

E.E.A.S.C.

POLICY AND ADMINISTRATIVE GUIDELINES FOR THE EAST END AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

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Preamble: The EEASCNA Policy is the collaborative will of the Groups. It is a set of instructions, agreed upon by the Groups, by which the Area will conduct business on their behalf. The ASC should only divert from its set policy in dire situations.

Article I: Identification

The service committee shall be known as the East End Area Service Committee of Narcotics Anonymous (EEASCNA or EEASC).

Article II: Purpose

The purpose of the East End Area Service Committee of Narcotics Anonymous (EEASCNA) shall be to respond to the needs and collective conscience of its member groups. EEASCNA supports and encourages the unity, welfare and growth of the East End Area as part of a worldwide Fellowship.

Article III:

A. Definition and Function of the Area:

The Area Service Conference (ASC) is the communicative channel for a unified Fellowship, a tie that binds us together. The ASC serves as a link in the flow of communication from the member to the worldwide Fellowship, establishes a structure in which services and education are provided, and functions as a vehicle through which our Area Fellowship and society can relate.

The EEASC is a Committee made up of Group Service Representatives (GSRs), special purpose Sub-Committees and an Administrative Body from Member Groups of the East End Area.

B. Boundaries of the Area:

Boundaries include, but are not limited to: Barrow, DeKalb (outside I-285), Gwinnett (east of I-85), Henry, Newton, Rockdale and Walton Counties and known as the East End Area of Narcotics Anonymous (EEANA or EEA).

Article IV: Membership Qualifications and Duties of the GSR

- A. New Groups wanting to conduct NA meetings are always welcome to join our Area. The Group will send a representative to the ASC to give a report to the area.
- B. To qualify as an active, voting EEASC Member the New Group needs to Attend two consecutive EEASC meetings and on the 3rd consecutive meeting the group will have a vote.
- C. Groups missing 2 ASCs in a row will lose their voting rights.
- D. If a Group loses their voting right the Group can regain their voting right on the 2nd consecutive meeting in which they are represented.
- E. GSR and GSRA Duties as recommended by the GLS 2002
 1. **GSR**

Each group elects one group service representative; even those groups hosting more than one recovery meeting elect just one GSR. These GSRs form the foundation of our service structure. GSRs provide constant, active influence over the discussions being carried on within the service structure. They do this by participating in area and regional levels, and sometimes joining in the work of an ASC subcommittee. If we are vigilant in choosing stable, qualified leaders at this level of service, the remainder of the structure will almost certainly be sound. From this strong

foundation, a service structure can be built that will nourish, inform, and support the groups in the same way that the groups nourish and support the structure.

Group service representatives bear great responsibility. While GSRs are elected by and accountable to the group, they are not mere group messengers. They are selected by their groups to serve as active members of the area service committee. As such, they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own groups' priorities.

As participants in the area committee, GSRs need to be as well informed as they can be concerning the affairs of the committee. They study the reports of the committee's officers and subcommittee chairpersons. They read the various handbooks published by the World Service Office on each area of service. After carefully considering their own conscience and what they know about how their group members feel, they take active, critical parts in the discussions which form the group conscience of the entire committee.

Group service representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area committee. At group business meetings, the GSR report provides a summary of area committee activities, often sparking discussions among group members that provide the GSR with a feel for how the area can better serve the group's needs. In group recovery meetings, GSRs make available fliers announcing area and regional activities.

At area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, its GSR can share those problems with the committee in his or her reports. And if the group hasn't found solutions to those problems, the area chairperson will open a slot on the committee's "sharing session" agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group.

2. **Alternate GSR:**

Groups also elect a second representative called an alternate GSR. Alternate GSRs attend all the area service committee meetings (as nonvoting participants) with their GSRs so that they can see for themselves how the committee works. If a GSR cannot attend an area committee meeting, that group's alternate GSR participates in the GSR's place.

Alternate GSRs, along with other members, may also serve on area subcommittees. Subcommittee experience gives alternate GSRs added perspective on how area services are actually delivered. That perspective helps make them more effective area committee participants if their groups later elect them to serve as GSRs.

Article V: Committees and Subcommittees

Subcommittees do the work of the EEASC. Currently, there are the following committees and subcommittees: Administrative, H&I, Public Relations, and Activities. Additional subcommittees are formed as needed.

Administrative Committee

1. Makeup of the Administrative Committee

- a. The Administrative committee consists of the Facilitator, Co-Facilitator, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, RCM, and RCMA

2. Purpose of the Administrative Committee

- a. Serves the administrative needs of the Area and coordinates the ASC Meetings. It also deals with the matters of financing the Area needs, financial accountability, and coordinating service workshops throughout the Area.
- b. Actively seeks and encourages growth of NA in this Area.
- c. Act as a troubleshooting committee for the Area and Member Groups.

3. Requirements for nomination to the Administrative Committee

In addition to the requirements that a specific position has, the Administrative Committee members have the following requirements and duties:

- a. They should have a commitment to service, willingness and the resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
- b. Attend all Regular ASC meetings
- c. Attend all Admin Committee meetings and maintain contact with other Admin committee members.
- d. Administrative committee members may not hold other positions at the ASC (i.e., GSR/Alt-GSR/Sub-committee Chair).

4. Administrative Committee Positions

a. Facilitator

i. Qualifications:

- a) Will have at least three (3) years clean.
- b) Will have at least 1 year prior service experience.
- c) Will work with the Co-Facilitator to prepare that person for the job.

ii. Duties

- a) Arranges an agenda with input from the ASC.
- b) Handles ASC correspondence with the assistance of the Secretary.
- c) Facilitates the ASC Meetings.
- d) Co-signer of the ASC bank account.
- e) Will conduct an Admin meeting prior to each ASC.
- f) Will audit balance sheet of the ASC bank account with at least one GSR at the Admin meeting prior to each ASC.

b. Co-Facilitator

i. Qualifications:

- a) Will have at least two (2) years clean.
- b) Will have at least 6 months prior service experience.
- c) Willingness to assume the Facilitator's position at the conclusion of the Facilitator's term of office, upon ASC approval..

ii. Duties

- a) Assists Area subcommittees.
- b) Assist Facilitator in conducting Area meetings.
- c) In the absence of the Facilitator, perform the duties of the Facilitator.

- d) Researches and responds to questions concerning Policy at ASC meetings.
- e) Co-signer of the ASC bank account.

c. Secretary

- i. Qualifications:
 - a) Will have at least two (2) years clean.
 - b) Will have at least 6 months prior service experience.
- ii. Duties
 - a) Records, prints and distributes minutes of all proceedings of the ASC.
 - b) The EEASC minutes shall include the intent of all topics under New Business. Copies of the Topic Form shall be issued to the Secretary for archival purposes.
 - c) Includes Admin subcommittee meeting minutes in the Area minutes, including announced scheduled meetings with times and locations.
 - d) Verifies the content of the minutes on the EEANA website are accurate.
 - e) Maintains a list of members desiring to receive copies of the ASC minutes and provides minutes to non-participants at cost.
 - f) Trains Alternate Secretary to assume the Secretary position.
 - g) Renews annually, the Area P.O. box.
 - h) Picks up all correspondence from the Area P.O. box prior to the ASC meeting to distribute to ASC participants.
 - i) Maintains, provides and updates, orientation packages for new GSRs
 - j) Maintains adequate supply of GSR Report and Topic Forms for the ASC meetings.
 - k) Maintains log of Area Policy topics (Topics in Force) and distributes to ASC participants.

d. Alternate Secretary

- i. Qualifications:
 - a) Will have at least one (1) year clean.
 - b) Will have at least 6 months prior service experience.
 - c) Willingness to assume the Secretary position at the conclusion of the Secretary's term of office, upon ASC approval.
- ii. Duties
 - a) In the absence of the Secretary, perform the duties of the Secretary.
 - b) Assist Secretary in the performance of all duties.

e. Treasurer

- i. Qualifications:
 - a) Will have at least three (3) years clean.
 - b) Will have at least 1 year prior service experience.
 - c) Will have some banking knowledge, i.e.: how to keep and balance a checkbook.
 - d) Will have knowledge of accounting software or willingness to learn.
- ii. Duties
 - a) Custodian of the ASC bank account.

- b) Keeps an accurate record of all transactions of the ASC, including receipts for income and disbursements.
- c) Insures that all ASC bills are paid in a timely fashion.
- d) Disburses funds as necessary in accordance with financial guidelines.
- e) Gives a written report of ASC financial status at each regular meeting; to be audited quarterly by members other than those on the bank signature cards.
- f) Makes an annual financial report at the January ASC Meeting.
- g) Be prepared at any time to advise the ASC on specific and/or general financial condition.
- h) Trains Alternate Treasurer to assume duties.
- i) Remains in service for an additional month after the new Treasurer is elected to assist in the preparation of the annual financial report, but is not required to attend the January ASC meeting.

f. Alternate Treasurer

- i. Qualifications:
 - a) Will have at least two (2) years clean.
 - b) Will have at least 6 months prior service experience.
 - c) Will have basic accounting knowledge.
 - d) Willingness to assume the Treasurer position at the conclusion of the Treasurer's term of office, upon ASC approval.
- ii. Duties
 - a) In the absence of the Treasurer, perform the duties of the Treasurer.
 - b) Assist Treasurer in the performance of all duties
 - c) Co-signer of the RSC bank account.

g. Regional Committee Member (RCM)

The RCM should be selected from the best-informed, most trusted, and most active members in order that they may serve their Area's needs and the needs of Narcotics Anonymous.

- i. Qualifications:
 - a) Will have at least three (3) years clean.
 - b) Will have at least 2 years prior service experience, with at least one of those years at the ASC level (i.e. RCMA)
- ii. Duties
 - a) The primary responsibility of the RCM is to work for the good of NA as a whole by providing communication between our Area and the rest of the Georgia Region of NA. Our RCM is the East End Area's Fellowship's link with the Regional Service Committee. The RCM provides communication between these service levels and the various Groups within the Area and other areas.
 - b) Attends all regular Georgia RSC and East End ASC meetings.
 - c) Is a source of information and guidance in matters concerning the Twelve Traditions and the 12 Concepts.
 - d) Participates at the Georgia Regional Service Committee meetings as the voice of the Area. When voting, the RCM will vote the Group Conscience of the Area. The RCM shall have a Vote of Confidence from the ASC to vote on items not on the agenda, or where a specific decision

has not been obtained, evaluating each item with the needs of the East End Area.

- e) Acquires a working knowledge of RSC procedures to better serve this Area at the Georgia RSC.
- f) Makes the minutes of the Georgia RSC meeting available to the Area Subcommittee Members and GSRs.
- g) Submits a written report of Georgia RSC activities at each ASC.

h. Alternate Regional Committee Member (RCMA)

- i. Qualifications:
 - a) Will have at least two (2) years clean.
 - b) Will have at least one (1) year prior service experience.
 - c) Willingness to assume the RCM position at the conclusion of the RCM's term of office, upon ASC approval.
- ii. Duties
 - a) Attends all regular Georgia RSC and East End ASC meetings.
 - b) In the absence of the RCM, perform the duties of the RCM.
 - c) Assist RCM in the performance of all duties

B. H&I Subcommittee

1. Makeup of the H&I Subcommittee

The H&I Subcommittee consist of the Subcommittee Facilitator and other members willing to perform the duties of the H&I Subcommittee.

2. Purpose of the H&I Subcommittee

Hospitals and Institutions subcommittees conduct panels that carry the NA message to addicts who often have no other way of hearing our message. The H&I Subcommittee will operate within the confines of the H&I Handbook. They may also create their own guidelines in keeping with the H&I Handbook and are encouraged to work with other area, regional, and world committees to develop new ideas for the future of the fellowship.

3. H&I Subcommittee Positions elected by the ASC

a. H&I Chair

- i. Qualifications:
 - a) Will have at least two (2) years clean
 - b) Will have at least one (1) year prior H&I subcommittee experience
 - c) Have a commitment to service, willingness and the resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
 - d) May not hold other positions at the ASC (i.e., GSR/Alt-GSR/Admin Committee member).
- ii. Duties
 - a) Attends all regular ASC meetings.
 - b) Attend Regional H&I meetings at the RSC.
 - c) Conducts regularly scheduled subcommittee meetings.
 - d) Presents a written report of H&I subcommittee activities at the ASC meeting.

- e) At the end of each term, the outgoing chair will present a budget for the following fiscal year with any input from the committee that is deemed necessary.

C. PR Subcommittee

1. Makeup of the PR Subcommittee

The PR Subcommittee consists of the Subcommittee Facilitator and other members willing to perform the duties of the PR Subcommittee.

2. Purpose of the PR Subcommittee

The general mission of the Public Relations subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. Subcommittee will operate within the confines of the PR Handbook. They may also create their own guidelines in keeping with the PR Handbook and are encouraged to work with other area, regional, and world committees to develop new ideas for the future of the fellowship.

3. PR Subcommittee Positions elected by the ASC

a. PR Chair

i. Qualifications:

- a) Will have at least two (2) years clean
- b) Will have at least one (1) year prior service experience
- c) Have a commitment to service, willingness and the resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
- d) May not hold other positions at the ASC (i.e., GSR/Alt-GSR/Admin Committee member).

ii. Duties

- a) Attends all regular ASC meetings.
- b) Attend Regional PR meetings at the RSC.
- c) Conducts regularly scheduled subcommittee meetings.
- d) Maintains the area phonenumber.
- e) Maintains the ASC Website
- f) Maintains and provides Area meeting schedules.
- g) Presents a written report of PR subcommittee activity at the ASC meeting.
- h) At the end of each term, the outgoing chair will present a budget for the following fiscal year with any input from the committee that is deemed necessary.

D. Activities Subcommittee

1. Makeup of the Activities Subcommittee

- a. The Activities Subcommittee consists of the Subcommittee Facilitator and other members willing to perform the duties of the Activities Subcommittee.

2. Purpose of the Activities Subcommittee

- a. Provide activities designed to enhance NA's primary purpose.

3. Activities Subcommittee Positions elected by the ASC

a. Activities Chair

- i. Qualifications:
 - a) Will have at least one (1) year clean
 - b) Will have at least 6 months prior service experience.
 - c) Have a commitment to service, willingness and the resources to do the job.
 - d) May not hold other positions at the ASC (i.e., GSR/Alt-GSR/Admin Committee member).
- ii. Duties
 - a) Attends all regular ASC meetings.
 - b) Presents a written report of Activities subcommittee activity at the ASC meeting.
 - c) Conducts regularly scheduled subcommittee meetings.
 - d) Provide flyers of upcoming events to the members of the ASC.
 - e) Maintain calendar of events on the ASC Website and send updates to the Regional and World web calendar of events.
 - f) At the end of each term, the outgoing chair will present a budget for the following fiscal year with any input from the committee that is deemed necessary.

Article VI: Participation

- A. The following have a voice on the floor:
 1. RCM and their alternate
 2. Administrative Panel (except for the Facilitator)
 3. Standing Subcommittee Chair
 4. Adhoc Subcommittee Chair
 5. GSRs and their alternates
 6. Additional persons in attendance may have a voice on the floor at the discretion of the Facilitator.
- B. The following ONLY can offer topics/motions for discussion.
 1. GSRs or their Alternates (in the absence of the GSR)
 2. Subcommittee Chair or their Vice Chair (in the absence of the Chair).
 3. ASC Co-Facilitator (as the voice of the Admin Committee)
 4. RCM and RCMA
 5. Treasurer on matters affecting budget only (Alternate in absence of Treasurer).
- C. Only GSRs or their Alternates (in the absence of the GSR) can vote.
- D. All topics are to be on approved Topics Forms and must contain the intent, a notation of policy affected, if any; and the financial impact, if any, before the topic can be considered on the floor.
- E. Anyone wishing to be recognized must raise their hand.

- F. Decision making process.
 - 1. Topic is introduced
 - 2. Secretary will number the topic using the following notation: 2 digit year (leading 0 may be dropped) followed by 3 digit topic number for that year (starts at 001 at the January ASC) (i.e. 8024 would be the 24th topic for the year 2008).
 - 3. Facilitator opens dialogue on the topic beginning with the maker of the topic
 - 4. Clarifying questions are taken. This is when questions are asked to insure all participants understand the topic (this not when general discussion occurs).
 - 5. Facilitator asks for concerns or reservations (this is when general discussion occurs).
 - a. This is when modifications can be made to address expressed reservations or concerns
 - b. Maker of the topic, as well as other participants, may offer modifications.
 - 6. Facilitator asks for consensus.
 - a. There are four positions a GSR may take on a topic
 - i. Assent – Agree with the topic.
 - ii. Assent with reservation - although there are reservations or concerns the GSR will trust and go along with the body's decision.
 - iii. Stand Aside - based in strong personal reservations which prevents support for the topic.
 - iv. Block (No) – based on spiritual principals expressed in our Traditions or Concepts.
 - a) A block must be followed by speaking to the specific Tradition or Concept that has been violated
 - b) A block will prevent a topic from being adopted.
 - b. Consensus is reached when 80% are in assent or assent with reservation.
 - i. The number is to be determined at the beginning of old business by the number of GSRs present
 - c. A block may be overwritten by the body
 - i. If the validity of the block is not questioned, the block will stand, and the topic is not adopted.
 - ii. If the validity of the block is questioned, the body must then reach consensus on whether the block should stand. The same process is used for reaching consensus on a topic.
 - iii. If the block is overridden the facilitator will again ask for consensus on the topic

Article VII: Selection of Trusted Servants

- A. Nominations should be provided to the ASC by the ASC participants. All positions open to election will be announced two (2) meetings prior to the election to enable GSRs to solicit nominations from their Groups (Announced in August, RCM and RCMA announced in February of even years).
- B. An explanation from this ASC Policy is needed to establish each position's responsibilities, per office.
- C. The position is announced and nominations are taken. Each nominee must be present. Nominations for new terms are made in October. Nominations will be taken throughout the year for vacant positions.
- D. Nominees will state their qualifications on the floor and turn in a completed East End Area Resume to the Secretary for inclusion in the minutes at any time a nomination is made.

- E. The term for any elected trusted servant is 1 year, with the exception of RCM and RCMA, which shall be 2 years, and voted in on even years.
- F. Nominations are taken back to the groups and elections are held at the next ASC meeting. In the case of mid-term vacancies, nominations are not required to be taken back to the Groups. The GSRs will have an opportunity to decide whether they would like to take nominations back to the Groups for each vacant position.
- G. All nominees must be present at the time of nomination and elections in October and November with the exception of RCM and RCMA which happens in April and May and/or any other time elections are held. Exceptions will be considered if submitted in writing (i.e., illness, death, work). After Old Business at the November ASC, nominations are again opened, nominations can be made, nominations are closed and election votes are in order. If new nominees are present and nominated at the November ASC, these nominations are not required to be taken back to the Groups.
- H. Elections will be held in the following order. RCM, RCMA (in May of even years), Facilitator, Co-Facilitator, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Subcommittee Chairs.
- I. If two or more nominees are running for a particular position, a vote is taken by a closed paper ballot. If no nominee receives a majority vote, a run off vote is taken by closed paper ballot for the two nominees with the highest vote counts. The nominee with the most votes is determined and announced by the Facilitator. In the case of a tie, the Facilitator shall make the deciding vote.
- J. Once majority vote is reached on all positions the selected trusted servants are seated immediately prior to New Business. This provides for a continuity of service.

Article VIII: Removal of Trusted Servants

- A. Voluntary
 - 1. Resignation given in writing to the ASC Facilitator prior to the ASC meeting.
- B. Involuntary
 - 1. Relapse during term of service calls for immediate removal from position.
 - 2. Absence of a total of 3 EEASC meetings in the service term or 2 consecutive EEASC meetings without prior notification calls for immediate removal from position.
 - 3. Non-fulfillment of duties will be subjected to the Review and Impeachment proceedings.
- C. Review and Impeachment
 - 1. Facilitator will bring the matter before the ASC.
 - 2. Facilitator will notify individual at least 10 days before next ASC.
 - 3. At the next ASC, the suggestion for impeachment will presented with due cause stated by the Facilitator
 - 4. The individual is given the option for rebuttal, if so desired.
 - 5. A vote is cast for removal from service position. Requires a 2/3 majority for removal from service position.

Article IX: Meetings

- A. At the last fiscal meeting of the ASC, the Admin Committee shall present a schedule of ASC meetings for approval for the following fiscal year. This allows for flexibility of times and dates throughout the year. The ASC will 8 times a year, on the following months, Jan, Feb, Apr, May, Jul, Aug, Oct and Nov.
- B. This Conference shall be the forum for the exchange of information, experience, strength, and hope; to serve as a resource to the member Areas. The meetings shall consist of

- Admin committee meetings at 2 PM, GSR Issues at 2:30 PM and the ASC Meeting beginning at 3 PM. No subcommittee meetings shall conflict with these meeting times.
- C. Special meetings may be called by the Facilitator, or three GSRs. The purpose, place, and time of the meeting shall be stated in the notification to all participants. Except in cases of emergency, a fourteen (14) day notice shall be given. Notification of participants is the responsibility of the Facilitator.
 - D. The Facilitator arranges the ASC Agenda prior to each meeting with the Administrative committee.
 - E. A quorum shall consist of 50 percent (50%) plus one (1) of the participating members. Participating members are the recognized Groups of the East End Area
 - F. A quorum must be reached by fifteen (15) minutes after roll call is completed and before any business can be conducted

Article X: Meeting Format

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|---------|--------------------------------------|
| 2:00 PM | Admin committee Meeting |
| 2:30 PM | GSR Issues/Topics Discussion meeting |
| 3:00 PM | ASC Meeting |
1. Opening Prayer
 2. Reading of 12 Traditions by RCMA
 3. Reading of 12 Concepts by RCM
 4. Reading of Purpose and Definition of the Area by Co-Facilitator.
 5. Roll Call (Quorum must be reached before business can continue)
 6. H&I Report
 7. PR Report
 8. Activities Report
 9. Adhoc subcommittee reports
 10. Minutes of last meeting, Amendments to previous ASC Minutes
 11. Admin committee reports
 - a) Admin committee report (by the Co-Facilitator)
 - b) Treasurer report
 - c) RCM report
 - d) RCMA report
 12. Group Reports
 13. Old Business
 14. Nominations/Elections
 15. New Business
 16. Plans for next meeting
 17. Announcements
 18. Adjournment with closing prayer

Article XI: Reports

- A. All reports are to be legibly written or preferably submitted on approved report forms and turned over to the Secretary before Old Business.
- B. All oral reports are limited to ten (10) minutes.
- C. GSR reports are suggested to include the following:
 1. Number of members, number of new comers, schedule changes
 2. Major accomplishments
 3. Specific problems or situations
 4. Brief summary of what your Group would like to see accomplished at the ASC.

5. The Group Report Form should be used to make the GSR reports.
- D. One blank copy of a GSR report form will be included in each copy of the Area Minutes.
- E. Subcommittee reports should include the following:
 1. Current and future plans
 2. Subcommittee report should include any pertinent information with respect to the subcommittee's duties.
- F. All Area Level Trusted Servants nominated and funded by EEASC, will give a report to be included in with all other reports and added to the EEASC Minutes.

Article XII: Financial Guidelines for EEASCNA

A. FINANCIAL GUIDELINES for the EEASC and its TREASURER

1. The ASC Treasurer shall issue a receipt to all for donations made to the ASC, as well as moneys received from Subcommittees and activities. This will serve to create a written history of financial activity and facilitate the bookkeeping of both the Groups and the ASC. Receipts shall be sequentially numbered with a duplicate retained by the Treasurer.
2. Funds of the ASC shall not be used for any personal reasons. Funds are not to be extended for any reason other than those items that are, or have been, approved by the ASC.
3. No ASC funds shall be spent without the approval of the ASC as a whole. Emergency expenditures by the Administrative Committee may only be made with the notification of GSRs and the approval of a majority of the GSRs.
 - a. All expenditures made by the Committee shall be paid by check. On a check made payable to one of the authorized signers on the bank account, the payee shall not be authorized to sign the check and other signatures are required.
 - b. Under no circumstances are checks to be signed by any signer with the payee left blank.
 - c. An interested party rule shall be in effect: that no two persons in the same household will be signers on the ASC account.
 - d. The statements of all ASC accounts are to be mailed to the Area P.O. Box. These statements will be delivered to the Treasurer of the ASC in the company of another Area Member who will assist in the auditing of the account.
 - e. Funds are to be deposited within 48 hours of receipt.
4. The ASC Treasurer shall make written financial reports on contributions and expenditures at each regularly scheduled meeting of the ASC. The Treasurer's Report shall consist of the following: Quick Books Pro automatically generated reports, Balance Sheet, Budget vs. Actual Report, Reconciliation Report and Check Register showing at least the last transaction on the last report and all transactions following. At the January ASC, the ASC Treasurer shall provide an Annual Report, generated by Quick Books Pro. In addition to the above reports, the Annual Report shall include the entire Register for the Fiscal year and Budget reports showing Budgets vs. Actual Expenditures. (Other reports can be submitted at the discretion of the Treasurer).
 - a. Each of these reports is to be audited by the ASC Facilitator and one GSR. Additional audits can be called by the Administrative Committee or three (3) GSRs.
 - b. The people auditing the checking account will verify the reconciliation report of the checking account as performed in Quick Books against the Bank Statements. When the account is reconciled, Quick Books will show \$0.00 discrepancy between the book's and the Treasurer's records. If any other figure is presented, a

- detailed explanation will be submitted to the satisfaction of the auditing team and the ASC detailing exactly what the discrepancy is.
- c. Every trusted servant who receives money is to account for it in a report to the committee, using an approved expense report, and the Treasurer shall also report them to the committee.
 - d. The Treasurer should be careful to get a receipt whenever they make a payment. These receipts should be preserved in regular order, as they are the vouchers for the payments which must be examined by the Auditing Committee.
 - e. Proper Receipts: In order to be reimbursed, a receipt must be presented by the end of the last day of last ASC of the fiscal year in which the expenses are incurred. A written piece of paper simply listing the expenditures is not acceptable. For reimbursement of auto travel and per diem, a receipt is not necessary. Point of departure and point of destination must be designated along with the number of miles driven. Driving other than point of departure to point of destination (i.e., such as for meals) is not reimbursable. Reimbursement for auto travel will be at the current government rate for travel for charitable organizations as listed by the IRS.
 - i. In general, auto travel is only reimbursable for those trips necessary for the fulfillment of ASC duties. This would include trips to the Georgia Regional Service Committee meetings by those required to attend them as stated in these guidelines. Prudence and common sense should indicate which trips are to be reimbursed and which are not. In any case, the amount of auto travel that is reimbursable should not exceed the officer's or committee's approved budget included with their other expenses.
 - ii. Subcommittee Facilitators may request funding to attend Regional workshops. Such expenditures would require ASC approval and would be based on the financial condition of the Area.
5. Annual budgets must be submitted in writing by all ASC trusted servants at the November ASC, to be approved at the January ASC.
 - a. A prudent reserve shall be kept, made up of thirty-three (33%) percent of the semi-annual budget. All amounts above this will be sent to the GRSC, after the February, May, August, and November ASCs.
 - b. Approved budgeted expenditures may be disbursed in advance from the Treasury. All expenditures must later be verified with a receipt or proof of purchase.
 - c. Requests for reimbursements of unbudgeted expenditures shall be brought before the ASC for its approval.
 - d. No Area expenditures (other than the approved budgeted items) in excess of \$100.00 shall be made by the ASC without the consent and approval of the GSRs.
 - e. No Area trusted servant shall be reimbursed by more than one body (i.e. ASC, RSC, CPP, etc) for the same expenditure.
 6. At the ASC level of service, there should be only one person handling the funds - the Treasurer.
 7. Travel expenses shall be paid by the ASC for the H&I and PR Subcommittee chairs to attend the Quarterly meetings of the RSC Subcommittees.
 8. Travel and lodging expenses shall be paid by the ASC for the RCM and RCMA to attend the Quarterly meetings of the RSC.
 - a. Reservations for lodging for the RSC Quarterly meetings should be made in advance by the Trusted Servant to take advantage of any special rates. Two people will be expected to stay in one room unless specifically requested

- otherwise. Generally, if a single room is requested, the person making the request will be expected to pay the difference. The ASC will determine if it is necessary for someone to room by themselves, taking into account differences in gender and other special cases. The ASC may pay for the amount that would be incurred if the RCM and RCMA were to stay in the same room.
- b. If other members, or spouses, etc., attend an RSC Quarterly meeting with the RCM or RCMA, and stay in a room with the RCM and RCMA, the ASC will only pay for the portion of the room that is equal to the room rate divided by the number of people who stay in the room.
 - c. Rooms for Quarterly RSCs will be for one (1) night, unless approved otherwise by the ASC.
 - d. The RCM and RCMA will receive \$25.00 per diem to RSC meetings. Per Diem is defined as a set amount of money for food and incidentals.
9. A log shall be maintained of all service related calls that are to be reimbursed.
 10. The EEASC shall pay for and provide to all GSRs, a copy of the Bi-annual Conference Agenda Report and the annual Fellowship Report.

B. PROCEDURES for ACCURATE RECORD KEEPING by the EEASC

1. The East End Service Committee of Narcotics Anonymous has adopted Quick Books Pro to maintain all financial records of the ASC. This program will be installed on two machines, the ones used by the Treasurer and the Secretary.
2. Each donation by a Group will be entered in the deposit section and credited to the Group. Other sources of income will be listed as miscellaneous. All checks written by the ASC will be entered into the computer maintained by the Treasurer. No hand-written checks are permitted.
3. The date of the check is automatically entered, the next item is the payee, and this should pull up the payee's address and enter it in the appropriate location on the check. In the memo section, enter the receipt number of the expense to be reimbursed. In the account area, enter the subcommittee or officer that this expense is to be debited against. Have the co-signer of the check verify that all information is correct prior to printing.
4. If a check is voided for any reason, write VOID across the check face and enter \$0.00 in the register. This check must be maintained as proof that the check was voided. At the end of each RAC, a backup copy of the ASC account will be made and installed on the machine maintained by the Secretary. This machine will then be used to check the status on the information on the Treasurer's machine.

Article XVIII: Modification of This Policy

Policy changes must be sent back to the groups in the East End Area to give them an opportunity to provide input.

Article XIV: EEASC Events

January	Regular EEASC Meeting / Annual Budget Vote Conference Agenda Report (C.A.R.) Workshop at SEZF on even numbered years.
February	Regular EEASC Meeting Announce for Nominations for RCM and RCMA in even years Conference Agenda Report (C.A.R.) Voting for return to RSC
March	RSC Meeting Regional Service Committee Nominations
April	Regular EEASC Meeting Nominations from RSC returned. RCM and RCMA Nominations in even years
May	Regular EEASC Meeting RCM and RCMA Elections in even years
June	RSC Meeting RSC Elections
July	Regular EEASC Meeting
August	Regular EEASC Meeting Announce for Nominations for all ASC Admin positions and Subcommittee Chairs
September	RSC Meeting
October	Regular EEASC Meeting Nominations for ASC positions
November	Regular EEASC Meeting Elections of ASC Officers Submission of Annual Budgets EEANA Policy updated with all policy changes from the year
December	RSC Meeting

Article XV: Topics In Force

All topics affecting policy that are approved at each ASC meeting will be included under this section after each ASC including the date approved.

Article XVI: Forms used by the ASC

EEASCNA uses various forms to conduct business. These include, but are not limited to (All forms attached at end of Policy)

- A. Group Report
- B. Subcommittee Report
- C. Topic Form
- D. EEASC Resume

**E.E.A.S.C.
Group Report**

DATE: _____

Group Name: _____

Date of Next Group Conscious: _____

Meeting Location _____ Day/Time/Type...OD/CD/Step/Speaker/etc.....

GSR: _____

GSR-Alternate: _____

Group Secretary: _____

Group Treasurer: _____

Average Attendance: _____ Newcomers: _____

Comments for the month (birthdays, group anniversaries, etc...)

Are meetings going well or are there problems that need to be discussed?

What can the area do to help your group carry the message?

Is your group making a donation? _____ Amount: _____

Trusted Servant: _____

“Our service structure depends on the integrity and effectiveness of our communications”
Twelve Concepts of NA Services, Concept 8

Topic Form

All topics must be submitted to writing to the facilitator

Topic # _____ (leave blank)

Topic	<input type="checkbox"/>	/	Old Business	<input type="checkbox"/>
Nomination	<input type="checkbox"/>	/	New Business	<input type="checkbox"/>

Source:		Position:		Group:	
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Topic:	
/	

Intent:	
/	

Policy Affected	
/	

Financial Impact	
/	

EAST END AREA RESUME

Please type or print legibly and return in person to:

East End Area Service Committee

The information requested here is optional.

Any information furnished will be held strictly confidential.

Please do not provide information that you are not comfortable with.

Personal

Name _____ Position(s) Desired _____
(Optional)

Address _____ City _____

State _____ Postal Code _____ Home Phone (____) _____ - _____

Fax (____) _____ - _____ E-Mail _____

Clean Date _____ Home Group _____

Nominated by _____
(Recommended but not required)

Professional and/or Community Organization Memberships	Activities/Hobbies

Experience

Fellowship Service Experience

Dates	Length of Service	Position	Group/Area/ Region/World

List three (3) references of people you have served with

Name	Address	Telephone	E-mail Address

Work Experience

What do you feel are your strengths?

What do you feel are your weaknesses?

What accomplishment(s) in your job, in service, and/or throughout your life are you most proud of?

What do you believe you can bring to Area Service?

Why do you want to serve?

Education

List any skills, abilities, degrees, talents or training you have

Languages

Native Language: _____

Other Languages:

_____	<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Translate
_____	<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Translate
_____	<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Translate

