Southside Area
Of
Narcotics Anonymous

Policy Guidelines
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Purpose of the Southside Area of Narcotics Anonymous (SANA)
The purpose of the SANA is to be supportive of its groups and their primary purpose. This is to carry the message to the addict who still suffers by associating the group with other groups locally and by helping a group deal with its day to day situations and needs when discussing issues that affect our groups. It is in the spirit of loving service that we meet monthly and as individual members, groups and service committees we also act in accordance with our Twelve Traditions and Twelve concepts of Service.

I. Agenda

A. Open with the Serenity Prayer
B. Read “Purpose of Southside Area of Narcotics Anonymous”
C. Read the Twelve Traditions
D. Read the Twelve Concepts
E. Open Forum (15 minutes)
F. Roll Call/Attendance
G. Review, Correct and Approve previous ASC Minutes
H. Administrative Committee Reports
I. Hospital and Institution (H & I) Committee Report
J. Public Relations (PR) Committee Report
K. Literature Chair Report
L. Activities Committee Report
M. Policy Committee Report
N. Regional Committee Member (RCM) Report
O. Alternate Regional Committee Member (Alt. RCM) Report
P. Home Group Reports
Q. Old Business
R. New Business
S. Announcement of Next Meeting and Location by Chairperson
T. Motion for Adjournment
U. Closing Prayer

II. Trusted Service Positions

A. Administrative Committee:
   Chairperson, Vice-Chairperson, RCM, ALT RCM, Treasurer, Co-Treasurer, and Secretary.
B. Sub-Committees
   H & I, PR, Literature, Activities, Policy

III. Requirements, Duties & Responsibilities of Trusted Servants
A. Chairperson
   Requirements
   • Three years clean time
   • One year area and/or group service experience
   • Willingness and desire to serve
• One year six month commitment (one year as Chair, six months as Mentor)
• A solid foundation of experience with the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, willingness to follow Roberts Rules of Order Revised and the Southside ASC Guidelines.
• Attendance is required at every ASC. In the event an excused absence is necessary, communicate report to the VC
• Time and resources necessitated by active participation.

Duties & Responsibilities
• Creates an agenda for the ASC meeting
• Facilitates monthly ASC meetings
• One (1) of four (4) co-signers on the Area checking account. [6-1-17]
• Arranges for the vice-Chairperson to fill position if unable to attend ASC meeting.
• Non-Voting member of the ASC.
• Is an active member of the Policy Review Sub-Committee.
• If no Co-Treasurer is in place, acts in that position to oversee the ASC checking account. This is to include signing off on the monthly balanced account statement done by the treasurer.
• Is capable of being fair and impartial, refrains from expressing personal opinion unless he/she steps down as chairperson and Vice-Chairperson fills in. The Chair only needs to step down until the pending question and/or motion is disposed of.
• Conducts meetings in accordance with Rules of order as outlined in A Guide to Local Services in NA and Robert’s Rules of Order revised.
• Submits a monthly Administrative Committee Report if any pertinent issues have occurred.
• Develops the ASC yearly calendar for presenting at the January ASC

B. Vice-Chairperson
Requirements
• Three years minimum clean time
• One year area and/or group service experience
• Willingness and desire to serve
• One year term, 1 yr 6 month commitment, (1 yr as vice chair, 6 months as mentor)
• A solid foundation of experience with the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, willingness to follow Roberts Rules of Order Revised and the Southside ASC Guidelines.
• Attendance is required at every ASC. In the event an excused absence is necessary, communicate report to the Chair.
• Time and resources necessary for active participation.

Duties & Responsibilities
• If Chairperson’s position becomes vacant, the Vice-Chairperson assumes responsibilities of the Chairperson after a majority vote of the ASC members.
• Keeps up with all sub-committees except policy by either attending the monthly subcommittee meeting or by contacting the sub-committee chairperson monthly. If acting as a temporary sub-committee chair would submit a report as acting chair.
• Facilitates the ASC meeting in the Chairpersons’ absence.
• Non-Voting member of the ASC. Will act as the tiebreaker vote should that occur at the ASC. Should the Vice-Chair not be present the Chair will act as tiebreaker.

C. Regional Committee Member (RCM)

Requirements
• Three years minimum clean time
• Two years area and/or group service experience
• Willingness and desire to serve.
• 2 year term, 2 yr 6 month commitment, (2 yr as RCM, 6 months as mentor) [12/2014]
• Have previously attended a minimum of one (1) Regional Service Conference.
• A solid foundation of experience with the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, willingness to follow Roberts Rules of Order Revised and the Southside ASC Guidelines.
• Attendance is required at every ASC. In the event an excused absence is necessary, communicate report to the Alt RCM
• Time and resources necessitated by active participation.

Duties & Responsibilities
• Communicates with Regional Service Committee (RSC)
• Attends all RSC conferences/meetings, providing a report to RSC of activities within the Southside Area and an updated phone line number (if applicable).
• Takes ASC donations to RSC meeting
• Attends all ASC meetings and report on RSC activities and/or information that is to be carried back to groups.
• Obtains copy of Conference Agenda Report and also NAWS News updates. Coordinates participation for GSR assemblies and obtaining voting from Area groups for the World Service Conference (WSC).
• 3rd in line of service for chairing the ASC meeting.
• Assists Alternate RCM in getting acquainted with the duties and responsibilities of the RCM.
• Responsible for contacting Alt-RCM if unable to attend RSC and must insure that he/she is able to assume all duties of the RCM at the RSC meeting.
• Accountable to the ASC for activities and expenditures
• Non-Voting member of the ASC unless also representing a group as their GSR or Alt.
• One of four (4) co-signers on the Area checking account. [6-1-17]

D. Alternate Regional committee Member (Alt-RCM)

Requirements
• Three years minimum clean time
• 1 year Area and/or group service experience
• Willingness and desire to serve
• 1 year term, 2 yr 6 month commitment, (1 yr as ALT RCM, 6 months as mentor) A solid foundation of experience with the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, willingness to follow Roberts Rules of Order Revised and the Southside ASC Guidelines.
• Attendance is required at every ASC. In the event an excused absence is necessary, communicate report to the RCM.
• Time and resources necessitated by active participation.

**Duties & Responsibilities**
• Attends the ASC and becomes familiar with the duties of the RCM.
• Submits written report to ASC of activities within RSC sub-committees.
• Accountable to ASC for activities and expenditures.
• Assumes duties of RCM in RCM’s absence.
• 4th in line of service for chairing the ASC meeting.
• If RCM position becomes vacant, the Alt-RCM assumes responsibilities of RCM after a majority vote of the ASC members.
• Serves as assistant to RCM.
• Non-Voting member of the ASC unless also representing a group as their GSR or Alt.

**E. Treasurer**

**Requirements**
• Three years minimum clean time.
• Two years area and/or group service experience.
• Willingness and desire to serve.
• One year six month commitment (one year as Treasurer and six months as Mentor).
• Skills in bookkeeping and/or accounting and willingness to demonstrate financial accountability.
• A solid foundation of experience with the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, willingness to follow Roberts Rules of Order Revised and the Southside ASC Guidelines.
• Attendance is required at every ASC. In the event an excused absence is necessary, communicate report to the Co-Treasurer.
• Time and resources necessitated by active participation.

**Duties & Responsibilities**
• Maintains ASC Checking Account.
• Responsible for keeping an accurate record of all ASC transactions and brings a report to all ASC meetings.
• One (1) of four (4) co-signers on the ASC checking account. [6-1-17]
• Collects donations at ASC meetings and provides receipts for all donations.
• Responsible for picking up mail and delivering to Area Service.
• 5th in line of service for chairing the ASC meeting.
• Makes reports of all contributions, expenses, and balances for each ASC meeting.
• Keeps an organized archive of all receipts, monthly bank statements, cancelled checks, and monthly reports including monthly balancing of checkbook statement.
• Maintains ASC treasurer archives.
• May perform general maintenance of account.
• Prepares an annual proposed budget to be presented at the Dec ASC.
• Calculates any donations to CARNA based on financial policy.
• Makes books available for auditing by ASC administration at any time. The books are to be audited by ASC administration Committee annually &/or when the commitment changes hands.
• Arranges for Co-Treasurer to fill position if unable to attend ASC meeting.
• Non-Voting member of the ASC unless also representing a group as their GSR or Alt.

F. Co-Treasurer

Requirements
• Three years minimum clean time
• Two years area and/or group service experience
• Willingness and desire to serve.
• 1 year term, 2 yr 6 month commitment, (1 yr as co-treasurer, 6 months as mentor)
• Skills in bookkeeping and/or accounting & willingness to demonstrate financial accountability.
• A solid foundation of experience with the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, willingness to follow Roberts Rules of Order Revised and the Southside ASC Guidelines.
• Attendance is required at every ASC. In the event an excused absence is necessary, communicate report to the Treasurer.
• Time and resources necessitated by active participation.

Duties & Responsibilities
• Oversees ASC checking account to include signing off with the treasurer the checking account monthly statement. If no Co-Treasurer is in office, this is done by the Vice-Chair.
• If Treasurer position becomes vacant, the Co-Treasurer assumes responsibilities of Treasurer after a majority vote of ASC members.
• Assumes duties of Treasurer in Treasurer’s absence.
• Assumes duties of Literature Chairperson in his/her absence.
• One (1) of four (4) co-signers on the ASC checking account. [6-1-17]
• 6th in line of service for chairing the ASC meeting.
• Non-Voting member of the ASC unless also representing a group as their GSR or Alt.

G. Secretary

Requirements
• One year minimum clean time
• Six months area and/or group service experience
• Willingness and desire to serve.
• 1 year term, 1 yr 6 month commitment, (1 yr as Secretary, 6 months as mentor).
• Clerical skills and access to equipment necessary to perform duties and responsibilities.
• A solid foundation of experience with the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, willingness to follow Roberts Rules of Order Revised and the Southside ASC Guidelines.
• Attendance is required at every ASC. In the event an excused absence is necessary, communicate report to the ASC Chair.
• Time and resources necessitated by active participation.
Duties & Responsibilities

• Keeps attendance and takes roll call at each ASC meeting.
• Compiles ASC Minutes, names the file: SSASC-Minutes-month-year (fill in the appropriate month and year), and forwards the completed document to the Web Servant within 10 days so the minutes can be posted on the area website within two (2) weeks of the ASC meeting. Anyone on the current roll call that is unable to access their minutes through the website can complete a Self-Addressed Stamped Envelope provided by the secretary at the meeting so the secretary can mail their minutes out. Any one the roll call who is not at the area meeting and needs minutes mailed will be responsible to contact the area Secretary.
• Adds correction to old ASC minutes in the new minutes for that current ASC. The changes are to be applied to the old minutes on the website and then they are to be marked as approved. Minutes that are not approved are to be noted as unapproved as they are posted on the website.
• Has 5 copies of the current minutes at each ASC and provides them on a first come first serve basis to anyone who asks.
• Maintains Southside ASC Archives.
• Non-Voting member of the ASC unless also representing a group as their GSR or Alt.
• 7th in line of service for chairing the ASC meeting.
H. Sub-Committee Chairperson

Requirements

- One year minimum clean time
- 1 year term (not to exceed 2 consecutive terms), 1 yr 6 month commitment, (1 yr as Subcommittee chair, 6 months as mentor)
- Six months area and/or group service experience
- Understanding of Subcommittee guidelines that are in place.
- Willingness and desire to serve.
- A solid foundation of experience with the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, willingness to follow Roberts Rules of Order Revised and the Southside ASC Guidelines.
- Attendance is required at every ASC. In the event an excused absence is necessary, communicate report to the Subcommittee VC or the ASC Chair.
- Time and resources necessitated by active participation.

Duties & Responsibilities

- Facilitates the sub-committee meetings
- Responsible for scheduling sub-committee meetings
- Submit monthly reports to ASC
- Accountable to ASC for all activities and expenditures
- Maintains an open line of communication with the Regional Subcommittee Chairperson of same respective subcommittee.
- Maintains an open line of communication with the other subcommittees within Southside Area.
- Will attend Regional Subcommittee meeting when they meet within Quadrant 3 (1 to 2 times annually)
- Follows guidelines of the sub-committee he/she is chairing
- Non-Voting member of the ASC unless also representing a group as their GSR or Alt

IV. Elections and Nominations

A. The ASC Chair in November all positions opening in January. This information will be carried back to home groups for nominations to be brought back to the area in December & January.

B. Groups bringing forth a nomination are responsible to see that their nominee meets the requirements needed to serve in the position they are being nominated for.

C. Nominees will only be elected for trusted servant positions if he/she is present at time of elections. The nominees will be expected to meet all requirements for the position and be able to answer all questions asked during the nomination and election process. Each nominee is to be given a copy of requirements, duties and responsibilities of the trusted servant position they are being nominated for.

D. Nominees are to leave the room when elections are held. Elections of trusted servant positions are won by majority of votes. If more than one nominee is standing for a position than a written ballot will be used and the Policy Chair is responsible to count
ballots. If that person is standing for election than another trusted servant will be chosen by the ASC to count ballots.

E. The trusted servant elections and terms are as follows:
The elections will take place in the Month of January. If someone takes a position at any other time other than election month it will be for the remainder of that year. If someone has stepped into a position during the year and wishes to continue with that position for a full term they will then stand again for election at the regular election month for a full term. Terms are one year with the exception of positions that have one year as alternate; one year in the position followed by a term of mentorship. One example is the Treasurer commitment. See Trusted servant requirements.

V. **Sub-Committees of the Area Service Committee (ASC)**

A. The purpose of Subcommittees is to actually do the work of the Area in furthering our primary purpose. They do this at the direction of the ASC.

B. Subcommittees are created by the ASC and are directly responsible to the ASC.

C. Each subcommittee chairperson must submit a written report to the ASC secretary at each ASC meeting.

D. Subcommittees are to follow their respective guidelines/handbooks. It is the responsibility of each subcommittee to see that their local guidelines are current and then approved by the ASC.

E. Each committee is to develop a simple work plan to be approved by the ASC. This ensures that the subcommittee is acting in behalf of the ASC and that our Traditions are being upheld.

F. Administrative functions can be handled within the subcommittee to include, but not limited to, planning and scheduling meetings and typing reports.

G. All subcommittees are to maintain and spend within their budget. This is to be done within the financial policy established. Any potential expenditure that goes over their established budget must go to the ASC before spending is allowed. All money received on events is to be turned into the treasury. All expenditures require a receipt.

H. Each subcommittee chairperson will establish lines of communication with the appropriate RSC Chairperson/subcommittee.

I. Each subcommittee will hold at least one (1) regularly scheduled meeting every month and this meeting is to be announced at group meetings and placed on the SANA website. Generally Subcommittees meet one hour before the monthly ASC.

J. It is suggested that subcommittees are represented at their respective RSC subcommittee meetings when within quadrant 3 of the region.

VI. **Procedure for Participation in the Area Service Committee (ASC)**

A. Quorum – Southside ASC requires no quorum of groups to conduct the ASC meeting or carry out business.

B. Any member of Narcotics Anonymous can attend the ASC meeting.

C. With recognition from the ASC Chairperson, any member may address the ASC floor.

D. Any member of NA may make a motion, but it must be seconded by a GSR or duly-elected alternate GSR.

E. The motion maker will write the motion and intent on a motion form provided by the ASC secretary or obtained on the SANA website.
F. After the motion has been seconded the floor will be open for discussion on the motion.
G. The ASC does not limit how many people may speak to a motion but does limit each person to only speak once unless new information is presented.
H. Refer to Addendum #1 for Rules of Order from the current A guide to Local Services in Narcotics Anonymous.
I. Any ASC Member can call for a motion to be sent back to home groups for a vote.
J. Only GSRs or duly-elected Alternates may vote.
K. The Vice-Chairperson may only vote in the event of a tie. It is noted that the ASC will strive for consensus based decision making and the ASC works to prevent such situations when possible.
L. Any ASC member can call for a recount on a vote.
M. All motions will have a policy impact made at the time the motion is made. If the motion is passed and it changes policy, this motion will be logged by the policy committee in addendum #13 to the policy and included in the policy update yearly.
N. Voting procedure for all motions:

*Motions that do not change Policy:*
(A) Simple Majority passes the vote. Abstentions are a non-vote.

*Motions that change Policy:*

a. Establish total number of members participating in vote.
   b. If more than 1/3 of the members abstain, than the motion shall be sent back to homegroups with 2 pros and 2 cons and will be voted on during old business at the next ASC
   c. There must be a 2/3 majority in order to carry the motion.

*Example:* (based on 10 voting GSRs):
   During first vote:
   1. If there are 4 or more abstentions, the motion goes back to home groups.
   2. If there are 3 or fewer abstentions, the vote proceeds.
   During second vote:
   1. Abstentions are ignored.
   2. If 2/3 of those voting cast a yea vote, the motion passes.
   3. Anything less than 2/3 yea votes, the motion fails.

VII. Removal of Officers

A. **Voluntary:** An officer must submit his/her written resignation to the ASC Chairperson prior to the next ASC meeting.
B. **Involuntary:**
   1. Attendance – An officer who has missed three (3) ASC meetings within the term of office will be removed (effective the third missed meeting) if that officer has not had contact with the Chairperson or other member of the Administrative committee.
   2. Relapse during office.
   3. Failure to perform duties – The chairperson of the ASC will contact the officer in position about the concerns of the ASC and the failure to perform duties as required. If the officer does not attend the next ASC meeting the members shall move for a vote of dismissal. After reasonable discussion, a two-thirds (2/3) majority closed ballot vote, of voting members present. Dismissal will result in removal of said officer from his/her position.
a. Failure to report and/or complete financial advances can be considered a failure to perform duty and action taken by the area.

VIII. Southside Area Service Committee (SASC) Expenses

A. The SASC budget is to be developed by the Administrative committee and presented for a vote at the September ASC.
B. All ASC expenses will require a receipt.
C. The SASC maintains a prudent reserve of $800.00. This is to be considered before the area considers any projects or variable expenditures that would require financial support. [02/2015]
D. Donation to the Central Atlantic Region of Narcotics Anonymous (Carna) = Ending Balance minus prudent reserve x 30% = CARNA Donation

IX. Southside Area Service Committee (SASC) Meeting Schedule

A. All ASC meetings will be held on the First Sunday of the Month. A yearly schedule of meetings to be proposed by the ASC Chair by the January ASC so trusted servants can make plans to have meeting coverage as needed. It is noted that some months may contain holidays and the meeting may be moved to another Sunday, by ASC consensus, at the beginning of the year.
B. The schedule of meetings will be posted on the Southside website. Meetings will be held in Danville, Trinity United Methodist Church, 409 Arnett Blvd. [02/2015]
C. In the case of severe weather/dangerous travel conditions, the Chairperson in conference with members of the Administrative Committee can cancel the Area meeting. This cancellation should take place by 10:00am the day of the meeting. The cancellation will be posted on the Southside website. In the case of weather concerns, trusted servants should contact members of the Administrative committee before traveling to the ASC.
Addendum 1

Sample Rules of Order
(A Guide to Local Services in Narcotics Anonymous)
Sample Rules of Order

On the following pages, you’ll find a simple set of rules of order. They have been adapted from Robert’s Rules of Order, Newly Revised, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some details from Robert’s Rules; to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative. In countries where Robert’s Rules of Order are not in common use and where some other body of parliamentary rules is more commonly used by deliberative assemblies, service committees may want to consider adapting these rules so that they conform to those commonly in use in their own lands.

Decorum Statement

Meetings will be conducted according to these rules of order, adapted from Robert’s Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson’s right to be in control of the process of this meeting so that you can have maximum benefit of its content.

Debate, Limits

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

Motions

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are main motions and parliamentary motions.

Main Motions

A motion is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, “I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms.” The
person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact working of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions.

Every motion requires a second—the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chair, says, “I second that.” If nobody seconds a motion, the chair will say, “The motion dies for lack of a second.” This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it out of order. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee’s standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. Robert’s Rules of Order can be consulted for more specific examples of motions which are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may appeal that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

Parliamentary Motions

Parliamentary motions can be best understood as “sub-motions” made during debate on a main motion that affect that motion in some way. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed below.

1. **Motion to AMEND**
   SIMPLE majority required.
   Is DEBATABLE

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, “I move to amend the motion…” and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended. This is called making a friendly amendment.

2. **Motion to call the PREVIOUS QUESTION.**
   TWO-THIRDS majority required.
   Is NOT DEBATABLE

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, “I call for the question,” or “I move the previous question.” It is another way of saying, “I move that debate stop right now and that we vote immediately.” This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly
This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote “no” to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.

3. **Motion to TABLE**
   - SIMPLE majority required.
   - Is NOT DEBATABLE.

   One way of disposing of a motion that is not ready for a vote is to table it. This is done by saying, “I move we table this motion until such-and-such a date/meeting.” This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

4. **Motion to REMOVE FROM THE TABLE**
   - SIMPLE majority required.
   - Is NOT DEBATABLE.

   A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, “I move to remove from the table the motion to such-and-such.” If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

5. **Motion to REFER**
   - SIMPLE majority required.
   - Is DEBATABLE.

   Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, “I move to refer the motion to the such-and-such subcommittee.” If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it.

   The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

6. **Motions to RECONSIDER or RESCIND**
   - MAJORITY required varies.
   - Is DEBATABLE.

   Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion.
There are a few conditions on motions to reconsider or rescind:

- The motion must have been passed in either the last months or the current meeting.
- The member making the motion must have information on the issue that was not available in the original debate on the motion.
- The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.

The motion to reconsider requires a simple majority.
The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

7. **Request to WITHDRAW A MOTION.**
   **UNANIMOUS CONSENT REQUIRED.**
   **Is NOT DEBATABLE.**

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

8. **Offering a SUBSTITUTE MOTION.**
   **SIMPLE majority required.**
   **Is DEBATABLE.**

   A substitute motion is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

9. **Motion to ADJOURN.**
   **SIMPLE majority required.**
   **Is NOT DEBATABLE.**

   Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

**Other Procedures**

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

**Order of the day**

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, “I call for the order of the day.” This means, “I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda.” This does not require a second, is not debatable, and does not even require a
vote – the chairperson is obligated to enforce the request unless two-thirds of the body tells the chair otherwise.

**Point of information**
If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, “Point of information.” This means, “I have a question to ask,” not “I have information to offer.” One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

**Point of order**
If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, “Point of order.” The chairperson then says, “What is your point of order?” The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says “Your point is well taken” and restates the appropriate rule. If the chair does not agree, the chair says, “Overruled.” This decision, as all others, can be appealed.

**Point of appeal**
Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, “I appeal the decision of the chair.” If the appeal is seconded, the chair then asks, “On what grounds do you appeal my decision?” The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chair.

**Parliamentary inquiry**
If a committee member wants to do something but doesn’t know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, “Point of parliamentary inquiry.” The chairperson must immediately recognize the member so that person may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

**Point of personal privilege**
If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, “Point of personal privilege;” if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the chair must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chair will accommodate you.

**Voting Procedures**
There are several ways that votes can be taken. The most commonly used method is the show of hands. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chair should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

These are only brief notes on rules of order for business meetings. For further information, see Robert’s Rules of Order – Newly Revised.
Addendum 2

Southside Area Motion Form
The Southside Area of Narcotics Anonymous

Motion Form

Date: ______________________

Motion By: ____________________

Seconded By: ______________________

Motion: _________________________________

Intent: _________________________________

Vote: For: ________   Against: ______   Abstain: ______

Motion outcome: Carried: ___  Failed: ___  Tabled to:  Next month: ___  Policy: ___  Groups: ___
Addendum 3

SOUTHSIDE

GSR

TOOLKIT
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASC</td>
<td>Area Service Committee</td>
</tr>
<tr>
<td>AVCNA</td>
<td>Central Atlantic Regional Convention</td>
</tr>
<tr>
<td>BOD</td>
<td>Board of Directors</td>
</tr>
<tr>
<td>CAR</td>
<td>Conference Agenda Report</td>
</tr>
<tr>
<td>CARNA</td>
<td>Central Atlantic Region of Narcotics Anonymous</td>
</tr>
<tr>
<td>CAT</td>
<td>Conference Approval Tract</td>
</tr>
<tr>
<td>CBDM</td>
<td>Consensus Based Decision Making</td>
</tr>
<tr>
<td>DRT</td>
<td>Drug Replacement Therapy</td>
</tr>
<tr>
<td>FIPT</td>
<td>Fellowship Intellectual Property Trust</td>
</tr>
<tr>
<td>GSR</td>
<td>Group Service Representative</td>
</tr>
<tr>
<td>GSR Alt.</td>
<td>Group Service Representative Alternate</td>
</tr>
<tr>
<td>H &amp; I</td>
<td>Hospitals and Institutions</td>
</tr>
<tr>
<td>IDT</td>
<td>Issue Discussion Topic</td>
</tr>
<tr>
<td>IP</td>
<td>Information Pamphlet</td>
</tr>
<tr>
<td>MAT</td>
<td>Medication Assisted Therapy</td>
</tr>
<tr>
<td>NA</td>
<td>Narcotics Anonymous</td>
</tr>
<tr>
<td>NAWS</td>
<td>Narcotics Anonymous World Service</td>
</tr>
<tr>
<td>PI</td>
<td>Public Information</td>
</tr>
<tr>
<td>PR</td>
<td>Public Relations</td>
</tr>
<tr>
<td>RCM</td>
<td>Regional Committee Member</td>
</tr>
<tr>
<td>RCM-Alt</td>
<td>Regional Committee Member Alternate or Alt-RCM</td>
</tr>
<tr>
<td>RD</td>
<td>Regional Delegate</td>
</tr>
<tr>
<td>RDA</td>
<td>Regional Delegate Alternate</td>
</tr>
<tr>
<td>RR</td>
<td>Roberts Rules</td>
</tr>
<tr>
<td>RSC</td>
<td>Regional Service Committee</td>
</tr>
<tr>
<td>RSO</td>
<td>Regional Service Office</td>
</tr>
<tr>
<td>RSR</td>
<td>Regional Service Representative</td>
</tr>
<tr>
<td>SANA</td>
<td>Southside Area of Narcotics Anonymous</td>
</tr>
<tr>
<td>VRCC</td>
<td>Virginia Regional Convention Corporation</td>
</tr>
<tr>
<td>WB</td>
<td>World Board</td>
</tr>
<tr>
<td>WSC</td>
<td>World Service Conference</td>
</tr>
<tr>
<td>WSO</td>
<td>World Service Office</td>
</tr>
</tbody>
</table>
Glossary

Additional needs, addicts with. Additional needs arise from physical challenges such as blindness, hearing impairment, or mobility limitations imposed by use of wheelchairs. Reaching addicts with additional needs and making our meetings and other services more accessible to them is an obligation our fellowship takes very seriously at all levels of its service structure.

Area Service Committee (ASC) A committee created to provide common services for NA groups in a specific locale. Composed of GSRs, ASC officers, and subcommittee chairpersons. Usually part of a region, to which it sends RCMs.

Assembly district. A subdivision of a heavily populated or geographically far-flung region within which a region holds one of its multiple assemblies. Most RSCs have only one assembly for the entire region.

Closed meetings. NA recovery meetings that are closed to nonaddicts.

Common needs (special interests). A tag referring to specialized groups formed to provide additional identification for addicts with particular needs or interests in common – for example, men’s or women’s groups and gay or lesbian groups.

Conference-approved service material. Material approved by the World Service Conference that is intened primarily for use within the context of an NA service board or committee.

Cooperative council (co-op). Usually in rural settings, an arrangement whereby a number of groups in nearby towns agree to cooperatively maintain certain services affecting them but not their entire ASC.

CPC panel. A specialized subunit of the PR subcommittee in some areas, focusing on cooperation with the professional community.

Fellowship-approved literature. See NA-approved literature.

Group service representative (GSR). Elected by an NA group to participate on the group’s behalf in the ASC and the regional assembly.

GSR. See group service representative.

H & I See Hospitals and institutions.

Home group. The group an NA member calls “home.” Home group membership calls for regular attendance of its recovery meetings, financial and voluntary service support, and participation in conscience-building and decision-making processes.

Hospitals and institutions (H & I). A field of service usually covered by one ASC subcommittee devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.
Metro committee member (MCM). Elected by an ASC to participate on the areas’s behalf on the metropolitan services committee.

Metropolitan services committee (MSC). A committee formed to administer an array of subcommittees providing direct AN services (PR, H&I, phonelines, etc.) in a major metropolitan district on behalf of a number of ASCs.


NA-approved literature. Recovery literature officially sanctioned by the Fellowship of Narcotics Anonymous as given voice by its groups through their delegates to the World Service Conference. Also referred to as “fellowship-approved literature.”

Narcotics Anonymous World Services (NAWS). Refers to Narcotics Anonymous World Services, Inc., the legal name for the World Board. (See World Board description.)

Open meetings. NA recovery meetings that allow attendance by nonaddicts.

Phoneline. An NA telephone contact service providing means by which an addict or a general community member can get information about Narcotics Anonymous, especially NA meeting schedules. Usually administered by an ASC subcommittee.

Policy log. A chronological listing of ASC policy decisions made concerning various responsibilities and fields of service. Maintained by the ASC secretary.

PR – See Public Relations

Public Relations

RCM. See regional committee member.

Regional assembly. A gathering of GSRs and RCMs, conducted by the RSC, to discuss issues affecting NA worldwide, usually in preparation for the biennial WSC meeting. The regional delegate elected at the assembly.

Regional committee member (RCM). Elected by an ASC to participate on the area’s behalf on the regional service committee.

Regional delegate. A world Service Conference participant elected by a region’s GSRs and/or RCMs.

Regional service committee (RSC). A body that draws together the combined service experience of a number of adjoining areas for those areas’ mutual support. Composed of RCMs, the regional delegate and alternate delegate, and others as needed.

Resource assignment. Rather than create RSC subcommittees to focus regional attention and gather regional experience in the various fields of service, most RSCs give their RCMs resource assignments. For example, one or two RCMs will be designated as the people responsible to provide information to and facilitate communication between area H&I subcommittees throughout the region.
RSC. See regional service committee.

Service bulletins. Articles, position papers, and food for thought on a variety of NA service-related topics. A number of such bulletins are available from our World Service Office.

Shared services committee. A committee created by two or more area or regional committees to fulfill one or two needs both territories have in common. In a state, province, or nation with more than one region, such a committee would interact on those regions’ behalf with state, provincial, or national government, professional, religious, and civic organizations. Funded by and accountable to those who created it.

Sharing session. A nonbusiness portion of the agenda of most NA service board or committee meetings. Somewhat more informal than the rest of the meeting because of the suspension of the ordinary rules of order. Facilitates wide-ranging, open discussion on committee issues and group problems. Allows for development of group conscience necessary before spiritually sound decisions can be made in ordinary business session.

Special interests (common needs). A name tag referring to specialized groups formed to provide additional identification for addicts with particular needs or interests in common – for example, men’s or women’s groups and gay or lesbian groups.

Trusted servant. An NA euphemism for “leader,” “official,” or “officer.” Derived from NA’s Second Tradition, in which NA leaders are characterized as “trusted servants” as opposed to governors.

Twelve Concepts for NA Service. One of three bodies of basic NA principle, the concepts apply specifically to the development, coordination, and maintenance of NA services on behalf of the groups.

Twelve Steps. One of three bodies of basic NA principle, the steps describe NA’s regimen leading to personal recovery and a spiritual awakening.

Twelve Traditions. One of three bodies of basic NA principle, the traditions provide guidance for the behavior of NA groups, helping the groups maintain their independence while nurturing their unity.

World Board. The World Board is the service board of the World Service Conference. It provides support to the Fellowship of Narcotics Anonymous in their efforts to provide the opportunity to recover from addiction; and oversees the activities of NA World Services, including our primary service center, the World Service Office. The board also holds in trust for the NA Fellowship the rights for all their physical and intellectual properties (which includes literature, logos, trademarks and copyrights) in accordance with the will of the WSC.

World Service Conference (WSC). A deliberative body composed of regional delegates and world-level trusted servants, the WSC provides an effective voice and active conscience for the worldwide NA Fellowship.

World Service Office (WSO). World Service Board headquarters (Los Angeles) and branch facilities (Canada, Europe, Iran).

WSC. See World Service Conference.

WSO See World Service Office.
<table>
<thead>
<tr>
<th>Type of Motion</th>
<th>Purpose</th>
<th>Interrupt</th>
<th>Second</th>
<th>Debatable</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjourn</td>
<td>To end the committee meeting</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Simple</td>
</tr>
<tr>
<td>Amend</td>
<td>To change part of the language in a main motion</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Simple</td>
</tr>
<tr>
<td>Amend by substitution</td>
<td>To alter a main motion by completely rewriting it, while preserving its intent</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Simple</td>
</tr>
<tr>
<td>Appeal ruling of chair</td>
<td>To challenge a decision the chair has made about the rules of order</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Simple</td>
</tr>
<tr>
<td>Information, point of</td>
<td>To be allowed to ask a question about a motion being discussed, not to offer information.</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Main motion</td>
<td>An idea a committee member wants the committee to put into practice.</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Varies</td>
</tr>
<tr>
<td>Order of the day</td>
<td>To make the committee return to its agenda if it gets into another track.</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Order, point of</td>
<td>To request clarification of rules of order when it appears they are being broken.</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Parliamentary inquiry</td>
<td>To ask the chair about how to do something according to rules of order.</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Previous question</td>
<td>To stop debate and vote right now on what ever motion is at hand.</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Privilege, personal</td>
<td>To make a personal request of the chair or the committee.</td>
<td>If urgent</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Reconsider</td>
<td>To reopen for debate a motion previously passed.</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Simple</td>
</tr>
<tr>
<td>Refer, commit</td>
<td>To halt debate, send motion to subcommittee or ad hoc committee before vote.</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Simple</td>
</tr>
<tr>
<td>Remove from the table</td>
<td>To resume consideration of a motion previously tabled before the time set.</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Simple</td>
</tr>
<tr>
<td>Rescind, repeal</td>
<td>To void the effect of a motion previously passed.</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>2/3</td>
</tr>
<tr>
<td>Table</td>
<td>To put off further consideration of a motion until a later date and time.</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Simple</td>
</tr>
<tr>
<td>Withdraw a motion</td>
<td>To allow a motion’s maker to take back that motion after debate has begun.</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Unanimous</td>
</tr>
</tbody>
</table>
Addendum 4

ASC Minutes Template
Meeting Open with Serenity Prayer at ____________ pm
12 Traditions read by
12 Concepts read by
Purpose read by

Open forum:

Roll Call:

<table>
<thead>
<tr>
<th>Trusted Servant</th>
<th>Name</th>
<th>Present/Not Present</th>
<th>Report / verbal / written</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice Chair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-Treasurer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RCM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alt RCM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H&amp;I Chair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PR Chair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Policy Review</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Home Groups Roll Call:

<table>
<thead>
<tr>
<th>Name</th>
<th>Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A New Beginning</td>
<td></td>
</tr>
<tr>
<td>2. A New Hope</td>
<td></td>
</tr>
<tr>
<td>3. Living Clean The Journey Continues</td>
<td></td>
</tr>
<tr>
<td>4. Never Alone, Never Again</td>
<td></td>
</tr>
<tr>
<td>5. New Attitudes</td>
<td></td>
</tr>
<tr>
<td>6. New Beginnings</td>
<td></td>
</tr>
<tr>
<td>7. New Visions</td>
<td></td>
</tr>
<tr>
<td>8. Recovering Renegades</td>
<td></td>
</tr>
<tr>
<td>9. Recovering Vigilantes</td>
<td></td>
</tr>
<tr>
<td>10. Spiritual Principles</td>
<td></td>
</tr>
<tr>
<td>11. Solutions W/ Serenity</td>
<td></td>
</tr>
<tr>
<td>12. Steps to Freedom</td>
<td></td>
</tr>
<tr>
<td>13. Step Into Serenity</td>
<td></td>
</tr>
<tr>
<td>14. Steps to Recovery</td>
<td></td>
</tr>
<tr>
<td>15. Stick &amp; Stay</td>
<td></td>
</tr>
<tr>
<td>16. Survivors</td>
<td></td>
</tr>
<tr>
<td>17. We Do Recover</td>
<td></td>
</tr>
</tbody>
</table>

Elections (Available Positions):


**Reports:**
Hospitals & Institutions (H&I):

Public Relations (PR):

PR Phone Carrier:

Regional Committee Member (RCM):

Policy Committee:

Literature Committee:

Activities Committee:

**GSR Reports:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Representative</th>
<th>Donation</th>
<th>Report – Written or Verbal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A New Beginning</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>2. A New Hope</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>3. Living Clean The Journey Continues</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>4. Never Alone, Never Again</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>5. New Attitudes</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>6. New Visions</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>7. Recovering Renegades</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>8. Recovering Vigilantes</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>9. Rude Awakenings</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>10. Solutions W/ Serenity</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>11. Stick &amp; Stay</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>12. Survivors</td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Home Group reports

**OLD BUSINESS:**


**NEW BUSINESS:**


**Meeting for next month:**
Motion to close given by and seconded by

In Loving Service,

Email: ____________ if you have any reports that can be emailed. I will happily add them to the minutes. All GSR’s please take detailed notes so that you may have discussions within your home group. If you need your minutes mailed to you via USPS, please give me an envelope with your address on it. Thanks!!
Addendum #5

Southside Area Public Relations Subcommittee Guidelines
The Area Public Relations (PR) committee is a subcommittee of the Southside Area Service Committee (SSASC).

“We perform public relations service to increase the awareness and credibility of the NA program. We share our message openly with the public at large, with prospective members, and with professionals. Maintaining an open, attractive attitude in these efforts helps us to create and improve relationships with those outside the fellowship. Establishing and maintaining a commitment to these relationships, can help us to further our primary purpose.

The spiritual principles of our steps, traditions, and concepts guide us in pursuing our public relations aims and our efforts to enhance NA’s public image and reputation. These principles apply to our community and service efforts as well as to the personal behavior and attitude of individual NA members.”

The Public Relations committee is also responsible for the Southside Area Phoneline and the area website. The phone line and the website provides general information about Narcotics Anonymous to the public as well as NA meeting information, and NA related information to NA members.

**DESCRIPTION OF SOUTHSIDE AREA PUBLIC RELATIONS SUB-COMMITTEE**

1. The sub-committee shall consist of Chair, Vice-Chair, Secretary, Phone carrier and Phoneline Committee members.
2. All meetings are open to all interested members of NA.
3. Terms of all Officers except the Phone carrier are for one year. The Phone carrier term of commitment is 3 months.
4. Twelve Step volunteers should have a minimum of 6 months clean and service experience in Narcotics Anonymous.
5. Twelve Step volunteers may serve indefinitely.
6. Phone Carriers and Twelve Step volunteers must attend a workshop or training held by the Public Relations committee. * (Phone line volunteers must always do 12 step work (other than phone calls) in pairs - phone line volunteers with 6-12 months must have someone with a year or more as their 2nd on all 12 step calls)
7. Phone line volunteers must have a minimum of six months clean time and working phone, preferable local.
8. In the event that any officer, phone line carrier or volunteer relapses they will be removed from the committee, and that position will be filled by another addict, who meets the requirements of the position.

**FUNCTION/RESPONSIBILITIES**

The function of the Southside Area Public Relations (PR) Subcommittee is to open and maintain communications between NA and the public, and between the SSASC and other NA service bodies. To accomplish this function, the committee is responsible to:

1. Respond to all requests for information in a timely and effective manner.
2. Be sure that all requests are handled at the appropriate level of service.
3. Build and maintain relations with all levels of service in NA.
4. Inform the public about Narcotics Anonymous through services including, but not limited to the following:
   a. Coordinating all requests from the Media.
   b. Providing all Radio and TV Public Service Announcements (PSAs) with the approval of all other Areas that may be affected.
   c. Coordinating all requests for presentations from the fellowship and the general public.
   d. Maintain and follow up on a mailing list.
5. Receive all correspondence from outside NA, and forward it to the appropriate subcommittee.
6. Provide the following services on behalf of the local fellowship:
   a. Local meeting schedules.
   b. A website.
   c. Phoneline service for addicts, NA members, and the general public.
   d. Respond to information requests from NA members and the general public.

MAKEUP OF THE PR SUBCOMMITTEE

This committee consists of the Administrative Officers: Chair, Vice Chair and Secretary, and Operational Officers: Phone Carrier, and Web Servant as well as general members of the committee.

All members are to be present at all PR meetings, and are to follow the PR guidelines. There are separate guidelines for each of the Operational Officers. All members of the PR committee must meet the minimum clean time requirement of 6 months. Clean time Requirements for officers are detailed by position.

All members of the PR Committee must maintain complete abstinence. Anything other than complete abstinence constitutes an automatic removal. The term for officers is one year, with a maximum of two consecutive terms.

Any officer or committee member may be removed for cause; Cause may include but is not limited to: attendance, loss of abstinence, failure to complete assigned work. A consensus decision of the voting members will be required for removal.

ELECTIONS

Nominations will be open and elections held as needed at the Public Relations business meeting. The chairperson must be approved at the following SSASC meeting.

DECISION MAKING

In keeping with the 7th concept that states; “All members of a service body bear substantial responsibility for that body’s decisions and should be allowed to fully participate in its decision-making processes”, all decisions of the PR Committee will be by consensus.

CONSENSUS BASED DECISION MAKING: All Seated members of the SSASC PRC will have decision making authority and responsibility. The SSASC PRC uses Consensus Based Decision Making as its primary method of decision making. On all issues before the committee, after adequate discussion, the members will be asked if they object to moving the issue forward. If there are no objections, the issue is approved. If there is dissent, the dissenting members are asked to explain their position. After all viewpoints are heard the members will be asked if there is support for the issue under discussion. If there
is still dissent and the dissenters’ arguments have not changed the majority of the committee, a vote may be taken. The Chairperson will announce the decision taken, with a simple majority deciding all issues with the exception of Guidelines and removal of members, which will require a 2/3rds majority. If the chair feels that the committee is too divided on the issue they may rule that the issue is tabled until further discussion can resolve the impasse. All officers and coordinators including the chair are considered voting members.

OFFICER REQUIREMENTS AND RESPONSIBILITIES:
All officers must have a willingness to gain a working knowledge and experience of the Twelve Traditions, the Twelve Concepts, the Twelve Steps, and the Public Relations Handbook, the time, resources, and ability to serve, and a stated willingness to serve.

CHAIR REQUIREMENTS:
  a. One year clean time.
  b. Previous PR Subcommittee or other relevant service experience.

Chair Responsibilities:
  a. Arrange times and agendas for, and preside at meetings and training workshops.
  b. Build and maintain relations with all levels of service in NA through correspondence and communication.
  c. Maintain lists of addicts available to serve on the Phone Line
  d. Orient addicts willing to carry the phone or serve on the phone line as needed *
  e. Attend monthly Area meetings and report on completed, current, and future PR projects.
  f. Give monthly Chair report to the subcommittee.
  g. Make appointments and delegate tasks as needed.
  h. Represent the Southside PR Subcommittee at CARNNA Regional PR Subcommittee when it meets in Quadrant 3.
  i. Train Vice-Chair

VICE-CHAIR REQUIREMENTS:
  a. One year clean time.
  b. Previous PR Subcommittee or other relevant service experience.
  c. Willingness to move into PR Chair position.
  d. Re-new the phone minutes each month prior to their expiration.

Vice-Chair Responsibilities:
  a. Ability to assume Chair responsibilities in Chairperson’s absence.
  b. Work closely with Chairperson.
  c. Carry out responsibilities delegated by the Chair.
  d. Attend monthly Area meetings when the Chair is unavailable and give a subcommittee report.
  e. Give monthly Vice Chair report to the subcommittee.
  f. Attend The CARNNA Regional PR Subcommittee when it meets in quadrant 3.

SECRETARY REQUIREMENTS:
  a. 6 months clean time.
  b. Ability to develop written material in a clear and concise manner.
  c. Computer skills and access to a working computer.

Secretary Responsibilities:
  a. Record minutes of each meeting and provide those to the Chairperson and subcommittee.
  b. Be responsible for the care and possession of all files and records.
c. Maintain the PR calendar.
d. Maintain contact information for subcommittee members and interested parties, and make sure reminders are sent to them.
e. Train a replacement.

PHONE CARRIER REQUIREMENTS:
  a. One year clean time requirement.
  b. Previous service experience preferred

Phone Carrier Responsibilities:
  a. Attend and give Phone Line report pertaining to PR at their monthly meeting.
  b. Maintain records of all phone calls made to and from the area PR phone
  c. Notify PR Chair when minutes are about to expire on the phone
  d. Contact members of the PR subcommittee to assist callers who need a follow up call.
  e. Attend all Public Relations subcommittee meetings

WEBSITE SERVANT REQUIREMENTS:
  a. One year clean time.
  b. Knowledge of website maintenance and upkeep.
  c. A working computer with Internet access.

Website Servant Responsibilities:
  a. Maintain website for Southside Area.
  b. Communicate with SSASC Treasurer when website and domain name need to be renewed.
  c. Must follow the Southside Narcotics Anonymous Public Relations Subcommittee Website Guidelines.
  d. Train a replacement.

VOTING AND ELECTION PROCEDURES

1. Elections of officers shall be held as needed
2. Any guideline changes or amendments shall require a majority vote of the Public Relations committee voting members.
3. The Officer presiding shall only vote in the event of a tie.
4. Members are defined as any NA member who wants to be a Phoneline Committee member and has attended two consecutive Phoneline meetings.
Addendum #6

Southside Area Website Guidelines
Website Guidelines

The purpose of the Southside Narcotics Anonymous website is to further the Narcotics Anonymous primary purpose of carrying the message to the addict that still suffers by providing easily accessible information about NA within the Area boundaries. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service and directly support the Fifth Tradition.

Article I. Functions/Responsibilities
The basic functions of the Southside Area Website are:
1. To provide communication
2. To post a current meeting schedule for the area
3. To post information benefiting our area
4. To provide links to Region and World

Article II. Requirements and Duties of the Web servant
1. Personal time and abilities to perform their duties.
2. Willingness to serve in the position.
4. Regular Attendance at the PR Subcommittee meetings.
5. Resources necessary to perform the duties as assigned.

Article III. Guidelines for the Web servant

• **Admin Panel Login Info** available to Chair of PR Committee and Webmaster
  http://southsidena.org/wp-admin

• **Mass Email Notifications**

  To send out the email letting people know the minutes have been posted go to:
  http://www.southsidena.org/cgi-bin/dada/mail.cgi/admin/
  (Login info available to Chair of PR Committee and Webmaster)

  From there you can look for the link to send a message. If you know how to send it in HTML formatting, it is nicer… if not, you can send the message via plain text and normally the message is simply that the Minutes are now available on the website.

• **Updating Events**

  When you get an email saying someone has requested permission to post an event:
  **SUBJECT: Submitted Event Awaiting Approval**
  Follow the link to the admin panel on the website. The email will give you the link to approve. On the right side of the page will be a link to publish. Click that button.
• **Publishing the Minutes**

1. Upload the minutes in PDF format (after you put them together Microsoft Word gives you the option for what format you wish to save them in. Choose pdf and save them to your hard drive.
3. Rest your mouse on Media (link on the left side menu) Choose Add New
4. The window that pops up allows you to drag and drop the minutes into it or to “select files”…. It’s up to you.
5. When you choose to drag and drop the file goes into that window and you then see it listed under the Maximum upload file size message. You then click on edit because you need to copy and paste the address of the file. So double click to highlight the URL and copy it (CTRL C) and then go to the page where the minutes are: [http://southsidena.org/gsr-resources/minutes/](http://southsidena.org/gsr-resources/minutes/)
6. Click Edit Page (on the top of the page along the black menu bar you will see this link)
7. Highlight the month that you are posting for and click the link icon which runs across the top of that box. It looks like a chain. Then paste the url which you’ve copied from #5 and click the little gear icon on the right and choose the box “open link in a new tab”.

8. Then click the Update button on the left side of the page or your changes won’t be saved.

• **Updatin the Meeting List**

[Http://Metrorichina.org/BMLT/main_server](http://Metrorichina.org/BMLT/main_server) (get username and pw from outgoing webservant or PR Chair

- Click on the meeting you are updating if you are changing information or deleting
- Click the link to add a meeting if you are adding.
- Go to the meeting list plugin link on the left side of the dashboard to edit the meeting list for print.

Currently we CC Lawson and the ASC chair when you send the file to the printer. Ask Mark from PIP Printing to contact Lawson to pick up the meeting lists when they are ready.

Printer:

pncc@gamewood.net
Mark Shields
PIP PRINTING
329 Riverview Dr
Danville, VA 24541
Article IV. Finances and Ownership
1. Expenses for website hosting and domain registration are the responsibility of the Southside Area of NA. The cost for Internet access, computer equipment and software, training, etc. are the responsibilities of the web servant.
2. The web servant is responsible for communicating all financial needs and consequences to the Southside Area PR Subcommittee.
3. The Southside Area of NA is the owner of the domain name. The web servant is responsible for maintaining the ownership of the domain name for the PR Subcommittee.
4. The web servant is responsible for investigating and choosing a vendor for hosting the website. The final decision rests with the Southside Area PR Subcommittee.
5. The web servant is responsible for the development and maintenance of the website. The development and/or maintenance can be accomplished by:
   a. The web servant performing the work as an unpaid volunteer.
   b. The web servant utilizing the unpaid volunteer services of other members while the web servant remains as the single point of accountability.
6. The web servant will ensure that the PR Chairperson is in possession of all access and contact information, and all ownership will be held in the name of the Southside AREA and/or the PR Chairperson if necessary.

Article V. Web servant Reporting and Communications
The web servant will provide a report to the PR Subcommittee at each regular meeting. This report will detail all pertinent financial and technical developments related to the operation of the website. This report will also include any relevant correspondence received, sent and forwarded.

Article VI. General Guidelines
1. There will only be one email account serviced by the web servant.
2. Personal e-mail addresses are not to be posted on this website for non-NA related purposes.
3. External hyperlinks will be approved by the Southside AREA PR Subcommittee.
4. The meeting schedule page should be checked for updates at least every 30 days.
5. Any NA group or committee may request to post information concerning upcoming events or service functions. Requests will be approved based on current PR Subcommittee and/or PR Handbook Guidelines.
6. Chats, forums, discussions, and other similar content concerning personal recovery issues are not posted on the website.
7. Images of any identifiable person, whether an NA member or not, are never used.
8. Sales of merchandise will not be made on the website.
9. If an Area Service Committee or Group has its own website, the site may be linked to the Southside AREA website with approval from the Southside AREA PR Subcommittee.
10. Copyrighted material will not be used on the website without specific permission from the owner.
11. The Southside AREA PR Subcommittee will be responsible for updating and maintaining guidelines necessary for the operation of the website.
Addendum #7

Southside Area Hospitals & Institutions Subcommittee Guidelines
Membership
Any member of Narcotics Anonymous may become a member of H & I by filling out an information sheet and filing this with the H & I vice chairperson or secretary.

Voting
Any member with six months or more can be eligible to vote at business meetings.

Elections
Election of officers shall be held once each year in January with the officers elected taking over in February. This subcommittee elects all positions except chairperson, who is elected by the ASC.

Elected Officers
Members of the H & I subcommittee shall be elected each year to fill the following positions:
1. Chairperson (elected by ASC)
2. Vice chairperson
3. Secretary

In all cases, the term of office is one year. All candidates for elected office must meet the qualifications stipulated in the guidelines. An officer may resign at any time. When an elected officer becomes unable to discharge the duties of that office, a successor shall be named by the chairperson and approved by the H & I subcommittee at the next business meeting. Officers may succeed themselves by re-election only one time.

Appointed Positions
As necessary, individuals may be appointed by the chairperson in agreement with the vice chairperson to positions that fulfill a particular need.

Recovery Requirements
Any member of Narcotics Anonymous who is registered with H & I and who wishes to participate in a meeting/presentation in an institution, must have sufficient clean time to qualify under the requirements of the subcommittee and the facility in which the meeting is conducted. Relapse is grounds for automatic removal from the subcommittee.

Recovery Requirements (cont.)
The following recovery requirements are strongly recommended:
- Elected officer of H & I Chair---------1 year
- Appointed position-----------------6 months
- H & I member----------------------6 months

All elected officers, those serving in appointed positions and panel leader shall attend the regular monthly business meetings of Narcotics Anonymous H & I. Any member dropped from the assignment may be reinstated by vote of the H & I subcommittee.

In the instance of elected officers, and those serving in appointed positions, three consecutive months’ absence will be considered resignation.
Responsibilities and Duties

The responsibilities of each active member of Narcotics Anonymous H & I are set forth below.

Chairperson
1. Coordinates all NA and H & I activities.
2. Presides at all regular, special and general subcommittee meetings.
3. Handles all public relations contacts involving policy matters and/or interpretations at the public level that pertain to H & I. This will be done with the direct cooperation of the PI subcommittee.
4. Is responsible for interchange of correspondence at the public level as well as all correspondence within NA H & I which involves policy matters.
5. Makes regular reports to the H & I subcommittee on the status of all current or completed projects.
6. May at any time visit any meeting/presentation at any facility for a purpose beneficial to H & I including offering assistance to H & I members.
7. Shall represent Narcotics Anonymous H & I at the regular meetings of the ASC.
8. Shall attend the regional H & I subcommittee meetings.

Vice Chairperson
1. In the absence of the chairperson or in the event of inability of the chairperson to perform, or upon the resignation of the chairperson, shall assume all those responsibilities normally carried out by the chairperson until the ASC has an election for that position.
2. Works closely with the chairperson.
3. May at any time visit any meeting/presentation at any facility for any purpose beneficial to H & I.
4. May attend the regular meetings of the H & I subcommittee.
5. Works with the H & I Committee.

Secretary
1. Keeps a complete record in the form of minutes of every regular, special and general subcommittee meeting.
2. Keeps a complete and updated roster with the names, addresses, recovery dates and telephone numbers of all current H & I members.
3. Shall keep a continuing roster of monthly attendance at the business meetings.
4. Sends notices or makes telephone calls for special meetings.
5. Maintains all necessary stationary supplies and prepares correspondence as needed.
6. Keeps a file of all such correspondence.
7. Shall type and prepare any materials necessary for the distribution to members of H & I.
8. Shall attend the regular meetings of the H & I subcommittee.

Panel Members
1. Shall inform the chairperson well in advance when unable to conduct a regularly scheduled meeting.
2. May resign by giving notice to the H & I committee.
3. Shall be at least six months clean.
4. Must be orientated.
5. Shall adhere to the rules of the facility wherein he/she is, in fact, a guest.
6. Shall always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.
7. Shall go in at least three times with an experienced member after being orientated.
8. All members must comply with the clean time requirements and must not have used or had involvement with any drugs for a minimum of six months to be eligible to serve on the Southside H & I committee.
9. Treat all others as persons of worth. Discrimination or prejudice based on race, gender, age, etc. will not be tolerated.
10. The confidentiality and anonymity of residents is highly important.

Do’s and Don’ts
1. Do attempt to get all agreements in writing.
2. Clarify the rules with whomever you bring into the facility.
3. Adhere to the security regulations at all times.
4. Arrive early to satisfy security requirements.
5. Keep staff informed of your whereabouts.
6. Obey the dress code. Exercise common sense.
7. Go through orientation before going into a facility.

Other Requirements
Ex-residents of a correctional or mental institution must have the proper clearance from the proper authorities and meet the clean time requirements set by the facility and H & I to enter a county correctional facility or mental institution.

Other Requirements ( cont.)
It shall be the responsibility of the panel to insure that all persons attending any H & I meeting/presentation fulfill the necessary requirements and that all are familiar with these GUIDELINES AND PROCEDURES!

All H & I members carrying the message through H & I must keep in mind at all times the following general rules which cover ALL meetings and ALL facilities.
1. It is unacceptable to bring any drugs or weapons onto the grounds of any facility.
2. It is unacceptable to give money to or take money from a resident.
3. You are not to bring gifts or money in exchange for articles made by residents. If they wish to give you gifts, your grateful thanks are all they are permitted to receive and is generally all they want. You are not to accept articles made by residents to be sold on the outside.

4. It is unacceptable to give to or to take from a resident any correspondence of any type while visiting the facility.

5. Guests and visitors should be cautioned against discussing employment, lodging, etc. (either the promise of, “looking for” or securing of).

6. Obscene or vulgar talk and off-color jokes are deeply frowned upon by the facility and by many of the residents.

Always remember: we are GUESTS of the facility and therefore MUST comply with their wishes.

These GUIDELINES and PROCEDURES are submitted for the guidance of the H & I membership and guests so that a smooth and consistent program can be maintained for the benefit of addicts being served in institutions and hospitals. Any unusual situations that might arise should be discussed with the elected officers of H & I who, in turn, will take steps to get clarification from the facility authorities. Individual members of H & I should not attempt to discuss any problems encountered in a meeting/presentation with the personnel of the facility in question. This is the responsibility and duty of the panel members. Adherence to these guidelines will minimize confusion and misunderstanding within the H & I membership itself and the facilities we serve.

Failure to comply with any facility’s regulations could result in the cancellation of the H & I meeting/presentation scheduled in the facility. Most regulations covering facilities are clearly defined by statutes. Violations of regulations could bring legal action against violators and NA as a whole. More importantly, adverse performance could well deprive an addict of the help they are seeking from you and other members of NA and H & I.

ALL OF THE FOREGOING SHOULD BE REVIEWED WITH ANY GUEST BEING TAKEN TO ANY H & I MEETING/PRESENTATION.
Addendum #8

Southside Area Literature Subcommittee Guidelines
Southside Area Literature Subcommittee Guidelines

Purpose

Literature Chairperson exists to carry the NA message by providing needed NA approved literature to groups that prefer to order from Free State at lower bulk delivery rates.

Procedure

Literature chair arrives at Area Service Committee during subcommittee time from 1:00 to 2:00 before ASC meeting. Home groups are asked to submit literature orders during this time to collect money and to organize orders. The literature orders are checked to make sure correct. The money is collected and receipts written to Home groups. The money is then submitted to Area Treasurer, who then writes receipt to Literature for total amount of order.

After approximately two weeks (to allow Treasurer time to send funds to Free State for previous order) the orders are combined on one order form for SANA and faxed or sent to Free State with delivery address (Literature Chair’s address, orders cannot be sent to PO Box) When order is delivered to Literature chair’s address, there will be an invoice with the order. This invoice is submitted to the Treasurer for payment due. The literature is sorted and distributed to Home groups at next Area meeting.

If a Subcommittee, such as H+I or PR, submits an order, the Treasurer is informed of order and the total amount of payment due is recorded to ensure that it is within the budget of the subcommittee. Each subcommittee is responsible for seeing that the orders do not exceed their budget.
Addendum #9

Policy Subcommittee Guidelines
SOUTHSIDE AREA POLICY SUBCOMMITTEE
GUIDELINES AND PROCEDURES

Purpose

The purpose of Southside Area Policy Committee is to ensure that members of Area Service Committee have policies in place to guide them and help them to assist NA groups to carry the message of Narcotics Anonymous. In keeping with the Traditions of Narcotics Anonymous, the Policy Subcommittee is created by and is directly responsible to the ASC.

Guidelines for Policy

It is the responsibility of the Policy Subcommittee to review the policy annually and update as needed. The policy chairperson is to maintain Addendum 10. Whenever a motion that changes policy has passed, the policy chairperson updates this addendum and distributes copies at the following ASC. Each Subcommittee is responsible for reviewing their own subcommittee policies and procedures, updating with the Policy Chairperson, and submitting the changes to the Policy Chairperson. The Policy Chairperson’s duty is to add the updated addendums to The Southside Area of Narcotics Anonymous Policy Guidelines and send the updated file to the Webservant in order that the updated document be made available on the area website, www.southsidena.org. At the discretion of the ASC, the Policy Chairperson will get three quotes to have the updated policy printed and brought to the ASC to be given to all members of the body.

Any changes to policy will require a motion, which will be sent to groups. All motions that change policy require the following procedure: Total number of members participating in the vote is established. If more than 1/3 of the members abstain, the motion is sent back to Home groups with 2 pros and 2 cons. At the next ASC meeting, the voting will take place during Old Business. All motions which change policy require a 2/3 majority in order to carry.
Addendum #10

Southside Area Activities
Subcommittee Guidelines
Southside Area Activities Subcommittee Guidelines

I. Definition and Purpose of the Subcommittee:

The Southside Area Activities Subcommittee (hereafter referred to as the Subcommittee) is a volunteer group of the fellowship of Narcotics Anonymous, which is dedicated to providing the Southside Area with recovery-oriented events and activities. All funds generated through the Subcommittee belong to the SSASC.

As a Subcommittee of the Southside Area Service Committee (SSASC) we shall maintain effective communication and cooperation with the SSASC. Subcommittee meetings are open to all members of the NA Fellowship.

In all its proceedings this Subcommittee shall adhere to The Twelve Traditions, Twelve Concepts of Service of NA and the resources of A Guide to Local Services.

II. Functions of the Subcommittee:

A. Holds regularly scheduled monthly meetings.
B. Communicates and disburses all information to and from volunteers.
C. Distributes Activities flyers to all groups via SSASC meetings and the SSASC website (Southsidena.org).
D. Provides representation and participation in the SSASC.
E. Coordinates the development of new events at the area level.
F. Elects and/or appoints members to fulfill the needs of the Subcommittee.
G. Provides functions for the fellowship to have fun at.
H. Carries the NA message to the addict who still suffers.
I. Maintains an archive of all minutes.

III. Structure of elected positions:
The elected positions of the Subcommittee shall consist of a Chairperson, Vice-Chairperson, Secretary, and Treasurer. The Subcommittee elects all positions, with the exception of the Chairperson, who is elected by the SSASC.

If an elected committee member becomes unable to discharge the duties of that position, a successor shall be named by the Chairperson and approved by the Subcommittee at the next business meeting. Should the Chairperson be unable to discharge the duties of that position, the Vice-Chairperson will automatically assume the position of the chairperson until the next SSASC meeting where a new Chairperson will be elected or appointed.

IV. Definition of a Member of the Subcommittee

A. A member is defined as an NA Member who is present at the Subcommittee meeting and identifies himself or herself as a member of the Subcommittee.

V. Qualifications and Duties of Elected Committee Members:

A. Chairperson: Elected by the SSASC and shall fulfill the SSASC requirements of a Subcommittee Chairperson. These responsibilities include:

1. Attends and provides written reports of all monthly activities at each SSASC meeting.
2. Announces and holds regularly scheduled Subcommittee meetings.
3. Prepares an agenda for and maintains order at each meeting.
4. Submits yearly budget for approval to the SSASC.
5. Elects or appoints other committee members as necessary.
6. Channels all funds from any event to the Treasurer of the SSASC by the next SSASC meeting.
7. Prints and copies fliers, etc.

B. Vice-Chairperson: elected by the Subcommittee. Suggested clean time requirement of one year. Responsibilities to the Subcommittee include:
1. Assumes the duties of Chairperson in the case of Chairperson’s absence.
2. If the office of Chairperson should become vacant, the Vice-Chairperson assumes the duties until a Chairperson is elected or appointed by the SSASC.
3. Works closely with the Chairperson to become familiar with all aspects of the Chairperson’s responsibilities.
4. Responds to all inquiries of members relating to policy and procedure.
5. Attends individual group consciences where applicable and appropriate (i.e. when a group will be hosting an event).

C. Secretary: Suggested clean time requirement of one year. Responsibilities to the Subcommittee include:

1. Records minutes of all meetings of the Subcommittee and maintain archives of prior meeting minutes and related materials.
2. Copies and distributes minutes from Subcommittee meetings.
3. Keeps current records of all Subcommittee members including addresses, phone numbers, and e-mail addresses.
4. Keeps records of all venues used for events: to include rules and regulations, price, and contact information.

D. Treasurer: Suggested clean time requirement of one year. Responsibilities to the Subcommittee include:

2. Reconciles the balance sheet of funds for each event.

VI. Voting Participants and Procedures

A. Those addicts who have been defined as members of this Subcommittee are eligible to vote on matters concerning Activities work within the SSASC.

B. All voting matters shall be decided by a simple majority.

Article VII. VI. Management of Funds

A. Two Subcommittee members shall count all funds acquired at any Activities Subcommittee function/event – at least one being an elected member.
B. A receipt must accompany all expenditures.
C. All funds shall be forwarded to the Treasurer of SSASC by the next SSASC meeting.
D. An itemized accounting statement for all functions/events shall be provided for review at each SSASC monthly meeting.

Article VIII. VII. Flyers

A. All flyers must be reviewed and approved by the Subcommittee prior to distribution.
VIII. Recurring Events

A. A Spring event is traditionally held between March and April
B. Unity Day is held Labor Day weekend
C. The Annual Chili Cook-off is held the 2nd or 3rd weekend in October. Each year the winner takes possession of the trophy and brings it to the next year’s event. The first Chili Cook-off was held in 2016.
D. A New Years Eve event is traditionally held.

IX. Speaker Jams & Events

A. All speakers should bring a clear Narcotics Anonymous message. The following list of questions should be used to ensure a clear NA Message.

1. Do you have a home group?
2. Do you have an NA sponsor?
3. Do you work the 12 steps & 12 Traditions of Narcotics Anonymous?
4. How many meetings do you attend each week?
5. Do you have a minimum of 1 year clean?
Addendum #11

Southside Financial Procedures Policy
FINANCIAL PROCEEDURES AND POLICY  (Revised 4/1/18)

ROLE OF TREASURER
1. (A) Area will establish a business checking account and maintain that account on a monthly basis. Account name is:
   Southside Area Narcotics Anonymous
   P.O. BOX 10923
   Danville, Va. 24543

   (B) All income and expenses of area flow thru this account. All items will be either income or expense and categorized by source and payee. All expenses will be paid by check only. (See section two).

   (C) Checks to be written as needed and all monies collected at ASC to be deposited to the ASC account.

   (D) ALL INCOME to be identified by category. Such categories will be
   - Group donation
   - Literature income
   - Other income (to include refunded funds interest, repayments, etc)

   (E) The treasurer issues a receipt for all monies received. This will supply verification and a means of checks & balances. The Treasurer is to maintain a Receipt Book.

   (F) All Deposit slips should reflect all monies collected and deposited within 5 working days of the ASC.

   (G) ALL CHECKS will be approved by the administrative committee either by vote or budget (rent, subcommittee expense, and literature). All checks are to be issued prior to end of ASC.

   (H) When checks are received, make sure they are made out to the Southside Area Narcotics Anonymous (SANA).

   (I) The Southside Area Monthly Treasurers Report will be prepared after the ASC for that month and be available by the next ASC. A Copy will go to Secretary for the minutes; so all members will be informed of area monies. (See Southside Area Monthly Treasurers Report Template)

   (K) Treasurer will update the Budget Report (See Budget Report Template) monthly. This report will be presented quarterly as well as annually.

   (L) Reconciliation:
Once a month you will receive a "statement" along with your canceled checks. The statement indicates the balance in the account at the end of the previous month and then a list of "entries" each of which represents a credit (deposit), debit (check), service charge or interest.

You should check your records against the statement. See which checks have not been cashed and what deposits are not on the statement. This process of checking your records against the statement from the financial institution is called "reconciliation". This process helps you to assure that your records are correct and that the financial institution has not made a mistake.

If there is a problem and the statement does not agree with your records, contact your institution right away so the mystery can be solved.

2. FINANCIAL PROCEEDURES AND REQUIRED FORMS

(A) All funds requested are to be accompanied by the Southside Funds Request Form.

(B) Treasurer is to adhere to budget and available funding.

(C) Treasurer will alert ASC as to any discrepancies or compliance issues and be available to provide reports needed to reach a decision.

3. BUDGET POLICY AND PROCEDURE

(A) Subcommittee Chairs will submit all budget items to area by the November ASC to be considered. Without input, historical data will be considered.

(B) PRUDENT RESERVE should be considered annually. Reserve should equal 4-6 months spending.

4. GUIDELINE FOR FIXED AREA OPERATIONAL EXPENSES

   a. Rent = $15 / quarter
   b. Phone line - $102 / year
   c. RCM, Alt. RCM and Subcommittee Chairpersons travel expenses for one (1) meal and gas not to exceed $35, receipt required.
   d. H & I - $50 / quarter
   e. PR - $100 / 1st quarter, $100 / 2nd quarter, $250 / 3rd quarter, $125 / 4th quarter
   f. Activities – $100 / quarter
   g. Literature - see attached sheet
   h. Secretary – $10 / quarter
   i. Literature Shipping - $75 / quarter
   j. Treasurer – $10 / quarter
   k. Policy Review – $10 / quarter
1. Website $117 / 2^{\text{nd}} \text{ quarter}
2. PO Box - $62 / 1^{\text{st}} \text{ quarter}

3. Variable Operational/Project Expenses

   a. Donation to the Central Atlantic Region of Narcotics Anonymous (Carna):

      Ending Balance minus prudent reserve x 30% = CARNA Donation
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### Income

- Group Donations
- Literature
- Other income

### Total Income

### Expenditures

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### Total Expenditures
# Southside Area Monthly Treasurer’s Report

**Date:**

**Beginning Balance**

**Group Donations**
- A New Beginning
- A New Hope
- Living Clean
- Living Miracles Group
- Never Alone, Never Again
- New Attitudes
- New Vision
- Recovering Vigilantes
- Recovering Renegades
- Recovering Renegades
- Rude Awakenings
- Solutions W/Serenity
- Stick & Stay
- Survivors

**Total Group Donations**

**Other Income**

**Total Income**

**Total Available**

**Less Expenses**

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**Total Expenses**

**Ending Bank Balance**

**Less Prudent Reserve**

**Total Available**

**Total Available Without Literature**

**Literature**

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**Regional Donation**

---

Printed: 7/2/18
SOUTHSIDE AREA MONTHLY FUNDS REQUEST

“… directly responsible to those they serve.”

Name/Subcommittee: ____________________________________________________________
Chairperson: ___________________________________________________________________
Date: ______________________________________________________________________

EXPENSES

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TOTAL

Check Payable to: _______________________________________________________________

Amount: _____________________________________________________________________

Check #: _______________________                                Date: ______________________

****** Please attach all receipts ******
Addendum #12

Financial Budgets
Current & Historical
### SOUTHSIDE AREA 2012 TREASURER’S REPORT
#### Budget - September

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#### Income
- **GROUP DONATIONS**: $321.00
- **LITERATURE**: $128.50
- **OTHER INCOME**: $0.00

#### Expenditures
- **H & EXP**: $57.65
- **HELPLINE/PHONE**: $64.00
- **PR COPY/EXP/LIT**: $52.00
- **MEETING LISTS**: $20.00
- **POLICY EXP**: $20.00

#### Room Rental
- **PO BOX RENTAL**: $10.00
- **ASC/SEC EXP**: $0.00
- **REG DONATION**: $0.00
- **REG/TRAVEL EXP**: $50.00

#### Literature
- **LIT. EXP**: $13.80
- **WEBSITE**: $117.00
- **ACTIVITIES**: $200.00

#### Totals
- **TOTALS**: $95.80

#### YTD Average
- **$215.62**
- **$74.26**
- **$0.63**
- **$0.00**
- **$290.54**
### SOUTHSIDE AREA BUDGET 2013

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434-432-8274
oscar100@myway.com by Oct 20, 2012

Income-Expense by Month
Addendum #13

Motions that change policy