings will be omitted from future meeting lists.

4. NON-AFFILIATION.

Our online NA information will contain links or references only to NA-related information. As guided by our understanding of the Traditions, we will provide the following statements before any links that are not registered service bodies of Narcotics Anonymous: "The Reading Area Service Committee of Narcotics Anonymous does not endorse and is not affiliated with any of these links but provides them only for the convenience of addicts trying to reach other addicts beyond the Reading Area." This can include, but is not limited to, mapping links on the internet that are provided as a service to the internet community (i.e., Google Maps, MapQuest). To ensure compliance with copyright laws, we will not place copyrighted material or logos on pages that link to other than registered service bodies of Narcotics Anonymous.

5. PRIVACY.

Since information on the internet is accessed from all over the world, only phone numbers of helplines, hotlines and NA service offices will be included on these websites. Anonymous email addresses will be provided for contact information and technical maintenance.

6. SECURITY.

To ensure that materials remain available in the event of server or personal problems, both web servants will maintain disks with a history of all files and incoming messages along with the current passwords for the internet account and message board administration. There must be a current backup of the entire site maintained by the Web Chair and shared with the Vice Chair for disaster recovery purposes.

7. CONTENT.

A notice will be placed at the beginning of the website that signifies that it is the official website of the Reading Area Service Committee of Narcotics Anonymous. Any committee-approved graphic using one or more of the NA logos (Service Symbol, NA Symbol, etc.), will be registered with the World Service Office via e-mail and a copy of the WSO confirmation filed with the RSO.

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- A link to Narcotics Anonymous World Services
- A link to the MARSCNA Regional Website.
- An e-mail link(s) may be provided for individuals to request information via email. Current Reading Area meeting list will be maintained.

8. QUALIFICATIONS & REQUIREMENTS OF WEB SERVANTS.

- a. Clean time: Chairperson: 1 year – Vice Chairperson: 6 months.
- b. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
- c. A demonstrated ability to successfully perform NA service.
- d. The willingness to advise service bodies when changes might be needed to these guidelines.
- e. The ability to create and edit hypertext markup language (HTML) documents.
- f. Use file transfer protocols (FTP) in order to upload and download files.
- g. Maintain passwords for account and administration of the message boards.
- h. Maintain disk files in accordance with Article 7 above.
- i. Minimize the size of graphic files while maintaining the integrity of the images.
- j. Remain current with internet and email technologies.
- k. The web servants will periodically check all links to make sure that they are still active and contain NA public information that is in line with our Traditions, these guidelines, and the PI Handbook.

9. GENERAL INFORMATION.

Suggested Guidelines for Interested Areas in the Mid-Atlantic Region of Narcotics Anonymous.

“Adopted from the WSO and various other Regions in the World”

We must remember that our Primary Purpose is to help the addict who still suffers. Keep it simple. Since there are many questions about website content, and sometimes egos and personalities can flare and get in the way, we have created this resource as a guideline for area websites.

What can I put on a web page?

The contents of a page can be varied and are really only limited to your imagination, as long as you stay within the 12 Traditions of Narcotics Anonymous. Very important, do not duplicate any copyrighted material (this also means the readings, i.e., "what is" and "who is") whether it is owned by NAWS or anyone else. Since we are concerned with Public Information issues, this discussion will be limited to that topic. Keep in mind that the overwhelming majority of people viewing your site will be NA fellowship members and recovery professionals. The contents of your page should be geared to help them as much as possible. A good idea for basic information is a meeting list for your area or region, a helpline number, and a button for individuals to request additional information via email. You may consider posting NA's published presentation papers: "Facts about Narcotics Anonymous"

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and "Narcotics Anonymous: A Commitment to Community Partnerships." Both are specifically to addiction care providers and are available on NAWs's website. In general, keep it simple. Put the most important information at the top. Start slow and build. We suggest that you look at the Narcotics Anonymous World Service's web page at <http://www.na.org> for some ideas.

What can we do with links?

We suggest that you have a link to the Narcotics Anonymous World Services website. If you choose to link your page to other NA web pages, make sure that those pages do not link to any non-NA pages. You should also make sure that any pages that you link to are officially sanctioned and supported by a service committee of Narcotics Anonymous. There are several pages on the web today that contain recovery material, but they are personal pages and don't necessarily contain the NA message. Some also contain links to nonaffiliated organizations, or even commercial pages. We must keep our Sixth Tradition in mind and be careful not to provide an implied endorsement of any enterprise.

Should my service committee put up a web page?

Each committee needs to analyze its own priorities with respect to Public Information. The internet and the world wide web are powerful media and can reach millions of people all over the world both inside and outside the Fellowship of NA. Keep in mind, however, that although computers and the internet are very exciting and the web is being given a lot of attention in the media, to date, there are still a relatively small percentage of people online. A web page should not necessarily come before a phone line, PSAs, a poster campaign or community meetings. These efforts will reach a higher percentage of people in your local community. The idea is to reach the most number of suffering addicts with the least amount of money. Our Eleventh Concept says, "NA funds are to be used to further our primary purpose, and must be managed responsibly." This Concept can be extended to our service efforts in general. We can't do everything, so we must choose what we can do, and do it well.

Some simple guidelines are important.

The internet account that is attached to the page should be owned by the committee, not an individual, for the same reasons we don't recommend NA phonelines located in members' homes. In line with our Seventh Tradition, the committee should fund all costs associated with the page. If a community access account is obtained, it should not be subsidized to any greater degree than any other non-profit organization. The web person should periodically check all your links to make sure that they are still active and contain NA public information that is in line with our Traditions and the PI Handbook. A notice should be placed at the beginning of the website that signifies that it is the official website of the "***XYZ Region of Narcotics Anonymous.***" A project such as this should not be started unless the committee is committed to continuing it. The public at large will view these web pages. It hurts NA as a whole if they pop up and disappear all the time. At least two members of the committee responsible for the website should know everything about the page, how to maintain it, how to

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update it, etc. This helps to ensure that if one member leaves the committee, the website will continue.

Our primary goal is to help the addict that still suffers.

Although some of us may be very good with websites, graphics and web media, we need to keep it simple. We are here to help the addict that still suffers, not show how great we are with web media. Therefore, some suggestions come into play regarding certain web media. Macromedia Flash ®* is a web medium that makes really cool-looking websites. It can also slow down the loading of a website and the end user may become frustrated and leave the site. The same holds true for Macromedia Director ®* movies. These are two media that sometimes require the user to download and install a plug-in. A plug-in is usually a small and simple program which enables a user to view content on the web. Some users on the web are not savvy to such things as plug-ins, and this too may discourage the user from viewing and visiting a site more than once. Therefore, these two types of media should be left for sites other than Narcotics Anonymous.

Area website should contain basic website structure; these would be:

1. HTML language to make the page.
2. Graphics to be made of .gif or .jpeg file extensions.
3. Made to load quickly by not having huge graphics, or made web-safe by cutting the graphics into smaller portions that load quickly and produce a unit image. This is called slicing.
4. CGI scripting or .asp type pages are ok regarding meeting search web programs, but please make sure they really work.
5. Meetings should be kept up to date, as well as phone number and email addresses.

Remember, ¹we want to help, not hinder. We want web sites to reflect principles, yet some of an area's personality, without getting in the way of our primary purpose.

10. POSITIONS.

A. AREA WEB COMMITTEE CHAIRPERSON

Term of Service

1. This is a one-year commitment.

Qualifications

1. Suggested clean time is a minimum of one year.
2. Has a working knowledge of the 12 Steps, the 12 Traditions and the 12 Concepts of Narcotics Anonymous.
3. Has a working knowledge of our service structure as it relates to the office.
4. Has an understanding of the responsibilities of the committee as outlined in the Web Committee Guidelines.

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5. It is suggested that the Web Committee Chairperson have some experience as a Web Committee member.
6. Has the ability to create and edit HTML documents.
7. Has an understanding of using FTP in order to upload and download files.

Duties

1. Maintains the RASCNA website.
2. Ensures RASCNA-sanctioned events are listed and current on the RASCNA website and the region website.
3. Ensures RASCNA meeting list on the area website and regional websites is current.
4. Maintains passwords for account information.
5. Maintains disk file in accordance with Section 6 of these Web Committee Guidelines.
6. Minimizes the size of graphic files while maintaining the integrity of the images.
7. Remains current with internet, email and web technologies.
8. The Web Chair will periodically check all links to make sure that they are still active and contain NA Public Information that is in accordance with our Traditions and current policies.
9. Has the willingness to advise service bodies when changes might be needed to the Web Committee's Guidelines.
10. Attends monthly area meeting and provides the area with a written and verbal report of the state/status of the website and brings/addresses issues concerning technology advancements that may impact the site.
11. Trains and shares the responsibilities of website maintenance with the Web Committee Vice Chairperson.
12. Gives the office the necessary time, resources and commitment to do the job.

B. AREA WEB COMMITTEE VICE CHAIRPERSON

Term of Service

1. This is a one-year commitment as Vice Chairperson.
2. The Vice Chairperson will assume the position of Chairperson at the end of the Chairperson's term.

Qualifications

1. Suggested clean time minimum of six months.
2. Has a working knowledge of the 12 Steps, the 12 Traditions and the 12 Concepts of Narcotics Anonymous.
3. Has a working knowledge of our service structure as it relates to the office.
4. Has an understanding of the responsibilities of the subcommittee as outlined in the Web Committee Guidelines.
5. Has the ability to create and edit HTML documents, or the willingness to learn.

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6. Has an understanding of using FTP in order to upload and download files, or the willingness to learn.

Duties

1. Assists the Web Chairperson and learns the responsibilities and/or protocol of the Web Chairperson's duties and responsibilities.
2. Assumes the Web Chairperson's position in the absence of the Chair, including attending the monthly area meeting and giving the required report.
3. Remains current with internet, email and web technologies.
4. Becomes familiar with the Web Committee's Guidelines.
5. Gives the office the necessary time, resources and commitment to do the job.

Convention Guidelines

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I. PURPOSE

The convention is a biannual multi-day event whose primary purpose is to bring NA members together in the Reading Area to share their experience in service and recovery and to promote unity.

The convention provides service workshops and steps, traditions, concepts and topic meetings. A convention is a tremendous responsibility, which requires significant planning, dedication and effort. A convention can be complex and overpowering in its endeavors. Therefore, effort should be made to select key people who have had prior convention experience. The planning of a convention requires the combined efforts of many people. These people work as a committee made of elected representatives from the Reading Area.

The Reading Area Convention Committee of NA (RACCNA) is organized as a subcommittee of the Reading Area Service Committee of NA (RASCNA) and is

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a standing committee. This is done to ensure continuity of effort. Although some members change from year to year, enough experienced convention planners usually remain to ensure an effective planning process.

The RACCNA Chairperson and Vice Chairperson shall act as liaisons between the RASCNA and the Convention Committee.

II. READING AREA CONVENTION COMMITTEE OF NARCOTICS ANONYMOUS (RACCNA)

Membership in the RACCNA should be open to all members of the fellowship. This subcommittee consists of an Executive Committee and subcommittee chairpersons. All positions are two-year commitments, two years as vice, two years as chair. All members of RACCNA are voting members, except for the chairperson who votes only in the event of a tie. The Convention Committee is responsible for having subcommittees in place, which are capable of carrying on the duties necessary to ensure a successful convention. The RACCNA reports directly to the RASCNA.

As soon as possible, the RACCNA drafts a schedule of meeting dates and locations for the RACCNA meetings. It is advisable to choose a particular day on which meetings will be held and schedule all meetings on that day throughout the duration of the planning period. The committee should discuss having meetings throughout the event weekend, with a closing meeting on Sunday of the event and a final meeting two to three weeks post-convention.

A. Executive Committee Positions

1. Chairperson¹
2. Vice Chairperson¹
3. Secretary and Vice Secretary
4. Treasurer¹ and Vice Treasurer¹
5. Guidelines Subcommittee

B. Subcommittees

1. Fundraising
2. Hotels and Hospitality
3. Convention Information
4. Registration
5. Arts and Graphics
6. Program
7. Merchandising
8. Budget/Reconciliation¹
9. Serenity Keepers

¹ The Reading Area Service Committee of NA elects these officers.

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C. Qualifications for the Reading Area Convention Committee

1. Suggested clean time at time of election:
 - A. Chairperson/Vice 5 years clean
 - B. Secretary/Vice 2 years clean
 - C. Treasurer/Vice 5 years clean
 - D. Subcommittee Chairs/Vice Chairs 2 years clean
 - E. Serenity Keepers Chair/Vice Chair 5 years clean
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. Willingness to give the time and resources necessary to complete the job.
4. Ability to exercise patience, tolerance and orderly respect and follow Robert's Rules of Order.
5. Active participation in the NA service structure.

D. RACCNA Executive Committee

The Executive Committee functions as the administrative committee of the convention. It also ensures that the various subcommittees work together and assists subcommittees that may need extra help. It is not necessary for the Executive Committee to involve itself directly in the specific working of each subcommittee. In the event that a decision needs to be made immediately, the Executive Committee may be called upon to make the decision based on the conscience of the RACCNA, as the Executive Committee understands it.

III. REQUIREMENTS AND DUTIES OF THE EXECUTIVE COMMITTEE

- A. Chairperson:** Suggested five years clean time, is a responsible productive member of society and has administrative abilities.
1. Chairs the Convention Committee meetings, as well as the convention.
 2. Keeps activities within the principles of the 12 Traditions, 12 Concepts and in accordance with the purpose of the convention.
 3. Follows Roberts's Rules of Order for all committee meetings.
 4. Prepares the agenda for RACCNA meetings.
 5. Proofreads the minutes before they are sent to RACCNA members.
 6. Organizes subcommittees and delegates major tasks to specific subcommittees, stays informed of the activities of each subcommittee and provides help when needed.
 7. Allows the subcommittees to do their jobs while providing guidance and support; subcommittees should be given trust and encouragement to use their own judgment.
 8. Prevents important questions from being decided prematurely in order to foster understanding by the full Convention Committee prior to action.
 9. Helps resolve personality conflicts.

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10. Works with the Budget/Reconciliation Subcommittee to monitor the fund flow and overall convention costs and helps organize the subcommittee budgets.
11. Ensures that all contracts signed by the Reading Area are available for reference during the convention year. (Please see contract section. Section will include templates of previous year's contracts.)
12. Votes only to break a tie.
13. Is a member of RACCNA Budget/Reconciliation Subcommittee
14. RACCNA chairperson must be available to meet with the RASCNA upon request and will include any comments or suggestions from RASCNA in his/her report at the beginning of each Convention Committee meeting.
15. Maintains accountability of attendance and punctuality of committee for all meetings and authorizes "Letters of Intent" as needed.
16. Executive Chair and Treasurer shall provide the Reading Area with a detailed budget for the upcoming convention

B. Vice Chairperson: Suggested five years clean time, is a responsible productive member of society and has administrative abilities.

1. Acts as chairperson if the chairperson is unavailable or absent.
2. Assists in coordinating subcommittee meetings.
3. Works closely with the chairperson.
4. Is a member of the Budget/Reconciliation Subcommittee.

C. Secretary: Suggested two years clean time, has service experience and good typing skills and has computer knowledge to ensure that accurate minutes are distributed to the committee members.

1. Keeps minutes of all RACCNA meetings and subcommittee reports.
2. Mails (emails) minutes to RACCNA members after approval by the Executive Committee ten days after each meeting.
3. Maintains a list of names, addresses, email addresses and phone numbers of the committee members for committee use.
4. Keeps extra sets of minutes for members who may request them.
5. Maintains the Master Vendor list.
6. Generates "Letters of Intent" as guided by the Executive Committee Chair. The letter must be sent within five days of the chair's request.

D. Vice Secretary: Suggested two years clean time, will fill in as secretary in absence of secretary and will share in the duties of the secretary.

E. Treasurer: Suggested five years clean time. Accounting skills and service experience with convention or other large-scale fellowship activities and has accessibility to other committee members, especially the Registration Subcommittee. The treasurer should be currently

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employed and not have misappropriated any NA funds without making complete amends.

1. Secures a P.O. box number with two keys for the Chair of Registration and the secretary. Opens a bank account for RACCNA. The signatures required for the bank account are any two of the following officers: chairperson, vice chairperson, treasurer and vice treasurer of RACCNA. The cards and account information are filled out at the RACCNA meeting.
2. Is a member of the Budget/Reconciliation Subcommittee.
3. Works with RACCNA to follow the budget which was approved by RASCNA for the convention.
4. Writes all appropriate checks and is responsible for collecting receipts from subcommittees for money paid out.
5. Is responsible for reporting and transporting all money collected during the planning process, including revenues from fundraisers, registration, banquet tickets, etc., and advises the chairperson on operating cash and ending account expenses and balances.
6. Is accountable for funds collected and deposited during the convention. Policy for any transactions or handling of funds will be designated by the subcommittee chair. Those responsible NA members will have one year clean, have an NA home group and an NA sponsor. A financial agreement sheet must be signed prior to any cash transactions (goes under subcommittees). Treasurer maintains copies of all signed RACCNA service committee agreements.
7. The treasurer will handle bounced/stop payment checks with the following per bank policy: a bill sent listing money owed for services or merchandise purchased (bill sent each month from the time debt is incurred for a maximum of three (3) months).
8. Executive Chair and treasurer shall provide RASCNA with a detailed budget for the upcoming convention.

This procedure and suggested letter can be used in future convention planning to address a bad debt.

Dear _____,

With the Reading Area Convention fast approaching, we write this letter to encourage your participation. However, because we have not received payment for last year's debt, we ask that you pay for all purchases this year with cash or money orders only.

Thank you for your attention to our request.

In Loving Service,

Move to "Attachment of Documents"(templates of all forms) at end of package.

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9. Monthly and closing treasurer's reports will be submitted at RASCNA meetings.
10. Organizes and presents to the Reading Area Audit Committee all financial information on a quarterly basis.
11. All reports and receipts shall be turned in to the RASCNA treasurer and necessary information will be provided to file appropriate tax forms.
12. Coordinates with the Serenity Keepers Chair and Vice Chair to outline and present the plan for the collection, transportation and basic security of monies to the Executive Committee for approval.

F. Vice Treasurer: Suggested five years clean time. The vice treasurer will fill in as treasurer in the absence of the treasurer as well as share in the responsibilities of the treasurer; shares in the responsibility for collection and depositing funds during the convention; and is a member of the RACCNA Budget/Reconciliation Subcommittee. The vice treasurer should be currently employed and not have misappropriated any NA funds without making complete amends.

G. Guidelines Subcommittee:

1) Purpose of Guidelines Subcommittee:

- a) The Guidelines Subcommittee shall maintain record, collate, review, research, clarify, identify and provide input regarding convention policy.
- b) The Guidelines Subcommittee shall serve as a resource to the Convention Chairperson, the convention subcommittees and the convention body itself.

2) Functions/Responsibilities of Guidelines Subcommittee:

- a) Maintains an up-to-date GUIDELINE DIGEST (includes current guidelines).
- b) Maintains a GUIDELINE INDEX (includes all guidelines).
- c) Reviews and researches RACCNA Guidelines for continuity with regard to the 12 Traditions, 12 Concepts and current convention policy.
- d) Researches and recommends, upon request by the Convention Committee, policy/guidelines on current convention issues.
- e) Identifies where policy exists by precedent and suggests adoption of this policy/guideline.
- f) Reviews the wording of motions for clarity.
- g) Supports convention subcommittees through discussion clarification and attendance at meetings upon request.
- h) Provides clarification of current policy at convention meetings and serves as a resource to the convention body in this regard.
- i) Reviews convention policy issues as necessary and provides needed information and/or suggestions to the Convention Committee.

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- j) Identifies areas where policy is in conflict or where conflict is present due to the absence of policy and reports findings to the Convention Committee.
- k) All policy/guideline motions go to Guidelines Committee for review before being presented on the convention floor.
- l) Is responsible for distribution and replacement of RACCNA Convention Guidelines. Replacements to committee members will be at cost (including policy guidebook and folder). All money is to be given to the RACCNA treasurer.

3) Guidelines Subcommittee Chairperson:

Qualifications:

- a) Suggested two years clean time.
- b) Has a good working knowledge of the subcommittee, the 12 Steps, 12 Traditions, 12 Concepts, A Guide to Local Services, and Roberts Rules of Order.
- c) Has a willingness to serve.

Duties

- a) Two-year commitment.
- b) Mediates at all meetings of the Convention Committee.
- c) Is available to answer questions from and give support to the convention subcommittees.

4) Guidelines Subcommittee Vice Chairperson:

Qualifications

- a) Suggested one year clean time.
- b) Has a good working knowledge of the subcommittee, the 12 Steps and the 12 Traditions.
- c) Has a willingness to serve.

Duties:

- a) Two-year commitment as vice chair followed by an automatic two-year commitment as chair.
- b) Performs all duties of the chair in the absence of the chair.

IV. CONVENTION SUBCOMMITTEE GUIDELINES

Members elected to all subcommittee chair and vice chair positions shall be elected at the RACCNA organizational meeting. Specific service or vocational experience should be considered prior to election. It should be clearly understood that the subcommittees have specific service responsibilities to perform.

Subcommittees are vital to the convention and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement; this is because we are as concerned for the member as we are for the service responsibility. Each subcommittee has a chairperson and a vice chairperson who will recruit committee members. A list of committees is provided in these Guidelines, although other committees may be established if needed.

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Subcommittee meetings operate according to Robert's Rules of Order. This ensures that the meetings run smoothly and that business is conducted in an orderly fashion. Each subcommittee chairperson should be aware of what is carried out.

Subcommittees maintain accurate records of the activities of the committee as well as all correspondence. Financial reports, including needs, expenditures and receipts are included with each subcommittee report. *The chair or vice chairs of the subcommittees shall be prepared for all Executive Committee meetings with a completed report including progress, plans and questions/concerns. The reports shall be presented to the Executive Chair prior to the subcommittee meetings.* The subcommittees of RACCNA work together.

A. Removal of Committee Members

An Executive Committee member, subcommittee chairperson or subcommittee vice chairperson will be automatically removed from his/her position for non-compliance, which includes:

1. Loss of abstinence.
2. Non-fulfillment of duties.
3. Misappropriation of convention funds.
4. Absence or tardiness of two consecutive committee meetings without prior notification given to a member of the Convention Executive Committee and approval by the Chairperson.

Any committee member can resign from his/her position by providing written notice to the Convention Committee Chairperson at the regular meeting prior to their resignation. *A Letter of Intent will be sent after two unapproved absences or tardiness to the Executive Committee member or subcommittee member.* A six-month moratorium will be required for any committee member who resigns or is removed from office before the end of his/her regular term is up, except when that resignation is to assume the duties of a newly-elected position.

B. Budget/Reconciliation Subcommittee

The purpose of the Budget/Reconciliation Subcommittee is to ensure the convention's success by providing prudent financial planning with clear financial parameters to complete tasks and stay within the budget guidelines approved by RASCNA. The purpose of the Reconciliation Subcommittee is to reconcile the registration and merchandise sales against money collected ensuring accountability to RASCNA. The committee is also responsible to reconcile all monies collected from fundraisers.

The Budget Subcommittee will meet each year prior to the organizational meeting. The Reconciliation Subcommittee will meet after the final convention meeting, held two weeks after the event. Both the budget and the reconciliation meeting will be attended by the RACCNA chair, vice chair, treasurer and vice

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treasurer, along with the RASCNA chair and vice chair to provide financial accountability.

**V. REQUIREMENTS AND DUTIES OF CONVENTION
SUBCOMMITTEES**

A. Fundraising Subcommittee

The purpose of the Fundraising Subcommittee is to raise funds to assist with the expenses of the convention. All efforts must be directed at promoting unity within the Reading Area. Speaker jams, dances, selling of food and raffles are examples. A budget will be provided for each fundraising event 60 days prior to the event. The budget will be based on projection of attendance. The Fundraising Subcommittee will continuously hold events throughout the year, except for the month of the Convention.

1) Fundraising Chairperson Requirements:

- a) Suggested minimum of two years clean.
- b) Prior convention experience.
- c) Time and commitment to fulfill duties.
- d) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotic Anonymous.

2) Fundraising Chairperson Duties:

- a) Holds a monthly subcommittee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- b) Must present a budget to the RACCNA Executive Committee prior to each event.
- c) Must be sure that all events are done within the 12 Traditions of NA and abide by all local laws and ordinances. Fundraising should only be done within the fellowship of NA.
- d) Must be in charge of all fundraising. All events must be approved by the Executive Committee before they are carried out. Events need to be planned far enough in advance to provide the fellowship with adequate information.
- e) A list of all expenses and food purchases must be presented for approval before each event. A detailed budget including all food purchases, vendors and projected income must be presented 30 days prior to the event. The treasurer will issue the Fundraising Chairperson a check for the amount approved. Expenses will include change, refreshments, raffle prizes, decorations, rent, etc.
- f) Shall be responsible to deliver all monies raised from the events to the RACCNA treasurer immediately following the event. Designated/approved committee members will be identified as members to assist with financial transactions. Approval of those committee members will be provided by the Executive Committee.

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- g) A written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to the position.
- h) A schedule of upcoming events/fundraisers for each year is to be submitted to the Executive Committee every six months.

3) Fund Raising Vice Chairperson Requirements:

- a) Suggested minimum of one year clean.
- b) Time and commitment to fulfill duties.
- c) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotic Anonymous.
- d) Desire to serve.

4) Fundraising Vice Chairperson Duties:

- a) Acts as the chairperson in the absence of the chairperson. When acting as the chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to the position.
- b) Must attend subcommittee meetings monthly.
- c) Works in conjunction with the chairperson to fulfill all duties pertaining to that committee.
- d) Completes other duties as directed by the Convention Committee or the Fundraising Chairperson.

B. Hotel and Hospitality (H&H) Subcommittee

The Hotel and Hospitality (H&H) Subcommittee can begin planning to host the fellowship.

The H&H Subcommittee works in conjunction with the Program Subcommittee to help assign the appropriate meeting space that will be needed. The projected figure need not be accurate, although if this event becomes annual, using the criteria from previous conventions should help the committee to project a reasonable figure from which to work.

Any catering proposals such as coffee, banquets and brunches that are not covered in the hotel contract should be presented to RACCNA for review. Special attention should be given to the area budget guidelines regarding the cost of these expenditures.

The H&H Subcommittee will establish an arrangement so that a minimal number of individuals will have the authority to sign for services. Make it clear that the committee will only honor bills with specific signatures. Final approval of all contracts will be the responsibility of RASCNA.

Finally, this committee should open and operate a hospitality room where the fellowship can gather and relax, drink coffee, eat fruit, play games, etc., as well as

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obtain local transportation, tourist, dining or other information pertinent to the area. This information will be gathered by the CI (Convention Information) Subcommittee and supplied to the H&H Subcommittee for the hospitality room.

1) H&H Chairperson Requirements:

- a) Suggested minimum of two years clean.
- b) Prior convention experience
- c) Time and commitment to fulfill duties.
- d) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous.

2) H&H Chairperson Duties:

- a) Holds a monthly subcommittee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- b) Must present a budget to the treasurer of all estimated subcommittee costs within 30 days of being elected.
- c) Selects a convention location and is in charge of all negotiations of contracts, including meals. All contracts must be in writing and signed by the hotel representative. ***A minimum of three bids must be submitted for review and/or approval. The Executive Committee must give final approval of a contract before submitting it to the Reading Area of NA for final approval.***
- d) Using all information available, is responsible to project an estimated attendance.

3) H&H Vice Chairperson Requirements:

- a) Suggested minimum of two years clean.
- b) Time and commitment to fulfill duties.
- c) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotic Anonymous.
- d) Desire to serve.

4) H&H Vice Chairperson Duties:

- a) Acts as the chairperson in the absence of the chairperson. When acting as the chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to the position.
- b) Must attend subcommittee meetings monthly.
- c) Works in conjunction with the chairperson to fulfill all duties pertaining to that committee.
- d) Completes other duties as directed by the Convention Committee or the H&H Chairperson.

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C. Convention Information (CI) Subcommittee

The Convention Information (CI) Subcommittee has the sensitive task of encouraging a large attendance without abandoning the principle of "attraction rather than promotion."

Information provided by the CI Subcommittee may include a description of the planned event, dates, locations and other pertinent information. The CI Committee will work closely with the Program, Arts and Graphics and H&H Subcommittees. All information must be up-to-date and accurate.

It is the duty of the CI Subcommittee to communicate to all concerned persons and agencies about the upcoming event and encourage their participation. This is done in a spirit of providing information rather than promoting NA or its activities.

Information regarding transportation to the host site should be gathered by the CI Subcommittee and included on the convention flyer. Information regarding the location of airports and bus stations in relationship to the convention site is necessary for members to know. Communication with the Registration Subcommittee is important to meet this objective.

The CI Subcommittee is responsible to gather information regarding local transportation, tourist attractions, dining and other information pertinent to the area for display at the CI booth as well as in the hospitality room. The CI Subcommittee may consider asking other areas in the region to donate meeting lists as well as any other NA literature to be placed at the CI booth.

1) Convention Information Chairperson Requirements:

- a) Suggested minimum of two years clean.
- b) Prior convention experience.
- c) Time and commitment to fulfill duties.
- d) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of N.A.

2) Convention Information Chairperson Duties:

- a) Holds a monthly subcommittee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- b) Must present a budget to the RACCNA treasurer of all estimated subcommittee costs within 30 days of being elected.
- c) Is in charge of informing all surrounding NA communities of future conventions and fundraising events.
- d) Is responsible for supplying convention information to World Service website.
- e) Is in charge of informing all area hospitals and institutions of upcoming conventions and fundraising events and makes

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information about number of attendees from any hospitals or institutions available to the Registration Subcommittee.

- f) Always remember “attraction rather than promotion.”
- g) Written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- h) Responsible for clean time countdown and speaker sign-ins throughout the convention.
- i) Responsible to distribute satisfaction surveys at the convention.
- j) CI table should include information of local restaurants, area attractions, hotels and additional "area" activities as well as information of hotel services and amenities for convention attendees.

3) Convention Information Vice Chairperson Requirements:

- a) Suggested minimum of one year clean.
- b) Time and commitment to fulfill duties.
- c) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous.
- d) Desire to serve.

4) Convention Information Vice Chairperson Duties:

- a) Acts as the chairperson in the absence of the chairperson. When acting as the chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to the position.
- b) Must attend subcommittee meetings monthly.
- c) Works in conjunction with the chairperson to fulfill all duties pertaining to that committee.
- d) Completes other duties as directed by the Convention Committee or Convention Information Chairperson.

D. Registration Subcommittee

Aside from greeters, usually the first people the convention attendees meet are those members working registration. How well they are greeted in many ways may set the tone for the convention. Smooth, prompt, orderly and gracious services are key ingredients to successful registrations. Therefore, organization and planning by the Registration Subcommittee is very important.

The main responsibility of the Registration Committee is to create a registration form for the Arts and Graphics Committee for placement on the convention flyer and then take those flyers and do an appropriate mailing of those flyers to the surrounding areas and states.

A system of recording registrations must be followed in order to have accurate recording of attendance.

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The Registration Committee shall be required to collect the registration forms from the mailbox and keep the Convention Committee informed of the number of registrations received and give the information other subcommittees need from that registration to them to insure proper planning. As each registration is received by mail or direct sale, a record should be made indicating information about the registrant and all money received. When registrations are made, numbered cash receipts are used as a confirmation to the convention. One cash receipt book should be used with two-part carbon copies.

The Registration Committee is responsible for delivering all monies from registrations to the RACCNA treasurer, setting a working schedule for the convention and getting volunteers to help work the registrations desk during the convention.

A clear understanding should be reached between the Registration Subcommittee Chairperson, and the RACCNA treasurer on the procedures for handling registrations and money. The Registration Chair or Vice Chair should be assigned the responsibility of picking up registrations from the post office box at least two or three times a week. Registration form records should be maintained on a weekly basis and all money received transferred to the RACCNA treasurer prior to the committee meetings.

As newcomer packages may be given out, the committee must keep careful records of what is provided and to whom. This information should be kept in a separate section of the ledger book. RACCNA will decide how many newcomer packages will be given away.

The Registration Committee shall prepare a letter addressed to the RASCNA describing how to distribute these packages.

As each registration is received, a confirmation card is mailed out to each registrant. These confirmation cards shall be sent to registrants for those registrations received by the announced cut-off date. The cut-off date for pre-registrations will be included on the convention flyer.

- 1) Registration Chairperson Requirements:**
 - a) Suggested minimum of two years clean.
 - b) Prior convention experience.
 - c) Time and commitment to fulfill duties.
 - d) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous.

- 2) Registration Chairperson Duties:**
 - a) Holds a monthly subcommittee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
 - b) Must present a budget to the treasurer of all estimated subcommittee costs within 30 days of being elected.
 - c) Provides all information, in a timely manner, to the Arts and Graphics Committee for the design and set up of a pre-registration form.

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- d) Is responsible for preparing and distributing a complete registration package. A minimum of three bids must be obtained for approval by the Convention Committee for any items the subcommittee would like to provide to registrants in the registration package.
- e) Is responsible to obtain registration mail two to three times a week.
- f) Must deliver all registration money collected to the treasurer weekly.
- g) Is responsible for setting up and maintaining a registration table at all fundraising events once the pre-registration form is complete.
- h) Is responsible for setting up and maintaining a registration table at the beginning of the convention.
- i) Delivers all registration money collected at the registration table to the RACCNA treasurer periodically throughout the day and immediately after it closes.
- j) A written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to the position.
- k) Registration Subcommittee members will be present to sell and collect monies for ala carte tickets during the convention.

3) Registration Vice Chairperson Requirements:

- a) Suggested minimum of one year clean
- b) Time and commitment to fulfill duties
- c) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous.
- d) Desire to serve.

4) Registration Vice Chairperson Duties:

- a) Acts as the chairperson in the absence of the chairperson. When acting as the chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to the position.
- b) Must attend subcommittee meetings monthly.
- c) Works in conjunction with the chairperson to fulfill all duties pertaining to that committee.
- d) Completes other duties as directed by the Convention Committee or the Registration Chairperson.

E. Merchandising Subcommittee

The focus of our convention is the celebration of recovery. Our efforts to generate funds from our members should be based solely on generating funds to pay for the "newcomer" packages. Merchandising efforts should be kept to a minimum.

The Merchandising Committee shall follow the budget approved by RACCNA and shall prepare an informational sheet consisting of the items ordered, purchase price, sale price, net proceeds realized when all merchandise is sold and expenses incurred. Attached to this informational sheet should be copies of all bids received and

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shipping of the items selected for sale at the convention (i.e., individual item prices, services charges, and the time frames for obtaining the items).

The Merchandising Committee shall keep accurate inventory and sales records.

Schedule times for money pick-ups during the convention will be coordinated with the Merchandising Committee and the treasurer.

The Merchandising Committee is required to receive three bids for the merchandise selected and present those bids to RACCNA for selection. Total merchandise units are limited to 400 units. (Based on 2010 attendance and sales and registrations for future conventions.) Items will include short and long sleeve T-shirts, sweatshirts, mugs and one novelty item. Ordering of items will be based on the projected budgeted attendance and modified as needed.

The Merchandising Committee is responsible for the acquisition and sale of Narcotics Anonymous Conference-approved literature and other items selected for sale at the convention.

The Merchandising Committee is responsible for the storage of all items in a secure place and for the sale of all convention merchandise during the convention. The Merchandising Committee is responsible for communicating with the H&H Committee for the provision of space for storage of all items and for a store at the convention site. Store hours should be coordinated with the Program and H&H Subcommittees to assure proper scheduling with the facility management

The Merchandising Committee shall work closely with Arts and Graphics and Program Committees (team work is essential).

Following the convention, a final statement of remaining inventory is given to RACCNA. The RACCNA Chairperson will include this statement in the final report to RASCNA. This final statement should be provided no more than one week from the closing date of the convention. In addition to the statement of remaining inventory, a complete set of records showing all subcommittee orders for merchandise, expenditures and sales should be given the RACCNA chairperson for inclusion of final report to RASCNA to assure accountability for all merchandise and expenditures.

1) Merchandising Chairperson Requirements:

- a) Suggested minimum of two years clean.
- b) Prior convention experience.
- c) Time and commitment to fulfill duties.
- d) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous.

2) Merchandising Chairperson Duties:

- a) Holds a monthly subcommittee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- b) Must present a budget to the treasurer of all estimated subcommittee costs within 30 days of being elected.

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- c) Works closely with the Arts and Graphics Committee for the design of merchandise prior to contracting with a company.
- d) Is responsible for the contracting of all convention merchandise. A minimum of three bids must be obtained for approval by the Convention Committee.
- e) Is responsible to see that convention merchandise is purchased from the company contracted to produce said merchandise, only by the Merchandise Subcommittee, with the proper Convention Committee approval.
- f) Makes sure that all merchandise sold by the Merchandising Committee, or people authorized to sell merchandise by the Merchandise Committee, is paid for in full before it is handed over.
- g) Must maintain a record of all merchandise purchased and sold and must keep that record up-to-date and include this information in monthly reports to Convention Committee.
- h) Is in charge of the sales of all current year merchandise.
- i) Sees that the sale of all commercial merchandise is prohibited.
- j) Oversees the sales of all other fellowship merchandise.
- k) Is responsible for the operation of a store at the convention, where merchandise can be sold.
- l) Must deliver all money raised from pre-convention sales of merchandise to the treasurer within 72 hours, and daily during the Convention.
- m) Must give a report of all left over merchandise at the first regular Convention Committee meeting following the convention.
- n) A written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to his/her position.

3) Merchandising Vice Chairperson Requirements:

- a) Suggested minimum of one year clean.
- b) Time and commitment to fulfill duties.
- c) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous.
- d) Desire to serve.

4) Merchandising Vice Chairperson Duties:

- a) Acts as the chairperson in the absence of the chairperson. When acting as the chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to the position.
- b) Must attend subcommittee meetings monthly.
- c) Works in conjunction with the chairperson to fulfill all duties pertaining to that committee.
- d) Completes other duties as directed by the Convention Committee or Merchandise Chairperson.

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F. Program Subcommittee

Without a good program, the trouble and expense of putting on a convention is not justified. The reports of the Program Subcommittee should therefore be given appropriate attention.

The basic qualification for participation on the Program Subcommittee is membership in NA and history or involvement in the NA service structure. In order to ensure that the fellowship gets an NA message at the event, we should look for people who base their recovery on powerlessness over addiction, identify themselves as addicts, attend NA meetings to sustain their recovery, and are free of mind-or-mood-altering drugs. If we are careful in choosing trusted servants for the Program Subcommittee, we should trust in them to carry out their assignment.

The Program Subcommittee plans all the workshops and meetings at the convention. The members of the Program Committee select speakers, meeting chairs and others to help with the program. The members of the Program Committee schedule all events to take place during the convention and prepare the written program to be distributed to attending members. They attempt to have a balance of workshops for newcomers, service-minded persons and spiritual discussions.

Speakers should be chosen based on their recovery message as opposed to their popularity, sense of humor and flamboyance by which they deliver their message. For input and review, one-third of the scheduled workshop commitments (two speakers and chair) shall be Reading Area homegroup members. All homegroup members will be chosen based on their recovery message. The homegroups shall be randomly selected at Reading Area meetings.

Main speakers are required to have at least five (5) years clean in NA. Topic/step meeting speakers are required to have at least two (2) years clean in NA. The main NA banquet speaker should have substantial recovery and have been through the 12 Steps of NA with an NA sponsor.

The Program Subcommittee is responsible for designing the program schedule for the convention for printing by the Arts and Graphics Subcommittee after confirming with RACCNA.

The Program Subcommittee shall provide lodging and travel expenses for the main speaker (main speakers include the opening speaker, banquet speaker and closing speakers), as well as provide these speakers with a package for the convention.

The Program Subcommittee is responsible for receiving three (3) bids for a DJ should there be a dance and, after approval from RACCNA, a contract with a DJ.

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The Program Subcommittee is the lifeblood of the convention and as such is a great responsibility and requires full communication and cooperation with all of the subcommittees of RACCNA.

1) Program Chairperson Requirements:

- a) Suggested minimum of two years clean.
- b) Prior convention experience.
- c) Time and commitment to fulfill duties.
- d) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of N.A.

2) Program Chairperson Duties:

- a) Holds a monthly subcommittee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- b) Must present a budget to the treasurer of all estimated subcommittee costs within 30 days of being elected.
- c) Maintains the convention's collection of speaker tapes. An inventory of all tapes must be submitted within 30 days of being elected and again 30 days prior to the convention.
- d) Informs the NA community of the opportunity to submit speaker tapes as well as deadlines to be considered for the upcoming convention.
- e) Is responsible for the scheduling of all convention events. Must submit for approval the convention agenda to RACCNA 90 days prior to the convention
- f) Provides in a timely manner all information to the Arts and Graphics Subcommittee for the design and set up of the convention program.
- g) Is in charge of setting up all speaker meetings, marathon meetings and workshops. All speakers must be individuals who base their recovery on powerlessness over addiction, identify themselves as addicts, and attend NA meetings to sustain their recovery. Speakers must have five years clean; workshop chairs must have two years clean.
- h) Is responsible for the taping of all speaker meetings and workshops, if approved by the Convention Committee, always keeping within the 12 Traditions of Narcotics Anonymous.
- i) A written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to his/her position.
- j) Provides a master speaker list for all meetings and workshops 60 days prior to the convention.

3) Program Vice Chairperson Requirements:

- a) Suggested minimum of one year clean.
- b) Time and commitment to fulfill duties
- c) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous.

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d) Desire to serve.

4) Program Vice Chairperson Duties:

- a) Acts as the chairperson in the absence of the chairperson. When acting as the chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to his/her position.
- b) Must attend subcommittee meetings monthly.
- c) Works in conjunction with the Chairperson to fulfill all duties pertaining to that committee.
- d) Completes other duties as directed by the Convention Committee or the Program Chairperson.

G. Arts and Graphics Subcommittee

The responsibility of the Arts and Graphics Committee is to design and have printed a banner, programs and tickets for events, flyers and convention and directional posters as needed by the subcommittees of the RACCNA.

The Arts and Graphics Committee is responsible for the final color selections for the logo of the convention to be used on merchandise, banners and such, as well as the placement of the logo on these items.

The Arts and Graphics Committee is responsible for acquiring three bids for the printing of these materials and presenting the bids to the RACCNA.

The Arts and Graphics Committee will need to coordinate well with the other committees in order to have all the needed signs ready for the convention.

Upon success of our first annual convention and thereafter, the Arts and Graphics Committee shall be responsible for displaying previous banners at the RACCNA.

1) Arts and Graphics Chairperson Requirements:

- a) Suggested minimum of two years clean.
- b) Prior convention experience.
- c) Time and commitment to fulfill duties.
- d) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous.

2) Arts and Graphics Chairperson Duties:

- a) Holds a monthly subcommittee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.

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- b) Is in charge of introducing a new convention theme and logo each year.
- c) Is responsible to obtain a release for all rights and privileges of ownership to RACCNA from all persons submitting artwork and written materials. Such a release must be signed by the donating person, or the material will be returned and not used.
- d) Is responsible to ensure that the original logo be put into digital format and saved digitally before it is used for anything.
- e) Is responsible for the designing of all banners, programs, tickets, flyers, convention posters and all convention merchandise using the convention logo.
- f) Presents for approval by the Convention Committee all proposed merchandise.
- g) Must present a budget to the treasurer of all estimated subcommittee costs within 30 days of being elected.
- h) A written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to the position.

3) Arts and Graphics Vice Chairperson Requirements:

- a) Suggested minimum of one year clean.
- b) Time and commitment to fulfill duties.
- c) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous.
- d) Desire to serve.

4) Arts and Graphics Vice Chairperson Duties:

- a) Acts as the chairperson in the absence of the chairperson. When acting as the chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to the position.
- b) Must attend subcommittee meetings monthly.
- c) Works in conjunction with the chairperson to fulfill all duties pertaining to that committee.
- d) Completes other duties as directed by the Convention Committee or the Arts and Graphics Chairperson.

H. Serenity Keepers Subcommittee

The security subcommittee, also known as "Serenity Keepers" Subcommittee, provides the convention with a staff of security personnel. Their responsibilities include assisting the Convention Committee as well as the members attending the convention.

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The Serenity Keepers Subcommittee provides and uses a number of radios in order to communicate with Convention Committee members and each other quickly and quietly. Clear identification of all Serenity Keepers shall be provided (color of t-shirts).

Assistance to those attending the convention may include, but is not limited to, locating lost children or parents and providing directions and information. It is hoped that the mere presence of security staff will discourage inappropriate behavior. However, problems or disputes may occur. It is suggested that another Convention Committee member be present before confronting such a situation. It is possible that urgency may not allow time for this in some cases. This is why those members chosen to serve on the Serenity Keepers Subcommittee should be mature, even tempered and hopefully have the ability to remain calm in a crisis. An alert and thoughtful "Serenity Keeper" could keep a small problem from becoming a large one.

The Serenity Keepers Subcommittee also assists the Convention Committee by providing crowd control when necessary. Monitoring large meetings and dances, merchandising, registration and hotel in general is another duty of this committee. This is to be done in addition to the various subcommittee members involved with each event. The need for more people during large events and someone during the night should be considered when scheduling security staff.

Escorts from the Serenity Keepers Subcommittee provide the transfer of funds within the hotel and to the bank. Since these transfers and deposits involve cash, they should never be prescheduled or announced over the radios. The chair and vice chair of the Serenity Keepers Committee are responsible for escorting Convention Committee members transferring funds.

The Serenity Keepers should work in shifts and possibly in pairs or teams. The Serenity Keepers Subcommittee should create and present to RACCNA a logistical plan that describes the specific areas to be posted and/or patrolled, the number of Serenity Keepers needed at specified posts or for patrols, the length of each shifted needed to be filled, and the strategies developed to address the various situations that may arise.

The importance of the Serenity Keepers Subcommittee cannot be understated. While Serenity Keepers are responsible to provide protection and security for all funds generated throughout the weekend, they are also responsible for developing strategies for dealing with behaviors and/or circumstances that may arise during the event, such as members found sleeping in the lobby, children found unsupervised, members with special needs who require assistance, basic crowd control, traffic control in cooperation with the facility, disruptive and/or careless members, members who may be destructive to the physical property of the facility or the belongings of other participants, members who engage in physical aggression, members who may be using, and other problems as they are

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presented to the committee. It will be crucial for the Serenity Keepers Committee to work closely with the facility, the H&H Subcommittee, the Program Subcommittee and all of the other subcommittees to adequately plan for and address these elements. It is important to remember the spirit of the Serenity Keepers Subcommittee during the development of such "strategies." It is that spirit that should guide this committee's service.

In order to prevent negative reflection on NA or future conventions, every effort should be made to maintain harmony between the hotel and the convention.

1) Serenity Keepers Chairperson Requirements:

- a) Suggested minimum of five years clean.
- b) Prior convention experience.
- c) Time and commitment to fulfill duties.
- d) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of N.A.
- e) Desire to serve.

2) Serenity Keepers Chairperson Duties:

- a) Holds a monthly subcommittee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- b) Holds extra or emergency meetings when found to be necessary, giving each member a reasonable amount of time prior to the meeting to ensure all are in attendance.
- c) Ensures all members are instructed in proper conduct and their specific duties as per our purpose statement.
- d) Attends all Convention Committee meetings to report all subcommittee activities, issues or needs and to retrieve any necessary information pertaining to the functions of the Serenity Keepers Subcommittee.
- e) Attends all fundraising activities and oversees coverage and conduct of attendees.
- f) Attends at least one "field trip" to the convention site prior to the convention to obtain a layout and "feel" for the site in determining proper coverage.
- g) Develops a schedule of coverage.
- h) Determines the best fit of each member in placing them in necessary areas of coverage at fundraising events and at the convention.

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- 3) Serenity Keepers Vice Chairperson Requirements**
- a) Suggested minimum of three years clean.
 - b) Prior convention experience.
 - c) Time and commitment to fulfill duties.
 - d) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of N.A.
 - e) Desire to serve.
- 4) Serenity Keepers Vice Chairperson Duties:**
- a) Acts as the chairperson in the absence of the chairperson. When acting as the chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to the position.
 - b) Must attend subcommittee meetings monthly.
 - c) Works in conjunction with the chairperson to fulfill all duties pertaining to that committee.
 - d) Completes other duties as directed by the Convention Committee or the Serenity Keepers Chairperson.