

POLICIES - WEASC 2021 – 2022

WEST END AREA

SERVICES COMMITTEE

OF

NARCOTICS ANONYMOUS

POLICIES

&

SUBCOMMITTEE GUIDELINES

POLICIES - WEASC 2021 – 2022

WEST END AREA

SERVICE COMMITTEE

&

GROUP SERVICE REPRESENTATIVE

HANDBOOK

SECTION I WEASC Policies and Subcommittee Guidelines

SECTION II Description of Forms and Attached Forms

SECTION III Other Types of Suggested NA Materials

SECTION IV Activities /WEASC Financial Guidelines

SECTION V WEB Content Policy

SECTION IV GROUP SERVICE REPRESENTATIVE

(Training Session Schedule)

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SECTION I

**WEASC POLICIES
AND
SUBCOMMITTEE GUIDELINES**

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ARTICLE 1

PURPOSE OF THE AREA

The purpose of the West End Area Service Committee (WEASC) shall be: 1) to respond to the needs, and collective conscience of its member groups; and 2) to support and encourage, the unity, welfare, and growth of this Area as a part of a worldwide fellowship.

ARTICLE 2

DEFINITION AND FUNCTION OF THE AREA

The Area Service Committee Members (ASC) is the communicative channel for a unified fellowship, a tie that binds us together. We serve as a link in the flow of communication from the member to the worldwide fellowship; establish a structure in which service and education are provided; and function as a vehicle through which our area fellowship and society can relate.

ARTICLE 3

BOUNDARIES OF THE WEST END SERVICE COMMITTEE

This committee shall serve groups that exist primarily within the boundaries of the West End Area of Atlanta, whose members may extend outside the West End Area. In some cases, this Area provides service to groups falling outside the Area's boundaries because the groups are in closer proximity to this Area than they are to another service area or bordering area.

A group is recognized as a member of the W.E.A.S.C. after attending three (3) consecutive ASC meetings. The RCM must confirm that trusted servants are in place (GSR, Secretary, and Treasurer).

ARTICLE 4

DEFINITION OF A GROUP IN THE WEST END AREA

1. Has trusted servants (GSR, Treasurer and Secretary) in place when appealing to the Area.
2. Has voting rights on the ASC level.
3. Will be listed on the ASC meeting schedule.
4. The Group will be allowed to participate in ASC business meeting.
5. If two consecutive ASC meeting are missed, the RCM will contact the GSR to identify group's intentions.
6. **If three consecutive ASC meetings are missed the Group will be dropped from the ASC schedule.** The Group will have to petition to ASC to be reinstated.
7. **Groups (GSR) must attend three (3) consecutive ASC meeting** in order to have voting rights on the area level. To be considered for roll call, groups must be put on the meeting schedule. To give a group report on the Area level, **GSRs** must stay for Roll Call. **GSRs**

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who leave before roll call will be considered absent from the WEASC meeting.

ARTICLE 5

ADMINISTRATIVE COMMITTEE

This committee consists of the ASC Chairperson, ASC Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Region Committee Member (RCM), Alternate Region Committee Member (ARCM), and Sub-Committee Chairpersons. The Policy Chairperson is an ex-officio member of the committee (an existing member).

This body serves as a committee in addition to their other duties. This committee serves the administrative needs of the area and coordinates the next ASC meeting. This body deals with matters including but not limited to, financing Area needs, financial accountability, and coordinating service workshops throughout the Area.

Another purpose of this committee is to actively seek out struggling and/or new group meetings, and encourage the growth of NA in this area. Therefore a category will be designated on the W.E.A.S.C. meeting schedules for those meetings that are not yet part of the West End Area but have NA meetings regularly (no trusted servant coming to the ASC meeting). The area will state the requirements for these meetings in the area policy.

This body shall have at its disposal, **for emergency purposes only, \$500.00**. This money shall be used when matters arise outside the of the normal Area meeting schedule. For example if items need to be purchased to assist the Activities Committee with hosting an Area function which may occur after an area meeting but before the next area meeting.

1. **REQUIREMENTS FOR NOMINATION TO THE ADMINISTRATIVE COMMITTEE:**
One year (1) active participation in the WEASC, its subcommittees, or a group within the West End Area.
2. A commitment to service, willingness and the resources to do the job, and a working knowledge of the 12 Steps and 12 Traditions
3. The clean time requirement will not be waived for any nominee being considered for ASC office. See clean time qualifications/requirements per position.

A. ASC CHAIRPERSON

Qualification

1. Two years clean time.
2. Service experience at the Area level.

Duties:

1. Arrange agenda with input from the administrative committee.

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2. Handles ASC correspondence with the assistance of the Secretary.
3. Presides over the ASC meetings and administrative committee meetings.
4. Co-signer of the ASC bank account.
1. Votes only in case of a tie at ASC meeting.
2. Attend ALL ASC and Administrative meetings. In the event two consecutive ASCs and/or Administrative meeting are missed, the Administrative Committee will conduct a review of the trusted servant's attendance and recommendations will be made to the GSRs regarding the appropriate actions necessary at the following ASC meeting.
3. Monitor the ASC and WEANA bank accounts.
4. If there is no chairperson for a subcommittees listed below, the Area Chairperson serves as a committee Coordinator/Liaison and link between the Subcommittee and the ASC with issues or project as it relates to their service commitment. The ASC Chair must ensure the each subcommittee chairperson listed below have a copy of his or her specific duties and responsibilities.

Activity, Region Committee Member, Secretary, Treasurer, Archivist

B. ASC -VICE CHAIR

Qualification

1. One year clean time.
2. Willingness to become Chairperson at conclusion of Chairs term of office, upon ASC approval.
3. Service experience at the Area level.

Duties:

- 1.) In the absence of Chair, Vice-Chair shall perform the duties of the Chair.
 1. Acts as parliamentarian at ASC administrative committee.
 2. Coordinates subcommittees.
 3. Co-signer of the ASC bank account.
 4. Attend "ALL" of the ASC and Administrative meetings. In the event two consecutive ASCs and/or Administrative meetings are missed, the Administrative Committee will conduct a review of the trusted servant's attendance and recommendations will be made to the GSRs regarding the appropriate actions necessary at the following ASC meeting.

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5. If there is no chairperson for the subcommittees listed below, the Area Vice-Chairperson serves as the committee Coordinator/Liaison and link between the Subcommittee and the ASC with issues or projects as it relates to their service commitment. The ASC Vice-Chair must ensure the each subcommittee chairperson listed below have a copy of his or her specific duties and responsibilities.

**Hospital & Institutions (H&I), Literature, Audit, Public Relations, Policy, Phone line,
Web Facilitator.**

C. SECRETARY

Qualification:

1. One year clean time.
2. Previous secretarial skills.

Duties:

1. Records all proceedings of ASC.
2. Print and distributes minutes and agenda of ASC meetings to GSRs, Subcommittee Chairperson and Administrative Committee members at each ASC meetings. *The minutes shall include the intent of all motions under new business. The Secretary shall issue copies of the motion forms that affect Policy to the Policy chair at the proceeding administrative meeting.*
3. Maintain an updated mailing list of all participants for inclusion in ASC minutes.
4. Make minutes available to non-participants at cost.
5. Trains Alternate Secretary to assume Secretary's position.
6. Include Administrative Committee meeting minutes in the ASC minutes; including announced schedule meeting with time and locations.
7. Attend "ALL" ASC and Administrative meetings. In the event two consecutive ASCs and/or Administrative meetings are missed, the Administrative Committee will conduct a review of the trusted servant's attendance and recommendations will be made to the GSRs regarding the appropriate actions necessary at the following ASC meeting.
8. Maintain copies of all updated ASC standard forms and ensure forms are available at each ASC and Administrative meeting.

ALTERNATE SECRETARY

Qualification:

1. Nine months minimum clean time.
2. Willingness to assume Secretary's position at conclusion of Secretary's term of office upon ASC approval.

Duties:

1. Performs the duties of the Secretary in the Secretary's absence.
2. Assists the Secretary in performance of all duties.
3. Attend as many ASC meetings as possible.

E. TREASURER

Qualification:

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1. See Article 15 for details instruction on Financial Guidelines for the WEASC and its Treasurer.
2. Custodian of ASC bank account
 - a) Two years clean time.
 - b) Previous accounting experience.
 - c) Keep accurate records of all ASC transactions including receipts for income and disbursements? (Coordinate Activity Treasurer, and Audit for an accurate monthly treasurer report.)
 - d) Insure all ASC bills are paid in a timely matter.
 - e) Disburses funds necessary in accordance with financial guidelines.
 - f) Give a written report of ASC financial status at each ASC meeting and be prepared for random audits.
 - g) If the Treasurer know in advance their going to be absent from the ASC meeting, and there isn't an Alternate Treasurer in place, the ASC Treasurer must contact the ASC Chair and make the necessary arrangements to ensure all ASC financial transactions are carried out.
 - h) Make full financial report at the annual meeting.
 - i) Co-signer of the ASC bank account.
 - j) Be prepared at any time to advise the ASC on specific and/or general financial condition.
 - k) Train Alternate Treasurer to assume duties.
 - l) Keep accurate logs of each subcommittee's current budget for the ASC fiscal year.
 - m) Attend "ALL" ASC and Administrative meetings. In the event two consecutive ASC or Administrative meetings are missed, The Administrative Committee will conduct a review of the trusted servant's attendance and recommendations will be made to the GSRs regarding the appropriate actions necessary at the following ASC meeting.

NOTES: It is vital that every Treasurer hands over their records to their successor in order to preserve continuity and history.

F. ALTERNATE TREASURER

Qualification:

1. Eighteen (18) months clean time.
2. Willingness to assume duties of Treasurer at the end of Treasurer's term office upon ASC's approval.

Duties:

1. Perform duties of Treasurer in Treasurer's absence.
2. Assists Treasurer in performance of Treasurer's duties.
3. Attend "ALL" ASC and Administrative meeting. In the event two consecutive ASCs and/or Administrative meetings are missed, the Administrative Committee will conduct a review of the trusted servant's attendance and recommendations will be made to the GSRs regarding the appropriate actions necessary at the following ASC meeting.

**** In the event that no Treasurer or Alternate Treasurer is elected, the Area Chair and/or Area Vice-Chair shall administer the position and its responsibilities **.**

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G. REGION COMMITTEE MEMBER (RCM)

The Region Committee Member (RCM) should be selected from and most active members in order that they may serve their Area's needs and the needs of Narcotics Anonymous.

Qualification:

1. Three years clean time.
2. Previous service experience at the Area level (i.e., RCM/A).

Duties:

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 NA. Our RCM is the West End Area's link with rest of the Georgia Region and the World. The RCM provides communication between these service levels and the various groups within the area and other areas.

1). Attend (4) area group business meetings on monthly basis, and report back to the Area.

1. Is a source of information and guidance in matters concerning the Twelve Traditions.
- 2.. Participate at the Regional Service Committee meeting as the voice of the West End Area. When voting, the RCM will vote the conscience of the Area. The RCM shall obtain 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 West End Area.
3. Participate on one or more RSC Subcommittee.
4. Acquire a working knowledge of RSC parliamentary procedure to better serve the Area.
5. Attend ALL Georgia Regional Service of Narcotics Anonymous quarterly meetings
6. Submit a written report of RSC activities at each ASC.
7. Attend "ALL" ASC and Administrative meetings. In the event two consecutive ASCs and/or Administrative meetings are missed, the Administrative Committee will conduct a review of the trusted servant's attendance and recommendations will be made to the GSRs regarding the appropriate actions necessary at the following ASC meeting.

H. ALTERNATE AREA SERVICE REPRESENTATIVE (ARCM)

Qualification:

1. Eighteen (18) months clean time.
2. A willingness to become RCM upon ASC approval the following year.
3. Serve experience on the Area level.

Duties:

1. In the absence of the RCM, the ARCM shall perform the duties of the RCM.
2. Is a source of information and guidance in matters concerning the Twelve Traditions.
3. Work closely with the RCM in performing all duties.
4. Attend ALL Regional Service Committee meeting with the RCM.
5. Attend four (4) business meeting a month and report back to the Area.

**** In the event that no RCM or Alternate RCM is elected, the Area Chair and/or Area Vice-Chair shall administer the position and its responsibilities **.**

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ARTICLE 6

A. SUBCOMMITTEES

A committee established to serve any specific need that arises within the Area. New subcommittees shall be recognized by a two-third (2/3) vote of the GSRs. The basic purposes of these subcommittees are to collect, clarify, define,, and state the concern, and to initiate and coordinate actions based on these decisions, No subcommittee shall take actions that are contrary to the approval service manuals, and in fact should support strict adherence to all service manuals and the Twelve Traditions.

1. Each subcommittee shall present a set of guides/policies for approval by the ASC, with revisions annually.
2. Subcommittee Chairs shall present a report on the Word Service Committee (WSO) Conference Agenda Report on motions pertaining to their subcommittee.

B. QUALIFICATIONS FOR SUBCOMMITTEE CHAIRPERSONS:

1. Two years clean time.
2. A working knowledge of the Steps and the Traditions.
3. Service experiences on either the Group or Area level.
4. Attend “ALL” ASC and Administrative meeting. In the event two consecutive ASC’s or Administrative meetings are missed, the Administrative Committee will conduct a review of the trusted servant’s attendance and recommendations will be made to the GSR’s regarding the appropriate actions necessary at the following ASC meeting.
5. Subcommittee Chairpersons can only hold one position during a service term on WEASC. Holding two positions in one term is not permitted.

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C. THE FOLLOWING STANDING SUBCOMMITTEES SHALL EXIST:

1. Activities
2. Archivists
3. Audit
4. Hospital and Institutions (H&I)
5. Literature
6. Phone Line
7. Policy
8. Public Relation (PR)
9. Web Facilitator.

D. GENERAL GUIDELINES FOR SUB-COMMITTEE MEMBERS

1. Be assessable for regular communication with the subcommittee chair.
2. Absent members should be proactive in getting a copy of the minutes that they've missed.
3. Each subcommittee member should read the 12 Concepts; the 12 Concepts are for service.
4. If a subcommittee is having Internal controversy, they should try to resolve it themselves, if not, they should come to the WEASC Committee for further assistance and support.
5. All subcommittee members should submit original receipts for area expenses and/or reimbursement to the committee treasurer at the monthly committee meeting. Keep a copy for yourself.
Sign-in sheets should be circulated at each meeting.

E. GENERAL GUIDELINES FOR SUBCOMMITTEE CHAIRPERSONS

Be assessable for regular communication with the subcommittee members and the subcommittee coordinator (either the ASC Chair or Vice Chair).

1. If you miss a scheduled subcommittee meeting, it is your responsibility to obtain a copy of the minutes from the subcommittee Secretary.
2. With the assistance of the subcommittee members, seek a vice chair and any other subcommittee open position by the December Administrative meeting.
With the assistance of the subcommittee members, identify and appropriate monthly committee.
3. With the assistance of the subcommittee members, identify and appropriate monthly committee meeting, date, time, and location by the December Administrative meeting.
4. Read and comprehend the 12 Concepts. "Our 12 Concepts are guiding principles for our

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- services structure.”
5. If applicable, pre-order a copy of the WSL handbook for you committee by the January ASC. This handbook should be available at every subcommittee meeting for guidance and reference. Each subcommittee will be responsible for purchasing their respective handbooks.
 6. Use the ASC Service meeting format to conduct all subcommittee meetings.
 7. Ensure that all subcommittee members submit original receipts for area expenses and/or reimbursements to the ASC or subcommittee treasurer at the monthly committee meeting. Keep a copy for yourself.
 8. With the assistance of the subcommittee Treasurer, determine whether a budget is necessary. If so, identify that budget amount and submit it by the November and May ASC. Budget should be submitted on a semi-annual basis (twice a Year).
 9. Request for monthly expenses, a Budget Request Form must be submitted at the Administrative Committee meeting prior to the ASC meeting. The Secretary should have copies of this form.
 10. Provide each newly elected/appointed subcommittee chair and/or committee member with a copy of their responsibilities and duties.
 11. Attend “ALL”ASC and Administrative meetings. If you are not able to attend you must be proactive in communication with the Vice-Chair to ensure representation of your subcommittee.
 12. Read and comprehend ALL duties and responsibilities for each subcommittee chair under you umbrella.
 13. If an officer or subcommittee Chair has missed 2 consecutive area meetings or Administrative meeting, the Administrative Committee will make a recommendation to the GSR after a review has been completed for possible impeachment. This is per policy.
 14. Attend the transition (passing of the torch from the outgoing to the incoming chairperson) meeting, held the first weekend in November.
 15. Share the meeting agenda with the designated subcommittee coordinator, (ASC Chair or ASC Vice Chairperson).

F. ACTIVITY SUBCOMMITTEE GUIDELINES (CHAIRPERSON RESPONSIBILITIES)

1. Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee and provides direction when deemed necessary.
2. Helps resolve personality conflicts.
3. Keeps activities within the principles of the Twelve Traditions and in accordance with the purpose of the Anniversary.
4. Monitors the flow of funds and overall Anniversary costs, and helps organize the Subcommittee budgets.
5. Prevents important questions from being decided prematurely, in order to foster understanding by the entire Activity Committee prior to action.
6. Encourages the subcommittees to do their duties while providing guidance and support.

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Subcommittees should be given trust and encouragement to use their judgment within reason but not to act as an independent body outside the realms of the Activity Committee as a whole.

7. Prepares the agenda for the Activity Committee meetings.
8. Votes only to break a tie.
9. Chairs the Activity Committee meetings as well as the Anniversary Main Speaker Meeting.
10. Insures that all Activity Committee members are informed of any sudden changes in meeting times and places.
11. Is a co-signer on the Activity Committee's checking account?
12. Is the liaison between the Activity Committee and West End Area Service Committee.
13. Is a co-signer of all contracts and co-negotiator for all vendors that involves any portion of this process in compliance with the West End Area Service Committee and Activity Committee policies? The ASC Chair must also sign all contracts affecting the W.E.A.S.C. as a whole and be privy to all negotiations.
14. Develop and distributes time line monthly to each subcommittee and ensures each committee is on track with responsibilities leading up to Anniversary.
15. Along with the Area and Activity Vice Chairs and Activity Secretary, responsible for serving in any subcommittee chair position that would become vacant until an election can take place.
(For more detailed description of responsibilities see Activity Committee Guidelines)

ACTIVITIES ADMINISTRATIVE POSITIONS:

Vice Chair
Treasurer/Alternative Treasurer
Secretary/Alternative Secretary

ACTIVITIES SUBCOMMITTEE CHAIRS:

- | | |
|------------------|--------------------|
| a. Hospitality | e. Serenity Keeper |
| b. Hotel Liaison | f. Merchandise |
| c. Registration | g. Program |
| d. Entertainment | h. Arts & Graphics |

ACTIVITIES - HOSPITALITY SUBCOMMITTEE CHAIR RESPONSIBILITIES

1. Set menus and food prices– This is done prior to fundraiser
2. Purchase items needed for event
3. Select a team of service workers for the event – determine how many needed and work with hospitality vice chair to organize volunteers
4. Set up Room – put chairs/tables in place for event.

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5. Breakdown Room after each event - remove tables/chairs according to event change for the day. Ex: rearranging from speaker jam to speaker meeting – what time; what should room look like?

Prepare (cook) food –cook food in timely manner as not to run out.

6. Collect funds from kitchen sales using a ticket system and drop money with the treasurer at designated times.

7. At end of night, prepare an event report that includes items sold and monies collected.

8. Check trash and restrooms routinely during event

9. Clean kitchen at end of event

10. At the Anniversary organize staff and maintain the hospitality suite during the event.

(For more detailed description of chair's responsibilities, see Activity Committee Guidelines)

ACTIVITY – PROGRAM SUBCOMMITTEE CHAIR RESPONSIBILITIES

1. Organize and contact all speakers for meetings and workshops planned by the Activity Committee.
2. Contact all speakers as well as back-up speakers.
3. Responsible for all speaker meetings and workshop, formats, and reading including Marathon.
4. Plan and organize workshops, meetings, marathons and speaker meetings for Anniversary.
5. Man a speaker sign-in table for Anniversary.
6. Work closely with the Activity Committee in selecting speakers for the Anniversary.
(For more detailed description of chair's responsibilities, see Activity Committee Guidelines)

ACTIVITY - MERCHANDISE SUBCOMMITTEE CHAIR RESPONSIBILITIES

1. Inventory all Merchandise from previous year.
2. After theme and pre-anniversary and anniversary logo are chosen, select along with the merchandise subcommittee, at least 3 vendors for t shirts production.
3. Coordinate T-Shirt purchase; shop around for vendors (colors, sizes, and prices)
4. For vote from merchandise subcommittee.
5. T-Shirts should be available by March fundraiser – no later than April.
6. Coordinate T-Shirt sales with plan of distribution, utilizing an accountability sheet for t-shirt sales.
7. Keep Activity Chair informed on T-Shirts sales.
8. Set up table at each event to sell T-Shirts.
9. Locate and identify other vendors to sell additional NA Merchandise for Anniversary subject to committee approval. (Jewelry, tapes).
10. Sell all remaining T-Shirts at Anniversary.
11. Coordinate raffle Sales or select a Raffle Coordinator who is part of the Merchandise Committee.
12. Coordinate pre-ticket sales for events that sales tickets prior to event.
(For more detailed description of Chairperson Responsibilities see Activity Guidelines)

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ACTIVITY – REGISTRATION SUBCOMMITTEE CHAIR RESPONSIBILITIES

- 1). Obtain any pre-registration from previous registration Chair.
- 2). Set up registration table at each Area event as well as Area meeting.
- 3). Obtain catalog and identify potential items for registration packet.
- 4). Organize packet contents.
- 5). Along with other committee members distribute flyers announcing Anniversary to all groups.
- 6). Along with other committee members prepare nametags for packet.
- 7). Responsible for registration set up at the Anniversary.
- 8). Have forms available at anniversary for next year's registration.
- 9). Give written report at each committee meeting.
- 10). Keep records of all registered persons type/written down.

(For more detailed description of Chairperson Responsibilities see Activity Guidelines)

ACTIVITY - ARTS & GRAPHICS SUBCOMMITTEE CHAIR RESPONSIBILITIES

1. Prior to the Anniversary, this committee is responsible for designing and/or obtaining the Anniversary logo, flyers, tickets, posters, signs, directional signs, etc.
2. Solicits the fellowship for artwork that will go along with the Anniversary theme.
3. Gets the artwork in the appropriate format for all the vendors to use..

(For more detailed description of Chairperson Responsibilities see Activity Guidelines)

ACTIVITY – HOTEL LIAISON SUBCOMMITTEE CHAIR RESPONSIBILITIES

1. Research hotels and gets three bids, one year prior to the Anniversary.
2. Works with the Activity Chair in negotiating with hotels to host the Anniversary based on predetermined requirements as stated in the Activity Guidelines.
3. Serves as the main communications link between the hotel and the Activity Committee during the year and at the Anniversary.

(For more detailed description of Chairperson Responsibilities see Activity Guidelines)

ACTIVITY - ENTERTAINMENT CHAIR RESPONSIBILITIES

1. Meet with the Chair from each committee from the previous year and gather all information and materials available.
2. Form a planning committee to arrive at a theme; schedule, participant guidelines, length of show, etc.
3. Decide on a date, location and number of practices for fashion show, and Talent show.
4. Lead Fashion show, and Talent show practice sessions in an orderly manner.
5. Be responsible for selling fashion show and talent show tickets (or appoint someone on your committee) and encourage participants to register for WEANA and sell a certain number of tickets for the show.
6. Stage one pre-Fashion Show and Talent Show at a WEANA fund raiser to be determined.
7. Attend monthly activity meetings and give a written report of show progress.
8. If Chair can't attend, send someone with a written report to the activity committee meeting.
9. Create an anniversary budget according to the Activity schedule for budgets
10. Create an Fashion Show/Talent Show committee that includes a vice chair; secretary; and other service workers as needed.

(For more detailed description of Chairperson Responsibilities see Activity Guidelines)

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ACTIVITY – SERENITY KEEPER – SUB COMMITTEE CHAIR RESPONSIBILITIES

1. Assist with crowd control during fundraisers and the Anniversary.
2. Help with set up and breakdown of the event.
3. Address any medical emergencies by calling 911 in coordination the chair.
4. Escort treasurer as needed during fundraisers and the Anniversary

(For more detailed description of Chairperson Responsibilities see Activity Guidelines)

ARCHIVIST – (CHAIRPERSON RESPONSIBILITIES)

- 1). Develop processes on how everything will be gathered from subcommittee chairs and where that material will be stored.
- 2). Catalog and file all ASC material for the current year.

AUDIT – (CHAIRPERSON RESPONSIBILITIES)

- 1). Check the post office box at the beginning of second week of each month for all ASC related correspondences. The box is located at the West End Post Office on Oak Street - #11133
 - i). Distribute all correspondence accordantly at each Administrative Meeting, phone bill to the Phone Line Chair or their liaison, the ASC bank statement to the ASC Treasurer or their liaison, the Activity Committee bank statement to the Activity Chair/Treasurer or their liaison and all group correspondence to the GSR of the specified group at the next ASC.
 - ii). Each bank statement (ASC and WEANA) must be opened and copied. The Auditor should maintain the copies for performing their audit and the original must be distributed to the appropriate individuals listed above.
- 2). The ASC AND WEANA are the only accounts that have to be audited. The other sub-committee financial spending patterns are verified during these routine audits.
- 3). Verify that the previous month's bank statement "Closing Balance" and "Balance Forward" on the Treasurer's Report is the same.
- 4). Verify the list of checks written from the check registry to the list of checks that cleared on the bank statement. This will give you an idea and total of the amount of checks that are still outstanding.
- 5). All deposits must be verified. If a deposit was made and the Treasurer has provided a deposit ticket but the deposit is not included on the bank statement that deposit should not be included in the Treasurer's or Auditor' calculation. The Auditor should just maintain a copy and it should appear on the next month statement.
- 6). If there are outstanding checks, they must be added back into the balanced and carried over every month until they clear the account. Please keep track of each check number as well.
- 7). Always remember to include any bank fees in your calculation.
- 8). The Auditor must inform each Treasurer that receipts (or copies of receipts) for all fund disbursed to all sub-committee members must be provided during each audit.
- 9). Verify that funds disbursed to the sub-committees are equivalent to the receipts provided.
- 10). Verify the calculations in the following sections of each Treasurer's Report:
 - i). "ASC Expense Details".
 - ii). "WEANA Itemized Expenses".

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- 11). Verify and compare the amount recorded in the Treasurer's Receipt Book to the amount recorded in the following sections on the Treasurer's Report:
 - i). ASC Group Donation.
 - ii). Other Income.
 - iii). Outstanding Checks.
 - iv). WEANA Itemized Expenses.
- 12). The "Transaction Summary" section is intended to summarize the transactions listed above and to notate any special circumstances regarding the account.
- 13). Once everything has been verified and found to be compliant with bank statement "Closing Balance", the auditor should write to indicate the report has been audited and sign it.
- 14). Coordinate with Area Treasurer and Activities Treasurer on all Financial reports.

Notes:

- a) See attachment samples of previous Treasury and Audit Reports.
- ii). The Auditor should also review the Bank Reconciliation Article in the ASC Policy for further clarity on auditing procedures

HOSPITALS AND INSTITUTIONS – (CHAIRPERSON RESPONSIBILITIES)

- 1). Prior to establishing an H&I meeting in a facility. The following must be done:
 - a). Contact person for all facilities where the WEASC is holding H&I meetings.
 - b). Meet with the facility person and their assistant to obtain both their contact information. (PI Work).
 - c). Obtain any facility instructions and/or guidelines required. Example:
 - 1). ID Badges
 - 2). Background Checks
 - 3). Entry Procedures
- 2). Assist the Public Information Subcommittee when they do presentations for a new facility being considered for a possible H&I meeting place. The guidelines are clearly defined in the Hospital & Institution Handbook, which can be ordered from WSO.
- 3). Submit a complete literature order form and a "Budget Request Form" to the Literature Chair and all literature orders. The Literature Chair will submit all forms to the ASC Treasurer as a paper trail for financial transactions between the two subcommittees.
- 4). ***Conduct two workshop/learning days with PI and Phone line per year.***

HOSPITALS AND INSTITUTIONS – LITERATURE

- 1). Based on previous budgets, create a budget for the literature needed for the various facilities.
- 2). Distribute literature for the designated facilities at each H&I subcommittee meeting.
- 3). ***Conduct two workshop/learning days with PI and Phone line per year.***

LITERATURE – (CHAIRPERSON RESPONSIBILITIES)

All literature will be sold to Westend Groups First. Then other group orders can be placed.

- 1). Encourage groups that consistently place large order (over \$100.00) to pre-order their literature.
- 2). Make sure there's a budgeted amount of literature on hand for the groups and H&I prior to the ASC.
- 3). Attend all ASC and Administrative meeting and/or coordinate with the alternate to be there.
- 4). Inventory all NA material after each ASC meeting.

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- 5). Set-up the Literature store at the ASC meeting at 1:30, and start selling merchandise from 2:00 - 3:30 pm.
- 6). Provide a written report at the same ASC of all merchandise sold for that day.
- 7). Order NA material based on what is in demand. The type of merchandise that is selling best can determine this or what is per-ordered.
- 8). Maintain all receipts in the receipt book.
- 9). Give everyone that makes a purchase a receipt.
- 10). Keep a good supply of order forms on hand and give each group who makes a purchase a new form for their next order.
- 11). Provide some type of container/bag for customers to carry their merchandise in.
- 12). All purchases must be made with a money order.
- 13). Order H&I literature along with the ASC literature order.
- 14). H&I Chair will submit a completed order form and a “Budget Request Form” to the Literature Chair. This form must be submitted to the ASC Treasurer as a paper trail for financial transactions between the two subcommittees.
- 15). Back Order Literature will be pick-up the follow Area Meeting Next Month.

PHONE LINE – (CHAIRPERSON RESPONSIBILITIES)

- 1). Responsible for interacting with the Area Treasurer to paying the phone bill, etc.
- 2). Ensure the committee has an active committee of women and men what will carry the phone and be assessable for female-to-female or male-to-male 12-Step Support.
- 3). Coordinate monthly list of men and women to carry phones and/or assist with gender specific callers.
- 4). *Conduct two workshops/ learning days with PI and H&I per year.*

POLICY – (CHAIRPERSON RESPONSIBILITIES)

- 1). Annual housekeeping (add policy revisions and updates) will be done in October by the current Policy Chair and ASC Vice-Chair.
- 2). If a motion affects policy, the Policy Chair should take that motion add it to the “Amendment Section” of the Policy and provide the GSR (GROUP SERVICE REPRESENTATIVE)s with the updated “Amendment Sheet” that list current motions passed at each ASC meeting.
- 3). Coordinate with the ASC Secretary to obtain a copy of all motions passed that affect Policy at the next Administrative meeting.

PUBLIC RELATION (Information/PI) – (CHAIRPERSON RESPONSIBILITIES)

- 1). Assist each subcommittee with distribution of their flyers and/or announcements.
- 2). Provide update schedules at each meeting.
- 3). Attend all ASC and Administrative meetings and/or coordinate with the vice-chairperson to be there.
- 4). Assist the Activity Committee and any other ASC subcommittee with the distribution of flyers and announcement.
- 5). Provide NA poster throughout the West End Area.
- 6). **Conduct two workshop/learning days with H&I and Phone line per year.**

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SUBCOMMITTEE SECRETARIES

- 1). Subcommittee Secretaries should follow the duties and responsibilities of the ASC Secretary and be to circulate sign-in sheets at each committee meeting.
- 2). Be knowledgeable of the proper procedures for handling the media. The guidelines are clearly defined in the Public Information Handbook, which can be ordered from WSO.
- 3). Assist the Hospital & Institution Subcommittee when they do presentations for a new facility being considered for a possible H&I meeting place. The guidelines are clearly defined in the Hospital & Institution Handbook, which can be ordered from WSO.

Web Facilitator

- 1). Maintain and Monitor West End Area Web site.
- 2). Update any changes to the West End Area Web Site
- 3). Adhere to the 12 Traditions of Narcotics Anonymous
- 4). All posting must pass The West End Operating Policy. In Section V in Policy.

ARTICLE 7

AD-HOC COMMITTEES

This committee is formed when and where necessary to accomplish temporary tasks that are not covered by the existing subcommittee. Ad-Hoc committees are disbanded when the task is complete and a report is presented. Ad-Hoc Committees are established by a motion, appointed by the Administrative Committee or elected by the ASC.

ARTICLE 8

PARTICIPATION

A. THE FOLLOWING HAS A VOICE ON THE FLOOR:

- 1). Vice-Chair
- 2). Secretary
- 3). Treasurer
- 4). RCM & Alternate RCM
- 5). Archivist
- 6). GSR or Alternate GSR (in absence of the GSR.
- 7). Subcommittee Chair or their Vice-Chair (in the absence of the subcommittee chair.
- 8). GSR's (or their alternates in the absence of the GSR have recognition priority on all discussion.

B. ONLY THE FOLLOWING CAN MAKE A MOTION:

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- 1). GSR's or the Alternate (in absence of the GSR).
- 2). Subcommittee Chairs or their Vice-Chair (in the absence of the subcommittee Chair).
- 3). ASC Vice-Chair
- 4). RCM and ARCM
- 5). A GSR or their Alternate must 2nd all motions (in the absence of the GSR in order for discussion).
- 6). All motions must be on approved motion forms and must contain the intent.
- 7). Motions that affect Policy and/or financial issues must be noted and considered prior to motion being approved.

C. PARTICIPATION ON MOTIONS:

- 1). Main motion, 3 pros - 3 cons.
- 2). Amendment, 3 pros - 3 cons.
- 3). Reconsider a previous motion, 3 pros - 3 cons.
- 4). Extending a discussion may be initiated at the discretion of the Chair.
- 5). A call for a vote is debatable and must be seconded.

D. ANYONE WISHING TO BE RECOGNIZED MUST RAISE HAND EXCEPT FOR:

- 1). Point of Personal Privilege.
- 2). Point of Order.
- 3). Appeal to the Chair.
- 4). Point of Information.
- 5). Object to Consideration.
- 6). Call for the Order Of The Day.

ARTICLE 9 VOTING

- A). Voting participants will raise a hand to indicate yes - no - or abstention votes.
- B). The ASC members who are eligible to vote.
 - 1). GSR or their Alternate (in absence of GSR.)
 - 2). Written proxies (alternates) are not considered valid.
 - 3). Chair or the Vice Chair (in the absence of the Chair) may vote only to break at tie.
**** Subcommittee Chairs or Vice Chairs are not allowed to vote ****

ARTICLE 10 ELECTION OF TRUSTED SERVANTS

- A). GSR of each Group within the Area should solicit nominees for vacant trusted servant position. All vacant trusted servant position will be announced two (2) months prior to the election. **(Nominations should begin in August and will end in September, at this time**

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- a written motion should be enter to close all nomination. Motion must be 2nd by a GSR and a vote will take place).**
- B). Voting will take place in **October**.
 - C). **During the October voting no other name came be nominated for a position in which a nominee has been nominated. That position is closed for any other nominee. If the nominee is voted down by not getting a 2/3 vote then and only then will that position be open for new nomination.**
 - D). Each nominee must be present during the voting.
 - E) The nominee should be a part of NA fellowship and have a home group within the West End Area. State clean date, past service experience, why you can serve and want to serve the fellowship. Submit written qualifications (Service Resume) to the Secretary for inclusion in the minutes).
 - F) An explanation from the approved service manual and these ASC Guidelines are needed to establish each position's responsibilities, per office. (See Article 5).
 - G) All elected trusted servants will serve for a period for one year. The maximum number of terms that a trusted servant can be elected is 2 consecutive terms for the same position.
 - H) Before an actual vote is taken, respective nominee state their qualifications for the service position. This should be done in July if nominee were nominated in July, or in August if nominee were nominated in August. A 2nd qualification in September is not necessary unless a position is open in September. In September when voting is taking place all nominee has qualify themselves, and GSR have taken it back to their home group for the group to vote. At this time the GSR is to give the vote of the group conscience, and not of their conscience.
 - I) A GSR or GSR Alternate in the absent of the GSR must second each nomination.
 - J) In case of only one nominee, a two-thirds (2/3) majority of all voting participant is necessary.
 - K) After all nominations have been accepted the Chairperson will ask if there any more nomination.
 - L) Refer to Article 10 Section A. A written motion to close all nomination, and 2nd by GSR.
 - M) All nominees must be present at the time of election. Exceptions will be considered if a letter is submitted explaining absences, i.e., illness, death or job responsibilities.
 - N) Voting is done by a show of hands; elections require a majority vote, except in case of only one nominee (refer to Article 10 - Section J).
 - O) This procedure is repeated until a process of elimination fills all the position.

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ARTICLE 11 RESIGNATIONS

A. VOLUNTARY

- 1). Given in writing to the ASC Chairperson prior the next ASC meeting.

B. INVOLUNTARY

- 1). Relapse during term of office.

C. REVIEW

- 1). In the event that two consecutive ASC and/or Administrative meetings are missed. A review is in order.

D. IMPEACHMENT

- 1). These grounds represent prerequisites for impeachment. They are not meant to imply that Impeachment is necessarily in order that in every case that these grounds exist. They are simply intended as a guide to the “Group Conscience” when impeachment proceedings are initiated. This is needed in case of breach Traditions, a malicious misuse of the terms and conditions of office, and/or generally unethical conduct inconsistent with the role of trusted servant, including a failure to perform duties and responsibilities and stealing or misappropriating NA money.
 - a). The individual will be notified ten (10) days prior to the ASC.
 - b). A motion for impeachment is presented with due cause stated.
 - c). The respondent is given a rebuttal if so desired, not to exceed ten (10) minutes. A closed ballot is taken.
 - d). A two/third (2/3) majority vote of all voting participants is necessary for

impeachment

ARTICLE 12

MEETINGS

- A. The Area Service Committee shall meet every month. This committee shall be the forum for the exchange of information, experience, strength, and hope to serve as a resource to the member groups. This meeting is limited to two (2) hours.
- B. The W.E.A.S.C. monthly meeting will be scheduled for the last Saturday of the month, unless a major holiday falls on that weekend in that case in the ASC meeting will be held the weekend prior. The major holidays are: New Year’s Eve and New Year’s Day, M.L. King, Jr. Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas.
- C. The Chairperson or three GSRs may call special meetings. 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) days’ notice shall be given. Notification of participants in the responsibility of the Chairperson.
- D. The Chairperson arranges the ASC agenda prior to each meeting with the Administrative Committee.
- E. Any motions not already on the agenda must be given to the Vice-Chairperson, on motion forms prior to New Business.
- F. A quorum shall consist of fifteen (15) GSRs in order to start an ASC meeting concerning voting.

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- G. During the Pandemic or anytime the ASC is meeting virtually, quorum shall be made by a majority of the members present at the meeting.
- H. A quorum must be reached by thirty (30) minutes after the schedule meeting time.
- I. A Starter Kit @ \$13.00 (IPs \$8.40 and Readings @ \$4.60) shall be given to any new group to the West End Area Service Committee the day requested by the new group after 3 consecutive West End Area Business Meetings. **Literature Prices are subject to change due to rising cost of literature.**

ARTICLE 13

MEETING FORMAT

- A). Opening Prayer.
- B). Reading of the Twelve Tradition
- C). Reading of the Twelve Concepts.
- D). Reading of the “Purpose and Definition” of an ASC (Vice-Chairperson)
- E). Minutes of last meeting - Read by Secretary
- F). Administrative Committee reports: Treasurers report, and ASR’s, etc.
- G). Subcommittee reports.
- H). Old business (election of trusted servants if necessary).
- I). New Business (pre-arrange has priority).
- J). Roll Call and Group reports.
- K). Amendment to previous ASC minutes shall be included in the following ASC minutes in the slot after “Roll Call” and before “Open Forum”.
- L). Open Forum for any NA Member (limited to 15 minutes).
- M). Plans for next meeting are discussed.
- N). Announcements.
- O). Adjournment - Serenity Prayer.

ARTICLE 14

ZERO TOLERANCE POLICY

The West End Area has in place a Zero Tolerance Policy for disruptive, threatening or violent behavior at any West End Area event. Maintaining an atmosphere of recovery and the safety of West End Area members, visitors and trusted servants is an important concern to the West End Area.

Threats, disruptive behavior, threatening behavior or acts of violence against members, visitors or trusted servants while attending a West End Area event WILL NOT BE TOLERATED. Violations of this policy will result in a **90 DAY BAN** from attending or participating an event hosted or sponsored by the West End Area.

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1. **Disruptive behavior includes yelling, waving arms or fists, verbally abusing others and refusing reasonable requests for calm.**
2. **Threatening behavior includes physical actions short of actual contact or injury, moving aggressively into another's personal space, verbal threats to people or property ('watch your back') and implied threats ("You'll be sorry; This isn't over.").**
3. **Violent behavior includes any physical assault with or without weapons; throwing things or destroying property, or specific threats to inflict physical harm.**

The West End Area appreciates your cooperation!

ARTICLE 15

REPORTS

- A.) All reports are to be typed and/or written on 8 ½ X 11 inch paper and turned over to the Secretary before Old Business. **A copy should be given to the Executive Committee, to all GSRs & Subcommittee Chairs during the report. Oral reports are not permitted.**
- B.) GSR reports are suggested to include the following:
 - 1). Number of meetings, new meetings and meeting schedule changes.
 - 2). Group activities.
 - 3). H&I Activities.
 - 4). PI Activities.
 - 5). Literature Activities.
 - 6). Other committee activities.
 - 7). Major accomplishments.
 - 8). Specific problems or situations.
 - 9). Brief summary of what your group would like to see accomplished at the ASC and RSC.
 - 10). The GSR report form should be used to make the GSR reports.
 - 11). **All GSR's are required to be an active member of one of the Area Subcommittees. Please list what Subcommittee you are an active member of on your GSR report.**
- C.) Subcommittee reports should include the following:
 - 1). Workshop activity.
 - 2). Communications with Area, Region, and World committee.
 - 3). Current and future plans.
 - 4). Treasurer's report including reimbursable expenditures.

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- D). Officer's reports should include any pertinent information with respect to the officer's duties.
- E). Reports on special projects (those outside the normal duties of officers or subcommittees) should be written and include all pertinent information for review.
- F). Yearly reports are given at the ASC at annual elections.

ARTICLE 16

FINANCIAL GUIDELINES FOR THE WEASC AND ITS TREASURER

- A). The ASC Treasurer shall have minimum of two (2) years clean time.
- B). The ASC Treasurer shall issue a receipt to all groups for donations made to the ASC, as well as monies received from subcommittees and activities. This will serve to create a written history of financial activity and facilitate the bookkeeping of the Groups and the ASC. Receipts shall be sequentially numbered with a duplicate retained by the Treasurer.
- C). Funds from the ASC shall not be used for any personal reasons. Funds are not to be extended for reason other than those items that are, or have been approved by the ASC.
- D). 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 the GSR's and the approval of a majority of the GSR's.
 - 1). All expenditures made by the Committee shall be paid by check.
 - 2). On a check made payable to one of the authorized signers on either of the bank accounts, the payee shall not be authorized to sign the check. Other signatures are required.
 - 3). Under no circumstances are checks to be signed by any signer with the payee left blank.
- E). ASC funds shall be kept in a single bank account, with checks requiring two (2) signatures of the following: ASC Chairperson, Vice-Chairperson, Treasurer, Secretary or Alternate Treasurer.
 - 1). The statements of all ASC accounts are to be mailed to the Area P.O. Box, to be delivered unopened to the Chairperson of the Auditing Subcommittee.
 - a). To amend the Financial Guidelines of the WEASC: To allow the Treasurer of the ASC to open bank statements concerning checking accounts of the ASC.
 - 2). Funds are to be deposited within twenty-four (24) hours of receipts; if necessary they are to be in a night deposit bag.
 - a). All monies received from Groups as donations to the ASC or otherwise shall be in the form of money order or check.
- F). The ASC Treasurer shall make written financial reports of contributions and expenditures at each regularly scheduled meeting of the ASC, as well as an annual report at the end of each calendar year for the ASC account.
 - 1). Each of these reports is to be audited by the Auditing Committee prior to presentment to the ASC (other audits may be called when either the Administrative Committee or three, (3) GSR's deems them necessary).

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- 2). The Auditing Committee consisting of a Chairperson with two (2) years-clean time, and two members, will examine the Treasurer's books and vouchers. And will state on the report "We do hereby certify that we have examined the accounts and vouchers of the Treasurer, and find them correct; and that the balance on hand is \$0000.00."
 - a). The Auditing Committee's report being accepted is equivalent to a resolution that the Treasurer's report is correct.
 - b). The Auditing Committee shall keep whatever records they deem necessary separate from the Treasurer's including a copy of the financial records.
 - 3). Every officer who receives money is to account for it in a report to the committee, using approved expense report, (see attached), and the Treasurer shall also report them to the committee.
 - 4). 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 examine by the Auditing Committee.
 - 5). Proper receipts: **In order to be reimbursed, a receipt must be presented.** A written piece of paper simply listing the expenditures is not acceptable. For reimbursement of auto travel a receipt is not necessary. Point of departure and point of destination must be designated along with number of miles driven.
- G). A semi-annual budget must be submitted in writing by the ASC officers and subcommittee chairpersons at the May and November ASC, accompanied by a summary of the actual expenses of the previous period of one (1) year prior to be approved by the ASC at the May and November ASC meeting.
- 1) A prudent reserve shall be kept, made-up of one month operating expense for prudent reserve. All funds over that shall be forwarded to the RSC Treasurer.
 - 2) Any Funds not budgeted shall be forwarded to the RSC Treasurer. This should not be less than \$50.00 per month.
 - 3) All proceeds from activities fundraisers goes back into the WEASC Treasurer except for the sale of banquet tickets, tee shirts, and anniversary registrations.
 - 4) Approved budget expenditures may be disbursed in advance from the Treasury. All expenditures must later be verified with a receipt or proof of purchase.
 - 5) Requests for reimbursement of unbudgeted expenditures shall be brought before the ASC for approval (before the expenditure or purchase).
 - 6) No Area expenditures other than approved budget items may be used without the consent of the groups.
 - 7) That the W.E.A.S.C. pay for and provide all GSR's and Subcommittee Chairperson on a yearly basis a copy of the Conference Agenda Reports.
- H). At the ASC level of service, there should be only one person handling the funds, the ASC Treasurer.
- I). All subcommittees that do not have a quorum (one-half plus on of the voting members) must come before the full body of the ASC before making any financial decisions and for other related issues.
- J). Each group should be responsible for their own literature shipping cost (whatever that cost maybe) on a percentage basis.

ARTICLE 17

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TRAVEL AND REIMBURSEMENT PROCEDURES

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 forty cents (\$0.40) per mile. In general, auto travel is only reimbursable for those trips necessary for the fulfillment of ASC duties. This would include trips to the RSC by those required to attend them as stated in these guidelines, trips to workshops by subcommittee chairs, the RCM, ARCM, and GSR's. 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 or committees approved budget including expenses.

- 1). Travel and hotel accommodations to the RSC meetings are reimbursable for the RCM, ARCM, Chairperson and/or Vice-Chairperson, and GSR's providing the RSC is outside the Metro Atlanta area. RCM and ARCM will be reimbursed for two nights and Chairs, Vice Chairs, and GSR's for one night of lodging.
- 2). To maintain a log of all service related phone calls that are reimbursable.
- 3). RCM/ARCM, Chairperson, Vice Chairperson, and GSR's that attend RSC's outside the metro Atlanta area will be reimbursed up to twenty five dollar (\$25.00) per day for meals.

ARTICLE 18

PROCEDURES FOR ACCURATE RECORD KEEPING FOR THE WEASC

- A). Filling in the Check Register.
 - 1). The following procedure for preparing a "Check Register" shall be repeated each month.
 - 2). Beginning Balance this will be the beginning balance for the first day of the month. Enter the date and go to the "Balance" category. Enter the beginning balance for each column. Under the "Total" column, enter the total for all balances added together. The ending balance for the month becomes the beginning balance for the next month.
- B). Procedure for Entering Checks.
 - 1). When entering the check, enter the date in the "date" column, the payee and the purpose of the check in the "description" column, the check number, and the amount of the check under the appropriate column. All check numbers should be accounted for the next month.
 - 2). Add the amount of each check to the "total expenses" under category "expenditures".
 - 3). Under the "balance" category, subtract the amount of the check from the appropriate, column and the total column. When the balances for the columns are added together they equal the "total" balance. This is to double check for mathematical errors.
- C). Procedure for Entering Deposits

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- 1). Enter the date of the deposit in the “date” column. Remember that all deposits are to be made within twenty-four (24) hours of receipt.
- 2). Enter the source of the money under “description”.
- 3). Enter the amount of the deposit under the appropriate column (either Area or committee).
- 4). For contributions or donations from Groups, enter the amount and receipt number of the deposit made as a whole one the “Check Register”. A record of the amounts contributed from each area shall be kept on a separate page entitled “Contributions from Groups” and shall include the receipt numbers. On this record a separate column is used for different dates. The amount on the “Check Register” and the total for the date on “Contributions from Groups” should always be equal. In this way, anytime you need to know how much money a particular Group has donated, you can make a total column on the “Contributions from Groups” record and add across each page.
- 5). On the “Check Register” add the amount of the deposit to the previous figure in the “Total Deposits” column to arrive at the total deposit figure for the month.
- 6) Under the “balance category”, the deposit is added to the previous balance for the appropriate column and to be “total column” to arrive at the current balance.

D). Procedure for Transfer of Fund

- 1). If a transfer of funds is made between committees, this should be indicated on the “Check Register”. These are footnoted with a “T” (for transfer) and checked so they will not be included when balancing the “Check Register.” These entries offset each other and do not appear on the bank statement. Again, the total for each category and the balances should be brought current.

E). Procedure for Reconciling the Check Register to the Bank Statement

- 1). This must be done monthly. When the Treasurer receives the bank statement from the Auditing Committee Chairperson, they shall reconcile it to the “Check Register” as soon as possible. Doing this each month will assure a correct balance for the account, and any mathematical errors will be found.

Note: Simple step-by-step instructions for this can be found on the attached

Bank Statement Reconciliation Form.

ARTICLE 19

BANK STATEMENT RECONCILIATION FORM

- A.). Each month the checkbook balance as shown on the “Check Register” should be reconciled with the bank statement received from the bank. The following format shall be used.

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1. Checking account reconciliation for the month ending..... \$ _____
(This is the ending balance on your current bank statement.)
2. Deposits “in transit”.....\$ _____
(Total of all deposits made which have not yet cleared the bank. Those that was not included on the bank statement. A check mark should be made on the “Check Register” by deposits that have cleared the bank to aid in locating these each month).
3. Add the answer to step 1 and 2 above.....\$ _____
4. “Checking Outstanding”.....\$ _____
(Total all checks written which have not cleared the bank. These will be checks in the “Check Register” which do not appear on the bank statement. Place a check mark by checks that cleared this month as in Step B above).
5. EndingBlance.....\$ _____
(Subtract D from C above. This should equal the balance in your Register as of the date listed above).
6. If these figures do not match exactly, one of the following mistakes may have occurred:
 - 1). A mathematical error somewhere in the “Check Register”.
 - 2). A mistake in entering (or failure to enter) a check or deposit in your “Check Register”.
 - 3). A mathematical error in Step A through E above.
 - 4). Entering the wrong figures in Step A above.
 - 5). Failure to subtract service charges in or add interest in your “Check Register”.

***Note: As taken from the Treasurers Handbook.**

ARTICLE 19

BUDGET INFORMATON

Any funds not budgeted for use shall be forwarded to the RSC Treasurer. This should not be less than \$ 50.00 per month (\$150.00 per quarter).

- 1) Admin Expenses budget is \$422.00
 1. Printing Area minutes- \$140.00

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2. PO Box Rental **\$46.00/6 months**
3. Area & Sub-Committee meetings **\$250.00**
- 2) Activity Subcommittee's budget up to **\$975.00** working budget per month.
- 3) Archive's budget is **\$110.00** per month/storage.
- 4) RCM's/Alternate RCM's budget is **\$180.00** (If both officers are of the same gender the budget is \$90.00.) It is for room/meals and transportation to attend Regional meetings **\$160.00/qtr.**
- 5) H&I Subcommittee's budget is **\$ 80.00** to purchase literature.
- 6) Literature Subcommittee's is **\$ 2000.00** to purchase literature.
- 7) Policy Committee's budget **\$ 35.00** for reprints and updates to policy.
- 8) Public Relations (PI) budget is **\$110.00** for Area meeting schedules and report printing.
- 9) Treasurer's budget is **\$10.00** per month.
- 10) Secretary's budget is **\$20.00** per month. (Started-up amount is **\$60** per year.
- 11) Mileage reimbursement for travel is forty cents (\$0.40) per mile.
- 12) Food reimbursement is twenty-five dollars (\$25.00 per day for specified individuals. (See Article 17).
- 13) Audit's budget is **\$10.00** for printing report.
- 14) Admin Body Emergency budget is **\$500.00** (See Article 5)
- 15) Monthly Area account minimum must remain at **\$1000.00** (to avoid monthly fees)

Total monthly expenses **\$5502.34**

ARTICLE 20

PARLIAMENTARY AUTHORITY

The rule as contained in the current edition of Robert's Rule of Order. (Newly Revised), shall utilized to expedite the business of the West End Area Service Committee in cases to which they are applicable and in which they are not inconsistent with these guidelines. The Temporary Working Guide to the Service Structure may also be used and any special rules that the committee may adopt.

POLICIES - WEASC 2021 – 2022

ARTICLE 21

MOTIONS IN FORCE PARLIAMENTARY RULES FOR ORDER

<u>MOTION</u>	<u>2nd REQUIRED</u>	<u>DEBATABLE</u>	<u>ADMENDABLE</u>	<u>VOTE</u>
MAIN MOTION	YES	3 PROS-3 CONS	YES	2/3 MARORITY
AMENDMENT	YES	1 PRO- 1 CON	NO	MAJORITY
REFER TO COMMITTEE	YES	1 PRO- 1 CON	YES	MAJORITY
REFER TO ASC	YES	NO	NO	MAJORITY
TABLE	YES	1 PRO- 1 CON	NO	MAJORITY
RECESS	YES	NO	NO	MAJORITY
ADJORN	YES	2 PROS- 2 CONS	NO	MAJORITY
POINT OF ORDER	YES	NO	NO	NONE
APPEAL CHAIR'S DECISION	YES	NO	NO	2/3 MAJORITY
SUSPEND THE RULE	YES	NO	YES	MAJORITY
POINT OF INFORMATION	YES	NO	NO	NONE
RECONSIDER	YES	3 PROS- 3 CONS	NO	MAJORITY
TAKE FROM THE TABLE	YES	1 PRO- 1 CON		

NOTES:

- 1).If passed, 2 PROS and 2 CONS for information only.
- 2).Debatable only if motion to be amended is debatable.
 - a). Any speaker addressing a motion for debate will have two minutes (2) on the floor in which to speak whether pro or con for submission into policy for future reference.
- 3). Any motions or amendments that affect policy must be presented to the group for discussion before they can be voted on.
- 4). Any motions or amendments that impacts the financial status of the ASC must be brought back to the home groups for discussion before they can be voted on.
- 5). Any speaker addressing a motion for debate will have two minutes (2) in which to speak whether pro or con on the floor for submission into policy for future reference.

POLICIES - WEASC 2021 – 2022

ARTICLE 22

PARLIAMENTARY PROCEDURES

MAIN MOTION: A Main Motion is a motion whose introductions bring business before the ASC. Such a motion can only be made when no other motion is pending.

AMENDMENTS: An amendment is a motion to modify the wording and within certain limits, the meaning of a pending motion before the pending motion is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. Amendment is debatable only if the motion to be amended is debatable.

MOTION TO TABLE: A Motion to be tabled may be applied only a main motion that is pending. At that time a motion to table is made, intent is to be given. The motion is table is in order for:

- a). To get further information.
- b). More pressing business to be dealt with.

A motion that is tabled remains on the table until taken up the ASC by a motion to do so, or until the close of the next ASC meeting. This motion is not intended to kill a Main Motion or suppress debating on it.

MOTIONS TO REFER TO COMMITTEE: When a motion to refer to committee is made it is to send an item of business to a relatively small group of selected persons, a committee, so that a question may be carefully investigated and put in to better condition for the ASC to consider. Unless specified, the committee will bring up the issue at the next ASC meeting. Debate on the motion to refer to committee will be limited to one pro and one con, and the debate will pertain only to the desirability to committing the motion or the instructions to the committee, and not to the merits of the Main Motion. If passed, there will be two pros and two cons on the original motion so as to obtain information to give direction to the committee.

MOTION TO REFER TO ASC's: When a motion to groups is made it is to send an item of business to the groups for their consideration. The issued will be voted on at the next ASC meeting. Debate on a motion to Refer to ASC's will be limited to three pros and three cons, and the debate will pertain only to the desirability of committing the motion. If passed, there will be two pros and two cons on the original motion so as to give information to bring back to the Area.

MOTION TO RECONSIDER: A motion to reconsider is meant to bring an item that has already been dealt with back onto the floor. This is used to permit the correction of hasty, ill-advised, or erroneous action, or to take into account new information or situation not considered when taking the original vote. Since this motion is not to be used for rehashing motions that an individual or a minority was not pleased with the outcome, this motion can only be made by a GSR who voted on the prevailing side or, a member who spoke in a debate to the prevailing side of the motion. After the end of the next ASC meeting it would no longer be in order to reconsider a motion. You may not reconsider a motion more than once.

POLICIES - WEASC 2021 – 2022

UNANIMOUS CONSENT: A motion that allows the ASC to move quickly through routine business or questions of little importance. This is the least formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion he/she will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the motion.

WITHDRAW OR MODIFY: A request to withdraw or modify may be made by the maker of the original motion upon his acceptance of a suggestion from another member. After the motion is made it belongs to the ASC, as a whole and the maker must request the ASC's permission. The Chair treats this as a unanimous consent matter, that is, if no one objects to this, the request is granted. If there is an objection the Chairperson automatically puts the request to a vote that is not debatable.

MOTION TO CALL FOR A VOTE: A motion to call the vote must be seconded and is not debatable. A two-thirds (2/3) majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without any further amendment or debate. This motion is not made to suppress information but rather to expedite the proceedings.

POINT OF INFORMATION: A Point of Information is a question directed to the Chairperson to obtain information concerning parliamentary procedure or the motion that is pending. This allows the member to ask a question, and it is not to make a statement or give information.

POINT OF ORDER: A Point of Order is when a member feels that the rules, policy, or guidelines of the ASC are not being adhered to, he can make a "Point of Order" which in effect is asking the Chairperson to make a determination of whether or not the procedure the member is pointing out is in fact being violated. A Point of Order is not a method in which to dispute the accuracy or validity of other member's remarks but instead is to bring the attention to the Chair that a member feels that proper procedure is not being followed.

SUSPEND THE RULES: A motion to suspend the rules is made when a member of the ASC would want to waive a certain ASC procedure. This motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a two-third (2/3) majority.

APPEALS THE DECISION OF THE CHAIR: By electing the ASC Chairperson, the ASC delegates the authority and duty to make the necessary ruling on questions of parliamentary procedure. But any two members have the right to appeal his/her decision on such a question. By one member making the appeal and another member seconding the question is taken from the Chair and given to the ASC for final decision. The Chairperson shall speak con to the appeal and the maker of the appeal shall speak pro to the appeal not to exceed one minute each.

POLICIES - WEASC 2021 – 2022

OBJECTION TO THE CONSIDERATION: An objection may be made to the consideration of any original main motion, and to no others, provided it is made before there is any debate or before any subsidiary motion is stated. Thus, it may be applied to petitions and to communication that are not from a superior body as well as to resolutions. It cannot be applied to incidental main motions, such as amendments to by-laws, or to reports to committees on subjects referred to them, etc. It is similar to a question of order in that it can be made when another has the floor and does not require a second: and as the chair can call a member to order, so he can put this question, if he deems it advisable, upon his own responsibility. It cannot be debated, or amended, or have any other subsidiary motion applied to it. It yields to privileged motions and to the motion to lay on the table. When an original main motion is made and any member wishes to prevent its consideration, he rises, although another has the floor and says, “Mr./Ms. Chairperson, I object to its consideration. The chair immediately puts the question, The consideration of the question has been objected to: Will the assembly, consider it? (Or, shall the question be considered?)” If decided in the negative by a two-thirds vote, the whole matter is dismissed for that ASC meeting: otherwise, the decision continues as if this objection had never been made. The same question may be introduced at any succeeding meeting.

POINT OF PERSONAL PRIVILEGE: Questions relating to the rights and privileges of the assembly, or to any of its members, take precedence of all other motions except the three preceding relating to adjournment and recess, to which they yield. If the question is one requiring immediate action it may interrupt a member’s speech; as for example. When, from any cause, a report that is being read cannot be heard in a part of the hall. But if it is not of such urgency it should not interrupt a member after he has commenced his speech. Before a member has commenced speaking, even though he has been assigned the floor, it is in order for another member to rise a question of privilege. When a member rises for this purpose he should not wait to be recognized. But immediately on rising should say, “Mr./Ms Chairperson”-and when he catches the chairman’s eye should add, “I rise to a question of personal privilege,” The chair directs him to state his question, and then decides whether it is one of privilege or not. From this decision any two members may appeal. The chair may decide it to be a question of privilege, but not of sufficient urgency to justify interrupting the speaker. In such a case the speaker should be allowed to continue, and when he has finished, the chair should immediately assign the floor to the member who raised the question of privilege to make his motion if one is necessary. It cannot interrupt voting or verifying a vote. As soon as the point of privilege is disposed of, the business is resumed exactly where it was interrupted: if a member has the floor at the time the point of privilege was raised, the chair assigns him the floor again.

ARTICLE 23

POLICIES - WEASC 2021 – 2022

AMENDMENTS - MOTION THAT AFFECT WEASC POLICY

These guidelines may be amendment by a two-thirds (2/3) vote at a regular meeting or special meeting, provided that the exact wording of the amendment has been submitted in writing to the ASC and announced at the previous meeting.

NOTE: *Insert current motions that affect Policy here. Include motion number.*

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

POLICIES - WEASC 2021 – 2022

SECTION II

Description of Forms

And

Attached Forms

POLICIES - WEASC 2021 – 2022

Description of Forms and the Attached Forms

**All ASC standard forms were created in MS Word or Excel
and may be obtain from the ASC Chairperson.**

1. GSR Report to the ASC.

- a. This form must be completed by all GSR's representing his or her home group.
- b. In order for your group to be marked present, the GSR Report form must be completed and submitted to the ASC Secretary at each ASC meeting.
- c. Each GSR will be asked to stand and give their report during Roll Call at the each ASC.

2. GSR Report To The Group.

- a. This form can be used by GSRs to record any information that they want to report to their group.

3. Motion Forms

- a. This form should be used to take action on issues concerning the ASC, change policy, elect trusted servants, and to change common practices within the ASC.

4. Service Resume.

- a. ASC members who have been nominated for any trusted servant position complete this form.

5. WEANA Pick-Up & Drop-Off Sheet

- a. The Activity Subcommittee to track funds generated at each pick-up post during fundraising events uses this form.

6. WEANA Treasurer Report Form

- a. The Activity Treasurer or Activity Chairperson to summarize financial transactions and report at each ASC meeting uses this form.

7. WEASC Treasurer Report Form

- a. This form is used by the ASC Treasurer to summarize financial transactions and report at each ASC meeting.

POLICIES - WEASC 2021 – 2022

GROUP SERVICE REPRESENTATION REPORT

DATE : _____

DATE OF MEETING(S) _____

GROUP ADDRESS _____

GROUP DONATIONS IF ANY; _____

CONTACT PERSON FOR MEETING SCHEDULE

NAME: _____

PHONE: _____

MEETING-CODES (PLEASE CIRCLE THE APPROPRIATE CODE (S))

OD	OPEN DISCUSSION	CD	CLOSED DISCUSSION	12	STEP STUDY
T	BASIC TEXT SUTDY	TRAD	TRADITION STUDY	B	ORIENTED TO NEWCOMERS
S	SPEAKER	CAND	CANDLELIGHT MEETING	OL	OPEN LITERATURE DISCUSSION
W/C	WHEEL CHAIR ACCESS	IP	INFOR. PAMPHLET STUDY	NS	NON SMOKING
G	PREDOMINATELY GAY	W	PREDOMINATELY WOMEN	M	PREDOMINATELY MEN

SECRETARY

Name: _____

Email Address: _____

Phone _____

Group Service Representative

Name: _____

Address: _____

Phone _____

Topics For The Month

1. _____
2. _____
3. _____
4. _____
5. _____

ANNOUCEMENTS:

PLEASE LET THE AREA KNOW OF ANY GROUPS SUPPORT NEEDS DURING AREA MEETING

TREASURER

Name: _____

Email Address: _____

Phone _____

Group Statistics

Number of Members _____

Average Attendance: _____

Number of Newcomers: _____

Group Needs

Literature: _____ Chips _____

Meeting Schedules: _____

Support, _____ Speakers _____

Trusted Servants, _____

Others; _____

POLICIES - WEASC 2021 – 2022

THE GSR REPORT TO THE GROUP - "THE EARS OF NA"

Motions from the area, region and/or the work that need to be voted on:

1. _____
2. _____
3. _____

Area meetings that need support:

1. _____
2. _____
3. _____

Upcoming activities area, regional or world level, provides flyers are available:

1. _____
2. _____
3. _____

Issues or concerns discussed at ASC which effect the group, area or NA as a whole:

1. _____
2. _____
3. _____

Area donation to region: \$ _____

Other issues and concerns:

1. _____
2. _____

POLICIES - WEASC 2021 – 2022

MOTION FORM FOR W.E.A.S.C.

Date: _____

MOTION # _____

MOTION MADE BY: _____

MOTION SECOND BY: _____

INTENT: _____

Pro 1: _____

Pro 2: _____

Pro 3: _____

Con 1: _____

Con 2: _____

Con 3: _____

VOTE: _____

WILL MOTION CHANGE POLICY?

YES

NO

POLICIES - WEASC 2021 – 2022

SERVICE RESUME

POSITION: _____ CLEAN DATE/TIME _____

NAME: _____ AREA: WEST END AREA

ADDRESS: _____ PHONE #: _____

SERVICE POSITION

Please identify area of service (i.e.: Group, Area, Regional and World). Position held and dates of service. If more space is required, please attach a separate sheet.

AREA	POSITION	DATES

Are there any commitments, which you have not completed? Yes No

If yes, please explain: _____

Do you have an NA Sponsor? Yes No

Do you have a working knowledge of the 12 and 12? Yes No

Do you have a Home Group?..... Yes No

Do you have the necessary resources to fulfill this commitment?.....Yes No

POLICIES - WEASC 2021 – 2022

PICK-UP / DROP OFF SHEET

POST 1 DOOR

STARTING BANK: \$

MEMBER INTIALS:

PICK-UP	PICK-UP AMOUNT	TIME	MEMBER INTIALS
1 st Pickup	\$		
2 nd Pickup	\$		
3 rd Pickup	\$		
TOTAL	\$		

POST 2 FOOD & BEV

STARTING BANK: \$

MEMBER INTIALS:

PICK-UP	PICK-UP AMOUNT	TIME	MEMBER INTIALS
1 st Pickup	\$		
2 nd Pickup	\$		
3 rd Pickup	\$		
TOTAL	\$		

POST 3 REGISTRATION

STARTING BANK: \$

MEMBER INTIALS

PICK-UP	PICK-UP AMOUNT	TIME	MEMBER INTIALS
1 st Pickup	\$		
2 nd Pickup	\$		
3 rd Pickup	\$		
TOTAL	\$		

POST 4 MERCHANDISE

STARTING BANK \$

MEMBER INTIALS

PICK-UP	PICK-UP AMOUNT	TIME	MEMBER INTIALS
1 st Pickup	\$		
2 nd Pickup	\$		
3 rd Pickup	\$		
TOTAL	\$		

POST 5 RAFFLE

STARTING BANK \$

MEMBER INTIALS

PICK-UP	PICK-UP AMOUNT	TIME	MEMBER INTIALS
1 st Pickup	\$		
2 nd Pickup	\$		
3 rd Pickup	\$		
TOTAL	\$		

DROP OFF SCHEDULE

PICK-UP	PICK-UP AMOUNT	TIME	MEMBER INTIALS
1 st DROP OFF	\$		
2 nd DROP OFF	\$		
3 rd DROP OFF	\$		
TOTAL	\$		

EVENT TOTALS AND ADDITIONAL INFORMATION

NOTES: _____

TOTAL GIVEN TO ASC \$ _____

TOTAL GIVEN TO WEANA \$ _____

Member

Initials _____ / _____

POLICIES - WEASC 2021 – 2022

WEST END AREA ACTIVITY COMMITTEE TREASURY REPORT

MONTH OF _____ BALANCE BROUGHT FORWARD
(previous statement balance) _____

ITEMIZED EXPENSE (A list of checks that were written)

DATE	CHECK#	PAYEE	AMOUNT
TOTAL			
TOTAL			

ITEMIZED INCOME TRANSACTIONS (A list of funds collected from fundraisers)

SOURCE OF INCOME	AMOUNT
TOTAL	
TOTAL	

TRANSACTION SUMMARY	AMOUNT
Balance brought forward(previous statement balance)	
Total amount of checks outstanding (Subtract)	
Total amount of checks written including bank fees (subtract)	
Subtotal	
Total amount of funds collected and deposited (add)	

TOTAL AMOUNT AVAILABLE **Has this report been audited?** YES NO

BY _____

POLICIES - WEASC 2021 – 2022

WEST END AREA SERVICE COMMITTEE'S

TREASURY REPORT FOR _____
BALANCE FORWARD FROM PREVIOUS MONTH _____

- Checks that have cleared this account

EXPENSE DETAILS

DATE	CHECK#	CHECK ISSUED TO	DESCRIPTION	AMOUNT
TOTAL				

COLLECTION/INCOME DETAILS

GROUP	DONATION	OTHER INCOME
		TOTAL \$
		OUTSTANDING CHECKS
TOTALS		

TRANSITION SUMMARY

BALANCE FOWARD	
EXPENSE AMOUNT	- / \$
OUTSTANDING CHECKS	+ / \$
Total Income Amount Deposited	+ / \$
Facility Cash Donation	+ / \$
TOTAL AVAILABLE AS OF	+ / \$

In Loving Service _____

Has this report been audited Yes

No

By: _____

POLICIES - WEASC 2021 – 2022

SECTION III

Other Types of Suggested NA Material

POLICIES - WEASC 2021 – 2022

Groups in need of support

If your home group is in need of support and you would like your RCM/RCMA to visit, please provide the following information:

- Name of Home Group _____

- Meeting Time _____

- Meeting Day(s) _____

- Meeting Location:

- Business Meeting Date & Time _____

GSR _____ PHONE # _____

Comments:

POLICIES - WEASC 2021 – 2022

Other Types of Suggested Narcotic Anonymous Material

The following is a list of Narcotic Anonymous approved material and is strongly suggested that each GSR obtain and review. This material can be purchased through the Area Literature Committee.

1. The Twelve Concepts
2. A Guide To Local Service In Narcotic Anonymous
3. The Group Booklet

This material is a great way for GSR to get a better understanding of how the NA Service Structure serves the Group, the Area, the Region, and the NA member.

POLICIES - WEASC 2021 – 2022

SECTION IV

Activity / WEANA Financial Guidelines

POLICIES - WEASC 2021 – 2022

ACTIVITY / WEANA FINANCIAL GUIDELINES

FOR THE ACTIVITY TREASURER

PURPOSE AND DEFINITION OF THE ACTIVITY SUB-COMMITTEE AND WEANA

The primary function of the Activity Sub- Committee is to put on fundraisers that will aide the financial efforts to support the West End Area Sub-Committee's annual budgets.

WEANA is an extension of the Activity Sub-Committee and has been formed to assist the West End Area in raising funds to support their subcommittee's budgets as well as aide in raising funds to put on the West End Anniversary.

ARTICLE 1

CLEAN TIME REQUIREMENT

- A). The Activity Treasurer must have a minimum of 4 years clean time and some accounting or mathematical capabilities.
- B). The Activity Alternate Treasurer should have a minimum of 2 years clean time and some accounting or mathematical capabilities.

ARTICLE 2

BANK ACCOUNT PROCEDURES

- A). WEANA funds shall be kept in a single bank account with checks requiring two (2) signatures.
- B). Those signature must be one specific trusted servant from the ASC and one specific trusted servant from the Activity Subcommittee / WEANA.
- C). Those signature must be **ONE** of the following trusted servants from **EACH** area.
 - WEASC
 - 1). ASC Chair
 - 2). ASC Vice Chair
 - 3). ASC Treasurer
 - Activity / WEANA
 - 1). Activity Chair
 - 2). Activity Treasurer
- D). When a check is made payable to one of the authorized signers on the account, the payee is not authorized to sign the check.
- E). Under no circumstances are checks to be signed by any signer with the payee space left blank.
- F). All Expenditures made by the committee must be made by check.
- G). The WEANA bank account statement is to be mailed to the ASC P.O. Box.
- H). After the end of the Anniversary the only money that stays in the WEANA account is for pre-registration, merchandise. All other money will be forwarded to the WEASC bank account.

POLICIES - WEASC 2021 – 2022

ACTIVITY / WEANA FINANCIAL GUIDELINES FOR THE ACTIVITY TREASURER

- A). The Auditor or in the absence of the Auditor, the ASC Vice Chair will pick up the statements and delivery them to the Activity Treasurer/Alternate Treasurer.
- B). Once the Auditor has made copies of the statement for the Audit Subcommittee and the ASC records, the Auditor must mail the originals to the Activity/WEANA Treasurer within 48 hours of getting the statement out of the P.O. Box.

ARTICLE 3 RECEIPTS

- A). The Activity Treasurer/Alternate Treasurer must retain receipts for all the financial transactions taking place for this account, i.e., rental spaces, entertainment (D.J. etc.), hospitality expenses, registration sales, merchandise sales, fundraising proceeds, reimbursement, deposit of monthly budgets etc. This will serve to create a written history or paper trail for the financial activity of this subcommittee.
- B). WEANA funds must be deposited into the WEANA Account within 24 hours of receipts (use deposit only cards when necessary).
- C). In order to be reimbursed, receipts must be presented to the Treasurer.

ARTICLE 4 REIMBURSEMENTS

- A). Funds from the account must not be used for any personal reasons. No personal funds shall be spent without the approval of the Activities Committee as a whole.
- B). Approved expenditure consists of the following; merchandise, registration, tee shirts and rental space for the upcoming WEANA events.
- C). All unapproved personal spending will be reimbursed at the discretions of the Activity Subcommittee.

ARTICLE 5 REPORTING PROCEDURES

- A). Every Sub-committee Chair Member who receives money, i.e., hospitality, registration, merchandise, raffle, etc., is to account for spending in a report to the Activities Committee.
- B). The Activity Treasurer report must be included when the Activity Chairperson gives their report at all ASC meeting.
- C). The Activity Treasurer will also account for the reimbursement and/or expenses in the Treasurer report.
- D). The Activity Treasurer must make written financial reports of all financial transaction at each ASC meeting as well as provide an annual report at January ASC meeting. The Anniversary financial year is Dec. 1 – Nov. 30 to allow all checks to clear the back related to the anniversary.

POLICIES - WEASC 2021 – 2022

ARTICLE 6 AUDITING

- A). The Auditing Subcommittee prior to each ASC meeting must audit all financial reports (that are to be presented to the ASC).
- B). The Auditing Subcommittee Chair must approve and sign the report, confirming that: “we do certify that we have examined the accounts, receipts, and financial activity of the Activity Treasurer reports and find them correct and the balance at hand is \$ _____.”
- C). Other audits may be called when either the administrative Committee or three (3) GSR (GROUP SERVICE REPRESENTATIVE)’s deem it necessary.

ARTICLE 7 PICK-UP / DROP-OFF PROCEDURES

Pick-Up Procedure

- A). During fundraisers, all sub-committee members/volunteers are required to use the Pick-up, Drop-off Procedures (form attached) to keep an accurate account of the cash flow.
- B). The Activity Treasurer/Alternate Treasurer or Area Treasurer and the member appointed to that specific post must sign the pick-up sheet. A copy of each P/U sheet will be left at each post.
- C). Pick-Ups will be done every hour and a half (1/2) once the fundraiser has started.
- D). Post will consist of the following:
 - a). Post #1 Door
 - b). Post #2 Food & Beverage
 - c). Post #3 Registration
 - d). Post #4 Merchandise
 - e). Post 5 Raffle
- E). The Activity Chair and the Activity Treasurer will assign volunteers to all posts.
- F). The Post Pick-Up person will be the Activity/WEANA Treasurer.
- G). In the absence of the Activity Treasurer the ASC Treasurer will be the Pick-Up person.
- H). In the absence of the Activity Treasurer the ASC Treasurer, it will be the responsibility of the Vice Chair of the ASC to make pick-ups.

Drop-Off Procedures

- A). The Activity Treasurer will request the assistance of a trusted servants/officer from the ASC to make all drops in a designated control room.

ARTICLE 8 AT THE END OF EACH EVENT/FUNDRAISER

- A). At the end of the function the Activity Treasurer and the WEASC Treasurer (or designated trusted servant) participating in the function must verify totals from the Pick Up and the Drop Off Sheet ensuring this total match the actual cash on hand.
- B). The total funds collected from Merchandise-related sales, registration sales and banquet/pre-event ticket sales must be deducted prior to any funds being issued for any reason. All funds that are generated by these venues will go solely into the WEANA account and reserved for the WEANA Anniversary.

POLICIES - WEASC 2021 – 2022

- C.) **No member of the Activity Activity Committee or the Admin Body shall be able to win any prize or prizes associated with any raffle or giveaways sponsored by the Activity Committee**
- D). In the event the Activities Sub-committee goes over their budget for an event the addition expense will come out of the WEANA split.
- E). The Activity Chair, Treasurer/Alternate treasurer or, the WEASC Vice Chair, ASC Treasurer will be responsible for making the deposits to the WEANA account within 24 hours after all transactions from the countdown of the fundraiser has been satisfied.

See attached Pick-Up and Drop-Off Sheet in the form section of ASC Policy.

NOTE:

WEANA will not be allowed to host any independent events/fundraisers.

ARTICLE 9 **ACTIVITY TREASURER**

- A. Has to be at all area meetings and at all administration committee meeting.

POLICIES - WEASC 2021 – 2022

SECTION V

WEB CONTENT POLICY

POLICIES - WEASC 2021 – 2022

West End Area Operating Policy

The Authors of This Site Are Considered to be the West End Area of Narcotics Anonymous.

No individual or entity can take credit for this site. All work is considered to be done as a donation, or paid work is considered wholly owned by the WEANC..

To be absolutely specific: There can be no links to this site from any entity other than the West End Area of NA, claiming authorship.

Of course, we cannot, and should not attempt to, control links to our site from other sites, which may include rehabilitation centers, Web standards bodies, search engines, etc. However, we must insist that no claims be made upon this Web site of authorship, endorsement or ownership, as per the Twelve Traditions of Narcotics Anonymous.

Specific Policies

A. NO INDIVIDUAL CAN TAKE CREDIT FOR THIS SITE OUTSIDE OF NA

This site is a tool to serve its owners: The Groups of the WEANC. In order to reduce the risk of Tradition violation or loss of primary focus, it is our strict policy that no individual, whether an addict member of NA, or an outside contractor, hired to provide services and/or content, may claim authorship of this site. Of course, within NA, we may discuss the roles that individuals and/or outside entities play in the construction and maintenance of this site, but no indication of this should go beyond NA.

To make it perfectly clear: As outlined in I.D., above, no entity outside of WEANC may claim ownership or endorsement of this site, and no indication should ever be placed on this site that establishes claims of authorship, ownership or endorsement.

B. MAJOR CHANGES

Major changes in the Site **MUST** be Ratified by the Groups of the West End Area (as represented via their trusted servants in the existing service structure of the Area Service Committee.)

Of course, smaller changes, such as maintenance, bug fixing, basic site changes, administering the calendar and meeting list are considered the standard "day to day" duty of the subcommittee responsible for maintenance of the site.

Major changes include but are not limited to:

1. Changing the hosting environment.
2. Changing the overall "look and feel" of the site.
3. Changing the format of the printable meeting lists or significant changes in the searchable meeting list.

POLICIES - WEASC 2021 – 2022

4. Anything else the groups decide. This is, after all, **THEIR** property.

C. PASSWORDS AND ACCESS

The Web site uses several passwords and network access points. These need to be cataloged, stored and changed regularly. These are the principal means of accessing the assets represented by this Web site, and are critical. They are also extremely sensitive. These passwords should be carefully guarded and only persons with a justifiable need to know should be given these passwords. In addition, anyone given these passwords is not to pass them on to any other party, except by explicit consent of the groups of the West End Area (as represented via their trusted servants in the existing service structure of the Area Service Committee.)

This policy will describe, exact detail, which persons have access to which passwords. Any change from this policy must be approved by the groups of the West End Area (as represented via their trusted servants in the existing service structure of the Area Service Committee.)

1. Passwords

The following passwords are covered by this policy:

i. Web Server FTP Access

This is the principal manner in which the Web server is accessed. This is how files are sent to the server for display, and how multiple webmasters may share files.

ii. Web Server SSH/Telnet

This is a "command line" access to the Web server. Using this access, the webmaster may manipulate server settings, change access permissions to files and control repetitive timed events (such as a nightly "indexing" for the search engine.)

iii. Domain Name Administration

This is the "control panel" for access to the registered domain names for the site. It may be something other than a simple password, but it should be all of the information necessary to make changes to all of the domain names controlled by the West End Area.

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SECTION V

**GSR (GROUP SERVICE REPRESENTATIVE)
Training Session Schedule**

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GSR (GROUP SERVICE REPRESENTATIVE) Training Session Schedule

Listed below is a schedule for GSR Training Sessions and Subcommittee workshops for the 2013-2014. Please mark these dates on your calendar. All training session begin @ 2:00 and will be held at the same location as the regular ASC Meeting. Concepts will be presented at each workshop by the chair(s). ALL GSR'S ARE REQUIRED TO ATTEND.

Training Month	Type of Workshop	Facilitator
November Concept 11	Policy	Policy Chair-Area Chair and Vice Chair
December Concept 12	Responsibility of the GSR and Alternate on the Group level.	RCM
	Responsibility of the GSR and Alternate on the Group level.	Area Chair and Vice Chair
January Concept 1	Learning the language of the Area	Area Chair and Vice Chair
	Complete function of the Area and Match new GSRs with seasoned GSRs.	Area Chair and Vice Chair
February Concept 2	How the Area is run ... Area Election Process	Area Chair and Vice Chair
March Concept 3	Area Election Process --- Literature	Area Chair and Vice Chair
	Voting Procedures and Voting on Motion.	Area Chair, Vice Chair and Policy Chair
April Concept 4	Verify whether the GSR are reading and understanding the Area Policy and Guidelines	Policy Chair-Area Chair and Vice Chair
May Concept 5	Audit	Audit Chair
	Financial Procedure	Area Treasurer
June Concept 6	Hospitals & Institutions	H&I Chair
	Public Relation	Public Relation Chair
July Concept 7	Archive	Archive Chair
	Phone Line	Phone Line Chair
August Concept 8	Activity	Activity Chair
September Concept 9	Wrap-up and Survey of what was taught during the year.	Area Chair and Vice Chair
October Concept 10	Planning Month for the Anniversary Convention	Anniversary/Convention
	Suggestion from GSRs on the up coming year activities	Area Chair and Vice Chair

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