

Central Carolina Area of Narcotics Anonymous

Guide to Area Policy

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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 for Narcotics Anonymous Service, The Guide to Local Service (GTLS) published by Narcotics Anonymous World Services Incorporated (NAWS INC) and Robert's Rules of Order.

The CCANA Policy Subcommittee 2025 has compiled this guide with love and gratitude for NA. It should be maintained and updated by subsequent CCANA policy committees as directed and when approved by the CCANA groups that have created it.

Central Carolina Area of Narcotics Anonymous

Guide to Area Policy

What is policy?

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

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

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

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I. Name:

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

II. Purpose:

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

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

III. Guides:

Guides to CCANA will be as follows: The Twelve Steps of NA, The Twelve Traditions of NA, the Guide to Local Service (GTLS) published by Narcotics Anonymous World Services Incorporated (NAWS INC), The Twelve Concepts for NA Service, CCANA's Rules of Order and Robert's Rules of Order (only when nothing else applies).

- A. 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 which shall elect to participate in the area and shall elect a Group Service Representative (GSR), and/or an Alternate Group Service Representative (Alt GSR).
- B. Each participating group shall be entitled to one vote in the meetings of the representatives and each representative may represent only one group.

V. Officers:

- A. The CCANA 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, the executive committee or the administrative committee.

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B. Criteria for selection of candidates for each office are as follows:

1. The candidate must be an active member of an NA group in the area as defined in the 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. The requirement for a minimum period of complete abstinence for officers may be waived on a per nomination basis at the time of nomination as a housekeeping motion approved by a vote of the GSRs.
4. Familiarity with The Twelve Steps of NA, The Twelve Traditions of NA and the GTLS.
5. Familiarity with the Structure and Procedure of CCANA.
6. Any ASC officer or subcommittee chairperson or representative who is absent from two consecutive ASC meetings without a report or any four ASC meetings in his or her term of office without a report 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.
7. 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 Alt GSR enabling the groups' equality of representation. Alternates on the steering committee may keep their positions on the group level in the case of no available replacement.

VI. Elections:

- A. All nominees shall make their willingness known to the ASC prior to their formal nomination.
- B. All nominees are required to submit their updated qualifications and willingness in writing to the Secretary before being voted on.
- C. All nominees are required to be present at the ASC meeting at the time of voting.
- D. No positions shall be filled without the opening being sent back to the home groups.
- E. All positions must be previously nominated to be voted on.

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- F. The nominations for steering committee members and subcommittee chairpersons excluding the Welcome Home convention subcommittee chairperson and the Recovery Under The Stars campout subcommittee chairperson will be opened in March, closed and sent back to the home groups for a vote in May and voted on in June. The elected steering committee members and subcommittee chairpersons will take office in July.
 - 1. All those elected shall serve for a term of one year beginning the next year commencing on July 1st.
 - 2. The alternates of each position would be the first reasonable nominees.
- G. The nomination for Welcome Home convention committee chairperson will be opened in August, closed and sent back to the home groups for a vote in September and voted on in October. The elected Welcome Home convention committee chairperson will take office in October.
- H. The nomination for Recovery Under The Stars campout subcommittee chairperson will be opened in November, closed and sent back to the home groups for a vote in December and voted on in January. The elected Recovery Under The Stars campout subcommittee chairperson will take office in January.
- I. 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 the 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 1/5 of the total vote will be withdrawn automatically except that two top candidates must remain in the running. In the case that there are ties for second place, then go to the hat.

VII. Meetings:

- A. The regular meeting of the representatives 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. Meetings of the ASC officers (steering committee) shall be held as deemed necessary.

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- C. Special meetings may be called at any time upon request of a majority of the steering committee or upon written request of at least 1/3 of the participating groups.
 - 1. Announcements of such a special meeting shall be made known to the steering committee, subcommittee chairpersons and representatives, GSRs, and Alt GSRs at least one week prior to the date and shall constitute proper notice.
- D. The CCANA shall hold an area inventory yearly to receive experience, strength and hope. The area service inventory shall follow the format outlined in the GTLS.
- E. Quorum:
 - 1. A quorum shall consist of representatives from at least 1/3 of the participating groups.
 - 2. 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 1/3 of the participating groups shall constitute a quorum. For the purpose of a quorum determination, the most current census of registered representatives shall be utilized. Toward this end, each participating member group shall register its representative for the forthcoming year no later than July 1st of each year with new participating groups registering their representatives when elected (thereby being included in the most current census).
 - 3. 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 CCANA.
 - 4. Rules for determining a quorum shall be operative whenever a vote of the representatives is to be taken.
- F. Minutes:
 - 1. Group reports shall be written on group report forms. Each group shall decide what part of their report will be contained in the minutes.
 - 2. Meeting minutes shall be sent to GSRs, 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 meeting. 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 minutes shall include a current list of all steering committee members and subcommittee chairpersons, their names and phone numbers.

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3. The Secretary may record (audio only) the ASC meetings for the purpose of accurate transcription of the events. If the Secretary does wish to record the meeting, he or she must announce this at the beginning of the meeting.

G. Agenda:

1. The meeting agenda shall follow the format adapted from the GTLS.
2. The serenity prayer, the service prayer, The Twelve Traditions (short version), and The Twelve Concepts (short version) shall be read before each meeting.
3. There shall be an open sharing session on the agenda as suggested in the GTLS. The session shall be called Group Concerns and shall follow Reports.
 - a) After each report is given any member of the ASC can request that the chairperson place a particular question, concern or issue on the Group Concerns agenda.
 - b) The agenda for Group Concerns shall consist of Group Problems and 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; rules of order are not. Refer to the GTLS pages 63-65 for a more in-depth explanation.
4. There shall be a 10-minute break after Group Concerns.
5. The Twelve Concepts (short version) shall be read after the break.
6. A subheading shall be added under New Business that states "motions to be voted on by home groups".
7. The meeting will close with the "We" version of the serenity prayer.

- H. Refreshments, if any, are to be provided by the host group or by passing the basket.

VIII. Motions and Voting:

- A. All motions presented as new business shall be submitted to the Secretary on a CCANA motion form before the end of the meeting break.
- B. Motions shall be numbered as 4 digit year, 2 digit month, 2 digit day, dash, 2 digit ordinal of appearance in new business as YYYYMMDD-00
- C. All motions in new business are sent back to the home groups for a vote unless the motion is a housekeeping motion or the motion gets tabled or withdrawn.
- D. The GSRs have the authority to handle any housekeeping issue in which less than \$300 is at stake. Such issues need not be voted on at the group level.
- E. The Chairperson has the authority to decide which motions are housekeeping motions and which are motions that affect the groups as a whole.

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- F. Housekeeping motions may be voted on during the same business meeting in which they were presented.
- G. Only GSRs shall vote on housekeeping motions.
- H. Voting shall be done by written ballot or by a show of hands.
- I. The Chairperson shall vote only in case of a tie.
- J. 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:

- A. Chairperson:
 - 1. Is responsible for performing all duties of the Chairperson as described in the GTLS.
 - 2. Chairs regular and special meetings.
 - 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 (ie taking three (3) suggestions, hearing them, considering them, and asking whether the concern has been addressed).
- B. Vice Chairperson:
 - 1. Is responsible for performing all duties of the Vice Chairperson as described in the GTLS.
 - 2. Presides when the Chairperson is absent.
 - 3. Performs all duties of the Chairperson when he or she is absent.
 - 4. Serves on the Policy & Procedure subcommittee.
- C. Secretary:
 - 1. Takes minutes of regular, special, and steering committee meetings, and distributes the minutes to GSRs, subcommittee chairpersons, and steering committee members.
 - 2. Maintains an up to date list of representatives to include representatives telephone numbers and email addresses.
 - 3. Prepares an agenda with input from members of the steering committee and GSRs.
 - 4. Includes copies of original motions in the meeting 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 may send their contributions to help support the area.

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2. Maintains a checking account with a local bank to cover expenses current and future for the operation and maintenance of the area.
 - a) Maintains current signature cards for the area account. The signatures on this account are that of the current Treasurer, Alternate Treasurer, Chairperson, and Vice Chairperson.
 3. Maintains a yearly non-profit registration of CCANA Inc 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 committee meetings, represents the CCANA at the regional level carrying the conscience 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 conscience.
 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 committee meetings.
 6. Provides the Secretary with a copy of the CAR for inclusion in the archives.
 7. Takes CCANA 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.
- X. Subcommittees:**
- A. All subcommittees present and future shall submit a monthly report to the ASC. Each subcommittee shall keep accurate records of expenditures; ie money spent on anything; literature, stamps, paper, food, travel, merchandise, etc and include such expenses in their monthly reports.

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- B. Subcommittees include Mid-Carolina Hospitals and Institutions (MCH&I), Public Relations (PR), Policy and Procedure (P&P), Literature Review, Web Development, Activities (AC), Welcome Home convention and Recovery Under The Stars (RUTS) campout.
 - 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 guidelines and should be given to the policy and procedure chairperson 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 ASC.
 - 3. At the August 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 chairperson.
 - 4. Only one treasury position may be held at any one time by any one person for treasury positions above group level.
 - 5. All subcommittees shall consult home groups before hosting functions at facilities where NA meetings are currently established.
- C. 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 only) may be charged for events, while keeping in mind that those who cannot afford the fee should not be excluded from participation in events.
 - 2. Cash raffles, draw downs, or the raffling of prestige items (ie TVs, stereos, vacation packages, etc) is strongly discouraged.
 - 3. When the activities subcommittee chairperson position is vacant any home group may be granted the ability to sponsor an area activity and receive financial support from the area for the activity.
- D. Each subcommittee except the Welcome Home convention and Recovery Under The Stars campout subcommittees shall submit an annual budget to be turned in no later than the April meeting.
- E. The Welcome Home convention subcommittee and the Recovery Under the Stars campout subcommittee will each pay to the area service committee 1/3 of the area shared storage facility annual cost at the first monthly area service committee meeting following their events (the convention and the campout respectively). If either of these subcommittees does not make their annual storage facility payment then the area service committee will obtain its own separate storage not to be shared with either of these two subcommittees.

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XI. Amendments:

The CCANA Guide to Area Policy including the Structure and Procedure of CCANA (Bylaws) may be amended at any time by a 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.

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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 not related to subcommittee expenditures to include but not be limited to:
 - a) phone hotlines
 - b) PO boxes
 - c) printing expenses ie area meeting minutes, CAR reports
 - d) secretarial expenses
 - e) taxes, tax fees and legal fees
 - f) bank fees and check and deposit slip orders
 - g) storage ie storage unit(s)
 - h) accounting software ie quickbooks
 - i) office supplies, postage and stamps
 - j) GSR orientation printing and supplies
 - 2. Meeting schedule printing expenses
 - 3. Web Development Subcommittee expenses to include but not be limited to:
 - a) domain registration
 - b) DNS hosting
 - c) website hosting
 - 4. Policy and Procedure Subcommittee expenses ie annual printing of policy documents as required by area policy
 - 5. MC H&I Committee and PR Subcommittee expenses, not including billboard or travel expenses
 - 6. Area prudent reserve
 - 7. Literature Review Subcommittee expenses
 - 8. Activities Subcommittee expenses
 - 9. Billboard expenses
 - 10. Any and all service related travel expenses
 - 11. Welcome Home Subcommittee and RUTS Subcommittee expenses only ever if deemed necessary and approved by vote
 - 12. Region and/or world level contributions
- B. All funds remaining after payment of all area expenses (over the prudent reserve of \$6,000) 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 shall run from July 1 to June 30.

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- E. The Chairperson will appoint an ad hoc committee in August to review financial records including all subcommittees (ie Welcome Home, RUTS, 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.

II. Budgeting:

- A. The annual budget, after being prepared by the Treasurer and/or Alternate Treasurer, will be submitted to the home groups at the May ASC meeting.
- B. The annual budget is to be voted on at the June ASC meeting to be in place for the beginning of the next fiscal year.
- C. If for any reason the annual budget is not passed at the June ASC meeting then the previous year's annual budget will be rolled over to the new fiscal year to be used until a new annual budget is passed.
- D. The annual budget total will be based on a realistic projection for group donations no more than 25% above the total of group donations received in the previous 12 months.

III. Contractual Agreements:

- A. The area and its subcommittees will not enter into contracts, legal agreements or financial agreements that in any way directly benefit individual members or member owned businesses other than NAWS licensed vendors unless otherwise approved in advance by a simple majority vote of the home groups.
- B. The area and its subcommittees will not enter into contracts, legal agreements or financial agreements that include individual members except when the member is acting as a trusted servant and included solely for the purpose of representing the area or its subcommittee unless otherwise approved in advance by a simple majority vote of the home groups.
- C. The area and its subcommittees will not enter into contracts, legal agreements or financial agreements that include member owned businesses other than NAWS licensed vendors unless otherwise approved in advance by a simple majority vote of the home groups.
- D. Member owned businesses are to be prohibited from representing the area or any of its subcommittees in a contract, legal agreement or financial agreement unless otherwise approved in advance by a simple majority vote of the home groups.

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- E. Anytime a contract, legal agreement or financial agreement is signed physically or electronically on behalf of the area or one of its subcommittees the trusted servant who signed is required to submit a complete copy of the signed document at the next monthly area service committee meeting to the area Secretary for inclusion in the minutes.

IV. Reimbursement of Expenses:

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

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

Service related travel in this section is defined to include only travel to and from Regional Service Committee quarterlies, Regional Service Orientations, Regional Conference Agenda Report meetings, Regional Subcommittee meetings, workshops, etc or any combination of these. Service related travel expenses may 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.

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Financial Policy Trusted Servants 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 NA 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 the 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.

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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. (Refer to the NA World Services Bulletin 30: Theft of NA funds – When Safeguards Fail)

I have read and do understand these financial policies.

Volunteer's Signature

Volunteer's Position

Witness's Signature

Witness's Position

Date

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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.

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Removal of CCANA Officers and Subcommittee Chairpersons

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:

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

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

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

C) CCANA Action

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

After An Officer Has Been Removed

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

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NA World Services Bulletin 30: Theft of NA funds

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

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

Most of NA's money gets where it is supposed to go. NA members serving in positions of financial responsibility for the fellowship volunteer countless hours to make sure everything adds up. Services such as local phone lines are paid for; literature is purchased and available to members at meetings; tens of thousands of meetings take place every week in rooms for which NA pays rent. 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, point 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 they make 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."

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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 to 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.

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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.

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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 to 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 their 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.

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Rules of Order

1. Obtaining the floor:

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

2. Making motions:

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

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

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

4. Debate:

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

5. Amendments:

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

6. Call for a vote:

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

7. Voting:

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

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Rules of Order

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CCANA Motion Form

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

Policy Change: yes _____ no _____; Motion voted on (date) _____

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CCANA Motion Form

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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 NAWA Inc and the Structure and
Procedure of the CCANA? _____

Please list any other pertinent information

Can you travel in connection with this service commitment? _____

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CCANA Service Resume