

Central Carolina Area of Narcotics Anonymous
Guide to Area Policy

Revised October 2023

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Welcome

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

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

The Central Carolina Area Policy Subcommittee 2018 has updated this Guide with love and gratitude to NA. It should be maintained and updated by subsequent Policy committees of the CCANA, as directed and when approved by the CCANA Groups that have created it.

What is Policy?

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

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

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

CCANA, INC.

Structure and Procedure

I. Name:

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

II. Purpose:

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

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

III. Guides:

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

Bylaws are to be updated and/or reviewed annually in April, or as deemed necessary by the Area Service Committee (ASC).

IV. Membership:

- A. The membership of CCANA shall consist of each present NA group, or any future NA group, in The Central Carolina Area, which shall elect to participate in the area; and shall elect a Group Service Representative (GSR), and or an Alternate Group Service Representative (Alt. GSR). Members of the Steering Committee may not serve as GSR or Alt. GSR
- B. Each participating group shall be entitled to one vote in the

meetings of the representatives and each representative may represent only one group.

- C. Any group not represented for two consecutive ASC meetings will be henceforth dropped from the roll for purposes of determining a quorum. This does not disqualify them from membership in the CCANA.

V: Officers/Steering Committee of ASC

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

- voted on. They are required to be present at the Area Meeting at the time of Voting.
5. All nominees shall make their willingness known to the ASC prior to their formal nomination.
 6. Familiarity with the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the "Guide to Local Service" (GTLS) from Narcotics Anonymous World Service INC.
 7. Familiarity with the Structure and Procedure of CCANA.
 8. Any ASC Officer, including the Steering Committee and Sub-Committee Chairpersons, who is absent from two consecutive Area Service Committee meetings or four Area Service Committee meetings in his or her term of office will be considered to have voluntarily resigned. A relapse is also grounds for immediate voluntary resignation. Dismissal of an officer for any other reason should be referred to Appendix B Removal of CCANA Officers and Subcommittee Chairpersons.
 9. A member may not hold more than one office on the Steering Committee, which is made up of the ASC Officers. Upon election, the Officer shall resign as GSR or Alternate GSR enabling the groups' equality of representation.

VI. Elections:

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

At the September meeting, the Group Service Representatives shall elect from the candidates that were chosen by nominations from the floor a Welcome Home Convention Committee Chairperson to serve the following year. Nominations for Welcome Home Chair open in August and are voted on in September.

A. Steering Committee:

1. At the June meeting, the Group Service Representatives shall elect from the candidates that were chosen by nominations from the floor; a Chairperson, Vice Chairperson, Treasurer, Alternate Treasurer, Secretary, Alternate Secretary, Regional Committee Member and the Alternate Regional Committee Member to serve the following year.
2. All those elected shall serve for a term of one year, beginning July 1st and ending June 30.

B. Sub-Committee:

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

C. Welcome Home Convention:

1. The nomination for Welcome Home Convention Committee Chairperson will be opened in August and voted on in September. The elected Welcome Home Convention Committee Chairperson will take office in September. The Welcome Home Convention Committee Chairperson must be previously nominated to be voted on.

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

1. Nominations do not require a second, except by custom or by special rule of the Steering Committee.
2. Interpreting the vote cast:
 - a. When there are more than two candidates, a 2\3 vote is required.
 - b. Question shall be decided by majority of the members present and voting. Voting will be done by ballot.

- c. After the second ballot (assuming no candidate receives the necessary majority vote on the first ballot), any candidate having less than $\frac{1}{5}$ of the total vote will be withdrawn automatically, except that two top candidates must remain in the running. (In the case that there are ties for second place, then go to the hat).

VII: Conducting Area Service Committee Meetings

- A. The regular Area meeting shall be held on the second Sunday of each month at 3:00pm and be hosted by any willing NA group that elects to participate in the CCANA. When the second Sunday falls on a holiday weekend, the meeting will be moved to the next Sunday of that month.
- B. Area Committee officers (Steering Committee) meetings shall be held as deemed necessary.
- C. Special Area meetings may be called at any time upon request of a majority of the Steering Committee, or upon written request of at least 33% of the participating groups.
- D. Announcements of such a special meeting shall be made known to the Steering Committee, Subcommittee Chairpersons and Representatives, Group Service Representatives, and their alternates at least one week prior to the date, and shall constitute proper notice.
- E. A quorum shall consist of representatives from at least 33% of the participating groups.
- F. Should a quorum not be present at a duly announced meeting, a subsequent meeting is called by written notice as provided in Article VII Paragraph C, at which time representatives from at least 33% of the participating groups shall constitute a quorum. [For the purpose of a quorum determination, the most current census of registered representatives shall be utilized.]
- G. Rules for determining a quorum shall be operative whenever a vote of the representatives is to be taken.
- H. Groups shall have a written report included in the minutes, if they chose.

- I. Area minutes shall be sent to Group Service Representatives, Subcommittee Chairpersons, and Steering Committee members no later than ten (10) days after the ASC meeting. The minutes shall show the results of all votes taken at the ASC. The minutes shall reflect the names of all people making and seconding motions. The minutes shall reflect any amendments made at the prior month's meeting. The monthly minutes shall include a current list of all CCANA Steering Committee members and Subcommittee chairs their names and phone numbers.
- J. The secretary may record (audio only) the ASC meetings for the purpose of accurate transcription of the events at the ASC. If the secretary does wish to record the meeting, he or she must announce this at the beginning of the meeting.
- K. The CCANA shall hold an Area inventory yearly, to receive experience, strength, and hope. The CCANA Area Service Inventory shall follow the format outlined in the "Guide to Local Service" (GTLS) of Narcotics Anonymous.
- L. Area refreshments, if any, are to be provided by the host group or by passing the basket.
- M. The CCANA ASC meeting agenda shall follow the format adapted from the "Guide to Local Service" (GTLS) of Narcotics Anonymous.
 1. The Serenity Prayer, The Service Prayer, The Twelve Traditions (short version), and The Twelve Concepts (short version) shall be read before each ASC meeting.
 2. There shall be an open sharing session on the agenda as suggested in the "Guide to Local Service" (GTLS) of Narcotics Anonymous. The session shall be called "Group Concerns" and shall follow "Reports."
 - a. After each report is given, any member of the ASC including the chairperson who gave the report can request that the ASC chairperson place a particular question, concern, or issue on the "Group Concerns" agenda.

- b. The agenda for “Group Concerns” shall consist of (1) Group Problems and (2) Group Issues.
 - c. “Group Concerns” shall be an open sharing session in which ideas can be freely shared. Rules of common courtesy are in place; rule of order are not. Refer to the GTLS pages 63-65 for a more in-depth explanation.
3. There shall be a 10-minute break after “Group Concerns.”
 4. Read the short version of the 12 Concepts after break.
 5. A subheading shall be added under new business that states (motions to be voted on by home groups).
 6. The ASC meeting will close with the “We” version of the Serenity Prayer.

VIII. Motions and Voting, Generally:

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

IX. Duties and responsibilities for the Steering Committee:

- A. Chairperson:
 1. Is responsible for performing all duties of Chairperson as described in the Guide to Local Service.

2. Chairs regular and special meetings of the ASC.
3. Maintains frequent contact with other members of the committee.
4. Has complete discretion with relation to the length and entirety of experience, strength, and hope shared on a particular concern (i.e. taking three (3) suggestions, hearing them, considering them, and asking whether the concern has been addressed).

B. Vice Chairperson:

1. Presides when the Chairperson is absent.
2. Performs all duties of the Chairperson when he or she is absent. [Described in the “Guide to Local Service” (GTLS) of Narcotics Anonymous and the section above.]
3. Serves on the Policy & Procedure Committee.

C. Secretary:

1. Takes minutes of regular, special, and Steering Committee meetings of the CCANA, and distributes minutes to GSRs, subcommittee chairs, and Steering Committee members within 10 days.
2. Maintains an up to date list of Representatives of the CCANA to include Representatives telephone number(s) and email addresses.
3. Prepares an agenda with input from members of the Steering Committee and from GSRs of the various groups that make up the Area.
4. Includes copies of original motions in the monthly Area minutes.

D. Alternate Secretary:

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

E. Treasurer:

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

2. Maintains a checking account with a local bank to cover expenses current and future, for the operation and maintenance of CCANA.
 - a. Maintains current signature cards for area account. The signatures on this account are that of the current Treasurer, Alt. Treasurer, Area Chairperson, and Vice Chairperson.
3. Maintains a yearly non-profit registration of CCANA with the Secretary of State of South Carolina and the Internal Revenue Service.
4. Prepares and presents monthly bank statements, monthly detailed profit and loss statements, and monthly register statements with year-to-date summaries.

F. Alternate Treasurer:

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

G. Regional Committee Member (RCM):

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

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

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

I. All Officers:

1. Perform from time to time various duties given by other members of the Steering Committee and serve on various sub-committees.
2. Purchase and keep on hand two (2) Group Starter Packets to include:
 - a. NAWs Group Starter Kit
 - b. 10 of each color keytags (White, Red, Yellow, Orange, Green, Blue, Black, Grey, Moonglow)
 - c. Just For Today Booklet
 - d. Group Readings (7 Card Set)
 - e. 5 of each Ips (#5, #6, #7, #9, #16, #19)

X. Subcommittees:

- A. All subcommittees present and future shall submit a monthly report to the ASC. Each subcommittee shall keep accurate records of expenditures; i.e. moneys spent on anything; literature, stamps, paper, food, travel, merchandise, etc. and include such expenses in their monthly reports to the CCANA.
- B. Subcommittees include Mid-Carolina Hospitals and Institutions (MCH&I), CCANA Public Relations (CCANA PR), Policy and Procedure (P&P), Literature Review & Development Web Servant Committee, Activities Committee, and the Welcome Home Convention Committee.
 1. These subcommittees are each responsible for formulating their own policy and procedures adhering to GTLS, H&I, PR, AC, and Convention guidelines and handbooks published by NAWs INC. for suggested guidelines and should be given to the Policy and Procedure's chair on an annual basis.
 2. At the completion of each Welcome Home Convention, any and all funds over their prudent reserve are to be turned over promptly to the CCANA.
 3. At the August ASC meeting, the policy and procedure subcommittee will provide an updated copy of the CCANA Guide to Policy to each GSR, Steering Committee member, and subcommittee chairs.

4. Only one Treasury position may be held at any one time by any one person, for Treasury positions above Group level.
 5. Service positions will be held for no more than two (2) times in three (3) consecutive years by any one person.
- C. All sub-committees shall consult home groups before hosting functions at facilities where NA meetings are currently established
- D. The purpose of any activity is to promote greater unity throughout the NA fellowship by planning and hosting events that enhance NA's primary purpose while remaining self-supporting.
1. A nominal and reasonable fee (from NA Members) may be charged for events, while keeping in mind that those who cannot afford the fee should not be excluded from participation in events. CCANA strongly discourages cash raffles, draw downs, or the raffling of prestige items (i.e. TVs, stereos, vacation packages.)
- E. Each Subcommittee of the CCANA, except the Welcome Home Subcommittee shall submit an Annual Budget to be turned in no later than the April ASC. The Annual Budget, after being prepared by the CCANA Treasurer and/or Alternate Treasurer, will be submitted to the Home Groups at the May ASC. The Annual Budget is to be voted on at the June ASC to be in place for the beginning of the next fiscal year.

XI. Amendments:

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

XII. Abolishment and Discontinuation:

In case of the abolishment and discontinuation of CCANA and its Steering Committee, all money and assets are to be sent to the Carolina Regional Service Office or the Narcotics Anonymous World Service Office. This is in response to the IRS demand that should CCANA INC. ever dissolve its

Nonprofit Incorporation status, all assets are to be prohibited from reaching the hands or pockets of profit making individuals or entities.

Financial Policy

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

I. Disbursement of Funds:

A. Priorities for disbursement of funds shall be as follows:

1. Hard copy CCANA bills, i.e. phone/hot lines, PO boxes, printing expenses, secretarial expenses.
2. MCH&I and CCANA PR
3. CCANA prudent reserve
4. Service related travel
5. Regional contributions

B. All funds remaining after payment of all Area expenses (over the prudent reserve of \$10,000) shall be sent to the Carolina Region.

C. Any checks not cleared within 6 months of the date written shall have payment stopped.

D. The fiscal year for CCANA shall run from July 1 to June 30.

E. The Area Chairperson will appoint an ad hoc committee in August to review financial records including all Subcommittees (i.e. Welcome Home, H&I, etc) handling money and/or merchandise. An ad hoc committee will also be appointed to review Area finances thirty (30) days after the election of a Treasurer if the Treasurer was elected in the middle of a term after the report has been submitted to ASC. The ad hoc committee report should be presented at a scheduled ASC meeting no later than October of the given fiscal year. The ad hoc committee will include but not limited to at least three (3) members who have not been signatories at any time during the previous year.

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

policies.

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

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

For lodging: CCANA pays for up to two (2) standard rooms at the prevailing rates, one

(1) for females and one (1) for males, up to four (4) people per room.

Rollaway beds, linens, etc. are not to be paid for by CCANA. Examples are as follows:

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

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

Appendix A
Financial Policy - Trusted Servant Agreement
CCANA

Financial Policy Agreement

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

1. The Eleventh Concept of Service states, "NA funds are to be used to further our primary purpose and must be managed responsibly." We suggest that you read the Twelve Concepts for Service and get a better understanding of them.
2. A Trusted Servant money handling policy has been created and implemented to help prevent a financial problem. This policy is based on principles and not personalities. There will be no exceptions made to these stated policies.
3. All trusted servants handling CCANA funds or saleable items will be given a copy of financial policies to be read and signed. One copy will be given to the trusted servant and the original will be kept on file with the CCANA executive committee archives.
4. With regard to CCANA fund disbursement, all CCANA checks are to be completely filled out to include -- date, payee, amount, reason for disbursement, and two executive committee members' signatures.

The writer of the check is to be the primary signer. The secondary signer is responsible for the verification of the correctness and completeness of check.

5. With regard to the travel funds and funds requested in advance, all requests must come before the CCANA meeting. Such requests must be made on CCANA motion forms and be passed by a simple majority prior to disbursement, except in regards to requests for over \$300.00 which require a 2/3 majority vote from the homegroups. In the event that advance funds are disbursed, receipts from the vendor or service provider must be provided to the executive committee at the CCANA meeting that follows such an event.
6. With regard to reimbursement requests, all such requests must be made on CCANA motion forms and be passed by a simple majority prior to disbursement, except in regards to requests for over \$300.00 which require a 2/3 majority vote from the homegroups. Such requests must include legible vendor or service provider receipts.

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

_____ I have read and do understand these financial policies.

Volunteer's Signature: _____

Witness's Signature: _____

Date: _____

Appendix B
Removal of CCANA Officers
and Subcommittee
Chairpersons

REMOVAL OF CCANA OFFICERS AND SUBCOMMITTEE CHAIRPERSONS

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

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

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

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

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

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

Relapse is also considered grounds for removal. An officer/chairperson may be removed if he/she fails to attend two consecutive CCANA meetings or four meetings in his/her term of office (see section V.B.4 in the CCANA policy). The CCANA may also remove an officeholder who is found to have not performed his/her CCANA duties in an acceptable manner for a period of four months (or for a lesser period of time if a serious difficulty is created in CCANA business).

Please see the various sections of the CCANA Structure and Procedure for descriptions of the duties of officers and chairpersons. It should be remembered that the goals and duties of a subcommittee are the responsibility of that subcommittee's chairperson. When an officer or chairperson does not perform his/her duties, the work of the CCANA can be seriously threatened. There can even be legal ramifications since the CCANA is a corporation and has legally mandated responsibilities.

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

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

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

(A) Initial Steps: When there are initial indications of problems, the CCANA Chairperson will make an initial investigation. Such an investigation will include an approach to the officer/chairperson (if possible). The initial investigation may be undertaken by another member of the Administrative subcommittee (Chairperson, Vice-Chairperson, Secretary, Treasurer, RCM, and RCM Alternate). The initial investigation may be requested by any voting member of the CCANA or may be undertaken by the Chairperson on his/her own initiative. The goal of this initial step is to determine if a problem exists and, if one does, attempt to correct it without further action. However, if further action is deemed necessary, the officeholder will be suspended by the investigating member of the Administrative Subcommittee pending the outcome of the investigations. Full duties will be reinstated to the officeholder if the investigation finds no misconduct or if no further action is deemed necessary.

(B) Performance Committee Review: If, at the end of this initial investigation, the Chairperson (or investigating officer) feels that further action is necessary, he/she will then consult a Performance Ad-Hoc Committee. Such a committee will consist of eight members--the six members of the Administrative subcommittee (CCANA Chairperson, Vice Chairperson, Secretary, Treasurer, RCM, and RCM Alternate) and two other voting members of the CCANA (selected by lot from a pool of volunteers). This Performance Committee will determine if the matter is to be brought to the CCANA. Attempts should be made to correct any problem without any further action. At this point, the officer/chairperson will be

given (when at all possible) an opportunity to review any proof that is being considered by the Performance Committee and will be allowed to explain his/her actions. It is strongly recommended that the Performance Committee consider its actions very carefully, not only considering the welfare of the CCANA, but the rights of the individual. The Performance Committee is urged to carefully consider the validity of any proof that is presented. Although this is not a legal procedure, common sense should be used in reviewing proof. For example, hearsay ("I heard him/her say...") should not be considered, nor should proof be used whose authenticity cannot be verified. The decision to submit the matter to the CCANA will be by a $\frac{3}{4}$'s established majority vote of the Performance Committee (6 of the 8 members would have to vote to carry the matter to the CCANA).

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

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

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

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

APPENDIX C: WORLD SERVICE BOARD OF TRUSTEES
BULLETIN #30



Narcotics Anonymous®
World Services

Theft of NA funds

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

Substantial donations are contributed by the NA Fellowship every year. These funds are given by NA members who trust that they will somehow help other addicts get clean.

While this money is precious, the member's trust is even more so. We need to keep the image of that one member and that one donation in mind whenever we make decisions about handling NA's money.

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

Safeguarding funds

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

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

Selecting trusted servants

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

So, what exactly are these "leadership qualities" the Fourth Concept tells us to look for? Honesty, integrity, maturity, and stability, both in recovery and in personal finances, are but a few. We often

avoid asking questions regarding the financial stability of those we are considering for these types of positions, because those questions may be uncomfortable for us, or we somehow feel they are inappropriate, given the spiritual nature of our program. We sometimes ignore evidence that a person is having a difficult time with his or her personal finances and should not have the additional burden of responsibility for NA's money. Not only is it okay to ask members standing for election about their qualifications in these areas, it is irresponsible not to.

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

Responsible management

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

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

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

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

When safeguards fail

If we develop and follow these procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we

as a service committee also bear substantial responsibility for the theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future.

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

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

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

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

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

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

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

Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position, and not consider the person for another position until he or she has dealt with the issue through the process of the steps.

if the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail and send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.

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

Resolution and recovery

Even if a successful resolution IS reached, many of US will still be angry and hurt, and may want to shun the person involved. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery. As NA members practicing spiritual

principles, we should all support the individual in continuing his or her recovery, utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs.

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

Appendix D
Rules of Order (generally)

Rules of Order

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

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

3. After the motion has been made and restated aloud by the chairperson or secretary, the chairperson's options are:
 - a. Ask for a second (if the motion is not seconded; it dies)
 - b. Table the motion
 - c. Refer to Committee
 - d. If the motion is out of order or refers to an outside issue, toss it out.

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

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

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

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

Appendix E
CCANA Motion Form

_____ Motion #

Central Carolina Area of Narcotics Anonymous Motion Form

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

Presented here by representative, (name) _____ .

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

THE MOTION READS AS FOLLOWS:

INTENT:

Carried

Failed

Tabled

Amended

Open

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

Policy Change: yes _____ no _____

Date voted on: _____

Appendix F: Service Resume

CCANA Service Resume

NAME: _____ CLEAN DATE: _____

EMAIL ADDRESS: _____ PHONE NUMBER: _____

Group Service (list positions and dates served):

Area Service (list positions and dates served):

Regional Service (list positions and dates served):

World Service (list positions and dates served):

What positions do you currently hold?:

Have you ever not completed a service commitment? _____ If so, why? _____

Are you familiar with the Twelve Steps and Twelve Traditions of Narcotics Anonymous? _____

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

Please, list any other pertinent information:

Can you travel in connection with this service commitment? _____

Appendix G
Policies and Procedures-Subcommittee
Guide to Policy

Policy and Procedure Sub-Committee of CCANA Guide to Policy

- I. What is the CCANA Policy and Procedure Subcommittee?

The CCANA Policy and Procedure Subcommittee is an established subcommittee of CCANA to assist in the primary purpose of carrying the message to the addict who still suffers. Policies and procedures are a framework of the CCANA to carry on its business. Policies are generally established as a result of the experience, strength, and hope of the membership of the CCANA only for the purpose of better serving its membership, and in no way conflict with the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous
- II. Purpose
 - a) To document policies and procedures of CCANA
 - b) To review existing policies and procedures and update them to reflect current collective group conscious.
 - c) To assist trusted servants of CCANA in reviewing, analyzing, and revising policies and procedures to ensure continuity with existing polices, the twelve steps, twelve traditions and twelve concepts of Narcotics Anonymous
- III. Guidance
 - a) The Twelve Steps, Traditions, and Concepts of Narcotics Anonymous
 - b) Guide to Local Service
- IV. Functions
 - a) Provide copies of the policies and procedures to GSR, Steering Committee and Sub Committee Chairs on an Annual Basis.
 - b) Maintain updated copy of current policies in hard copy and electronic form.
- V. Membership
 - a) Membership consists of the Chairperson, the Vice Chair of the CCANA ASC and any NA member who expresses a desire to serve on the subcommittee
 - b) Chairperson should have a minimum of two years clean be familiar with NA Policies and Procedures; be working NA's Twelve Steps and Traditions with a sponsor; be an effective communicator in spoken and written form; willingness to serve and approved by majority vote of the ASC.
 - c) Chairperson is required to attend ASC meetings and provide monthly reports.
 - d) Chairperson's term is one year: July 1st-June 30th and not be held more than 2 consecutive years in a row.
- VI. Reimbursements
 - a) Chairperson will submit a budget annually in April to CCANA ASC.
 - b) Chairperson will communicate with the Area Treasurer to be aware of the budget available to him/her.
 - c) Chairperson will submit receipts to Area Treasurer for reimbursements.
- VII. Elections
 - a) The chairperson for this subcommittee will be nominated yearly and elected by the ASC.

Appendix H
Public Relations Subcommittee
Guide to Policy

CCANA Public Relations Committee Guide to Policy

I. What is the CCANA Public Relations Committee?

The Central Carolina Area of Narcotics Anonymous Public Relation Committee (hereafter referred to as CCANA-PR) is the working body for our public relations service efforts and is directly accountable to the ASC and the groups they represent.

II. Purpose

- a) To carry the message of Narcotics Anonymous in accordance with the 12 Traditions and the 12 Concepts of Narcotics Anonymous
- b) To open and maintain lines of communication between the public and Narcotics Anonymous
- c) To inform the public that Narcotics Anonymous offers freedom from active addiction and to provide information about how and where to find it
- d) To open and maintain lines of communication between the CCANA-PR and the Carolina Regional PR Committee .
- e) To open and maintain lines of communication to better serve Narcotics Anonymous groups within the ASC.

III. Guidance

- a) In all of its' endeavors, the CCANA-PR will comply with the following:
 - i) The 12 Traditions of Narcotics Anonymous
 - ii) The 12 Concepts of Service for Narcotics Anonymous
 - iii) The CCANA-PR Guide to Policy
 - iv) NAWS approved service handbooks, present and future
 - v) The current publication of a Guide to Local Services in Narcotics Anonymous
 - vi) Roberts Rules of Order (only when all else fails)

IV. Function

- a) To inform the public, inside and outside the Fellowship, of the existence of Narcotics Anonymous through services including, but not limited to the following:
 - i) Update phone line information and maintain communication with the regional phonenumber committee.
 - ii) Coordinate the distribution and maintenance of all Narcotics Anonymous posters, flyers and schedules.
 - iii) Respond to all requests from the public for information about Narcotics Anonymous in a timely manner.
 - iv) Respond to all requests from media for information about Narcotics Anonymous in a timely manner.
 - v) Provide all radio and television public service announcements (PSAs)
 - vi) Coordinate special projects as the need arises, such as 'booth sitting' at public events and donating books to the public.
 - vii) Ascertain that all requests for information are handled at the appropriate level of service.
- b) To provide orientation to groups and committee members as necessary
- c) Hold a phonenumber orientation once a month.
- d) To provide a learning day once a year, more if the need arises.

V. Meetings/membership

- a) CCANA-PR will meet on the second Friday of each month at a previously designated time and place
- b) Any Narcotics Anonymous member may attend the CCANA-PR meeting.
- c) Any member of any Narcotics Anonymous group in the CCANA may become a participating member of CCANA-PR by attending the meeting and stating their desire to become a member
- d) All CCANA-PR members will attend at least one orientation/learning day annually
- e) CCANA-PR Positions shall consist of the following
 - i) Officers
 - (1) Chair
 - (2) Vice Chair
 - (3) Secretary
 - (4) Alternate Secretary
 - ii) Resource Project Coordinators

VI. Decision-making

- a) By Consensus -All CCANA-PR motions and decisions, except elections, will first be considered using consensus-based decision-making. For the CCANA's purposes, the process of consensus-based decision making allows for points of view to be heard and fairly considered within the CCANA-PR. If, at the end of discussion, the CCANA-PR has not reached agreement, those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. If the rationale does not persuade the majority to change their view, the dissenting members may be asked if they can support the majority view, even though they do not agree with it. In matters where the dissenters cannot assent to the majority, a decision will be reached using the short form of Roberts' Rules of Order from A Guide to Local Services in NA.
- b) Voting
 - i) A member is eligible to vote on matters requiring a vote after attendance at 2 (two) consecutive business meetings.
 - ii) The chair will vote only in the event of a tie
 - iii) Any member eligible to vote can make or second a motion
 - iv) All committee members have one vote regardless of the number of positions held
 - v) Any member that misses two consecutive CCANA-PR meetings will lose their right to vote

VII. Elections

- a) At the March meeting a candidate will be chosen to be nominated for Chair for CCANA-PR
- b) All other committee positions shall be filled at the CCANA-PRs' discretion
- c) All terms of service are 2 (two) years

VIII. Removal from office

- a) CCANA-PR Officers and Resource/Project Coordinator will be considered to have voluntarily resigned in certain instances which include but are not limited to:
 - i) Relapse
 - ii) Failure to fulfill the duties of their position
 - iii) Non-attendance of two consecutive CCANA-PR meetings without a report

- b) If by simple majority vote of the CCANA-PR, the Chair is found to be in noncompliance, a written request to remove shall be submitted to the CCANA ASC
 - i) All other CCANA-PR officers and resource project coordinators may be removed from office if necessary by a simple majority vote of the CCANA-PR

IX. Qualifications and Duties of Officers and Resource Project Coordinators

- a) Chair
 - i) Must have at least 2 (two) years continuous abstinence
 - ii) Suggested to have a working knowledge of the 12 Steps and 12 Traditions through application
 - iii) Suggested to have at least one-year continuous experience in PR service
 - iv) Should attend all meetings of the CCANA PR, all regional PR meetings and all ASC meetings
 - v) Mediates all meetings of the CCANA PR with a general understanding of parliamentary procedure .
 - vi) Prepares a written report for each CCANA ASC meeting
 - vii) Coordinates and/or delegates and is ultimately responsible for all projects of and communication for the CCANA
 - viii) Prepares a budget with assistance from other CCANA PR members and treasurer of the ASC to be submitted to the ASC for approval (the budget is to include travel expenses)
 - ix) Maintains CCANA PR archives
 - x) Serves as Phoneline Coordinator in absence of one
- b) Vice-chair
 - i) Must have at least 1 (one) year continuous abstinence
 - ii) Must have a working knowledge of the 12 Steps and 12 Traditions through application
 - iii) Suggested to have at least 1 (one) year continuous experience in PR service
 - iv) Should attend all meetings of the CCANA PR
 - v) Should attend all regional PR meetings and all ASC meetings in Chairs absence
 - vi) Performs the duties of Chair in his or her absence
- c) Secretary
 - i) Must have at least 1 (one) year continuous abstinence
 - ii) Must have a working knowledge of the 12 Steps and 12 Traditions through application
 - iii) Must attend all meetings of the CCANA PR
 - iv) Must possess a certain amount of clerical and organizational skills and have access to a computer
 - v) Prepares an agenda for each CCANA PR meeting
 - vi) Must create an accurate set of minutes of all CCANA PR meetings to be ready for approval by the chair within 10 days of the meeting; minutes will be distributed to members of the MCPR at the meeting
 - vii) Assists the Chair to ensure the smooth operation of the CCANA PR
 - viii) Must retain subcommittee archives (i.e. all letters requesting CCANA presentations, NA information, NA literature, and copies of the minutes);
 - ix) Must announce at the start of the meeting if a tape recorder is being used; the tape recorder is for accuracy of the minutes only and tapes will not be stored, reproduced, or distributed.

- d) Alternate Secretary
 - i) Must have at least 6 (six) months continuous abstinence
 - ii) Must have the willingness to serve within the CCANA
 - iii) Must possess a certain amount of clerical and organizational skills, and must have access to a computer
 - iv) Must attend all meetings of the CCANA PR
 - v) Will assist the secretary in his/her duties
 - vi) Will fulfill the duties of secretary in his/her absence
- e) Phone line services coordinator
 - i) Must have at least 1 (one) year continuous abstinence
 - ii) Must have a working knowledge of the 12 Steps and the 12 Traditions through application
 - iii) Must attend all meetings of the CCANA PR
 - iv) Must have access to a computer
 - v) Must maintain frequent communication with Regional Phonline Committee to ensure proper functioning of Phone Line and contact information for volunteers
 - vi) Must possess a certain amount of clerical and organizational skills
 - vii) Must maintain frequent communication with chair
 - viii) Must submit written report to Chair monthly
- f) Project Coordinators

Throughout the year, CCANA may conduct special projects as the need arises, such as 'Booth Sitting' at public events and flyer distribution.

 - i) Must have at least 6 (six) months continuous abstinence
 - ii) Must have the willingness to serve within the CCANA
 - iii) Must attend all meetings of the CCANA PR
 - iv) Must possess a certain amount of clerical and organizational skills
 - v) Must have access to a computer
 - vi) Must compile/maintain accurate contact information to be used for projects
 - vii) Keeps detailed account of all activities pertaining to project
 - viii) Must submit written report to chair
 - ix) Maintains frequent communication with chair

X. Agenda for CCANA PR meetings

- a) Call to order
- b) Serenity Prayer, Service Prayer, 12 Traditions, 12 Concepts
- c) Accept or amend minutes
- d) Roll call
- e) Welcome newcomers
- f) Reports
- g) Concerns
- h) Open sharing session
- i) Old business
- j) New business
- k) Next meeting
- l) Close with serenity prayer

Appendix I
Mid-Carolina Hospitals & institutions Subcommittee
Policy and Procedure

Mid-Carolina Hospitals & Institutions Subcommittee

Policy and Procedure

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

Article I- Basic Purpose

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

Article II- Function of the Subcommittee

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

Article III- Subcommittee Membership

- A. Members on the Mid-Carolina H&I Subcommittee shall consist of the following:
 - a. Steering Committee
 - b. Panel Coordinators
 - c. Panel Leaders
 - d. Any member of the fellowship who wishes to better carry the message to hospitals and/or institutions.

Article IV- Steering Committee

- A. The Steering Committee shall consist of the following:
 - a. Mid-Carolina H&I Chairperson
 - b. Mid-Carolina H&I Vice Chair
 - c. Mid-Carolina H&I Secretary
 - d. Mid-Carolina H&I Alt-Secretary

- B. A representative from Steering Committee will attend Regional H&I Subcommittee meetings quarterly.

Article V- Voting

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

Article VI- Elections

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

Article VII- Removal

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

Article VIII- Qualifications and Responsibilities

- A. Chairperson-
 - a. Must have abstained from drugs for at least three (3) years.

- b. Must have at least one (1) years experience in Area H&I work and must have a working knowledge of the Twelve Steps and Twelve Traditions through application.
 - c. Must attend all meetings of the Mid-Carolina H&I Subcommittee and Area Service Committee Meetings.
- d. Mediates all meetings of the Mid-Carolina H&I Subcommittee with a general understanding of parliamentary procedure.
 - e. Prepares a written report for each Mid-Carolina H&I Subcommittee meeting, makes all motions on behalf of, and is the voice of the subcommittee at their respective Area.
 - f. Coordinates and/or delegates and is ultimately responsible for all work done by the Subcommittee.
 - g. Is available to answer questions from the Area H&I Subcommittee(s).
 - h. Prepares a budget, with the subcommittee, to be submitted to each Area. The budget is to include travel expenses.
 - i. Provide an agenda for each Mid-Carolina Subcommittee meeting. The Agenda is to reflect all topics of discussion for the meeting.
- B. Vice Chair-
- a. Must have abstained from all drugs for at least two (2) years.
 - b. Must have at least one (1) years experience in Area H&I work and must have a working knowledge of the Twelve Steps and Twelve Traditions through application.
 - c. Must attend all meetings of the Mid-Carolina H&I Subcommittee.
 - d. Works with the Chairperson to ensure the smooth operation of the Mid- Carolina H&I Subcommittee.
 - e. Performs the duties of the Chairperson in their absence.
 - f. Must have a written report at all Mid-Carolina H&I Subcommittee meetings.
- C. Secretary-
- a. Must have abstained from all drugs for at least two (2) years.
 - b. Must have at least one (1) years experience in Area H&I work and must have a working knowledge of the Twelve Steps and Twelve Traditions through application.
 - c. Must have a certain amount of clerical and organizational skills, and must have access to a computer.
 - d. Must create an accurate set of minutes of all Mid-Carolina H&I Subcommittee Meetings. The minutes should be ready for approval of the Chairperson within ten (10) days of the meeting.
 - e. Works with the Chairperson to ensure the smooth operation of the Mid- Carolina H&I Subcommittee.
 - f. Must retain Subcommittee archives. (i.e. all letters requesting H&I presentations, NA Literature, and copies of the minutes) One copy of the minutes is to be sent to each Area for the archives.
 - g. The secretary is allowed to use a tape recorder in meetings.
- D. Alternate Secretary-
- a. Must have abstained from drugs for at least six (6) months.

- b. Must have a desire to serve as Secretary for the Mid- Carolina H&I Subcommittee for upcoming year.
 - c. Performs the duties of the Secretary in their absence.
 - d. Contacts all Steering Committee members, panel leaders, and panel coordinators seven to ten (7-10) days before the meeting to confirm that they are coming to the next Mid-Carolina H&I Subcommittee meeting, or they will be sending a report.
 - e. Assist the secretary in record keeping, dating motions, reports, etc. as they are received.
- E. Literature Person-
- a. Must have abstained from drugs for at least two (2) years.
 - b. Must have at least one (1) year experience in Area H&I work and must have a working knowledge of the Twelve Steps and Twelve Traditions through application.
 - c. Maintains, tracks and inventories all literature used within the Mid- Carolina H&I Subcommittee.
 - d. Tracks which Area is financially responsible for each quarterly literature order.
 - e. Must attend all meetings of the Mid-Carolina H&I Subcommittee.
 - f. Required to submit a written report to the Mid-Carolina H&I Subcommittee at each meeting.
- F. PR Liaison-
- a. Must have abstained from drugs for at least one (1) year.
 - b. Acts as a link between the H&I and PR Subcommittees.
 - c. Must attend all PR meetings and/or have a written report.
- G. Panel Coordinator-
- a. Must have abstained from drugs for at least two (2) years.
 - b. Must have at least one (1) year experience in Area H&I work and must have a working knowledge of the Twelve Steps and Twelve Traditions through application.
 - c. Must contact facility monthly and provide feedback in monthly written report.
 - d. Must contact Panel Leaders of their facility monthly and obtain report if Panel Leader cannot attend business meeting.
 - e. Submits volunteer applications to the facilities of which they are responsible.
 - f. Must attend all meetings of Mid-Carolina H&I Subcommittee.
 - g. Must attend H&I Orientation at least once every two years.
- H. Panel Leader-
- a. Must have abstained from drugs for at least one (1) year.
 - b. Must have working knowledge of the Twelve Steps and Twelve Traditions.
 - c. Must attend facility meeting every week.
 - i. If unable to attend, contact Co-Chair to attend at least 24 hours prior to meeting or as soon as possible.
 - ii. If neither can attend, contact Panel Coordinator.
 - iii. If Panel Coordinator cannot attend, contact facility to let them know there will be no meeting.
 - d. Must attend all Mid-Carolina H&I Subcommittee meetings.
 - e. Must provide or send written report monthly to Mid-Carolina H&I Subcommittee.
 - f. Must attend H&I Orientation at least once every two years.
 - g. Follow all guidelines from H&I Orientation Handbook.

Article IX- Subcommittee Assembly

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

Article X- Agenda

- A. The meeting is to open with the Serenity Prayer, Service Prayer, Twelve Traditions, and Twelve Concepts.
- B. Minutes need to be read and a motion needs to be made to either accept minutes as written, or a motion needs to be made to amend the minutes and accepted as amended.
- C. Secretary is to take Roll Call.
- D. Reports
 - a. Steering Committee
 - b. Panel Coordinators
 - c. Facility reports - if necessary for a particular facility. Otherwise, written reports are handed in to Secretary to become part of archives.
- E. Old Business
- F. New Business
- G. Determine the next meeting day and meeting place.
- H. Close the meeting.
- I. Rules of Order (generally)
 - a. Obtaining the Floor:
 - b. Raise your hand after the floor has been yielded,
 - c. After the chair recognizes you - identify yourself, your position, your facility or the home group you represent
 - d. You now have the floor, direct your business to the chairperson.
 - e. A member cannot be interrupted after obtaining the floor except by the chairperson.
 - f. Making Motions:
 - g. Obtain the floor.
 - h. Make the motion by stating, "I move that... (state your motion)"
 - i. Yield the floor and wait for the chairperson to ask for a second.
 - j. After the motion has been made and restated aloud by the secretary, the chairperson's options are:
 - i. Ask for a second (if the motion is not seconded; it dies).
 - ii. Table the motion.

- iii. Refer to Ad-hoc Committee.
 - iv. Refer to Mid-Carolina H&I Subcommittee for debate.
 - v. If the motion is out of order or refers to an outside issue, toss it out.
- k. Debate:
- i. Obtain the floor (as listed above).
 - ii. State pro or con to the motion or amendment.
 - iii. Debate on divided issues may be limited at any time by the chairperson.
- l. Amendments:
- i. May be made at any time after the motion has been made and seconded.
 - ii. Must be seconded.
 - iii. Must be stated aloud by the secretary.
- m. Call for a vote:
- i. Call for a vote.
 - ii. Must come from the voting body.
 - iii. Voting must take place immediately (No further debate).
- n. Voting:
- i. Each member has but one vote.
 - ii. Voting will be by a show of hands, except for elections, which will be by secret ballot.
 - iii. Vote yes, no, or abstain.
 - iv. When motions have been amended in proper order, amendments will be voted on first.
 - v. After the amendment has been voted on, the motion is voted on. If the motion dies, the amendment also dies.

Appendix J
Welcome Home Convention
Policy

WELCOME HOME CONVENTION POLICY

WAYS TO CONDUCT BUSINESS AT THE MEETING

- A copy of the updated policy for Welcome Home Convention and the convention guidelines will be distributed to all members at the first meeting. The Chairperson will read the policy aloud at this meeting.
- Business meetings must follow the Twelve Traditions, Twelve Concepts, Convention Guidelines, and Guide to Local Services of Narcotics Anonymous
- Executive (Committee, when referred to, consists of
 - Chairperson
 - Vice-Chairperson
 - Secretary
 - Treasurer
- Subcommittees, when referred to, consist of
 - Chairperson for Arts & Graphics
 - Convention Information
 - Fundraising
 - Hotels & Hospitalities
 - Merchandising
 - Programming
 - Registration
- Agenda Items
 - Meetings will follow an agenda
 - Agenda items include any topics requiring 10 minutes or more for discussion
 - Submit agenda items to the chairperson three days before the committee meeting
 - Items may be added to the agenda at the chairperson's discretion
- Motions & Discussions
 - Discussion of Motions should follow Robert's Rules of Order
 - In order for action items to be discussed, there must be a motion made and seconded
 - The chairperson runs the meetings without expressing opinions on issues
 - If the chairman feels the need to express an opinion, he or she must step down for the duration of the meeting and the Vice-Chairperson chairs the remainder of the meeting
- Committee and Subcommittee Reports
 - Include progress reports and items to be voted on by the committee as a whole.
 - Items to be voted on should:
 - be clearly explained
 - Include options available and the recommendation of the committee
 - Recommendations of the subcommittee may be presented in the form of a motion during new business. Reports should be submitted to the secretary in writing at the meeting they were given.
 - Votes and discussions do not take place during reports

- Emergency meetings
 - When an emergency arises that requires committee action between committee meetings, the Chairperson will consult the Executive Committee members.
 - An emergency is defined as: a circumstance that requires resolution by voting before our next meeting as a body.
 - It is suggested that the Executive Committee members discuss emergency issues with sub-committee members when possible.
- Any member missing two (2) consecutive or four (4) total business meetings, scheduled or emergent, is considered to have voluntarily resigned from his or her service position.
- Careful consideration should be taken in placing trusted servants in any of these positions per our 4th and 7th Concepts. Clean time requirements for the positions of the Welcome Home Convention shall be as follows:
 - Chair - 5 years
 - Vice Chair – 4 years
 - Treasurer – 5 years
 - Merchandising - 5 years
 - Registration - 3 years
 - Arts and Graphics – 2 years
 - Hotel Liaison – 2 years
 - Hospitality Chair – 2 years
 - Convention Information – 2 years
 - Secretary – 1 year

Voting

- Who Votes
 - Executive Committee members, excluding Chairperson
 - Chairperson votes only in the instance of a tie
 - Subcommittee members
 - Other members who attended the previous meeting
 - If a member misses two (2) consecutive meetings are missed (unless he or she has submitted a written report during this time), voting privileges are suspended
 - That member must then attend 2 or more consecutive meetings before privileges are reinstated
- Process of Voting on a Motion
 - A motion is made, then seconded by a different member (or not, in which case it dies)
 - Discussion is opened, following Robert’s Rules - 3 Pros, 3 Cons
 - The Chairman may immediately call the motion to a vote if no pros or cons are identified
 - Chairperson asks if there are any questions
 - The motion is restated
 - Vote is taken and tallied as follows:
 - **Majority:** 51% of those voting
 - Only “For” votes count toward majority; abstentions are not included
 - **Established vote:** 2/3 of the voting quorum

- This policy defines quorum as the total number of attending committee members who are eligible to vote
- Tabling a Motion
 - Purpose: generally to move from one unresolved issue to more pressing issues
 - Any member who is eligible to vote may table a motion. No second is required.
 - Tabling must include the date on which it will be voted
 - Passes with a majority vote
 - If it is defeated, the discussion continues

FINANCIAL ISSUES

- All Welcome Home Convention Committee members who handle Convention funds and/or merchandise MUST sign a financial agreement conducive to the CCANA agreement per policy.
- All funds raised for Welcome Home Convention in the sum of \$100.00 or less should be turned over to the Treasurer at each regular meeting.
- Any sums exceeding \$100.00 must be turned over to the Treasurer within 48 hours of collection.
- The prudent reserve for the Welcome Home Convention is \$5,000. Anything over the prudent reserve is donated to the Central Carolina Area after bills are paid at the end of the term year.
- In compliance with South Carolina state gambling laws, raffles may be held for fundraising purposes.
- Only “Authorized Signers” are to handle checks.
- There must be two signatures on *all* checks written from the Welcome Home Convention check book, per the Welcome Home Financial agreement and CCANA policy.
- Any person writing a check to the Welcome Home Convention that is returned for non-sufficient funds shall be prosecuted to the fullest extent of the law.
- Accept the "Dishonored check" letter as our standard issuance of contact in order to retrieve unpaid monies
- All returned checks shall incur a \$40.00 return check fee.
- All Welcome Home financial records shall be turned over to the CCANA Chairperson for audit at the October ASC meeting.

CONVENTION COMMITTEES RESPONSIBILITIES TO THE AREA

- The Welcome Home Committee will provide the CCANA with the Chairperson’s monthly report, as well as any or all of the following:
 - Subcommittee reports
 - Financial reports & receipt copies
 - All passed or failed motions
 - Secretarial notes
 - Agendas
 - Plans
 - Meeting information
- Any Welcome Home Committee concerns should be brought before the committee itself, before being brought to the CCANA

- Concerns or issues should only be brought to the CCANA after they are deemed to warrant attention from the CCANA or other resources
 - Group conscious is required to bring a concern to CCANA

ADDITIONAL WELCOME HOME COMMITTEE RESPONSIBILITIES

- Welcome Home Convention Committee trusted servants should serve two-year terms, in some capacity. The intent is to give experience, strength and hope to the oncoming committee members.
- Welcome Home Convention secretary will purchase two (2) three-ring binders and separate the housekeeping motions that we accepted as policy that will effect the years to follow. Intent: To end our year with some organization by passing on to our new secretary a workable account of our affairs.
- Welcome Home minutes are e-mailed to committee members promptly following each business meeting.
- Minutes provided at the Welcome Home Convention Committee meetings should include all Executive Committee and Subcommittee reports, copies of motions, and any relevant concerns to be discussed and/or voted upon at the next meeting.

MISCELLANOUES

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

WELCOME HOME CONVENTION COMMITTEE FINANCIAL POLICY

This form is to be read and signed by all **WELCOME HOME CONVENTION COMMITTEE** members, who, as trusted servants, will request, receive, or distribute NA funds or merchandise on behalf of the interest of Narcotics Anonymous. After it is signed and dated, this form will be kept on file with the WELCOME HOME committee archives, in an active file will be kept on hand and marked **FINANCIAL POLICY: APPROVED TRUSTED SERVANTS.**

1. Eleventh Concept of Service: States, "NA funds are to be used to further our primary purpose, and must be managed responsibly". We suggest that you read the twelve Concepts for Service and get a better understanding of them.
2. A Trusted Servant Money Handling Policy has been created and implemented to help prevent a financial problem. This policy is based on principles and not personalities. There will be no exceptions made to these stated policies.
3. Regarding FUND DISBURSEMENT: All **WELCOME HOME CONVENTION** checks are to be completely filled out including
 - a. Date
 - b. Payee
 - c. Amount
 - d. Reason for disbursement
 - e. Two (2) executive committee members' signature.
 - i. Writer of check is to be primary signer. Secondary signature is responsible for verifying that check is written completely and correctly.
4. Regarding TRAVELING and FUNDS REQUESTED IN ADVANCE: All requests must come before the **WELCOME HOME CONVENTION COMMITTEE** meeting. Such requests must be submitted on a motion form and approved by a simple majority vote prior to disbursement. In the event that advance funds are disbursed, receipts from the vendor or service provider must be provided to the executive committee at the business meeting that follows such an event.
5. Regarding REIMBURSEMENT: All such requests must be submitted on a motion form and passed by a simple majority vote prior to disbursement. Such requests must include legible vendor or service provider receipts.

As part of your responsibility as a " volunteer member " and " trusted servant " of the **WELCOME HOME CONVENTION COMMITTEE** of Central Carolina Area of Narcotics, you may become involved in the handling of merchandise and/or funds. Please be advised that all trusted servants and individual addicts entrusted with handling of **WELCOME HOME CONVENTION** merchandise and/or funds will be held accountable. If any Merchandise and/or funds are found to be missing or misused an investigation will be initiated by the Executive Committee of the **WELCOME HOME CONVENTION COMMITTEE**. If you are found to have stolen or misused merchandise and/or funds, your trusted servant's position will be immediately forfeited and the Executive Committee of the **WELCOME HOME CONVENTION**

COMMITTEE will have you prosecuted to the fullest extent of the law. (Refer to World Service Board of Trustees Bulletin #30- Theft of NA funds-when safeguards fail.

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

Trusted Servants Signature

Trusted Servants Position

Witness's Signature

Date

Witness's Position

WELCOME HOME MOTION FORM

Motion #: _____

Motion date: _____

Motion made by: _____ Seconded by: _____

The motion reads as follows:

Intent:

Carried

Failed

Tabled

Amended

Open

For: _____

Against: _____

Abstain: _____

Policy Change? Yes _____

No _____

Date voted on: _____

Appendix K
Literature Review & Development
Subcommittee Guide to Policy

Central Carolina Area of Narcotics Anonymous
Literature Review & Development Subcommittee

Guide to Policy

- I. What is the CCANA Literature Review & Development Subcommittee?
The CCANA Literature Review & Development Subcommittee facilitates communication between the NA member and WSC Project Groups in all matters related to NA Literature Projects. All fellowship approved NA Literature should be made available to the whole fellowship. In this way, our members will be kept abreast of literature that is available for development and review, literature that is up for approval, requests for input on special issues, and any other information necessary for the member interested in getting involved with the literature review and development process.
- II. Purpose
 - a. To carry the message in written form to the addict who still suffers
 - b. To collect fellowship input on literature projects and to provide communication among the various levels of NA Service
- III. Guidance
 - a. The Twelve Steps, Traditions, and Concepts of Narcotics Anonymous
 - b. Our Guide to Area Policy
 - c. Carolina Region Literature Review & Development Handbook
- IV. Functions
 - a. Communication Role
 - i. Serve as a communication link between the NA member and the World Service Conference (WSC) Literature Project Groups
 - b. Collection of Fellowship Input
 - i. Review literature that is written by addicts for addicts (fellowships approved literature) and is currently on the approval track; and provide feedback and input to the WSC Project Groups
 - ii. Develop new fellowship approved literature in the following ways:
 1. Participating in workshops to provide input on a project that is already in process when new material has been requested
 2. Providing feedback on/and ideas for Issue Discussion Topics that may become new WSC Literature Projects
- V. Workshops/Meetings/Membership
 - a. The CCANA Literature Review & Development Subcommittee holds workshops when Literature Projects are up for review and development; OR meetings as needed to conduct business; OR meetings/workshops as desired when members express interest in submitting an idea to WSC for a new literature project
 - b. Any NA member may attend CCANA Literature Workshops and/or Meetings
 - c. There is no clean time requirement to be a part of the Literature Review & Development process in Narcotics Anonymous

- d. Membership consists of a Chairperson and all NA members who show up at workshops/meetings and express a desire to be a part of the Literature Review & Development Process
 - i. Chairperson should have a minimum of two years clean; be familiar with NA Literature; be working NA's Twelve Steps and Traditions with a sponsor; be an effective communicator in spoken and written form; be familiar with consensus-based decision-making; BUT willingness is key, so exceptions to the above can be made if approved by the majority vote of the ASC
 - ii. Chairperson is required to attend all ASC meetings (held the 1 Sunday of each month at 2pm at the location agreed upon by the group)
 - iii. It is strongly suggested that the Chairperson join the Regional Literature Review & Development Subcommittee and regularly attend meetings to receive support and network with other area chairs
 - e. Workshops are conducted using consensus-based decision-making as much as possible
 - i. Chairperson will usually serve as facilitator and will follow an agenda that is created using some form of the Session Profile that is provided online by the WSC Project Committee
 - 1. Sample: <http://www.na.org/admin/include/spaw2/uploads/pdf/LC-SessionProfile609.pdf>
 - ii. When feedback is given by NA members attending workshops, there will be an attempt to reach consensus among the members in attendance so that the feedback submitted to the WSC Project Committee accurately reflects the group's conscience
 - 1. Chairperson will also advise members that they can submit their feedback directly to the WSC Project Committee
- VI. Reimbursements
- a. Chairperson may need to use his/her own money to make copies of flyers, purchase copies of literature that is up for review (should get from Carolina Region Service Office to get the cheapest printing), or for travel to workshops and other miscellaneous expenses
 - i. Chairperson should communicate with the Area Treasurer to be aware of the budget available to him/her
 - ii. Chairperson will be required to submit receipts to the Area Treasurer in order to be reimbursed
- VII. Elections
- a. The chairperson for this subcommittee will be nominated yearly and elected by the ASC

Appendix L
CCANA Activities Committee
Policy and Procedure

CCANAAC Policy and Procedures

Names and Boundaries

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

Purpose:

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

Function

The CCANAAC shall operate using:

1. The Twelve Concepts of NA service
 2. The Twelve Traditions of Narcotics Anonymous
 3. The CCANAAC guidelines
 4. The CCANAAC Policies and Procedures
 5. A guide to local services in Narcotics Anonymous
 6. Abide by the will of the CCANAAC
 7. A loving God as he may express himself in our group conscious
 8. Carry a clear NA message in all service activities.
-
- A. The CCANAAC is responsible for trying to recoup the funds that it uses for its activities, to be a self-sustainable service body. That is not to say that CCANAAC is a fundraising committee, all money collected from donations will be turned back to the CCANAASC to be accounted for and help fund other events. The CCANAAC's budget, provided by the CCANAASC, is \$600.
 - B. The CCANAAC will meet the 2nd Sunday of each month at 9:15 pm at a predetermined location, except with prior notification of changes in advance. Special meetings may be called by a majority vote or at the discretion of the Chairperson.
 - C. The CCANAAC guidelines will be reviewed once a year in April, All guidelines changes must be submitted in writing for approval by the CCANASC. Any new guideline created, or changes to an existing guideline, will not conflict with the guidelines of the CCANASC.

PARTICIPANTS

1. Chairperson
2. Vice-Chairperson
3. Treasurer
4. Secretary
5. Entertainment Chairperson
6. Entertainment Vice-Chairperson
7. Decoration Chairperson
8. Decoration Vice-Chairperson

9. Concession & Memorabilia Chairperson
10. Concession & Memorabilia Vice-Chairperson
11. Ticket Sellers
12. NA Members

Chairperson

Requirements:

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

Duties:

1. Presides over all CCANAAC meetings
2. Keeps in close contact/communication with the executive of the committee
3. Prepares agenda with the vice chair prior to the meeting
4. Prepares a written synopsis each month of the sub-committee's activities for the submission to the CCANAAC Secretary to be included with the activities minutes
5. Prepares a written synopsis each month of the sub-committee's activities for the submission to the CCANASC including separate sheet photo copied with all open position's to all GSR'S
6. Attends all CCANASC and operating committee meetings
7. Oversees and coordinates all CCANAAC functions

Vice-Chairperson

Requirements:

1. 2 years continuous clean time
2. Has not embezzled or misappropriated any funds, NA or otherwise, for the length of this position's clean time requirement
3. Working knowledge of the 12 concepts, 12 traditions, and the CCANAAC guidelines
4. Must have a sponsor and working the 12 steps Duties:
 - a. Performs chair persons Duties; in the abstinence of chairperson
 - b. Attends all CCANASC and operating committee meetings in chairpersons absence and fulfills all required Duties;
 - c. Assists chairperson in overseeing and coordinating all CCANAAC functions
 - d. Has a written report to be included in the activities minutes
 - e. Assists chairperson in preparing the agenda

Treasurer

Requirements:

1. 4 years continuous clean time

2. Has not embezzled or misappropriated any funds
3. Must have a sponsor and working the 12 steps Duties:
 - a. Maintain accurate records of all transactions expenses of the committee
 - b. Attends all the committee meetings and CCANAAC functions
 - c. Has a written report to be included with the activities minutes
 - d. Provides a financial statement for each event to be presented at the area following the event
 - e. If the activities committee has a surplus from any event the treasure must surrender any funds at the next regularly scheduled CCANAASC
 - f. Ensures that all payments and contracts are dealt with in a timely fashion with the appropriate persons/company's
 - g. In the event that there are tickets created for any CCANNAAC event, the treasurer will be responsible for managing the ticket distribution, ticket collection and final count of all tickets. Counts and ticket handling/ distribution/collection will be handled and documented by treasurer with the assistance of the chair only.

Secretary

Requirements:

1. 6 months of continuous clean time
2. Access to a computer and printer Duties;
 - a. Takes accurate minutes of each meeting including brief synopsis of each report
 - b. Keeps an updated list of members phone numbers and emails
 - c. Emails members copy of previous minutes one week before regularly scheduled meeting
 - d. Attends and assists at all CCANAAC functions
 - e. Responsible for fliers if no member volunteers.
 - f. Maintains the activities archives in an orderly and organized manner.
 - g. Calls or sends texts notifying members three days before any scheduled meeting

Entertainment Chair

Requirements:

1. 90 days of continuous clean time
2. Must be polite and courteous in order to represent NA accordingly Duties:
 - a. Keeps and maintains a list of hall rentals including costs, contact names and phone numbers, size, location, and seating capacity
 - b. Maintains a list of DJ services including contact name, phone number, and costs
 - c. To provide the committee with a minimum of three quotes for any entertainment services requested by committee; hall rentals, DJ's, parks community leagues, hotels, catering...etc.
 - d. Book and co-ordinate all entertainment services with approval of the committee

Vice Entertainment

Requirements:

1. NO required clean time
2. Must be polite and courteous in order to represent NA accordingly Duties:
 - a. Performs entertainment chairs Duties; in co-operation with and in the absence of the entertainment chair.

Decorating Chair

Requirements:

1. 90 days of continuous clean time Duties:
 - a. Purchasing decorations prior to the event
 - b. Co-ordinates and oversees decorating of the event
 - c. Must tear down decorations and help clean up after the event. In the event this responsibility cannot be completed he/she delegates responsibility to another member at the CCANAAC meeting prior to the event

Vice Decorating Chairperson

Requirements:

1. NO required clean time Duties:
 - a. Performs decorating chairs Duties; in co-operation with and in the absence of the decorating chair.

Concession and memorabilia chairperson

Requirements:

1. 1 year continuous clean time
2. Has access to a working vehicle Duties:
 - a. Co-ordinate inventory, storage, purchasing, and transporting of all concession/memorabilia items to and from CCANAAC events
 - b. To remain within the budgets set by CCANAAC for each event, and to handle funds prudently.
 - c. Co-ordinates the operation of the concession, raffle, and/or auctions, and sales of all memorabilia
 - d. Is the single point of accountability for the collection of funds during event, and is to turn over all funds to the treasurer at the end of the event.

Concession and memorabilia vice-Chairperson

Requirements:

1. 1 year continuous clean time
2. Has access to a working vehicle Duties:
 - a. Performs concession and memorabilia chairs Duties; in co-operation with and in the absence of the decorating chairperson

Ticket sellers

Requirements:

1. Has not embezzled or misappropriated any NA funds
2. 9 months continuous clean time Duties:
 - a. Attends meeting
 - b. Announce upcoming events
 - c. Sell tickets
 - d. Turn in all funds to treasurer at every CCANAAC meeting, and/or scheduled event

Members of NA

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

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

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

Operational Guidelines:

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

Appendix M
Recovery Under the Stars
Campout Policy

Recovery Under the Stars Campout

Policy

I. Purpose

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

II. Guidelines

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

III. Rules of Order

- a. General
 - i. Hands must be raised to be recognized by the Chairperson.
 - ii. Motions shall be handled as stated in the "Guide to Local Service" pages 104-111 (Appendix A).
 - iii. If both the committee Chairperson and Vice Chairperson are absent, succession for temporary chairing shall be: Treasurer, then the Secretary then the Campground Liaison.
 - iv. Discussion at all committee meetings is open to all members of Narcotics Anonymous.
 - v. The Chairperson shall have the discretion to limit discussion of any subject matter.
- b. Meeting Format
 - i. Open meeting with a moment of silence followed by the "Serenity Prayer."
 - ii. Roll Call-check attendance of all committee members.
 - iii. The Secretary shall read the minutes from the last meeting.
 - iv. The Treasurer shall report the status of the committee finances. 5.) The Campground Liaison shall give a status report.
 - v. Open discussion.
 - vi. Discuss any old business.
 - vii. Discuss any new business.
 - viii. Close meeting with the "3rd Step Prayer."
- c. Motions and Voting Guidelines

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

IV. Service Committee Trusted Members

a. General rules

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

b. Chairperson

i. Qualifications

- 1. Two years clean time required.
- 2. Active for at least one year at the CCANA table,
- 3. Previous involvement in the “Recovery Under the Stars” Campout.

ii. Responsibilities

- 1. Regularly schedule and chair the service committee meetings according to the format outlined in the “Recover Under the Stars” Campout committee policy.
- 2. Act as final authority on clarification of all guidelines. c.) Allow discussion on major issues before calling a vote. d.) Insure all activities and events are in accordance with the Twelve Traditions and Concepts.
- 3. Attend all CCANA meetings.
- 4. Submit annual budget for the “Recovery Under the Stars” Campout to the CCANA table.
- 5. Bring written reports to CCANA for all CCANA members. h.) E-mail reports to CCANA web servant before the upcoming CCANA meeting.
- 6. Submit any policies or changes in policy to CCANA and present to the CCANA policy chair.

- c. Vice Chairperson
 - i. Qualifications
 - 1. Suggested one year clean time.
 - 2. Previous involvement in the “Recovery Under the Stars” Campout.
 - ii. Responsibilities
 - 1. Attend all “Recovery Under the Stars” Campout Committee meetings.
 - 2. Act as Chairperson in the absence of the “Recovery Under the Stars” Campout Chairperson and assume all the responsibilities of the Chair.
 - 3. Attend CCANA meeting in place of the Chairperson and assume all responsibilities of the Chairperson.
 - 4. Must attend at least two CCANA meetings per year. e.) Assist the Treasurer with the handling of all funds.
 - 5. Review and approve all financial statements submitted by the Treasurer.
 - 6. Oversee and delegate tasks for any and all fund raising events.
- d. Treasurer
 - i. Qualifications
 - 1. Two years clean time required.
 - 2. Ability to balance a checking account and be financially secure.
 - ii. Responsibilities
 - 1. Responsible for holding all funds associated to the “Recovery Under the Stars” Campout and are accountable for such funds. b.) Maintain a ledger recording all incoming and outgoing funds related to the “Recovery Under the Stars” Campout.
 - 2. Prepare monthly balance statement for the “Recovery Under the Stars” Campout Committee.
 - 3. Responsible for collecting all money from ticket sales, both advance sales and on site ticket sales.
 - 4. Responsible for collecting all money from any fund raising events.
 - 5. Responsible for collecting all money from any fund raising events.
 - 6. Make regular deposits to CCANA Treasurer as determined by the “Recovery Under the Stars” Campout Committee.
 - 7. Prepare a financial statement after each year’s Campout to be submitted to CCANA.
- e. Secretary
 - i. Qualifications
 - 1. Suggested six months clean time.
 - 2. Ability to take clear and concise notes.
 - ii. Responsibilities
 - 1. Record minutes for all “Recovery Under the Stars” Campout Committee meetings.
 - 2. Take attendance of all committee members.
 - 3. Prepare minutes to be submitted to CCANA.

- f. Speaker Seeker
 - i. Qualifications
 - 1. Suggested one year clean time.
 - ii. Responsibilities
 - 1. Responsible for finding reliable speakers to share at the “Recovery Under the Stars” Campout.
 - 2. Work closely with the Events Coordinator to determine when and where speakers are needed.
- g. Campground Liaison
 - i. Qualifications
 - 1. Suggested one year clean time.
 - 2. Must have good communication skills.
 - ii. Responsibilities
 - 1. Responsible for finding and reserving a campground to host the “Recovery Under the Stars” Campout.
 - 2. Coordinate all business between campground and the Committee. A64
 - 3. Work closely with the Treasurer to insure all payments and deposits are paid to the campground.
- h. Events Coordinator
 - i. Qualifications
 - 1. Suggested six months clean time.
 - 2. Must have good planning skills.
 - ii. Responsibilities
 - 1. Plan and schedule on site N.A. meetings at the “Recovery Under the Stars” Campout.
 - 2. Plan and schedule activities and events during the Campout. c.) Work closely with the Campground Liaison to coordinate activities with the campground.
- i. Serenity Keeper
 - i. Qualifications
 - 1. Suggested ninety days clean time.
 - 2. Willingness to serve.
 - ii. Responsibilities
 - 1. Work closely with the Campground Liaison to ensure that all campground rules and regulations are followed.

Appendix N
Web Page Subcommittee
Policy & Procedure

WEB PAGE POLICY

Purpose

The purpose of this committee is to maintain the Central Carolina Web page. It is the responsibility of this committee to update the web page on a monthly basis before every ASC meeting. It is the hope of this committee to foster unity in the form of communication by allowing addicts the ability to find meetings in the Central Carolina Region. To carry meeting information to addicts still suffering and to our current members.

Function

Our web page is a method of tying together/fostering unity and participation and disseminating information throughout the intended Area and the Fellowship at large. An NA web page carries the message both within and outside the fellowship and should be managed and guided accordingly.

Online Guidelines

The CCANA web site will attempt to make online information available to the largest number of people possible. Our online information will contain our meeting schedule, a calendar of events, NA literature, CCANA ASC minutes, CCANA policy, the CAR report, the regional helpline number and a link to Virtual-Na.org. The Web Page will also provide information and resources for home groups and addicts to contact us, submit reports, meeting changes and events. The Web Page Subcommittee will not publish NA member's personal contact information on the CCANA Web Page without prior consent. This is to include phone numbers, postal and e-mail address, and where possible, last names shall be omitted.

The Web page Sub-committee will be responsible for managing the website for CCANA with the following requirements:

- Only current subcommittee members of the Web Team will be able make updates to the website.
- The Web page subcommittee Chairperson will moderate the website.

CCANA Web Page Link Guidelines

The CCANA Website will link to the following: NA literature on NA.org, Virtual-NA.org and CRNA.org. These links will be under the condition that the linked site will be vigilant in ensuring that they do not link to non-NA sites, publish copyrighted materials without permission or link to sites that do the same. Any site that does not meet these linking guidelines will be given notice and have all links removed from the CCANA Website.

Duties and Responsibilities

1. To ensure that all inquiries are directed toward the Appropriate Area or sub-committee.
2. To maintain a close working relationship with all other Boards and committees.

3. Coordinate updating of webpage on a monthly basis
4. To follow and adhere to the ASC guidelines as was adopted.
5. To respond to all requests for information in a timely manner with the most effective means available.
6. To submit a budget for approval at the August ASC that includes actual expenses for the past 12 months.
7. To provide the ASC Secretary with log-in information, passwords etc. for the website each time they are changed.
8. Maintain and update schedules.

Qualifications

Chair

1. Three years clean.
2. Working knowledge of the Traditions, Concepts, Steps, and the FIPT (Fellowship Intellectual Property Trust) and copyright laws.
3. Educate Vice-chair on FIPT.
4. Accountable to the fellowship of NA.
5. Maintain and update the Pages on a monthly basis.
6. Working knowledge of the Internet and the WWW (World Wide Web).
7. Working knowledge of HTML (Hyper Text Markup Language).
8. Internet connection and e-mail

Vice-chair

1. Two years clean.
2. Working knowledge of the Traditions, Concepts, and Steps.
3. Accountable to the fellowship of NA.
4. Maintain and update the Pages on a monthly basis.
5. Working knowledge of the Internet and the WWW (World Wide Web).
6. Working knowledge of HTML (Hyper Text Markup Language).

Secretary

1. One year clean
2. Prior service experience with a home group
3. Working knowledge of the 12 Steps, 12 Traditions and 12 concepts.
4. Internet connection and e-mail

Format

1. Opening Prayer
2. Reading of the Traditions
3. Reading of the Concepts
4. Read Purpose and Function
5. Open Floor
6. Roll Call
7. Secretaries Report
8. Old Business
9. Elections
10. New Business
11. Review of the Business of the Day
12. Closing