

MID OHIO AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

POLICY

Initial: 12-96

Last updated: 10-09

GENERAL AREA POLICIES

1. The Area Service Committee (A.S.C.) meeting will be held the first Saturday of each month at 1:30 pm, rotating locations as necessary in our area. (10-09)
2. We are a member of the Ohio Regional Service Committee of Narcotics Anonymous (O.R.S.C.N.A.). (12-96)
3. Use and follow new A.S.C. Meeting Format adopted in September of 2009. (10-09)
4. G.S.R.'s shall use Report Forms provided by A.S.C. (10-09)
5. A Mentoring Program will be enacted to guide newly elected A.S.C. members. (10-09)
6. Groups shall comply with a consistent court paper signing policy, being that papers must be submitted prior to the beginning of the meeting and will not be signed until the end of the meeting. (10-09)
 - a. Optional: if anyone arrives late or leaves early the group may sign their paper as long as the time of arrival and leaving is plainly recorded on their paper. (02-05)
 - b. If a court ordered attendee is an excessive disruption to the meeting, a group has the option to not sign that person's court paper. (10-07)
 - c. If any attendee is creating a disruption or distraction, the meeting Chairperson is to take appropriate measures to stop the disruption and restore order to the meeting. (See NA Booklet: Disruptive and Violent Behavior) (10-09)

AREA VOTING PROCEDURE

1. Any Narcotics Anonymous (N.A.) member, directed by their Groups' Conscience, may carry votes (either in person or by way of proxy), to M.O.A.S.C.N.A. in order to represent that Group's decisions. (12-96)
2. Voting is: Yes, No, or Abstain. (10-09)
3. The A.S.C. Chairperson can vote only to break a tie. (12-96)
 - a. A.S.C. Chairperson has the option to table until the next A.S.C. meeting if a 2/3 Majority is not in attendance. (10-09)
4. If a Majority is to Abstain on a Motion, the Motion will automatically be tabled for consideration at the next A.S.C. meeting. (12-96)
 - a. If only two Groups are represented in attendance, one vote of Abstention will table vote until next A.S.C. meeting. (12-96)
5. A Simple Majority of G.S.R.'s is needed to carry a Motion. (10-09)
6. A 2/3 Majority of G.S.R.'s is needed to change A.S.C. Policy. (10-09)
7. Any one or more Group Service Representatives (G.S.R.'s) present may determine that a Motion needs to go back to Groups. (06-06)
 - a. Motions sent back to Groups will be voted on at the next A.S.C. (06-06)
8. If a G.S.R. is also a Chairperson of an Area Level Subcommittee, then that G.S.R. may not vote on Motions, submitted by them, in the capacity of Subcommittee Chairperson. Nor can they vote on Motions made by other A.S.C. members which pertain to their Subcommittee. (10-09)
 - a. Intent of policy is to avoid conflict of interest. (10-09)
 - b. This pertains only to Motions made during the A.S.C. meeting, not Motions brought from a Group Conscience. (10-09)
9. Ad Hoc Committees may be formed as needed. All Ad Hoc Committee Members have voting privileges. (10-09)

AREA MOTIONS

1. Motions need to be written before A.S.C. meeting and submitted with their Report before being brought to the floor. (10-09)
2. A Subcommittee Chairperson, or Vice-Chairperson, in the absence of Chairperson, may make Motions pertaining to their area of responsibility.
3. Elected G.S.R.'s or G.S.R.-A.'s, in G.S.R.'s absence, may make any Motions.
 - a. Any Motion from area sent back to Home Groups can be carried back to area by an elected (or delegated) Home Group member from that Group. (12-00)
4. All Motions are to be seconded at the A.S.C. meeting before discussion. (10-09)
 - a. Any A.S.C. member of the Administrative Body, except the A.S.C. Chairperson, has the right to second any Motion on the floor. (10-09)
5. Defeated Motions cannot be brought back to A.S.C. for three months with out the A.S.C. Chairperson's approval. (10-09)
6. Motion discussion will consist of pros and cons at Chairperson's discretion. Priority is given to G.S.R.'s. (10-09)
7. A.S.C. Chairperson and Secretary will update and organize passed Motions that affect/change Policy quarterly, and make available. (11-06)
8. All Motions being submitted and/or sent back to Groups must include one (1) pro, one (1) con and Intent of Motion. (10-09)

AREA FINANCIAL

1. All monies donated to M.O.A.S.C.N.A. will be placed into the General Fund. (10-09)
2. Subcommittees should present a written itemized and estimated statement of money needed to A.S.C. for approval before a planned Function or Event. (10-09)
 - a. All A.S.C. members must give an itemized statement of funds spent. (10-09)
 - b. All Surplus Funds and Necessary Receipts need to be returned and submitted by the next A.S.C. meeting. (10-09)
3. A customary donation of fifteen percent (15%) will be given to Region on a quarterly basis. This donation will be computed prior to the start of the meeting and presented as a Motion during the Treasurer's Report and before requests for any monies is made. This donation will be taken from the General Fund. (01-08)
4. A.S.C. will donate \$5.00 per month for rent to the hosting facility. (10-09)
5. Checks will be signed upon issuance of check, never ahead of time. (10-09)
6. Regional Committee Member (R.C.M.) is to automatically be given up to \$75.00 before Regional Service Committee (R.S.C.) meeting to cover expenses that may occur. Surplus Money and Receipts will be submitted at the next A.S.C. meeting following the R.S.C. meeting. (10-09)
7. Three signers on A.S.C. checking account are: Treasurer, A.S.C. Chairperson, and R.C.M. In event 2 of these positions are held by one person or one or more is vacant, or of the same household, the alternate signer will be the area Vice-Chairperson or Area Secretary. (06-04)
 - a. In the event of open positions the 3rd signer will be voted upon by the A.S.C. body. (06-04)
8. Necessary Subcommittee Funds will be disbursed on an "as needed" basis. (10-09)
9. P.O. Box is due in March to be paid by the treasurer. (12-96)
10. All monies received by Treasurer will be deposited within one week whenever possible. (12-96)

AREA ELECTIONS

1. A.S.C. Trusted Servants are to have suggested Clean Time and perform duties as suggested in current Guide to Local Services and Area Policy. (10-09)
2. Nominations will be brought to A.S.C. for all positions in May. Nominees are to be present in May or must send a letter stating willingness in cases of emergency. (12-96)
 - a. M.O.A.S.C.N.A. will use a written N.A. Resume Form for our election process. Nominees are to complete a Service Resume Form. (4-98)
 - b. Voting occurs in June. (12-96)
 - c. Position change occurs in July. (12-96)
 1. The previous position holder will stay on at the area level for two additional months in order to train new member at that position. (12-96)
3. The A.S.C. Chairperson cannot also be a GSR, with the exception that there should be a limited number of recovering addicts with willingness to serve. (10-09)
4. In case of only one (1) Nomination for a mid-term position in A.S.C., a Vote of Confidence at A.S.C. will be taken. (12-96)
 - a. A 2/3 Majority is needed for Elections. (10-09)

AREA RESIGNATION AND REMOVAL

1. Trusted servants of A.S.C. may resign at any time during their term. A letter of resignation should be submitted to A.S.C. Chairperson before A.S.C. meets. (10-09)
2. In case of resignation of any Subcommittee Chairperson or A.S.C. Trusted Servant, the duties will be assumed by Subcommittee Vice-Chairperson or Area Alternate respectively. (10-09)
3. In the event of a mid-term Resignation or Removal of a Trusted Servant position, a Special Nomination and Vote of Confidence will be held to fill the Vacant position until a

Formal Nomination is brought to next A.S.C. meeting with voting to occur at that time.
(10-09)

- a. In case of two or more Nominations, a Simple Majority Vote of G.S.R.'s will determine if an Election will occur at that time or go back to groups. (3-98)
4. M.O.A.S.C.N.A. Trusted Servants may be removed, by Ballot, from their position by a Majority of G.S.R.'s present for any of the following reasons: relapse, excessive absenteeism without notification, neglect of duties, acts of theft, acts of violence (physical or verbal) or coercion in committee or towards committee members. (10-09)

AREA ADMINISTRATIVE COMMITTEE

Chairperson:

1. Suggested to have three (3) years Clean Time. (10-09)
2. Suggested to have a minimum of two (2) consecutive years service as either a G.S.R. or other A.S.C. position prior to being Area Chairperson. (10-09)
3. This is a one (1) year service commitment. (10-09)

Vice-Chairperson:

1. Suggested to have two (2) years clean time. (10-09)
2. Suggested to have one (1) year of A.S.C. service. (10-09)
 - To conduct the A.S.C. meeting in the absence of the A.S.C. Chairperson. (10-09)
 - Attend all A.S.C. meetings. (10-09)
 - In case of vacancy of any Subcommittee Chairperson or A.S.C. Secretary, the A.S.C. Vice-Chairperson will fill that position, when and if necessary. (10-09)
3. This is a one (1) year service commitment. (10-09)

Secretary:

1. Suggested to have eighteen (18) months Clean Time. (01-08)
2. Suggested to have six (6) months of A.S.C. service. (01-08)
3. A.S.C. Minutes will be distributed to A.S.C. members within eight days after the previous meeting, whenever possible. (03-06)
4. Any Area Group, either missing or not sending a Report for two (2) consecutive A.S.C. meetings, will not receive minutes for that month. (10-09)
5. A.S.C. Secretary and A.S.C. Treasurer are responsible for all Area mail. (01-08)
6. A.S.C. Lines of Communication will be updated and made available as needed. (01-08)
7. A.S.C. Secretary and A.S.C. Chairperson are responsible for updating the ASC policy. (10-09)
8. This is a one (1) year service commitment. (10-09)

Vice-Secretary:

1. Suggested to have (6) months Clean Time. (10-09)
2. Attend all A.S.C. meetings and assist the A.S.C. Secretary as needed. (10-09)
3. This is a one (1) year service commitment. (10-09)

Treasurer:

1. Suggested to have two (2) years Clean Time. (10-09)
2. Suggested to have one (1) year of A.S.C. service and experience handling NA funds responsibly. (10-09)
3. Maintain all financial records. An audit is to occur upon position change and if proven necessary. (10-09)
4. A.S.C. Treasurer and A.S.C. Secretary are responsible for all Area mail. (01-08)
5. This is a one (1) year service commitment. (10-09)

Vice-Treasurer:

1. Suggested to have one (1) year Clean Time. (10-09)
2. Suggested to have one (1) year of A.S.C. service and experience handling NA funds responsibly. (10-09)
3. Attend all A.S.C. meetings and assist the A.S.C. Treasurer as needed. (10-09)
4. Responsible of being aware of what is in the Financial Records. (10-09)
5. To assist with the audit(s). (10-09)
6. This is a one (1) year service commitment. (10-09)

Regional Committee Member (R.C.M.):

1. Suggested to have a minimum of eighteen (18) months Clean Time. (10-09)
2. Suggested to have one (1) year of A.S.C. service. (10-09)
3. Is to attend all Area and Regional Meetings. (04-07)
4. Is to submit Reports and update A.S.C. and R.S.C. (Regional Service Committee) on a regular basis. (10-09)
5. This is a two (2) year service commitment. (08-07)

Regional Committee Member Alternate (R.C.M.-A.):

1. Suggested to have six (6) months Clean Time. (01-08)
2. Attend all A.S.C. and R.S.C. meetings and assist the R.C.M. as needed. (10-09)
3. This is a two (2) year service commitment. (08-07)

Literature

1. Literature will be stamped by the groups with the Ohio Region 800 number. (05-98)
 - a. A.S.C. will provide a stamp for groups to stamp literature at Group request. (04-06)
2. A.S.C. Literature Committee will be an Ad Hoc Committee formed on an "as needed" basis. (10-09)

AREA SUBCOMMITTEES

1. All Subcommittee Chairpersons need to attend all scheduled A.S.C. meetings unless an emergency arises. (10-09)
2. All Subcommittee Chairpersons are to hold regularly scheduled meetings. (10-09)

Hospitals and Institutions (H&I):

1. Suggested for H & I Chairperson to have one (1) Clean Time. (10-09)
2. The guidelines from the current N.A. H&I Handbook are to be accepted and adapted for use. (10-09)
3. This is a one (1) year service commitment. (10-09)

Public Relations (PR/PI):

1. Suggested for H & I Chairperson to have one (1) Clean Time. (10-09)
2. The guidelines from the current N.A. P.R. Handbook are to be accepted and adapted for use. (10-09)
3. Area Meeting Schedule is P.R. responsibility and should be updated as needed. (10-09)
4. M.O.A.S.C.N.A. Meetings to be included on the Formal Schedule, need to meet the following M.O.A.S.C.N.A. criteria:
 - a. Meeting has been active and met regularly for four (4) months. (10-09)
 - b. Provides N.A. Literature, Schedules and Announcements available for members, according to their Group Conscience. (10-09)
 - c. Follows the Twelve Steps and Twelve Traditions of N.A. to the best of their ability. (10-98)
5. This is a one (1) year service commitment. (10-09)

Activities:

1. Suggested for the Activities Chairperson to have one (1) Clean Time. (10-09)
2. All Area Functions and Events are the responsibility of the Activities Committee. (8-98)
3. All Prospective Area Functions and Events, excluding the Psychedelic 60's Dance, are to be presented to A.S.C. in the form of a Motion for A.S.C. Approval. An Estimated Budget will be made available with Motion. (10-09)
4. All monies generated by a M.O.A.S.C.N.A. Function or Event must be counted by the Activities Chairperson and two (2) other recovering addicts at the end of the function before leaving. (10-09)
5. No M.O.A.S.C.N.A. Function or Event shall take place on an N.A. member's Private Property. (10-09)
6. This is a one (1) year service commitment. (10-09)