

Central Carolina Area of Narcotics Anonymous

Guide to Area Policy

Revised September 29, 2017

Table of Contents

Welcome	iii
What is Policy.....	iv
Structure and Procedure.....	1
Financial Policy.....	13
Appendix A Financial Policy -- Trusted Servant Agreement.....	A1
Appendix B Removal of CCANA Officers and Subcommittee Chairpersons	A4
Appendix C World Service Bulletin #30	A9
Appendix D Rules of Order (generally)	A15
Appendix E Motion Form	A17
Appendix F Service Resume.....	A19
Appendix G Public Relations Subcommittee Guide to Policy	A21
Appendix H Hospitals and Institutions Subcommittee Policy and Procedure	A31
Appendix I Welcome Home Convention Policy	A37
Appendix J Literature Review & Development Subcommittee Guide to Policy.....	A47

Appendix K
CCANA Activities Committee
Policy and Procedure.....A51

Appendix L
Recovery Under the Stars Campout
Policy.....A60

Welcome

Welcome to the Central Carolina Area of Narcotics Anonymous (**CCANA**) Area Service Committee (**ASC**). This guide has been compiled as an aid to understanding the proceedings at the Central Carolina Area of Narcotics Anonymous Area Service Committee meetings, and to help us conduct our business in a practical and spiritual manner.

Other references, which you may find useful, are The Twelve Traditions of Narcotics Anonymous, The Twelve Concepts of Narcotics Anonymous, The Guide to Local Service published by NAWS INC., and Robert's Rules of Order. (Available at <http://www.na.org/> and <http://robertsrules.com/>)

The Central Carolina Area Policy Subcommittee 2014 has updated this Guide with love and gratitude to NA. It should be maintained and updated by subsequent Policy committees of the CCANA, as directed and when approved by the **CCANA Groups** that have created it.

Adapted from the (CRSC) Guide to Policy

What is Policy?

What is policy? “**Policy**” can be defined as the framework of procedures, guidelines, and limitations used by the CCANA to carry on its business.

The policies of the CCANA have been and are established by and for members of the CCANA past, present, and future.

Policies are generally established as a result of the experience, strength, and hope of the membership of the CCANA only for the purpose of better serving its membership, and in no way conflict with the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.

Adapted from the (CRSC) Guide to Policy

CCANA, INC. Structure and Procedure

I. Name:

The name shall be CCANA INC., also known as the “Central Carolina Area of Narcotics Anonymous.”

II. Purpose:

The purpose of CCANA shall be dedicated to serving and coordinating Narcotics Anonymous activities common to the various groups comprising its membership in the fellowship of NA, including:

- A. To carry out certain functions common to the various groups in the designated area.
- B. To aid groups in this designated area in the common purpose of carrying the NA message to the still suffering addict.

III. Guides:

Guides to CCANA will be as follows: The Twelve Steps and the Twelve Traditions of NA; the “Guide to Local Service”, published by NAWA INC; the Twelve Concepts of NA Service; the CCANA’s Rules of Order and Robert’s Rules of Order (only when nothing else applies). (Available at <http://www.na.org/> and <http://robertsrules.com/>)

- A. Bylaws are to be updated and/or reviewed annually, or as deemed necessary by the ASC.

IV. Membership:

- A. The membership of CCANA shall consist of each present NA group, or any future NA group, in The Central Carolina Area, which shall elect to participate in the area; and shall elect a Group Service Representative (GSR), and or an Alternate Group Service Representative (Alt. GSR).
- B. Each participating group shall be entitled to one vote in the meetings of the representatives and each representative may represent only one group.
- C. Any group not represented for two consecutive ASC meetings will be henceforth dropped from the roll for purposes of determining a quorum. This does not disqualify them from membership in the CCANA.

V.Officers:

- A. The Central Carolina Area of Narcotics Anonymous (CCANA) Area Service Committee (ASC) will include, but not be limited to a Steering Committee, which shall be composed of a Chairperson, Vice Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member, and an Alternate Regional Committee Member. The Steering Committee may also be referred to as the CCANA officers or the executive committee.
- B. Criteria for selection of candidates for each office are as follows:
 1. The candidate must be an active member of a NA group in the designated area as defined in the “Guide to Local Service” (GTLS.)
 2. One of the candidates for each office has previously served in that office, as an alternate for that office or has served on a group level capacity.
 3. The nominees for officers (Steering Committee) have a minimum period of continuous abstinence as follows:
 - a. Chairperson – 3 years
 - b. Vice Chairperson – 2 years
 - c. Secretary – 2 years
 - d. Alternate Secretary – 1 year
 - e. Treasurer – 3 years
 - f. Alternate Treasurer – 2 years
 - g. Regional Committee Member – 2 years
 - h. Alternate Regional Committee Member – 1 year
 4. No Steering Committee positions shall be filled without the opening being sent back to the home groups.
 5. All nominees are required to submit their updated qualifications and willingness in writing to the Area secretary before the Area meeting. Unless they submit an excuse for their absence with that report, they are required to be present at the Area Meeting at the time of Voting.

6. All nominees shall make their willingness known to the ASC prior to their formal nomination.
7. Familiarity with the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the “Guide to Local Service” (GTLS) from Narcotics Anonymous World Service INC.
8. Familiarity with the Structure and Procedure of CCANA.
9. Any ASC Officer, including the Steering Committee and Sub-Committee Chairpersons, who is absent from two consecutive Area Service Committee meetings without a report or four Area Service Committee meetings without a report in his or her term of office will be considered to have voluntarily resigned. A relapse is also grounds for immediate voluntary resignation. Dismissal of an officer for any other reason should be referred to Appendix B Removal of CCANA Officers and Subcommittee Chairpersons.
10. A member may not hold more than one office on the Steering Committee, which is made up of the ASC Officers. Upon election, the Officer shall resign as GSR or Alternate GSR enabling the groups’ equality of representation. Alternates to the Steering Committee may keep their positions on the group level in case of no available replacement.

VI. Elections:

Area Steering Committee and Sub-Committee nominations are opened in March, closed in May, and voted on in June. The elected ASC members take office in July. Only those previously nominated shall be voted on. (The alternates of each office would be the first reasonable nominees.)

At the September meeting, the Group Service Representatives shall elect from the candidates that were chosen by nominations from the floor a Welcome Home Convention Committee Chairperson to serve the following year.

A. Steering:

1. At the June meeting, the Group Service Representatives shall elect from the candidates that were chosen by nominations from the floor; a Chairperson, Vice Chairperson, Treasurer, Alternate Treasurer, Secretary, Alternate Secretary, Regional Committee Member and the Alternate Regional Committee Member to serve the following year.

2. All those elected shall serve for a term of one year, beginning July 1st and ending June 30.

B. Sub-Committee:

1. At the June meeting the Group Service Representatives shall elect from the candidates that were chosen by nominations from the floor: a Mid-Carolina Hospitals and Institutions Committee Representative, CCANA Public Relations Committee Representative, a Literature Revue Subcommittee Chair Person, and a Policy and Procedure Subcommittee Chairperson to serve the following year.

C. Welcome Home Convention:

1. The nomination for Welcome Home Convention Committee Chairperson will be opened in March, closed in May, and voted on in June. The elected Welcome Home Convention Committee Chairperson will take office in July. The Welcome Home Convention Committee Chairperson must be previously nominated to be voted on.

D. Elections are to be conducted by a special type of election procedure, outlined below.

1. Nominations do not require a second, except by custom or by special rule of the Steering Committee.
2. Interpreting the vote cast:
 - a. When there are more than two candidates, a $\frac{2}{3}$ vote is required.
 - b. Question shall be decided by majority of the members present and voting. Voting will be done by ballot.
 - c. After the second ballot (assuming no candidate receives the necessary majority vote on the first ballot), any candidate having less than $\frac{1}{5}$ of the total vote will be withdrawn automatically, except that two top candidates must remain in the running. (In the case that there are ties for second place, then go to the hat).

VII. Meetings:

- A. The regular Area meeting shall be held on the second Sunday of each month at 2:00pm and be hosted by any willing NA group that elects to participate in the CCANA. When the first Sunday falls on a holiday weekend, the meeting will be moved to the next Sunday of that month. On the years that motions on the Conference Area Report (CAR) are due, the February meeting shall be held the third Sunday of the month.
- B. Area Committee officers (Steering Committee) meetings shall be held as deemed necessary.
- C. Special Area meetings may be called at any time upon request of a majority of the Steering Committee, or upon written request of at least 33% of the participating groups.
- D. Announcements of such a special meeting shall be made known to the Steering Committee, Subcommittee Chairpersons and Representatives, Group Service Representatives, and their alternates at least one week prior to the date, and shall constitute proper notice.
- E. A quorum shall consist of representatives from at least 33% of the participating groups.
- F. Should a quorum not be present at a duly announced meeting, a subsequent meeting is called by written notice as provided in Article VII Paragraph C, at which time representatives from at least 33% of the participating groups shall constitute a quorum. [For the purpose of a quorum determination, the most current census of registered representatives shall be utilized. Toward this end, each participating member group shall register it's representative for the coming year no later than July 1st of each year, with new participating groups registering their representatives when elected, (thereby being included in the most current census).]
- G. Rules for determining a quorum shall be operative whenever a vote of the representatives is to be taken.
- H. Groups shall have a written report included in the minutes if they chose.

- I. Area minutes shall be sent to Group Service Representatives, Subcommittee Chairpersons, and Steering Committee members no later than ten (10) days after the ASC meeting. The minutes shall show the results of all votes taken at the ASC. The minutes shall reflect the names of all people making and seconding motions. The minutes shall reflect any amendments made at the prior month's meeting. The monthly minutes shall include a current list of all CCANA Steering Committee members and Subcommittee chairs their names and phone numbers.
- J. The secretary may record (audio only) the ASC meetings for the purpose of accurate transcription of the events at the ASC. If the secretary does wish to record the meeting, he or she must announce this at the beginning of the meeting.
- K. The CCANA shall hold an Area inventory yearly, to receive experience, strength, and hope. The CCANA Area Service Inventory shall follow the format outlined in the "Guide to Local Service" (GTLS) of Narcotics Anonymous.
- L. Area refreshments, if any, are to be provided by the host group or by passing the basket.
- M. The CCANA ASC meeting agenda shall follow the format adapted from the "Guide to Local Service" (GTLS) of Narcotics Anonymous.
 - 1. The Serenity Prayer, The Service Prayer, The Twelve Traditions (short version), and The Twelve Concepts (short version) shall be read before each ASC meeting.
 - 2. There shall be an open sharing session on the agenda as suggested in the "Guide to Local Service" (GTLS) of Narcotics Anonymous. The session shall be called "Group Concerns" and shall follow "Reports."
 - a. After each report is given, any member of the ASC including the chairperson who gave the report can request that the ASC chairperson place a particular question, concern, or issue on the "Group Concerns" agenda.
 - b. The agenda for "Group Concerns" shall consist of (1) Group Problems and (2) Group Issues.
 - c. "Group Concerns" shall be an open sharing session in which ideas can be freely shared. Rules of common courtesy are in place; rule of order are not. Refer to the GTLS pages 63-65 for a more in depth explanation.

3. There shall be a 10-minute break after “Group Concerns.”
4. Read the short version of *The 12 Concepts* after break.
5. A sub heading shall be added under new business that states (motions to be voted on by home groups).
6. The ASC meeting will close with the “We” version of the Serenity Prayer.

VIII. Motions and Voting, Generally:

- A. All motions presented as new business shall be presented to the area secretary, on a CCANA motion form, at the previous ASC meeting, except for housekeeping motions, which may be voted on immediately.
- B. Voting shall be done by written ballot or by a show of hands.
- C. Only Group Service Representatives shall vote on housekeeping motions.
- D. The Chairperson shall vote only in case of a tie.
- E. The Group Service Representatives of the ASC have the authority to handle any housekeeping issue in which less than \$300.00 is at stake. Such issues need not be voted on at the group level.
- F. The Area chair has the authority to decide which motions are “housekeeping motions” and which are the motions that affect the groups as a whole.
- G. Motions that affect or change policy include specific location and placement of amendment or changes as relate to current policy.

IX. Duties and responsibilities for the Steering Committee:

- A. Chairperson:
 1. Is responsible for correspondence.
 2. Chairs regular and special meetings of the ASC.
 3. Maintains frequent contact with other members of the committee.
 4. Visits other groups in the area to enhance enthusiasm.

5. Has complete discretion with relation to the length and entirety of experience, strength, and hope shared on a particular concern (i.e. taking three (3) suggestions, hearing them, considering them, and asking whether the concern has been addressed).

B. Vice Chairperson:

1. Presides when the Chairperson is absent.
2. Performs all duties of the Chairperson when he or she is absent. [Described in the “Guide to Local Service” (GTLS) of Narcotics Anonymous and the section above.]
3. Serves on the Policy Committee.
4. Serves in the absence of any Subcommittee Chairperson until a new Chairperson is elected.

C. Secretary:

1. Takes minutes of regular, special, and Steering Committee meetings of the CCANA, and mails minutes to the Regional Service office within ten (10) days following said meeting for copying and distribution to GSRs, subcommittee chairs, and Steering Committee members.
2. Maintains an up to date list of Representatives of the CCANA. List shall include Representatives telephone number(s), email addresses, mailing addresses, and zip codes.
3. Prepares an agenda with input from other members of the Steering Committee and from Representatives of the various groups that make up the Area.
4. Includes copies of original motions in the monthly Area minutes.

D. Alternate Secretary:

1. Assists Secretary in his or her duties.
2. Performs duties of Secretary in his or her absence.

E. Treasurer:

1. Maintains a mailing address where the groups of CCANA may send their contributions to help support the Area.

2. Maintains a checking account with a local bank to cover expenses current and future, for the operation and maintenance of CCANA.
 - a. Maintains current signature cards for area account. The signatures on this account are that of the current Treasurer, Alt. Treasurer, Area Chairperson, and Area Regional Committee member (RCM).
3. Maintains a yearly non-profit registration of CCANA with the Secretary of State of South Carolina and the Internal Revenue Service.
4. Prepares and presents detailed Quarterly financial reports of all contributions and expenses of the CCANA.

F. Alternate Treasurer:

1. Assist Treasurer in his or her duties.
2. Performs the duties of the Treasurer in his or her absence.

G. Regional Committee Member (RCM):

1. Attends all Regional Service Committee Meetings, represents the CCANA at the Regional level carrying the conscious, and concerns from the CCANA groups. Concerning article V. section B item 5.
2. Works for the good of Narcotics Anonymous as a whole.
3. Takes part in any decision, which affects the Region as a whole, speaking as a voice of the CCANA's group conscious.
4. May serve on one or more subcommittees.
5. Include in his or her report, minutes (open forum, old business, and new business, but excluding reports) from the Regional Service Committee Meetings.
6. Provides the area secretary with a copy of the CAR for inclusion in the archives.
7. Takes Area donations to the Region.
8. Provides the area with a list of all home group votes on CAR motions and our areas vote for each motion.

H. Alternate Regional Committee Member (Alt. RCM):

1. Has the same responsibilities and duties as the RCM.

I. All Officers:

1. Perform from time to time various duties given by other members of the Steering Committee and serve on various sub-committees.
2. Maintain frequent contact with other members of the Steering Committee and visit other groups in the CCANA to enhance enthusiasm for the Area.

X.Subcommittees:

- A. All subcommittees present and future shall submit a monthly report to the ASC. Each subcommittee shall keep accurate records of expenditures; i.e. moneys spent on anything; literature, stamps, paper, food, travel, merchandise, etc. and include such expenses in their monthly reports to the CCANA.
- B. Subcommittees include Mid-Carolina Hospitals and Institutions (MCH&I), CCANA Public Relations (CCANA PR), GCANA Liaison, Policy and Procedure (P&P), Literature Review & Development, Activities Committee, and the Welcome Home Convention Committee.
 1. These subcommittees are each responsible for formulating their respective qualifications and responsibilities. See GTLS, H&I, PR, AC, and Convention guidelines and handbooks published by NAWS INC. for suggested guidelines.
 2. At the completion of each Welcome Home Convention, any and all funds over their prudent reserve are to be turned over promptly to the CCANA.
 3. At the August ASC meeting, the policy and procedure subcommittee will provide an updated copy of the CCANA Guide to Policy to each GSR, Steering Committee member, subcommittee chair, and subcommittee representative.
 4. Only one Treasury position may be held at any one time by any one person, for Treasury positions above Group level.
 5. Service positions will be held for no more than two (2) times in three (3) consecutive years by any one person.
- C. All sub-committees shall consult home groups before hosting functions at

facilities where NA meetings are currently established.

- D. The Central Carolina Area of Narcotics Anonymous will elect two representatives to attend and perform the duties of chairperson for Mid-Carolina PR and Mid-Carolina H&I, each to serve on their respective shared service committee. These representatives will be elected annually by the Group Service Representatives to two-year terms. The Central Carolina Area of Narcotics Anonymous will be responsible for nominating, electing, sending, and funding each representative to the respective subcommittee.
- E. The purpose of any activity is to promote greater unity throughout the NA fellowship by planning and hosting events that enhance NA's primary purpose while remaining self-supporting.
 - 1. A nominal and reasonable fee (from NA Members) may be charged for events, while keeping in mind that those who cannot afford the fee should not be excluded from participation in events. CCANA strongly discourages cash raffles, draw downs, or the raffling of prestige items (i.e. TVs, stereos, vacation packages.)
- F. Each Subcommittee of the CCANA, except the Welcome Home Subcommittee shall submit an Annual Budget to be turned in no later than the April ASC. The Annual Budget, after being prepared by the CCANA Treasurer and/or Alternate Treasurer, will be submitted to the Home Groups at the May ASC. The Annual Budget is to be voted on at the June ASC to be in place for the beginning of the next fiscal year.
 - 1. The annual Budget, with regard to Mid-Carolina Hospitals & Institutions (MCH&I) will be split, with equal financial responsibility between the Central Carolina Area and the Greater Columbia Area of Narcotics Anonymous.

XI. Amendments:

The Structure and Procedure of CCANA (Bylaws) may be amended at any time by 2/3 vote of the representatives present at any regular meeting, provided a quorum has been met and a copy of the proposed amendment(s) have been submitted to each representative and/or alternate at least two weeks before the meeting at which action is taken on the amendment.

XII. Abolishment and Discontinuation:

In case of the abolishment and discontinuation of CCANA and its Steering Committee, all money and assets are to be sent to the Carolina Regional Service Office or the Narcotics Anonymous World Service Office. This is in response to the IRS demand that should CCANA INC. ever dissolve its Nonprofit Incorporation status, all assets are to be prohibited from reaching the hands or pockets of profit making individuals or entities.

Financial Policy

In December of 2001, the CCANA passed a Financial Policy Trusted Servant Agreement that requires signatures of trusted servants who handle money or merchandise on behalf of CCANA. (See Appendix A)

I. Disbursement of Funds:

- A. Priorities for disbursement of funds shall be as follows:
 - 1. Hard copy CCANA bills, i.e. phone/hot lines, PO boxes, printing expenses, secretarial expenses.
 - 2. MCH&I and CCANA PR
 - 3. CCANA prudent reserve
 - 4. Service related travel
 - 5. Regional contributions
- B. All funds remaining after the payment of all Area expenses (over the prudent reserve of \$2500) shall be donated to the Regional Service Committee.
- C. Any checks not cleared within 6 months of the date written shall have payment stopped.
- D. The fiscal year for CCANA shall run from July 1st to June 30th.
- E. The Area Chairperson will appoint an ad hoc committee to review the area financial records of the Area and Sub Committees handling money or merchandise, within thirty (30) days of the election of a Treasurer and on a quarterly basis prior to the ASC meeting. The ad hoc committee will include but not be limited to at least three (3) members who have not been signatories at any time during the previous year.
- F. At the October ASC meeting the Area Chairperson will appoint an ad hoc committee to audit the Welcome Home Convention financial records.

II. Reimbursement of Expenses:

Area business expenses incurred by representatives will be reimbursed upon presentation of a properly produced receipt and subject to CCANA approval at regular business meetings. Advances on representative's expenses can be made upon approval of the CCANA at regular business meetings and are subject to the following policies.

- A. In order to receive funding for travel expenses trusted servants must submit a proposal to the CCANA treasurer (at least 30 days prior to the date of the event) for recommendations, which has the final vote of approval.
- B. All reimbursement requests must be accompanied by a properly produced receipt and made within sixty (60) days of receipt date. No reimbursement is approved unless these two guidelines are followed.
- C. Funding for service related travel expenses of trusted servants from CCANA and its subcommittees will be disbursed according to the following priority list. (In descending order, depending on availability of funds)
 1. Regional Committee Member (RCM)
 2. Alternate Regional Committee Member (Alt. RCM)
 3. Subcommittee Chairpersons (or Vice Chairpersons in the event that the Chairperson cannot attend).

Service related travel in this section is defined to include only travel to and from Regional Service Committee quarterlies, Regional Service Orientations, Regional Conference Agenda Report meetings, Regional Subcommittee meetings, workshops, etc., or any combination of these. Service related travel expenses would include transportation expenses (gas to and from event) and food expenses (not to exceed \$12 per day).

For lodging: CCANA pays for up to two (2) standard rooms at the prevailing rates, one (1) for females and one (1) for males, up to four (4) people per room. Rollaway beds, linens, etc. are not to be paid for by CCANA. Examples are as follows:

Different gender (1 male / 1 female) = 2 rooms
Same gender (2 females) = 1 room
Same gender (2 males) = 1 room

Service related travel, as defined in this section, does not include funding for travel to and from CCANA meetings, CCANA workshops, or CCANA subcommittee meetings.

Appendix A
Financial Policy – Trusted Servant Agreement

Central Carolina Area of Narcotics Anonymous Financial Policy

This form is to be read and signed by all CCANA members, who as trusted servants for CCANA: request, receive, or distribute NA funds or merchandise on the behalf or in the interest of Narcotics Anonymous. After signing and dating this form one copy will be given to the signer and the original will be kept on file with the CCANA executive committee archives. An active file will be kept on hand and marked, "FINANCIAL POLICY: APPROVED TRUSTED SERVANTS."

1. The Eleventh Concept of Service states, "*NA funds are to be used to further our primary purpose, and must be managed responsibly.*" We suggest that you read the Twelve Concepts for Service and get a better understanding of them.
2. A Trusted Servant money handling policy has been created and implemented to help prevent a financial problem. This policy is based on principles and not personalities. There will be no exceptions made to these stated policies.
3. All trusted servants handling CCANA funds or saleable items will be given a copy of financial policies to be read and signed. One copy will be given to the trusted servant and the original will be kept on file with the CCANA executive committee archives.
4. With regard to CCANA fund disbursement, all CCANA checks are to be completely filled out to include -- date, payee, amount, reason for disbursement, and two executive committee members' signatures. The writer of the check is to be the primary signer. The secondary signer is responsible for the verification of the correctness and completeness of check.
5. With regard to the traveling funds and funds requested in advance, all requests must come before the CCANA meeting. Such requests must be made on CCANA motion forms and be passed by a simple majority prior to disbursement, except in regards to requests for over \$300.00 which require a 2/3 majority vote from the homegroups. In the event that advance funds are disbursed, receipts from the vendor or service provider must be provided to the executive committee at the CCANA meeting that follows such an event.
6. With regard to reimbursement requests, all such requests must be made on CCANA motion forms and be passed by a simple majority prior to disbursement, except in regards to requests for over \$300.00 which require a 2/3 majority vote from the homegroups. Such requests must include legible vendor or service provider receipts.

As part of your responsibility as a volunteer member of the Central Carolina Area of Narcotics Anonymous, you may become involved in the handling of merchandise and/or funds. Please be advised that all Trusted Servants and individual addicts entrusted with the handling of CCANA merchandise and/or funds will be held accountable. If any merchandise and/or funds are found to be missing or misused, an investigation will be initiated by the Executive Committee of the CCANA. If you are found to have stolen or misused merchandise and/or funds, your trusted servant's position will be immediately forfeited and the Executive Committee of the CCANA will have you prosecuted to the fullest extent of the law.

I have read and do understand these financial policies.

Volunteer's Signature

Volunteer's Position

Witness's Signature

Witness's Position

Date

Appendix B
Removal of CCANA Officers and
Subcommittee Chairpersons

REMOVAL OF CCANA OFFICERS AND SUBCOMMITTEE CHAIRPERSONS

INTRODUCTION Removal of a CCANA officer or subcommittee chairperson is a serious step that should only be undertaken in extreme situations. We should always strive to elect qualified and able persons who are committed to responsibly carrying out the goals of our service structure and the duties of the position to which each is elected. When we make good decisions at election time, we seldom need to act on a removal at a later date. We must always remember that an election is NOT a popularity contest. We should try to pick the best person for a job, even if we dislike him/her or do not agree with his/her views.

There will, however, be situations where we must decide if a person must be removed from the office. We **MUST** go about this in as spiritual a manner as possible. We must first determine if a problem exists. Our goal throughout the entire process should be to correct any problem that does exist without having to resort to a full removal procedure. Only after all attempts to correct have failed should we act to remove the officer/chairperson. Our primary responsibility is to strive to protect the interests of the CCANA, but it is also the responsibility of our body to protect the individual rights of the officeholder. We must always remember that we live in a society that holds that an accused person is considered innocent until proven guilty. We should also strive to insure that no officeholder is accused unfairly or on the basis of personal malice. The investigation procedure given below should allow us to determine the validity of any accusations.

There may be times when an accused officer/chairperson is unable or unwilling to be involved in this removal procedure. In such cases, the procedure should continue, but care should be taken to see that the rights of the individual are protected in his/her absence.

HOW LONG SHOULD THIS PROCEDURE TAKE? The length of a complete removal procedure may vary depending on the circumstances of each specific situation. A complete procedure could be completed during one CCANA meeting. Such speed is recommended only when the greater good of the CCANA or its services require it (such as the need to fill a position like Treasurer). It should always be remembered that action taken in haste should be carefully examined.

REASONS FOR REMOVAL There are a number of specific reasons for removing an officer/chairperson. They are directly related to job performance or to behavior that might affect the ability of an officeholder to perform these duties.

Several of the reasons for removal are in response to action by courts. If a person is declared mentally incompetent during his/her term, the CCANA may declare that office vacant. This generally means that he/she is unable to conduct any business on his/her own. An officeholder may also be removed if he/she is convicted of a felony during his/her term of office. An officeholder may also be removed if he/she is found by a court to have breached statutory duties related to a Director's code of conduct. Embezzlement or theft of CCANA property would be examples of this.

Relapse is also considered grounds for removal. An officer/chairperson may be removed if he/she fails to attend two consecutive CCANA meetings or four meetings in his/her term of office (see section V.B.4 in the CCANA policy). The CCANA may also remove an officeholder who is found to have not performed his/her CCANA duties in an acceptable manner for a period of four months (or for a lesser period of time if a serious difficulty is created in CCANA business). Please see the various sections of the CCANA Structure and Procedure for descriptions of the duties of officers and chairpersons. It should be remembered that the goals and duties of a subcommittee are the responsibility of that subcommittee's chairperson. When an officer or chairperson does not perform his/her duties, the work of the CCANA can be seriously threatened. There can even be legal ramifications since the CCANA is a corporation and has legally mandated responsibilities.

Examples of failure to carry out the duties of the office might be (but are not limited to):

- Failure of the RCM to attend quarterlies or the CRSC
- Failure of the Treasurer to write checks, make deposits, pay bills or taxes
- Failure of the Secretary to prepare and distribute minutes for CCANA meetings
- Failure of the Chairperson to preside at the CCANA meeting (even though he/she is in attendance)
- Failure of a subcommittee chairperson to hold meetings or carry on the work of his/her subcommittee (such as the failure of the Convention subcommittee to prepare to put on the Area convention)
- Failure of an officer or subcommittee chairperson to submit regular reports on his/her activities as an officer of the CCANA such as treasurer's reports or subcommittee reports
- Theft of CCANA property or embezzlement of NA funds shall also be considered as failure to carry out the duties of an office

REMOVAL PROCEDURE The procedure by which the Board of Directors (CCANA Group Service Representatives) may declare a position vacant (remove an officeholder) is a three step process and proceeds as follows:

- (A) **Initial Steps** When there are initial indications of problems, the CCANA Chairperson will make an initial investigation. Such an investigation will include an approach to the officer/chairperson (if possible). The initial investigation may be undertaken by another member of the Administrative subcommittee (Chairperson, Vice-Chairperson, Secretary, Treasurer, RCM, and RCM Alternate). The initial investigation may be requested by any voting member of the CCANA or may be undertaken by the Chairperson on his/her own initiative. The goal of this initial step is to determine if a problem exists and, if one does, attempt to correct it without further action. However, if further action is deemed necessary, the officeholder will be suspended by the investigating member of the Administrative Subcommittee pending the outcome of the investigations. Full

duties will be reinstated to the officeholder if the investigation finds no misconduct or if no further action is deemed necessary.

- (B) **Performance Committee Review** If, at the end of this initial investigation, the Chairperson (or investigating officer) feels that further action is necessary, he/she will then consult a Performance Ad-Hoc Committee. Such a committee will consist of eight members--the six members of the Administrative subcommittee (CCANA Chairperson, Vice-Chairperson, Secretary, Treasurer, RCM, and RCM Alternate) and two other voting members of the CCANA (selected by lot from a pool of volunteers). This Performance Committee will determine if the matter is to be brought to the CCANA. Attempts should be made to correct any problem without any further action. At this point, the officer/chairperson will be given (when at all possible) an opportunity to review any proof that is being considered by the Performance Committee and will be allowed to explain his/her actions. It is strongly recommended that the Performance Committee consider its actions very carefully, not only considering the welfare of the CCANA, but the rights of the individual. The Performance Committee is urged to carefully consider the validity of any proof that is presented. Although this is not a legal procedure, common sense should be used in reviewing proof. For example, hearsay ("I heard him/her say...") should not be considered, nor should proof be used whose authenticity cannot be verified. The decision to submit the matter to the CCANA will be by a 3/4's established majority vote of the Performance Committee (6 of the 8 members would have to vote to carry the matter to the CCANA).

At this point, a few words need to be said about confidentiality, documentation, and dignity. Up through the vote by the Performance Committee to refer the matter to the CCANA, all information about the process should be held in strict confidence. This means that the initial investigator and the members of the Performance Committee should not discuss with anyone else what is being done and what has been found.

The CCANA Chairperson (or spokesperson elected by the Performance Committee) will make all necessary statements that are needed during the course of the process. The initial investigator and the Performance Committee should carefully document all actions and findings in order to have a clear record of what has been done. Once the final phase of the process has started (see C. below), all documentation should be made available to the CCANA and should become a part of the minutes of the body. We should always remember that it is never the goal of the CCANA to persecute anyone. If an officeholder chooses to resign rather than to go through the removal procedure, we should allow him/her the dignity to do so. If a resignation occurs, the removal procedure should stop at that point and any findings or documentation up to that point should be held in confidence.

- (C) **CCANA Action** When all attempts to correct a problem have failed, a motion to remove the officer/chairperson and declare the position vacant will be submitted to the CCANA by the Performance Committee. This motion will need to be seconded by a voting member other than a member of the Performance

Committee. A member of the Performance Committee will then submit the reasons and proof supporting the motion. The officer/chairperson will have an opportunity (if at all possible) to present reasons and proof of his/her own that supports defeat of the motion. The officer/chairperson will have an opportunity to cross-examine any witnesses or speak to the validity of any proof submitted by the Performance Committee. Other members of the CCANA will be allowed to ask questions. Other debate on the motion will be by the normal procedures of the CCANA. After all questions, presentations and discussion, a vote will be taken by secret ballot according to normal CCANA voting procedures. In order to be passed, the motion to remove must obtain a 3/4's established majority vote (3/4's of those eligible to vote would have to vote in favor of the motion). The officer/chairperson may request a recount of the ballots in his/her presence. Once the motion is passed (and the tally verified), the removal is considered to take effect immediately.

AFTER AN OFFICER HAS BEEN REMOVED Any motion to reconsider must come within six months and must be made by a voting member of the CCANA. Such a motion to reconsider would be handled according to current CCANA procedures, except that the motion does not have to be made by a member who voted in favor of the original motion to remove. At the end of the second vote or at the end of six months, the action will be considered to be final.

Appendix C
World Service Bulletin #30



Narcotics Anonymous
World Services

WORLD SERVICE BOARD OF TRUSTEES BULLETIN #30

Theft of NA funds

The following paper was written in 1996 and revised in 2002 in response to a number of letters indicating that theft of NA funds is a recurring issue in our fellowship. In preparing this paper, we have relied on the experience of many groups, area and regional service committees, convention corporations, and service offices as shared with us in correspondence and at workshops on the issue. We encourage you to make use of this valuable and often painfully learned experience in your management of NA funds.

Substantial donations are contributed by the NA Fellowship every year. These funds are given by NA members who trust that they will somehow help other addicts get clean. While this money is precious, the member's trust is even more so. We need to keep the image of that one member and that one donation in mind whenever we make decisions about handling NA's money.

Most of NA's money gets where it is supposed to go. NA members serving in positions of financial responsibility for the fellowship volunteer countless hours to make sure everything adds up. Services such as local phone lines are paid for; literature is purchased and available to members at meetings; tens of thousands of meetings take place every week in rooms that NA pays rent for. Many individual trusted servants follow guidelines and pass on funds that are used to further our primary purpose. All of these things happen because NA communities utilize responsible accounting practices.

Safeguarding funds

Theft can be avoided by consistently and diligently following responsible financial principles and practices. The pain and conflict caused when one of our members steals from us, as well as the loss of funds that might have gone to help the still-suffering addict, points to our responsibility to prevent theft from happening in the first place.

Most theft of fellowship funds occurs when precautionary measures are not in place, or are in place but not used. Some of us have hesitated to either institute or use these measures because it makes us uncomfortable—we believe that they are somehow insulting to the people we ask to serve or they seem too troublesome to follow. However, the very best safeguard against theft is to remove the opportunity to steal. It is far more uncomfortable and troublesome to deal with a theft after it has taken place than to take measures to prevent it from happening in the first place.

Selecting trusted servants

Our Fourth Concept tells us how to select our trusted servants. “Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

So what exactly are these “leadership qualities” the Fourth Concept tells us to look for? Honesty, integrity, maturity, and stability, both in recovery and in personal finances, are but a few. We often avoid asking questions regarding the financial stability of those we are considering for these types of positions, because those questions may be uncomfortable for us, or we somehow feel they are inappropriate, given the spiritual nature of our program. We sometimes ignore evidence that a person is having a difficult time with his or her personal finances and should not have the additional burden of responsibility for NA’s money. Not only is it okay to ask members standing for election about their qualifications in these areas, it is irresponsible not to.

Substantial clean time and financial stability should be required for positions where money is handled. Many NA communities have found it helpful to develop a list of questions regarding employment, service experience, experience with handling funds, and financial stability. These questions are then asked of all nominees as a matter of course, so that people do not feel singled out based on personalities.

Responsible management

“NA funds are to be used to further our primary purpose, and must be managed responsibly.” Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, guidelines regarding the handling of funds should be developed and adhered to. The guidelines should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants.

The Treasurer’s Handbook is an excellent resource for groups and service committees to use in instituting accounting procedures. All guidelines should include appropriate safeguards, such as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. For groups without checking accounts, many of these practices can still be incorporated into the handling of NA funds.

To paraphrase one of our sayings, an addict alone with NA money is in bad company. It is critically important that all processes be monitored by another person: two people count receipts; two people make the bank deposit (and this should be done immediately, not the following day); two people reconcile the original bank statements; and most importantly, two people are always present when any funds are disbursed. Financial records should be readily available to other trusted servants. It is important to note that other assets, such as convention merchandise, literature, and office equipment, should be treated as carefully as money.

Financial procedures need to be written into guidelines that require a review and signature of those responsible for handling funds before they are put into positions of responsibility. Members who know they will be held to standardized accounting and auditing procedures will most likely behave in a responsible manner. Include a statement that theft will not be tolerated, and outline the process that will be followed if a theft occurs. If you are unsure about how to write adequate financial guidelines, please contact the World Service Office for assistance.

When safeguards fail

If we develop and follow these procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future.

But suppose the answer is yes, we followed our guidelines to the letter. We did everything in our power to prevent a theft, and someone stole from us anyway. When this happens, there is often a mixture of reactions, ranging from, "Let's forgive and forget; after all, we're addicts who are prone to acting out on our disease. We don't want to run the individual out of meetings and into a possible relapse," to "Let's throw the thief in jail!" But whatever it is, we don't want our initial emotional reaction to dictate the outcome of the situation.

Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all involved.

This is not to say that the disappearance of NA funds should be taken lightly or that a service committee should sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary.

First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?

If it becomes clear that money has indeed been taken, the group or service committee should then schedule a meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a “defusing process” to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.

If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best not to drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid. We strongly suggest drafting a legally binding document, utilizing legal advice if possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement.

A report about the situation should be published, and regular reports on the status of the restitution agreement should be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position, and not consider the person for another position until he or she has dealt with the issue through the process of the steps. If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail and send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.

If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees, and world services as resources.

Resolution and recovery

Even if a successful resolution is reached, many of us will still be angry and hurt, and may want to shun the person involved. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery. As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery, utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs.

The misappropriation of NA funds affects groups, service committees, and world services in the efforts to carry the message to the still-suffering addict. The process necessary to deal with such incidents typically has long-term effects—conflict between members, disunity, disillusioned members—on any NA community, directly affecting the newcomer. The safeguards recommended in this bulletin not only protect our funds, but protect us from our disease. We implore NA communities worldwide to develop and follow procedures that protect NA funds; doing so will keep our future secure.

Appendix D
Rules of Order (generally)

Rules of Order

1. Obtaining the Floor:

- a. Raise your hand after the floor has been yielded.
- b. After the chair recognizes you - identify yourself and the group or committee you represent.
- c. You now have the floor, direct your business to the chairperson.
- d. A member cannot be interrupted after obtaining the floor except by the chairperson.

2. Making Motions:

- a. Have your motion written down on an approved motion form. Parliamentary motions do not need to be made in writing. (See Guide to Local Services for further explanation.) (Examples: "Motion to suspend the order of the day", "Motion to approve minutes", Motion to close")
- b. Obtain the floor.
- c. Make the motion by stating, "I move that... (Read your motion)"
- d. Yield the floor and wait for the chairperson to ask for a second.

3. After the motion has been made and restated aloud by the chairperson or secretary, the chairperson's options are:

- a. Ask for a second (if the motion is not seconded; it dies)
- b. Table the motion
- c. Refer to Committee
- d. If the motion is out of order or refers to an outside issue, toss it out.

4. Debate:

- a. Obtain the floor (as listed above)
- b. State pro or con to the motion or amendment.
- c. Debate on divided issues may be limited at any time by the chairperson.

5. Amendments:

- a. May be made at any time after the motion has been made and seconded
- b. Must be seconded
- c. Must be stated aloud by the chairperson or secretary

6. Call for a vote:

- a. Call for a vote.
- b. Must come from the voting body
- c. Voting must take place immediately. (No further debate)

7. Voting:

- a. Each member has but one vote.
- b. Voting will be by a show of hands, except for elections, which will be by secret ballot.
- c. Vote yes, no, or abstain.
- d. When motions have been amended in proper order, amendments will be voted on first.
- e. After the amendment has been voted on, the motion is voted on. If the motion dies, the amendment also dies.

Appendix E
CCANA Motion Form

Motion # _____

Central Carolina Area of Narcotics Anonymous
Motion Form

Motion made on (date) _____; By the group, (name) _____;

Presented here by representative, (name) _____.

Seconded by the group, (name) _____; Represented by (name)
_____.

THE MOTION READS AS FOLLOWS: _____

INTENT: _____

Carried Failed Tabled Amended Open

Conscious For _____; Conscious Against _____; Abstentions _____; Not Included _____

Policy Change: yes _____ no _____ Date voted on: _____

Appendix F
Service Resume

NA SERVICE RESUME

NAME: _____ CLEAN DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE NUMBER: _____

Group Service (list positions and dates served) _____

Area Service (list positions and dates served) _____

Regional Service (list positions and dates served) _____

World Service (list positions and dates served) _____

What positions do you currently hold? _____

Have you ever not completed a service commitment? _____

If so, why? _____

Are you familiar with the Twelve Steps and Twelve Traditions of Narcotics

Anonymous? _____

Are you familiar with the Guide to Local Services from NAWS Inc. and the Structure and Procedure of the CCANA? _____

Please, list any other pertinent information. _____

Can you travel in connection with this service commitment? _____

Appendix G
Public Relations Subcommittee
Guide to Policy

Mid-Carolina Public Relations Committee Guide to Policy

I. What is the Mid-Carolina Public Relations Committee?

The Mid-Carolina Public Relations Committee (hereafter referred to as MCPR) is a shared services committee of the Central Carolina Area and the Greater Columbia Area of Narcotics Anonymous (hereafter referred to collectively as (“the ASC”). MCPR is the working body for our combined Public Relations service efforts, and is directly accountable to “the ASC” and the groups they represent.

II. Purpose

- A. To carry the message of Narcotics Anonymous in accordance with the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.
- B. To open and maintain lines of communication between the public and Narcotics Anonymous
- C. To inform the public that Narcotics Anonymous offers recovery from addiction and to provide information about how and where to find it.
- D. To open and maintain lines of communication between MCPR and Carolina Regional PR Committee
- E. To open and maintain lines of communication between Narcotics Anonymous groups within “the ASC”.

III. Guidance

- A. In all of its endeavors, the MCPR will comply with the following:
 - 1. The Twelve Traditions of Narcotics Anonymous
 - 2. The Twelve Concepts of Service for Narcotics Anonymous
 - 3. The MCPR Guide to Policy
 - 4. NAWS approved service handbooks, present and future.
 - 5. The current publication of A Guide to Local Services in Narcotics Anonymous
 - 6. Robert's Rules of Order (only when all else fails).

IV. Function

- A. To inform the public, inside and outside the fellowship, of the existence of Narcotics Anonymous through services including, but not limited to the following:
 - 1. Update and distribution of meeting schedules
 - 2. Update phone line information and maintain communication with Answer Carolina
 - 3. Update meeting information on Carolina Regional website

4. Update ASC/group/meeting information on NAWS website
5. Coordinate the distribution and maintenance of all Narcotics Anonymous posters and flyers
6. Respond to all requests from the public for information about Narcotics Anonymous in a timely manner
7. Respond to all requests from media for information about Narcotics Anonymous in a timely manner
8. Provide all radio and television Public Service Announcements (PSA)
9. Coordinate special projects as the need arises, such as “booth sitting” at public events, donating books to public libraries/school libraries, etc.
10. Ascertain that all requests for information are handled at the appropriate level of service

- B. To provide Orientation to groups and committee members as necessary.
- C. To provide Learning Days at least twice each year; more if the need arises.

V. Meetings/Membership

A. MCPR will meet on the 4th Saturday of each month at a previously designated time and place, with the following exceptions:

1. There will be no meeting in the month of November.
2. The December meeting will be held on the 1st Saturday of the month.
3. All other meetings will be as scheduled, unless change is approved by simple majority of MCPR voting body at least 24 hours in advance.

B. Any Narcotics Anonymous member may attend the MCPR meeting.

C. Any member of any Narcotics Anonymous group in the CCANA or the GCANA may become a participating member of MCPR by attending the meeting and stating their desire to become a member.

D. All MCPR members will attend at least one Orientation/Learning Day annually.

E. MCPR membership shall consist of the following:

1. Officers
 - a. Chair
 - b. Vice-Chair
 - c. Secretary
 - d. Alternate-Secretary
2. Resource/Project Coordinators
3. Representatives chosen by groups within “the ASC” to attend as their group’s MCPR Representative
4. Any member of any Narcotics Anonymous group in the CCANA or the GCANA who wishes to better carry the message to the public and the still suffering addict.

VI Decision Making

A. By Consensus

All MCPR motions and decisions, except elections, will first be considered using consensus-based decision-making. For the MCPR's purposes, the process of consensus-based decision-making allows for points of view to be heard and fairly considered within the MCPR. If, at the end of discussion, the MCPR has not reached agreement, those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. If the rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they do not agree with it. In matters where the dissenters cannot assent to the majority, a decision will be reached using these guidelines and the short form of Roberts Rules of Order from A Guide to Local Services in NA.

B. Voting

1. A member is eligible to vote on matters requiring a vote after attendance at 2 (two) consecutive business meetings.
2. The chair will vote only in the event of a tie.
3. Any member eligible to vote can make or second a motion.
4. All committee members have 1 (one) vote regardless of number of positions held.
5. Any member that misses 2 (two) consecutive MCPR meetings will lose their right to vote on matters requiring a vote for 1 (one) meeting.

VII Elections

- A. At the February meeting MCPR may select two candidates (one from each area) for nomination to be submitted to the respective ASC.
- B. All other committee positions shall be filled at the MCPR's discretion.
- C. All terms of service are two (2) years.
- D. Rotation of Chair/Vice-Chair

1. During terms beginning on "even years" GCANA's representative will serve as Chair and CCANA's representative will serve as Vice-Chair.

2. During terms beginning on "odd years" CCANA's representative will serve as Chair and GCANA's representative will serve as Vice-Chair.

VIII Removal from Office

- A. MCPR Officers and Resource/Project Coordinators will be considered to have voluntarily resigned in certain instances, which include but are not limited to:

1. Loss of abstinence.
2. Failure to fulfill the duties of their position.
3. Non-attendance of 2 (two) consecutive MCPR meetings without a report.

B. MCPR Chair or Vice-Chair may be removed from office if necessary for non-compliance as follows:

1. If by simple majority vote of the MCPR, the Chair or Vice-Chair is found to be in noncompliance, a written request to remove shall be submitted to the respective ASC.

C. All other MCPR Officers and Resource/Project Coordinators may be removed from office if necessary by a simple majority vote of the MCPR.

IX Qualifications and Duties of Officers and Resource/Project Coordinators

A. Chair

1. Must have at least 2 (two) years continuous abstinence.
2. Must have a working knowledge of the Twelve Steps and Twelve Traditions through application.
3. Must have at least 1 (one) year's continuous experience in PR service
4. Must attend all meetings of the MCPR, all Regional PR meetings and all ASC meetings.
5. Mediates all meetings of the MCPR with a general understanding of parliamentary procedure.
6. Prepares a written report for each MCPR meeting.
7. Prepares and submits a written report for the meetings of each body of "the ASC".
8. Coordinates and/or delegates and is ultimately responsible for all projects of and communication for the MCPR.
9. Maintains contact with Carolina Regional Public Relations Committee and makes updates to meeting information at crna.org.
10. Maintains contact with NAWS and makes updates to database.
11. Prepares a budget, with assistance from other MCPR members and Treasurer of each body of "the ASC", to be submitted to "the ASC" for approval. The budget is to include travel expenses.
12. Provides an agenda for each MCPR meeting.
13. Maintains MCPR archives.

B. Vice-Chair

1. Must have at least 1(one) year continuous abstinence.
2. Must have a working knowledge of the Twelve Steps and Twelve Traditions through application.
3. Must have at least 1 (one) year continuous experience in PR service.
4. Must attend all meetings of the MCPR, all Regional PR meetings and all ASC meetings.
5. Serves in cooperation with the Chair to ensure the smooth operation of the MCPR.

6. Assists the Chair in preparing the Agenda.
7. Performs the duties of Chair in his/her absence.

C. Secretary

1. Must have at least 1(one) year continuous abstinence.
2. Must have a working knowledge of the Twelve Steps and Twelve Traditions through application.
3. Must attend all meetings of the MCPR.
4. Must possess a certain amount of clerical and organizational skills, and must have access to a computer.
5. Must create an accurate set of minutes of all MCPR meetings to be ready for approval by the Chair within 10 (ten) days of the meeting. Minutes will be distributed to members of the MCPR at the meeting.
6. Assists the Chair to ensure the smooth operation of the MCPR.
7. Must retain subcommittee archives (i.e. all letters requesting MCPR presentations, NA information, NA literature, and copies of the minutes). One copy of the minutes is to be sent to each body of “the ASC” for the archives.
8. Must announce at the start of the meeting if a tape recorder is being used. The tape recorder is for accuracy of the minutes only and tapes will not be stored, reproduced, or distributed.

D. Alternate-Secretary

1. Must have at least 6 (six) months continuous abstinence.
2. Must have the willingness to serve within the MCPR.
3. Must possess a certain amount of clerical and organizational skills, and must have access to a computer.
4. Must attend all meetings of the MCPR.
5. Will assist the Secretary in his/her duties.
6. Will fulfill the duties of Secretary in his/her absence.

E. Resource Coordinators

1. Meeting Lists Coordinator
 - a. Must have at least 1 (one) year continuous abstinence.
 - b. Must have a working knowledge of the Twelve Steps and Twelve Traditions through application.
 - c. Must attend all meetings of the MCPR.
 - d. Must have access to a computer.
 - e. Is responsible for gathering accurate information for groups and subcommittee meetings to be included in the meeting lists.
 - f. Keeps detailed account of all activities pertaining to producing meeting lists as outlined in Meeting Lists Binder.
 - g. Must deliver information to printer and pick up in time to be delivered to the appropriate person for distribution at meetings of “the ASC” in the following months: August, November, February, and May.
 - h. Must maintain frequent communication with Chair.
 - i. Must submit written or oral report to MCPR monthly.
2. Phonenumber Services Coordinator
 - a. Must have at least 1 (one) year continuous abstinence.

- b. Must have a working knowledge of the Twelve Steps and Twelve Traditions through application.
- c. Must attend all meetings of the MCPR.
- d. Must have access to a computer.
- e. Must maintain frequent communication with Answer Carolina to ensure proper functioning of phone line and accuracy of meeting information and contact information for volunteers.
- f. Keeps detailed account of all activities pertaining to project as outlined in Phone line Services Binder.
- g. Must possess a certain amount of clerical and organizational skills.
- h. Must maintain frequent communication with Chair.
- i. Must submit written report to MCPR monthly.

F. Project Coordinators

Throughout the year, MCPR will conduct special projects as the need arises, such as “booth sitting” at public events, donating books to public libraries/school libraries, poster distribution, informational mailings to professionals, etc.

- 1. Must have at least 6 (six) months continuous abstinence.
- 2. Must have the willingness to serve within the MCPR.
- 3. Must attend all meetings of the MCPR.
- 4. Must possess a certain amount of clerical and organizational skills.
- 5. Must have access to a computer.
- 6. Must compile/maintain accurate mailing and contact information to be used for project.
- 7. Keeps detailed account of all activities pertaining to project as outlined in Project Binder.
- 8. Must submit written report to MCPR.
- 9. Maintains frequent communication with Chair.

X. **Agenda for MCPR Meetings**

Call to order

Serenity Prayer, Service Prayer, Twelve Traditions, Twelve Concepts

Accept or amend minutes

Roll call

Reports

Concerns

Open sharing session

Old business

New Business

Next Meeting

Close with Serenity Prayer

Rules of Order (generally)

1. Obtaining the Floor:

- a. Raise your hand after the floor has been yielded.
- b. After the chair recognizes you - identify yourself and the group or committee you represent.
- c. You now have the floor, direct your business to the chairperson.
- d. A member cannot be interrupted after obtaining the floor except by the chairperson.

2. Making Motions:

- a. Have your motion written down on an approved motion form.
- b. Obtain the floor.
- c. Make the motion by stating, "I move that... (read your motion)"
- d. Yield the floor and wait for the chairperson to ask for a second.

3. After the motion has been made and restated aloud by the chairperson or secretary, the chairperson's options are:

- a. Ask for a second (if the motion is not seconded; it dies)
- b. Table the motion
- c. Refer to Committee
- d. If the motion is out of order or refers to an outside issue, toss it out.

4. Debate:

- a. Obtain the floor (as listed above)
- b. State pro or con to the motion or amendment.
- c. Debate on divided issues may be limited at any time by the chairperson.

5. Amendments:

- a. May be made at any time after the motion has been made and seconded
- b. Must be seconded
- c. Must be stated aloud by the chairperson or secretary

6. Call for a vote:

- a. Call for a vote.
- b. Must come from the voting body
- c. Voting must take place immediately. (No further debate)

7. Voting:

- a. Each member has but one vote.
- b. Voting will be by a show of hands, except for elections, which will be by secret ballot.
- c. Vote yes, no, or abstain.
- d. When motions have been amended in proper order, amendments will be voted on first.
- e. After the amendment has been voted on, the motion is voted on. If the motion dies, the amendment also dies.

Appendix A
MCPR Project Plan Submission Form

Name of plan: _____

Is this plan one time or recurring? _____ If recurring, how frequently? _____

Describe plan: _____

NA member responsible to communicate with public contact: _____

Public contact name and phone: _____

Did public contact request this plan from NA? _____ If yes, when? _____

Is ongoing contact necessary or recommended? _____ If yes, how frequently and for what purpose? _____

What human resources are needed? (For example how many people are needed? How often are they needed? Are there clean time or orientation requirements? Are any special skills, abilities or experience needed?) _____

Is NA literature needed? _____ If so, what: _____

Cost: _____

Are there specific project resources other than literature (such as a meeting room or microphone) needed? If so, what are they and what are the financial costs?

Does the public contact or facility have any special rules or conditions for this plan?

Does the plan adhere to NA's traditions and concepts? _____

How does this project specifically fulfill NA's primary purpose? _____

Is any special research or planning needed to implement this plan? _____ If so, what? _____

Are there any special considerations of dress or language, which will help our message be better received? _____

Should this plan be referred to "the ASC" and/or Groups for approval? _____

Total approximate cost: _____ **Total approximate hours:** _____

PLAN STATUS:

APPROVED

APPROVED WHEN RESOURCES ARE AVAILABLE

REJECTED

REFERRED TO AREA WITH RECOMMENDATION TO APPROVE

RESOURCE COORDINATOR ASSIGNED TO REPORT ON PLAN TO MCPR:

Appendix H
Mid-Carolina Hospitals & Institutions Subcommittee
Policy and Procedure

Mid-Carolina Hospitals & Institutions Subcommittee Policy and Procedure

The Mid-Carolina Hospitals & Institutions Subcommittee is a joint service subcommittee made from the members of the Central Carolina and Greater Columbia Areas of Narcotics Anonymous.

Article I- Basic Purpose

The Mid-Carolina Hospitals & Institutions Subcommittee serves the needs of all the groups within the Area by conducting activities that promote the growth and strength of all H&I efforts and needs within the Area and the NA Fellowship.

Article II- Function of the Subcommittee

- A. Is a resource for members, groups and areas in the H&I efforts by providing supplies, literature, information, and other materials necessary to better carry the message of Narcotics Anonymous.
- B. Provides a forum for H&I Subcommittee members to share their experience, strength, and hope.
- C. Maintains an updated listing of all appropriate facilities within the Area and records of the facilities are served by the Areas.
- D. Conducts workshops to address and/or work on problems that Areas are experiencing, or to discuss new methods of H&I work.
- E. Maintains communication with the Carolina Regional H&I Committee so that our Areas may be informed of its activities. Communication flows both ways between the groups and Regional level through the Mid-Carolina H&I Subcommittee.
- F. Performs any other activities that benefit the H&I efforts in the Areas.

Article III- Subcommittee Membership

- A. Members on the Mid-Carolina H&I Subcommittee shall consists of the following:
 1. Steering Committee
 2. Panel Coordinators
 3. Panel Leaders
 4. Any member of the fellowship who wishes to better carry the message to hospitals and/or institutions.

Article IV- Steering Committee

- A. The Steering Committee shall consist of the following:
 1. Mid-Carolina H&I Chairperson
 2. Mid-Carolina H&I Vice Chair
 3. Mid-Carolina H&I Secretary
 4. Mid-Carolina H&I Alt-Secretary
- B. A representative from Steering Committee will attend Regional H&I Subcommittee meetings quarterly.

Article V- Voting

- A. Voting members of the Mid-Carolina H&I Subcommittee are:
 - 1. Any person/member who has attended two (2) consecutive business meetings and has been orientated by the Mid-Carolina H&I Subcommittee within the last two (2) years.
- B. Voting Privileges:
 - 1. Any members that miss two (2) consecutive subcommittee meetings will lose their right to vote for one (1) meeting.
 - 2. Chair only votes in case of tie.

Article VI- Elections

- A. The Chairperson and Vice Chairperson shall alternate between the two (2) Areas annually.
- B. The Chairperson is elected in July in each respective Area. The Mid-Carolina H&I Subcommittee elect all other Steering Committee positions.
 - 1. Election of all trusted servants will be held in July to coincide with the Regional/Area Elections.
 - a. Any position filled in the middle of a term, one that does not start in July, will not be construed as a full term.
 - 2. Trusted servants are voted in to serve a two (2) year term, but are not to serve more than two (2) consecutive terms. A term by term exception can be made by a 2/3 vote.
 - 3. Anyone wanting to serve on the Mid-Carolina H&I Subcommittee must be in attendance to state his or her willingness.

Article VII- Removal

- A. The Chairperson, if necessary, may be removed by their respective Area. This action is outlined in the Area Policy.
- B. All other positions on the committee, if necessary, may be removed by 2/3 vote of the Mid-Carolina H&I Subcommittee.
- C. Any subcommittee member missing two (2) consecutive Mid-Carolina H&I Subcommittee meetings without a written report can be subject to removal by Subcommittee passed by 2/3 vote.
- D. A relapse during a term will be considered an immediate involuntary resignation.
- E. Failure to perform responsibilities will be considered by this subcommittee as cause for involuntary resignation.

Article VIII- Qualifications and Responsibilities

- A. Chairperson-
 - 1. Must have abstained from drugs for at least three (3) years.
 - 2. Must have at least one (1) years experience in Area H&I work and must have a working knowledge of the Twelve Steps and Twelve Traditions through application.
 - 3. Must attend all meetings of the Mid-Carolina H&I Subcommittee and Area Service Committee Meetings.

4. Mediates all meetings of the Mid-Carolina H&I Subcommittee with a general understanding of parliamentary procedure.
5. Prepares a written report for each Mid-Carolina H&I Subcommittee meeting, makes all motions on behalf of, and is the voice of the subcommittee at their respective Area.
6. Coordinates and/or delegates and is ultimately responsible for all work done by the Subcommittee.
7. Is available to answer questions from the Area H&I Subcommittee(s).
8. Prepares a budget, with the subcommittee, to be submitted to each Area. The budget is to include travel expenses.
9. Provide an agenda for each Mid-Carolina Subcommittee meeting. The Agenda is to reflect all topics of discussion for the meeting.

B. Vice Chair-

1. Must have abstained from all drugs for at least two (2) years.
2. Must have at least one (1) years experience in Area H&I work and must have a working knowledge of the Twelve Steps and Twelve Traditions through application.
3. Must attend all meetings of the Mid-Carolina H&I Subcommittee.
4. Works with the Chairperson to ensure the smooth operation of the Mid-Carolina H&I Subcommittee.
5. Performs the duties of the Chairperson in their absence.
6. Must have a written report at all Mid-Carolina H&I Subcommittee meetings.

C. Secretary-

1. Must have abstained from all drugs for at least two (2) years.
2. Must have at least one (1) years experience in Area H&I work and must have a working knowledge of the Twelve Steps and Twelve Traditions through application.
3. Must have a certain amount of clerical and organizational skills, and must have access to a computer.
4. Must create an accurate set of minutes of all Mid-Carolina H&I Subcommittee Meetings. The minutes should be ready for approval of the Chairperson within ten (10) days of the meeting.
5. Works with the Chairperson to ensure the smooth operation of the Mid-Carolina H&I Subcommittee.
6. Must retain Subcommittee archives. (i.e. all letters requesting H&I presentations, NA Literature, and copies of the minutes) One copy of the minutes is to be sent to each Area for the archives.
7. The secretary is allowed to use a tape recorder in meetings.

D. Alternate Secretary-

1. Must have abstained from drugs for at least six (6) months.
2. Must have a desire to serve as Secretary for the Mid-Carolina H&I Subcommittee for upcoming year.
3. Performs the duties of the secretary in their absence.

4. Contacts all Steering Committee members, panel leaders, and panel coordinators seven to ten (7-10) days before the meeting to confirm that they are coming to the next Mid-Carolina H&I Subcommittee meeting, or they will be sending a report.
5. Assist the secretary in record keeping, dating motions, reports, etc. as they are received.

E. Literature Person-

1. Must have abstained from drugs for at least two (2) years.
2. Must have at least one (1) year experience in Area H&I work and must have a working knowledge of the Twelve Steps and Twelve Traditions through application.
3. Maintains, tracks and inventories all literature used within the Mid-Carolina H&I Subcommittee.
4. Tracks which Area is financially responsible for each quarterly literature order.
5. Must attend all meetings of the Mid-Carolina H&I Subcommittee.
6. Required to submit a written report to the Mid-Carolina H&I Subcommittee at each meeting.

F. PR Liaison-

1. Must have abstained from drugs for at least one (1) year.
2. Acts as a link between the H&I and PR Subcommittees.
3. Must attend all PR meetings and/or have a written report.

G. Panel Coordinator-

1. Must have abstained from drugs for at least two (2) years.
2. Must have at least one (1) year experience in Area H&I work and must have a working knowledge of the Twelve Steps and Twelve Traditions through application.
3. Must contact facility monthly and provide feedback in monthly written report.
4. Must contact Panel Leaders of their facility monthly and obtain report if Panel Leader cannot attend business meeting.
5. Submits volunteer applications to the facilities of which they are responsible.
6. Must attend all meeting of Mid-Carolina H&I Subcommittee.
7. Must attend H&I Orientation at least once every two years.

H. Panel Leader-

1. Must have abstained from drugs for at least one (1) year.
2. Must have working knowledge of the Twelve Steps and Twelve Traditions.
3. Must attend facility meeting every week.
 - a. If unable to attend, contact Co-Chair to attend at least 24 hours prior to meeting or as soon as possible.
 - b. If neither can attend, contact Panel Coordinator.
 - c. If Panel Coordinator cannot attend, contact facility to let them know there will be no meeting.

4. Must attend all Mid-Carolina H&I Subcommittee meetings.
5. Must provide or send written report monthly to Mid-Carolina H&I Subcommittee.
6. Must attend H&I Orientation at least once every two years.
7. Follow all guidelines from H&I Orientation Handbook.

Article IX- Subcommittee Assembly

- A. Meetings-
 1. The Mid-Carolina H&I Subcommittee will meet the 4th Saturday of each month unless otherwise specified by the Subcommittee Chairperson.
 2. Meetings are to be held on Saturdays and are to begin at 12:30PM for the Orientation and 1:30PM for the Business meeting.
- B. Reports-
 1. All Area reports are to be written or typed. (Please use dark ink if writing) The report form can be obtained from the Alt-Secretary prior to the start of the meeting.
 2. Written reports are to be turned in prior to end of business meeting.
- C. Motions-
 1. Motions are to be written by Secretary and read back to Subcommittee before voting.

Article X- Agenda

- A. The meeting is to open with the Serenity Prayer, Service Prayer, Twelve Traditions, and Twelve Concepts.
- B. Minutes need to be read and a motion needs to be made to either accept minutes as written, or a motion needs to be made to amend the minutes and accepted as amended.
- C. Secretary is to take Roll Call.
- D. Reports
 1. Steering Committee
 2. Panel Coordinators
 3. Facility reports - if necessary for a particular facility. Otherwise, written reports are handed in to Secretary to become part of archives.
- E. Old Business
- F. New Business
- G. Determine the next meeting day and meeting place.
- H. Close the meeting.

Rules of Order (generally)

1. Obtaining the Floor:

- a. Raise your hand after the floor has been yielded.
- b. After the chair recognizes you - identify yourself, your position, your facility or the home group you represent
- c. You now have the floor, direct your business to the chairperson.
- d. A member cannot be interrupted after obtaining the floor except by the chairperson.

2. Making Motions:

- a. Obtain the floor.
- b. Make the motion by stating, "I move that... (state your motion)"
- d. Yield the floor and wait for the chairperson to ask for a second.

3. After the motion has been made and restated aloud by the secretary, the chairperson's options are:

- a. Ask for a second (if the motion is not seconded; it dies).
- b. Table the motion.
- c. Refer to Ad-hoc Committee.
- d. Refer to Mid-Carolina H&I Subcommittee for debate.
- e. If the motion is out of order or refers to an outside issue, toss it out.

4. Debate:

- a. Obtain the floor (as listed above).
- b. State pro or con to the motion or amendment.
- c. Debate on divided issues may be limited at any time by the chairperson.

5. Amendments:

- a. May be made at any time after the motion has been made and seconded.
- b. Must be seconded.
- c. Must be stated aloud by the secretary.

6. Call for a vote:

- a. Call for a vote.
- b. Must come from the voting body.
- c. Voting must take place immediately (No further debate).

7. Voting:

- a. Each member has but one vote.
- b. Voting will be by a show of hands, except for elections, which will be by secret ballot.
- c. Vote yes, no, or abstain.
- d. When motions have been amended in proper order, amendments will be voted on first.
- e. After the amendment has been voted on, the motion is voted on. If the motion dies, the amendment also dies.

Appendix I
Welcome Home Convention
Policy

WELCOME HOME CONVENTION POLICY

WAYS TO CONDUCT BUSINESS AT THE MEETING

- *A copy of the updated policy for Welcome Home Convention and the convention guidelines will be distributed to all members at the first meeting. The Chairperson will read the policy aloud at this meeting.*
- Executive Committee, when referred to, consists of Chairperson, Vice-Chairperson, 2nd Vice-Chairperson, Secretary, and Treasurer.
- Subcommittees, when referred to, consist of the Chairpersons for Arts & Graphics, Convention Information, Fundraising, Hotels & Hospitalities, Merchandising, Programming, and Registration.
- Submission of Agenda Items

Submit agenda items to the chairperson three days before the committee meeting. *This would include any topic that would require 10 minutes or more for discussion.* Items may be added to the agenda at the chairpersons' discretion.

- Roberts Rules of Order

Basic "Roberts" includes; meetings will follow an agenda, in order for action items to be discussed there must be a motion made and seconded; the chairman runs the meetings without expressing opinions on issues; if the chairman feels the need to express an opinion they must step down for the duration of the meeting and the vice-chairman chairs the remainder of the meeting; reports made by sub-committees include progress reports and items to come up under old or new business for voting (votes and discussions do not take place during reports). *Business meetings must follow the Twelve Traditions, Twelve Concepts, Convention Guidelines, and Guide to Local Services of Narcotics Anonymous.*

- Committee Reports

Committee reports include progress made and items to be voted on by the committee of the whole. Items to be voted on should be clearly explained including options available and the recommendation of the committee. Recommendations of the subcommittee may be presented in the form of a motion by a representative of the subcommittee during new business. Reports should be submitted to the secretary in writing at the meeting they were given.

- Emergency meetings

When an emergency arises that requires committee action between committee meetings, the convention committee chairperson will conduct a phone poll among the Executive Committee members. An emergency is defined as a circumstance that requires resolution by voting before our next meeting as a body. It is suggested that the Executive Committee members discuss emergency issues with sub-committee members when possible.

Any member missing two consecutive or four total business meetings is considered giving their voluntary resignation. This includes regular scheduled and emergency business meetings.

CAREFUL CONSIDERATION SHOULD BE TAKEN IN PLACING TRUSTED SERVANTS
IN ANY OF THESE POSITIONS PER OUR 4TH AND 7TH CONCEPT

Clean time requirements for the positions of the Welcome Home Convention shall be as follows:

Convention Chair 5 years

Convention Vice Chair 4 years

2nd Vice Chair 3 years

Treasurer 5 years

Merchandise 5 years

Registration 5 years

Programming 3 years

Arts and Graphics 2 years

Hotels and Hospitality. 2 years

Convention Information. 2 years

Secretary 1 year

- All committee meetings WILL be tape recorded for the purposes of full and concise minutes and records.
- All committee meeting tapes will be stored with the convention archives.

VOTING

- Who votes

Executive committee members

Subcommittee chairpersons

Chairperson votes **only** in the case of a tie

Other members who attended the previous meeting

**If two consecutive meetings are missed (unless they have submitted a written report during this time), voting privileges are suspended & members must attend 2 more consecutive meetings before privileges are reinstated on that 2nd meeting.*

- Voting Process

A motion is made

The motion is seconded (or not, in which case it dies) Discussion is opened 3 Pros 3 Cons

(Chairman can first identify whether or not pros or cons exist and call the vote if there is an apparent consensus)

Chairperson asks if there are any questions

The motion is restated Vote is taken

A majority is considered to be 51% of those voting

Abstentions are not counted towards the majority

An Established vote is two thirds of the voting quorum

- Tabling a Motion

Any member who is eligible to vote may table a motion

It must include the date on which it will be voted

It does not require a second

It passes with a majority vote

If it is defeated the discussion continues

A motion to table is generally made in order to move on to more pressing issues

FINANCIAL ISSUES

- All Welcome Home Convention Committee members who handle Convention funds and/or merchandise **MUST** sign a financial agreement conducive to the CCANA agreement per policy.
- *All moneys raised for Welcome Home Convention by committee members must be turned over to the Treasurer at each regular meeting; however, any moneys exceeding \$100.00 must be turned over to the Treasurer within 48 hours of collection.*
- The prudent reserve for the Welcome Home Convention is \$5,000. Anything over the prudent reserve is donated to the Central Carolina Area *after bills are paid at the end of the term year.*

The Committee shall establish budgets for subcommittees as early as possible.

Establish a \$250.00 petty cash fund for the Fundraising Committee. All funds over \$250.00 to be turned over to Treasurer within 48 hours. Petty cash report to be provided on a monthly basis along with Fundraising report. All funds to be turned over to Treasurer after last event of that year and prior to next Welcome Home Convention.

- Raffles may be held for the purpose of raising money. This is in compliance of the South Carolina State Gambling laws.

(Note: it became legal in SC for non-profits to use raffles in fundraising in November of 2011)

Only "Authorized Signers" are to handle checks.

There must be two signatures on ALL checks written from the Welcome Home Convention check book. per the Welcome Home Financial agreement and CCANA policy.

Any person writing a check to the Welcome Home Convention that is returned for non-sufficient funds shall be prosecuted to the fullest extent of the law.

Accept the "Dishonored check" letter as our standard issuance of contact in order to retrieve unpaid monies.

All returned checks shall incur a \$40.00 return check fee.

All Welcome Home financial records shall be turned over to the CCANA Chairperson for audit at the October ASC meeting.

CONVENTION COMMITTEES RESPONSIBILITIES TO THE AREA

- A complete copy of the *Welcome Home Convention's* monthly affairs will be given to the C.C.A.N.A. along with the monthly chair report. This will include any and all business of this committee. I.E. all subcommittee reports, financial reports & copies of receipts, all motions passed or failed secretarial notes, agendas, plans, and meeting information.
- Any concerns brought forth to the Area under the umbrella of this committee, be done so, only after the issue in question has been brought before this convention committee and has in fact been deemed a concern that warrants attention by the area or other sources. This requires a group consensus.

ADDED RESPONSIBILITIES OF SUBCOMMITTEES

(Not included in Convention Guidelines)

- *Welcome Home Convention Committee* trusted servants serve two-year terms, in some capacity. *The intent is to give experience, strength and hope to the oncoming committee members.*

- *Welcome Home Convention* secretary will purchase two three-ring binders and separate the housekeeping motions that we accepted as policy that will effect the years to follow.

Intent: To end our year with some organization by passing on to our new secretary a workable account of our affairs.

- Welcome Home minutes are *given* to committee members *at the beginning of the* committee meeting.
- Minutes provided at the *Welcome Home Convention Committee* meetings should be all inclusive of all convention *chairpersons* and subcommittees reports, also *copies of the original motions*, etc.

MISCELLANEOUS

- Main speakers have suggested clean time of 5 years.
- Workshop speakers and chairpersons suggested clean time of 3 years.
- Establish Serenity Keepers as a way to maintain order at conventions.
- Purchase a membership from Sam's Club for one year.

WELCOME HOME CONVENTION COMMITTEE FINANCIAL POLICY

This form is to be read and signed by all **WELCOME HOME CONVENTION COMMITTEE** members, who as trusted servants for the **WELCOME HOME COMMITTEE**, request, receive, or distribute N.A. funds or merchandise on the behalf or in the interest of Narcotics Anonymous. After signing and dating this form one copy will be given to the signee and the original will be kept on file with the **WELCOME HOME** executive committee archives. An active file will be kept on hand and marked **FINANCIAL POLICY: APPROVED TRUSTED SERVNTS**.

1. **The Eleventh Concept of service states.** "N A funds are to be used to further our primary purpose, and must be managed responsibly". We suggest that you read the twelve Concepts for Service and get a better understanding of them.
2. **A Trusted Servant money handling policy** has been created and implemented to help prevent a financial problem. This policy is based on principles and not personalities. There will be no exceptions made to these stated policies.
3. **With regard to WELCOME HOME CONVENTION FUND DISBURSEMENT. All WELCOMEHOME CONVENTION** checks are to be completely filled out to include-date, payee, amount, reason for disbursement, and two executive committee members signature. Writer of check is to be primary signature. Secondary signature is responsible for verification of correct and completeness of check.
4. **With regard to the traveling and requested funds in advance.** All requests must come before the **WELCOME HOME CONVENTION COMMITTEE** meeting. Such requests must be made on a **WELCOME HOME CONVENTION** motion forms and be passed by a simple majority prior to disbursement. In the event that advance funds are disbursed, receipts from the vendor or service provider must be provided to the executive committee at the **COMMITTEE** meeting that follows such an event.
5. **With regard to reimbursement requests.** All such request must be made on **WELCOME HOME CONVENTION** motion form and be passed by a simple majority prior to disbursement. Such requests must include legible vendor or service provider receipts.

As part of your responsibility as a " volunteer member " and " Trusted servant " of the **WELCOME HOME CONVENTION COMMITTEE** of Central Carolina Area of Narcotics, you may become involved in the handling of merchandise and/or funds. Please be advised that all Trusted Servants and individual addicts entrusted with handling of **WELCOME HOME CONVENTION** merchandise and/or will be held accountable. If any Merchandise and/or funds are found to be missing or misused an investigation will be initiated by the Executive Committee of the **WELCOME HOME CONVENTION COMMITTEE**. If you are found to have stolen or misused merchandise and/or funds, your trusted servant's position will be immediately forfeited and the Executive Committee of the **WELCOME HOME CONVENTION COMMITTEE** will have you prosecuted to the fullest extent of the law. (Refer to World Service Board of Trustees Bulletin #30- Theft of NA funds-when safeguards fail.

Rr: updated 2003

I HAVE READ, UNDERSTAND AND AGREE TO THESE TERMS OF THIS FINANCIAL POLICY.

Trusted Servants
Signature

Trusted Servants
Position

Witness's Signature

Witness's Position

Date

Rules of Order

1. Obtaining the Floor:

- a. Raise your hand after the floor has been yielded.
- b. After the chair recognizes you - identify yourself and the group or committee you represent.
- c. You now have the floor, direct your business to the chairperson.
- d. A member cannot be interrupted after obtaining the floor except by the chairperson.

2. Making Motions:

- a. Have your motion written down on an approved motion form,
- b. Obtain the floor.
- c. Make the motion by stating, "I move that., (read your motion)"
- d. Yield the floor and wait for the chairperson to ask for a second.

3. After the motion has been made and restated aloud by the chairperson or secretary, the chairperson's options are:

- a. Ask for a second (if the motion is not seconded; it dies)
- b. Table the motion
- c. Refer to Committee
- d. If the motion is out of order or refers to an outside issue, toss it out

4. Debate:

- a. Obtain the floor (as listed above)
- b. State pro or con to the motion or amendment
- c. Debate on divided issues may be limited at any time by the chairperson.

5. Amendments:

- a. May be made at any time after the motion has been made and seconded
- b. Must be seconded
- c. Must be stated aloud by the chairperson or secretary

6. Call for a vote:

- a. Call for a vote.
- b. Must come from the voting body
- c. Voting must take place immediately. (No further debate)

7. Voting:

- a. Each member has but one vote.
- b. Voting will be by a show of hands, except for elections, which will be by secret ballot, c. Vote yes, no, or abstain.
- d. When motions have been amended in proper order, amendments will be voted on first, e. After the amendment has been voted on, the motion is voted on. If the motion dies, the amendment also dies.

Voting Guide For **ESTABLISHED MAJORITY ONLY!!!!!!**

No. of people in present voting quorum

No. of yes votes needed to pass for simple majority

No. of yes votes for 2/3 majority for passage

32	17	21
31	16	21
30	16	20
29	15	19
28	15	19
27	14	18
26	14	17
25	13	17
24	13	16
23	12	16
22	12	15
21	11	14
20	11	13
19	10	13
18	10	12
17	9	11
16	9	11
15	8	10
14	8	9
13	7	9
12	7	8
11	6	7
10	6	7
9	5	6

Motion # 2008/2009

WELCOME HOME Motion Form

Motion made on (date)_____;

Motion made by,

(name)_____

Seconded by , (name)_____

THE MOTION READS AS

FOLLOWS:_____

INTENT: _____

_____ Carried Failed Tabled Amended Open

Conscious For ___; Conscious Against ___; Abstentions ___; Not Included

Policy Change: yes _____ no _____

Date voted on: _____

Appendix J
Literature Review & Development Subcommittee
Guide to Policy

Central Carolina
Area of Narcotics Anonymous
Literature Review & Development Subcommittee
Guide to Policy

I. What is the CCANA Literature Review & Development Subcommittee?

The CCANA Literature Review & Development Subcommittee facilitates communication between the NA member and WSC Project Groups in all matters related to NA Literature Projects. All fellowship approved NA Literature should be made available to the whole fellowship. In this way, our members will be kept abreast of literature that is available for development and review, literature that is up for approval, requests for input on special issues, and any other information necessary for the member interested in getting involved with the literature review and development process.

II. Purpose

- A. To carry the message in written form to the addict who still suffers
- B. To collect fellowship input on literature projects and to provide communication among the various levels of NA Service

III. Guidance

- A. The Twelve Steps, Traditions, and Concepts of Narcotics Anonymous
- B. Our Guide to Area Policy
- C. Carolina Region Literature Review & Development Handbook

IV. Functions

- A. Communication Role
 - 1. Serve as a communication link between the NA member and the World Service Conference (WSC) Literature Project Groups
- B. Collection of Fellowship Input
 - 1. Review literature that is written by addicts for addicts (fellowships approved literature) and is currently on the approval track; and provide feedback and input to the WSC Project Groups
 - 2. Develop new fellowship approved literature in the following ways:
 - a. Participating in workshops to provide input on a project that is already in process when new material has been requested
 - b. Providing feedback on/and ideas for Issue Discussion Topics that may become new WSC Literature Projects

V. Workshops/Meetings/Membership

- A. The CCANA Literature Review & Development Subcommittee holds workshops when Literature Projects are up for review and development; OR meetings as needed to conduct business; OR meetings/workshops as

desired when members express interest in submitting an idea to WSC for a new literature project

- B. Any NA member may attend CCANA Literature Workshops and/or Meetings
- C. There is no clean time requirement to be a part of the Literature Review & Development process in Narcotics Anonymous
- D. Membership consists of a Chairperson and all NA members who show up at workshops/meetings and express a desire to be a part of the Literature Review & Development Process
 - 1. Chairperson should have a minimum of two years clean; be familiar with NA Literature; be working NA's Twelve Steps and Traditions with a sponsor; be an effective communicator in spoken and written form; be familiar with consensus-based decision-making; BUT willingness is key, so exceptions to the above can be made if approved by the majority vote of the ASC
 - 2. Chairperson is required to attend all ASC meetings (held the 1st Sunday of each month at 2pm at the location agreed upon by the group)
 - 3. It is strongly suggested that the Chairperson join the Regional Literature Review & Development Subcommittee and regularly attend meetings to receive support and network with other area chairs
- E. Workshops are conducted using consensus-based decision-making as much as possible
 - 1. Chairperson will usually serve as facilitator and will follow an agenda that is created using some form of the Session Profile that is provided online by the WSC Project Committee
 - a. Sample: <http://www.na.org/admin/include/spaw2/uploads/pdf/LC-SessionProfile609.pdf>
 - 2. When feedback is given by NA members attending workshops, there will be an attempt to reach consensus among the members in attendance so that the feedback submitted to the WSC Project Committee accurately reflects the group's conscience
 - a. Chairperson will also advise members that they can submit their feedback directly to the WSC Project Committee

VI. Reimbursements

- A. Chairperson may need to use his/her own money to make copies of flyers, purchase copies of literature that is up for review (should get from Carolina Region Service Office to get the cheapest printing), or for travel to workshops and other miscellaneous expenses

1. Chairperson should communicate with the Area Treasurer to be aware of the budget available to him/her
2. Chairperson will be required to submit receipts to the Area Treasurer in order to be reimbursed

VII. Elections

- A. The chairperson for this subcommittee will be nominated yearly and elected by the ASC

Appendix K
CCANA Activities Committee
Policy and Procedure

CCANAAC Policy and Procedures

Names and Boundaries

This Sub-Committee shall be known as the Central Carolina Area Narcotics Anonymous Activities Committee, hereinafter known as CCANAAC

Purpose:

The Central Carolina Area Narcotics Anonymous Activities Committee's purpose is to serve the needs of the Central Carolina Area by conducting activities that carry a clear NA message of recovery to the still suffering addict, and promote growth, strength, and unity as a whole.

Function

The CCANAAC shall operate using:

1. The Twelve Concepts of NA service
 2. The Twelve Traditions of Narcotics Anonymous
 3. The CCANAAC guidelines
 4. The CCANAAC Policies and Procedures
 5. A guide to local services in Narcotics Anonymous
 6. Abide by the will of the CCANAAC
 7. A loving God as he may express himself in our group conscious
 8. Carry a clear NA message in all service activities.
-
- A. The CCANAAC is responsible for trying to recoup the funds that it uses for its activities, to be a self-sustainable service body. That is not to say that CCANAAC is a fundraising committee, all money collected from donations will be turned back to the CCANAASC to be accounted for and help fund other events. The CCANAAC's budget, provided by the CCANAASC, is \$600.

 - B. The CCANAAC will meet the 2nd Sunday of each month at 9:15 pm at a predetermined location, except with prior notification of changes in advance. Special meetings may be called by a majority vote or at the discretion of the Chairperson.

- C. The CCANAAC guidelines will be reviewed once a year in April. All guidelines changes must be submitted in writing for approval by the CCANASC. Any new guideline created, or changes to an existing guideline, will not conflict with the guidelines of the CCANASC.

PARTICIPANTS

1. Chairperson
2. Vice-Chairperson
3. Treasurer
4. Secretary
5. Entertainment Chairperson
6. Entertainment Vice-Chairperson
7. Decoration Chairperson
8. Decoration Vice-Chairperson
9. Concession & Memorabilia Chairperson
10. Concession & Memorabilia Vice-Chairperson
11. Ticket Sellers
12. NA Members

Chairperson

Requirements:

1. 3 years of continuous clean time
2. Has not embezzled or misappropriated any funds, NA or otherwise, for the length of this position's clean time requirement
3. Working knowledge of the 12 concepts, 12 traditions, and the CCANAAC guidelines
4. The ability to maintain impartiality and objectivity in all matters before this committee
5. Must have a sponsor and working the 12 steps

Duties:

1. Presides over all CCANAAC meetings
2. Keeps in close contact/communication with the executive of the committee
3. Prepares agenda with the vice chair prior to the meeting

4. Prepares a written synopsis each month of the sub-committee's activities for the submission to the CCANAAC Secretary to be included with the activities minutes
5. Prepares a written synopsis each month of the sub-committee's activities for the submission to the CCANASC including separate sheet photo copied with all open position's to all GSR's
6. Attends all CCANASC and operating committee meetings
7. Oversees and coordinates all CCANAAC functions

Vice-Chairperson

Requirements:

1. 2 years continuous clean time
2. Has not embezzled or misappropriated any funds, NA or otherwise, for the length of this position's clean time requirement
3. Working knowledge of the 12 concepts, 12 traditions, and the CCANAAC guidelines
4. Must have a sponsor and working the 12 steps

Duties:

1. Performs chair persons Duties: in the abstinence of chairperson
2. Attends all CCANASC and operating committee meetings in chairpersons absence and fulfills all required Duties:
3. Assists chairperson in overseeing and coordinating all CCANAAC functions
4. Has a written report to be included in the activities minutes
5. Assists chairperson in preparing the agenda

Treasurer

Requirements:

1. 4 years continuous clean time
2. Has not embezzled or misappropriated any funds
3. Must have a sponsor and working the 12 steps

Duties:

1. Maintain accurate records of all transactions expenses of the committee
2. Attends all the committee meetings and CCANAAC functions
3. Has a written report to be included with the activities minutes
4. Provides a financial statement for each event to be presented at the area following the event

5. If the activities committee has a surplus from any event the treasure must surrender any funds at the next regularly scheduled CCANAASC
6. Ensures that all payments and contracts are dealt with in a timely fashion with the appropriate persons/company's
7. In the event that there are tickets created for any CCANNAAC event, the treasurer will be responsible for managing the ticket distribution, ticket collection and final count of all tickets. Counts and ticket handling/distribution/collection will be handled and documented by treasurer with the assistance of the chair only.

Secretary

Requirements:

1. 6 months of continuous clean time
2. Access to a computer and printer

Duties:

1. Takes accurate minutes of each meeting including brief synopsis of each report
2. Keeps an updated list of members phone numbers and emails
3. Emails members copy of previous minutes one week before regularly scheduled meeting
4. Attends and assists at all CCANAAC functions
5. Responsible for fliers if no member volunteers.
6. Maintains the activities archives in an orderly and organized manner.
7. Calls or sends texts notifying members three days before any scheduled meeting

Entertainment Chair

Requirements:

1. 90 days of continuous clean time
2. Must be polite and courteous in order to represent NA accordingly

Duties:

1. Keeps and maintains a list of hall rentals including costs, contact names and phone numbers, size, location, and seating capacity
2. Maintains a list of DJ services including contact name, phone number, and costs
3. To provide the committee with a minimum of three quotes for any entertainment services requested by committee; hall rentals, DJ's, parks community leagues, hotels, catering...etc.
4. Book and co-ordinate all entertainment services with approval of the committee

Vice Entertainment

Requirements:

1. No required clean time
2. Must be polite and courteous in order to represent NA accordingly

Duties:

1. Performs entertainment chairs Duties: in co-operation with and in the absence of the entertainment chair.

Decorating Chair

Requirements:

1. 90 days of continuous clean time

Duties:

1. Purchasing decorations prior to the event
2. Co-ordinates and oversees decorating of the event
3. Must tear down decorations and help clean up after the event. In the event this responsibility cannot be completed he/she delegates responsibility to another member at the CCANAAC meeting prior to the event

Vice Decorating Chairperson

Requirements:

1. No required clean time

Duties:

1. Performs decorating chairs Duties: in co-operation with and in the absence of the decorating chair.

Concession and memorabilia chairperson

Requirements:

1. 1 year continuous clean time
2. Has access to a working vehicle

Duties:

1. Co-ordinate inventory, storage, purchasing, and transporting of all concession/memorabilia items to and from CCANAAC events

2. To remain within the budgets set by CCANAAC for each event, and to handle funds prudently.
3. Co-ordinates the operation of the concession, raffle, and/or auctions, and sales of all memorabilia
4. Is the single point of accountability for the collection of funds during event, and is to turn over all funds to the treasurer at the end of the event.

Concession and memorabilia vice-Chairperson

Requirements:

1. 1 year continuous clean time
2. Has access to a working vehicle

Duties:

1. Performs concession and memorabilia chairs Duties: in co-operation with and in the absence of the decorating chairperson

Ticket sellers

Requirements:

1. Has not embezzled or misappropriated any NA funds
2. 9 months continuous clean time

Duties:

1. Attends meeting
2. Announce upcoming events
3. Sell tickets
4. Turn in all funds to treasurer at every CCANAAC meeting, and/or scheduled event

Members of NA

Any member of NA is welcome to join the CCANAAC. To become an active/voting member of the CCANAAC said member must attend two consecutive activities meetings. A member becomes non-voting/inactive after missing two consecutive meetings without communication with the committee.

Misappropriation of CCANAAC funds: The 11th concept of NA Service establishes the sole absolute priority for the use of NA funds: to carry the message. The 12 concepts give the CCANAAC a mandate from the NA groups that call for total financial accountability. With this in mind, any misuse of funds by Area trusted servants cannot be tolerated.

Definition: “misuse of funds” includes, but is not limited to: theft, embezzlement, or use of funds for purposes not expressly authorized by an Area committee or subcommittee. This includes theft of cash, checks, any financial instrument (i.e. Refunds from vendors to the NA fellowship), or asset (i.e. equipment, supplies or inventory).

Operational Guidelines:

1. Committee officers shall serve for a term of one year. All officers may succeed themselves in office but none may serve more than two consecutive years in the same position
2. All officers of the committee will speak to their intent the day of elections and will be voted in by a simple majority vote. If one individual is running for a position and 2/3 majority vote is required to be elected into the position.
3. Any officer may be removed during his/her term by a 2/3 vote, or immediately after proven misappropriation
4. This body shall hold monthly meetings as scheduled on the 2nd Sunday of each month at a predetermined location. Special meetings may be called by a majority vote or at the discretion of the chairperson
5. Any transactions of committee funds shall be voted on by a 2/3 majority vote
6. All expenditures must be completely documented. Each expense must have a receipt with the vendors name, address, telephone number, purchase data, type of services, amount paid, and any balance due.
7. Any monies should be accounted for the same night/day of the event; thereafter deposited within three business days. 2 officers shall be present for all accounting

Abbreviations

Area Service Committee - ASC

Central Carolina Area of Narcotics Anonymous - CCANA

Narcotics Anonymous World Services - NAWS

Narcotics Anonymous - NA

Carolina Regional Service Committee - CRSC

Group Service Representative - GSR

Alternate Group Service Representative - Alt. GSR

“Guide to Local Service” - GTLS

Regional Committee Member - RCM.

Alternate Regional Committee Member - Alt. RCM

Conference Agenda Report - CAR

Greater Columbia Area of Narcotics Anonymous - GCANA

Mid-Carolina Hospitals and Institutions - MCH&I

Central Carolina Area of Narcotics Anonymous Public Relations - CCANA PR

Policy and Procedure - P&P

Central Carolina Area of Narcotics Anonymous Activities Committee - CCANA AC

Appendix L
Recovery Under the Stars Campout
Policy

Recovery Under the Stars Campout Policy

I.) Purpose

To define the guidelines for a Central Carolina Area of Narcotics Anonymous (CCANA) spiritually based camping event, define the structure of the “Recovery Under the Stars” Campout service committee meetings, and state the requirements and responsibilities of the service committee trusted members.

II.) Guidelines

- A.) Hold regularly scheduled meetings to plan an annual campout as a sub-committee of the CCANA.
- B.) Meetings must be held in a public place.
- C.) Annually hold elections to vote in service committee members.
- D.) Maintain regular communication with the CCANA service committee.
- E.) Record minutes of all scheduled meetings and submit written reports to CCANA.
- F.) As per our Traditions we are fully self-supporting.
- G.) All Committee members should strive to establish unity and common respect for one another and remember to place principles before personalities.

III.) Rules of Order

- A.) General
 - 1.) Hands must be raised to be recognized by the Chairperson.
 - 2.) Motions shall be handled as stated in the “Guide to Local Service” pages 104-111 (Appendix A).
 - 3.) If both the committee Chairperson and Vice Chairperson are absent, succession for temporary chairing shall be: Treasurer, then the Secretary then the Campground Liaison.
 - 4.) Discussion at all committee meetings is open to all members of Narcotics Anonymous.
 - 5.) The Chairperson shall have the discretion to limit discussion of any subject matter.

B.) Meeting Format

- 1.) Open meeting with a moment of silence followed by the “Serenity Prayer.”
- 2.) Roll Call-check attendance of all committee members.
- 3.) The Secretary shall read the minutes from the last meeting.
- 4.) The Treasurer shall report the status of the committee finances.
- 5.) The Campground Liaison shall give a status report.
- 6.) Open discussion.
- 7.) Discuss any old business.
- 8.) Discuss any new business.
- 9.) Close meeting with the “3rd Step Prayer.”

C.) Motions and Voting Guidelines

- 1.) Any member of NA, with one day clean, who attends two consecutive sub-committee meetings is a voting member.
- 2.) Any NA member in attendance may make nominations for the “Recovery Under the Stars” Campout service committee positions.
- 3.) A motion requires a simple majority (51% of voting attendees) in order to carry.
- 4.) The Chairperson may only vote in cases of a tie.
- 5.) A 2/3 majority of those present must vote yes in order to set or change policy.

IV.) Service Committee Trusted Members

A.) General rules

- 1.) Nominations for trusted members must be present, and all nominations must be seconded.
- 2.) Volunteers will be considered and must be seconded.
- 3.) The nomination for Chairperson, after the “Recovery Under the Stars” Campout committee’s approval, must be brought to the next CCANA meeting for the CCANA body to vote on the nomination.
- 4.) Trusted members will be asked to step down for the following:
 - a.) Relapse.
 - b.) Failure to perform their duties or responsibilities.
 - c.) Missing two consecutive committee meetings or three unexcused absences.
- 5.) All elected positions are one year commitments. It is suggested that no trusted member serve more than two consecutive years at a position.
- 6.) A trusted member may not hold more than one position on the “Recovery Under the Stars” Campout service committee.

B) Chairperson

- 1.) Qualifications
 - a.) Two years clean time required.

- b.) Active for at least one year at the CCANA table.
 - c.) Previous involvement in the “Recovery Under the Stars” Campout.
 - 2.) Responsibilities
 - a.) Regularly schedule and chair the service committee meetings according to the format outlined in the “Recover Under the Stars” Campout committee policy.
 - b.) Act as final authority on clarification of all guidelines.
 - c.) Allow discussion on major issues before calling a vote.
 - d.) Insure all activities and events are in accordance with the Twelve Traditions and Concepts.
 - e.) Attend all CCANA meetings.
 - f.) Submit annual budget for the “Recovery Under the Stars” Campout to the CCANA table.
 - g.) Bring written reports to CCANA for all CCANA members.
 - h.) E-mail reports to CCANA web servant before the upcoming CCANA meeting.
 - i.) Submit any policies or changes in policy to CCANA and present to the CCANA policy chair.
- C.) Vice Chairperson
 - 1.) Qualifications
 - a.) Suggested one year clean time.
 - b.) Previous involvement in the “Recovery Under the Stars” Campout.
 - 2.) Responsibilities
 - a.) Attend all “Recovery Under the Stars” Campout Committee meetings.
 - b.) Act as Chairperson in the absence of the “Recovery Under the Stars” Campout Chairperson and assume all the responsibilities of the Chair.
 - c.) Attend CCANA meeting in place of the Chairperson and assume all responsibilities of the Chairperson.
 - d.) Must attend at least two CCANA meetings per year.
 - e.) Assist the Treasurer with the handling of all funds.
 - f.) Review and approve all financial statements submitted by the Treasurer.
 - g.) Oversee and delegate tasks for any and all fund raising events.
- D.) Treasurer
 - 1.) Qualifications
 - a.) Two years clean time required.
 - b.) Ability to balance a checking account and be financially secure.
 - 2.) Responsibilities
 - a.) Responsible for holding all funds associated to the “Recovery

- Under the Stars” Campout and are accountable for such funds.
- b.) Maintain a ledger recording all incoming and outgoing funds related to the “Recovery Under the Stars” Campout.
 - c.) Prepare monthly balance statement for the “Recovery Under the Stars” Campout Committee.
 - d.) Responsible for collecting all money from ticket sales, both advance sales and on site ticket sales.
 - e.) Responsible for collecting all money from any fund raising events.
 - f.) Responsible for collecting all money from any fund raising events.
 - g.) Make regular deposits to CCANA Treasurer as determined by the “Recovery Under the Stars” Campout Committee.
 - h.) Prepare a financial statement after each year’s Campout to be submitted to CCANA.

E.) Secretary

- 1.) Qualifications
 - a.) Suggested six months clean time.
 - b.) Ability to take clear and concise notes.
- 2.) Responsibilities
 - a.) Record minutes for all “Recovery Under the Stars” Campout Committee meetings.
 - b.) Take attendance of all committee members.
 - c.) Prepare minutes to be submitted to CCANA.

F.) Speaker Seeker

- 1.) Qualifications
 - a.) Suggested one year clean time.
- 2.) Responsibilities
 - a.) Responsible for finding reliable speakers to share at the “Recovery Under the Stars” Campout.
 - b.) Work closely with the Events Coordinator to determine when and where speakers are needed.

G.) Campground Liaison

- 1.) Qualifications
 - a.) Suggested one year clean time.
 - b.) Must have good communication skills.
- 2.) Responsibilities
 - a.) Responsible for finding and reserving a campground to host the “Recovery Under the Stars” Campout.
 - b.) Coordinate all business between campground and the Committee.
 - c.) Work closely with the Treasurer to insure all payments and deposits are paid to the campground.

H.) Events Coordinator

1.) Qualifications

- a.) Suggested six months clean time.
- b.) Must have good planning skills.

2.) Responsibilities

- a.) Plan and schedule on site N.A. meetings at the “Recovery Under the Stars” Campout.
- b.) Plan and schedule activities and events during the Campout.
- c.) Work closely with the Campground Liaison to coordinate activities with the campground.

I.) Serenity Keeper

1.) Qualifications

- a.) Suggested ninety days clean time.
- b.) Willingness to serve.

2.) Responsibilities

- a.) Work closely with the Campground Liaison to ensure that all campground rules and regulations are followed.