

**North Olympic Peninsula Area  
Area Service Committee  
Guidelines**

(NOPASC Guidelines Approved 3/28/2010, Motion 2010-01-24-01)

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In keeping with the spiritual nature of Narcotics Anonymous, our service structure should always be one of service, never of government (12<sup>th</sup> concept). “The final responsibility and authority for NA services rest with the NA groups” (2<sup>nd</sup> concept).

**I Our Mission Statement**

The primary purpose of any Narcotics Anonymous group is to carry the message to the addict who still suffers. There are no ruling bodies in Narcotics Anonymous, only trusted servants. We should provide a setting for identification and a healthy atmosphere of recovery where addicts can come for help. The only requirement for membership is the desire to stop using. Our goal is to carry our message of experience, strength and hope and in doing so, that all newcomers’ may find recovery (1<sup>st</sup> Concept).

**II Name**

The name of this assembly shall be the North Olympic Peninsula Area Service Committee (NOPASC) of the fellowship of Narcotics Anonymous, hereafter referred to as the ASC.

**III Membership**

- i. General membership and participation in the ASC or subcommittee meetings shall be open to all addicts.

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- ii. Voting membership in the ASC shall be open only to home group designees (As outlined in Article VI . ii ).

## **IV ASC Officers**

The officers of the ASC shall be a Chairperson, Vice-Chairperson, Secretary, Alt-Secretary, Treasurer, Alt-Treasurer, Parliamentarian, Alt-Parliamentarian, Regional Committee Member (RCM) and Alt-Regional Committee Member. These officers shall perform their duties as described in these guidelines and “A Guide to Local Services in Narcotics Anonymous.”

## **V Area Service Committee Meetings**

- i. The ASC shall meet in regular session, no less than once a month, at a time and location previously selected by the ASC. All ASC meetings including Learning Days, workshops, subcommittee meetings, or any Adhoc committee meetings shall take place in a public location, be open to all members of the public, and meet the accessibility requirements of Narcotics Anonymous and the Americans with Disability Act (ADA).
- ii. Special meetings may be called by the ASC Chairperson, or at the written and submitted request of three (3) ASC voting members, to the ASC Chairperson. The purpose, place and time shall be stated in the written request to call for the meeting. At least fourteen (14) days notice shall be given for special meetings, except in cases of urgency.
- iii. In the case of the absence or vacancy of the ASC chair position, the succession of the chair position is as follows:
  - A. ASC Vice-Chairperson
  - B. ASC Regional committee MemberIf the chair position cannot be filled, the meeting shall not take place.

## **VI Voting**

- i. Voting on all ASC motions and elections shall be a “one group/one vote” system. All groups must be registered through NA World Services to be eligible for voting privileges at the ASC.
- ii. The voting members at the ASC shall consist of a Group Service Representative (GSR), or any member designated by that group. The GSR is responsible for notifying the ASC Chairperson in advance of being absent.
- iii. If an ASC voting member needs to leave early, that member needs to appoint another home group member to finish the voting and/or notify the ASC chair of the change.
- iv. A quorum must be present to conduct any ASC non-administrative business (actions requiring a vote). A quorum shall consist of a majority of the current voting members. Current voting members are those groups with voting privileges.
- v. A group will lose its voting privileges if its GSR or designee has missed two (2) consecutive ASC meetings. Voting privileges will be reinstated upon attendance of the second consecutive ASC meeting.
- vi. New groups shall have voting privileges upon registration with Narcotics Anonymous World Services.

## **VII Motions**

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- i. A Simple Majority of voting members is required to pass or fail any ASC motion and to elect an ASC officer or standing subcommittee Chairperson.
- ii. Motion Table.

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
<b>Adjourn</b>	To end the committee meeting.	No	Yes	No	Simple
<b>Amend</b>	To change part of the language in a main motion.	No	Yes	Yes	Simple
<b>Amend by substitution</b>	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
<b>Appeal ruling of chair</b>	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes	Simple
<b>Information, point of</b>	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information.	Yes	No	No	None
<b>Main motion</b>	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
<b>Order of the day</b>	To make the committee return to its agenda if it gets onto another track.	Yes	No	No	None
<b>Order, point of</b>	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
<b>Parliamentary inquiry</b>	To ask the chair about how to do something according to rules of order.	Yes	No	No	None
<b>Previous question</b>	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No	Two-thirds
<b>Privilege, personal</b>	To make a personal request of the chair or the committee.	If urgent	No	No	None
<b>Reconsider</b>	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
<b>Refer, commit</b>	To halt debate, send motion to subcommittee or ad hoc committee before vote.	Yes	Yes	Yes	Simple
<b>Remove from the table</b>	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
<b>Rescind, repeal</b>	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
<b>Table</b>	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
<b>Withdraw a motion</b>	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous

- iii. A Motion shall go back to the groups for guideline amendments, major money motions, and elections. A major money motion is defined as any motion requesting more than \$750.00 for Activities or more than \$300.00 for all other.
- iv. In the case of a tie vote on any motion or election, the Chairperson shall cast the deciding vote.
- v. The ASC Chairperson shall act as a neutral party and refrain from active debate on all motions or new business.
- vi. Any NA member may participate in discussions, make motions, and nominations. All motions must be in writing, seconded by a voting ASC member, and submitted to the Parliamentarian to insure accuracy.

## VIII Elections

- i. All ASC officers are elected for a term of one year with the exception of the RCM, ALT-RCM, Parliamentarian, and Alt-Parliamentarian positions, which are two (2) year terms.
- ii. No ASC member shall hold more than one ASC position to include the chair of a standing subcommittee (Literature, Public Relations, and Activities).

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- iii. No standing subcommittee Chairperson shall chair more than one standing subcommittee or Adhoc committee. However, they can be members of other subcommittees or Adhoc committees.
- iv. No member shall be allowed to serve as a GSR and an ASC officer simultaneously, furthermore no GSR shall serve as a standing subcommittee Chairperson. A GSR can serve as an Adhoc chairperson.
- v. No ASC officer shall be eligible to serve more than two full consecutive terms in the same ASC office.
- vi. Elections for the ASC positions are as follows:
  - A. **January:** Chairperson, Vice-Chairperson, Treasurer, Alt-Treasurer. In addition, Parliamentarian and Alt-Parliamentarian in January of alternating years.
  - B. **July:** Secretary and Alt-Secretary. In addition, RCM and ALT-RCM in July of alternating years.
- vii. Elections for subcommittee positions are as follows:
  - A. **April:** Activities Chairperson.
  - B. **October:** Literature Chairperson and Public Relations Chairperson.
- viii. Up-coming elections for vacancies are to be announced at least two (2) ASC meetings in advance of voting. Potential nominations are to be announced at least one (1) ASC meeting in advance of voting.
- ix. In the case of an emergency vacancy, the ASC Chairperson may appoint someone temporarily to fill the position until nominations and elections may be voted on.

## **IX Removal From Position**

- i. An ASC officer or subcommittee chairperson may only be removed from their office for non-compliance with the fundamental principles of Narcotic Anonymous. A two-thirds vote by a quorum of Voting Members is required. Non-compliance includes but is not limited to the following:
  - A. Loss of abstinence
  - B. Failing to perform the duties of the position and/or misappropriation of funds.
  - C. Failing to attend three (3) consecutive regular ASC meetings, or remain in attendance for the entire ASC meeting as outlined in (Article VI . ii ).
- ii. A six (6) month moratorium from holding another ASC position shall be required for any service member resigning or after being removed from their position, prior to completion of their term. The only exception shall be when resigning to fill a newly elected position or appointment, by request of the ASC.

## **X Sub-Committees**

- i. The ASC may establish subcommittees from time to time to carry on the work of the ASC. These subcommittees shall perform their duties as described by these by-laws, "A Guide to Local Services in Narcotics anonymous," and any subcommittee handbooks approved by the World Services committee of Narcotics Anonymous, and respective subcommittee guidelines.
- ii. All standing subcommittee meetings shall meet, at a minimum of once a month, with the time and place to be scheduled by the subcommittee Chairperson.

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- iii. Standing subcommittee budgets: (\*) denotes a tentative figure estimated to cover fuel only in a compact vehicle and may need further adjusting.
  - A. Hospitals and Institutions: (includes OCC fuel costs) (\*) \$ 125.00
  - B. Public Relations: (includes schedules and OCC literature) \$ 165.00
  - C. Activities: \$ 750.00
  - D. Website: \$ 10.00
  - E. Literature: Self-Sustaining.
- iv. Special subcommittees may be formed by the ASC Chairperson or by an approved motion of the Voting Members of the ASC. These subcommittees include but are not limited to the following:
  - A. Adhoc (specific situations)
  - B. Select (usually research).
- v. The ASC Chairperson shall appoint Adhoc and select subcommittee Chairpersons.
- vi. All subcommittee and special subcommittee Chairpersons shall submit a written report at the regular ASC meeting.
- vii. All standing subcommittee Chairpersons are responsible for coordinating, facilitating and writing of guidelines for their respective subcommittees. Copies of these guidelines are to be made available to the ASC Secretary for inclusion in the ASC guidelines and the ASC archives.

## **XI Spiritual Guidance**

- i. The ASC, nor its officers or subcommittees, shall make any motion or take any action that may conflict with the Twelve Traditions, the Twelve Concepts of Narcotics Anonymous, “A Guide to Local Services in Narcotics anonymous,” and any other WSO approved service manuals.
- ii. Threatening and abusive behavior of any kind, physical, verbal, or intimidating, will not be tolerated and shall be grounds for immediate removal from any ASC or subcommittee position, by motion and a two-thirds majority vote of voting members of the ASC.
- iii. The ASC shall comply, in all its actions, with the following documents in order of priority as listed below:
  - A. The Twelve Traditions, Concepts, and Steps of NA
  - B. The current guidelines of our ASC.
  - C. Narcotics Anonymous World Services Bulletin 30 and the ASC anti-theft policy.
  - D. All special rules of order the ASC may adopt (Major motions).
  - E. “A Guide to Local Services in Narcotics anonymous,” and approved service handbooks
  - F. Past ASC motions
  - G. Roberts Rules of Order (short form as described in “A Guide to Local Services in Narcotics anonymous”).

## **XII Funds**

- i. The ASC shall provide all newly formed registered groups, when requested, a twenty dollar (\$20.00) literature credit, upon availability of ASC funds and group registration with the WSO.

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- ii. All monies accumulated from group contributions and other Narcotics Anonymous sources, with the exception of Literature funds, shall be maintained and deposited in the ASC bank account. All disbursement of funds shall be made by the ASC Treasurer and/or two authorized signatures to the ASC bank account.
- iii. All ASC bank accounts shall require a minimum of two signatures to release any deposited monies.
- iv. No regular expenditure shall be drawn from the ASC treasury without a receipt or proof of payment. All advance funds are the responsibility of the recipient and the recipient shall provide complete receipts for funds used or exact funds for reimbursement. In any case, no funds will be disbursed by the Treasurer without prior approval by the voting members of the ASC.
- v. The two authorized signatures for the ASC bank account shall consist of the Treasurer or Alt-Treasurer and at least one of the following ASC officers: Chairperson, Vice-Chairperson, Regional committee Member, Alternate Regional committee Member, or Secretary. Any other ASC bank accounts, including the Literature committee, shall be allowed one authorized subcommittee signature to be selected by the subcommittee and one (1) other signer who is presently an ASC officer.
- vi. All statements for ASC bank accounts, including the Literature committee, will be maintained for record keeping and reconciled monthly.
- vii. A prudent reserve will be determined and voted on by the ASC, and will be maintained in the ASC bank account.
- viii. The ASC treasury shall be audited bi-annually in May and November, and a financial statement that reflects all ASC assets and accounts shall be prepared by the Vice-Chairperson or RCM and presented at the June and December ASC meeting.
- ix. The bi-annual treasury audit shall be done by the Vice-Chairperson or RCM, and at least one other ASC voting member.
- x. Misappropriation of funds and/or ASC property shall not be tolerated. It is the position of the ASC to recover all loss of monies by theft or poor management and/or ASC property from the responsible party in accordance with Narcotics Anonymous World Services Bulletin #30.
- xi. ASC budget. Every quarter, all monies in excess of the operating budget (\$1150.00), will be forwarded to the WNIR Regional Service Committee (RSC) meeting. Delivery of excess funds will be made by the Regional Committee Member (RCM) or by mail in the absences of the RCM.

<b>ASC Operating Budget</b>	<b>\$1149.00</b>	
<b>ASC:</b>		<b>CRITICAL BUDGET</b>
RCM: (Quarterly) \$70.00 monthly	(*) \$ 200.00	Verizon (Cellular Phone) \$ 45.00
All Subs: (2 Vehicles Quarterly) \$50.00 monthly	(*) \$ 150.00	Rent: (Monthly) \$ 35.00
Schedules:	\$ 132.00	Public Relations: \$ 165.00
Secretary (Administrative)	\$ 25.00	Schedules: \$ 132.00
Verizon (Cellular Phone)	\$ 45.00	Web Site \$ 10.00
Rent: (Monthly)		<b>TOTAL \$ 387.00</b>
ASC Port Angeles/Sequim	\$ 15.00	
Public Relations (PI/H&I)	\$ 5.00	
Activities	\$ 5.00	
Literature	\$ 5.00	

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Website \$ 5.00

## **Subcommittees:**

Hospitals and Institutions: (includes OCC fuel costs)(\*) \$ 125.00

Public Information: (Includes OCC literature costs) \$ 40.00

Activities: \$ 750.00

Web Site \$ 10.00

Literature: Self-Sustaining.

(\* ) A tentative figure estimated to cover fuel only in a compact vehicle and may need further adjusting.

**xii.** The ASC shall utilize the following non-deficit spending guidelines and pay expenses as prioritized below:

**A.** Payment of ASC debts or expenses outside the fellowship of NA.

**B.** Secretarial and administrative expenses, including bank fees.

**C.** Payment of ASC debts or expenses within the fellowship of NA.

**D.** Approved budgets of ASC subcommittees and officers.

**E.** Expenses approved by the ASC for Regional Committee Members.

**F.** All other expenses approved by the ASC.

**xiii.** The ASC treasure or Literature chairperson (respectively) will report the incident (Non Sufficient Funds) to the ASC chairperson and make telephone contact to attempt to rectify the situation. If the problem is not resolved by the next ASC meeting, a letter signed by the ASC chair shall be sent to the individual or organization (Addendum F) and that name will be placed on a list and no checks will be accepted until resolved.

## **XIII Amendments, Reports, New GSR's**

**i.** These ASC guidelines shall be reviewed and/or revised annually in November. As amendments are approved during the year, pen and ink changes may be made to these guidelines until the next annual review and/or revision. The ASC Chairperson or Parliamentarian will coordinate this review.

**ii.** The ASC Chairperson and Parliamentarian will maintain a current copy of these guidelines as amended at all times and have them available at all ASC meetings.

**iii.** Upon completion of the annual guidelines review, if the guidelines were revised, The ASC Chairperson shall provide a copy of the revised guidelines, after home group approval, to all ASC officers, subcommittee Chairpersons, and all GSR's. It is only necessary to provide that information that was changed or amended, except grammatical corrections, to the home groups for approval.

**iv.** The ASC Chairperson shall provide a copy of these guidelines, report forms, and the previous three months minutes of the ASC regular meetings to all New GSR's, upon request.

## **XIV Addendums**

The ASC shall adopt, as a permanent part of these guidelines, the following addendums.

**i.** Addendum "A" ASC ANTI-THEFT POLICY.

**ii.** Addendum "B" MEMORANDUM OF FINANCIAL RESPONSIBILITY.

**iii.** Addendum "C" WORLD SERVICE BOARD OF TRUSTEES BULLETIN #30 (Excerpt).

**iv.** Addendum "D" ASC MOTION FORM.

**v.** Addendum "E" ASC MEETING AGENDA.

**vi.** Addendum "F" NSF LETTER TEMPLATE.

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## **XV Qualifications And Duties**

ASC officers shall maintain a turnover folder for their respective positions. This folder will have, but is not limited to, a brief detailed description of the daily workings of the position and job responsibilities, an itemized list of all ASC property and assets, current guidelines, and a complete contact list of phone numbers for all ASC officers, subcommittee Chairpersons, and GSR's. Include email addresses when available.

### **i. Chairperson**

It shall be the responsibility of the ASC Chairperson to create and maintain an itemized account of all ASC property and assets. The ASC Chairperson is responsible for conducting ASC meetings, preparing the agenda, and other various administrative duties. The chair's primary tools are Roberts Rules of Order (Short Form), a firm hand, a calm spirit, and a clear mind.

#### **A. Qualifications**

- a** Must have a willingness to serve.
- b** Completion of a NA service position at the group level (1) year.
- c** Previous Area Service committee experience, one (1) year.
- d** Recommended clean time of 3+ years.
- e** Access to computer equipment is preferred but not required.
- f** A working knowledge of the Twelve Traditions, the Twelve Concepts of Service, Roberts Rules of Order (Short Form), and all WSO approved service manuals for the position.
- g** Must be capable of conducting a business meeting with a firm, yet understanding hand, using Roberts Rules of Order (Short Form).

#### **B. Duties**

- a** Sign a memorandum of financial responsibility (Addendum "B").
- b** Insure that the monthly ASC meeting has a place to assemble and do business. Provide and maintain a directory (places, times, dates) of all subcommittee (standing and Special) meetings.
- c** Prepare a written agenda for the ASC monthly meeting including any special or emergency meetings. Agendas shall be distributed to all ASC officers, subcommittee Chairpersons, and voting members at the beginning of the ASC meeting.
- d** Facilitate an orderly monthly ASC meeting abiding by the ASC guidelines and Roberts Rules of Order (Short Form).
- e** In the event of a tied vote on the floor of the ASC, the Chairperson will cast the deciding vote.
- f** In November, the ASC chair will coordinate the annual review of the ASC guidelines.
- g** Act as a neutral party and refrain from debate on active motions.
- h** Insure that the Vice-Chairperson and RCM are fully informed and prepared to run the ASC meeting if unable to attend.
- i** Is a signatory on the ASC bank account.

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- j** Insure that new GSR's, ASC officers, and subcommittee Chairpersons, are provided with a copy of the current ASC guidelines, report forms, and the previous three (3) months of the ASC minutes.
- k** Attend all monthly ASC meetings, special meetings, and stay informed on all issues and problems confronting the ASC.
- l** Keep and maintain all ASC archives.

## **ii. Vice-Chairperson**

The primary responsibility of the Vice-Chairperson is the coordination of all the ASC subcommittees. The Vice-Chairperson keeps in regular contact with the Chairpersons of each subcommittee to stay informed of their projects, problems, and attendance at subcommittee meetings, whenever possible. The Vice-Chairperson works closely with the subcommittee chairs when they prepare their annual reports and budget proposals. The Vice-Chairperson is also responsible for assisting the Chairperson in conducting the ASC meeting, and conducting the ASC meetings in the Chairperson's absence.

### **A. Qualifications**

- a** Must have a willingness to serve.
- b** Completion of a NA service position at the group level (1 year).
- c** Previous ASC experience (1 year).
- d** *Mandatory clean time of 5+ years.*
- e** Access to computer equipment is preferred but not required.
- f** A working knowledge of the Twelve Traditions, the Twelve Concepts of Service, Roberts Rules of Order (Short Form), and all WSO approved service manuals for the position.
- g** Must be capable of conducting a business meeting with a firm, yet understanding hand, using Roberts Rules of Order (Short Form).

### **B. Duties**

- a** Sign a memorandum of financial responsibility (Addendum "B").
- b** Attend all monthly ASC meetings and special meetings. Stay informed of all issues and problems confronting the ASC.
- c** Attend at least one of each of the ASC subcommittee meetings monthly and facilitate any subcommittee meeting as needed.
- d** Attend all Regional Convention and Events (C&E) committee meetings, if funds are available.
- e** Facilitate all monthly and special meetings if the Chairperson must be absent.
- f** Pick up mail from the ASC Post office Box and distribute to the appropriate person(s).
- g** Is a signatory on the ASC bank account.
- h** Coordinate and chair the bi-annual (May and November) treasury audit.
- i** Present written report(s) on the bi-annual treasury audit at the June and December ASC meeting.
- j** The ability to serve in the position of chair if the Chairperson is absent.

## **iii. Secretary**

### **A. Qualifications**

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- a** Must have a willingness to serve.
- b** Recommended clean time 2 years.
- c** Completion of a NA service position at the group level.
- d** Previous ASC experience (one year).
- e** Access to the internet and computer equipment is required.
- f** Have basic secretarial and organizational skills.
- g** Working knowledge of the Twelve Traditions, Twelve Concepts of Service, Roberts Rules of Order (Short Form), and all WSO approved service manuals for the position.

## **B. Duties**

- a** Sign a memorandum of financial responsibility (Addendum “B”).
- b** Attend all monthly and special ASC meetings.
- c** Take clear and accurate minutes at ASC meetings.
- d** Mail or distribute minutes within fourteen (14) days of the ASC meeting, to all group GSR’S, ASC officers, ASC subcommittee chairs, and Region (WNIR).
- e** In January, the secretary will forward the Activities events calendar to the regional Webservant, either by mail or email.
- f** Maintain a current, up to date mailing list, telephone numbers, and email addresses if available, of all ASC officers, ASC subcommittee Chairpersons, and GSR’s.
- g** Attend and take minutes at the annual ASC inventory (Area Inventory).
- h** Have the previous three (3) months of ASC minutes available at every monthly ASC meeting.
- i** Provide the ASC Treasurer with receipts for expenditures.
- j** Teach the Alt-Secretary the duties of the Secretary position.

## **iv. Alternate Secretary**

### **A. Qualifications**

- a** Must have a willingness to serve.
- b** Recommended clean time of 1 year.
- c** Completion of a NA service position at the group level (one year).
- d** Access to the internet and computer equipment is required.
- e** Have basic secretarial and organizational skills.
- f** Must have a working knowledge or be willing to learn the Twelve Traditions, Twelve Concepts, Roberts Rules of Order (Short Form) and all WSO approved service manuals for the position.
- g** Must be willing to assume the duties of the Secretary on the completion of, resignation from, or removal of the previous secretary, from the secretary position on the approval of the ASC voting members.

### **B. Duties**

- a** Sign a memorandum of financial responsibility (Addendum “B”).
- b** Attend all monthly and Special ASC meetings.
- c** Learn to take clear and accurate minutes.
- d** Assist Secretary as needed in all other area’s of position.

## **v. Treasurer**

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The treasurer's job is critical to the committee's work, due to the added responsibilities of handling money associated with the treasury service position. It's recommended that the ASC elect people to this position who are financially stable, good at managing their personal finances, who inspire the trust of the committee, and have substantial clean time. Experience in business, accounting, or as a successful group treasurer, is recommended.

## **A. Qualifications**

- a** Must have a willingness to serve.
- b** Recommended clean time of 3 years (Must have a minimum of 2 years).
- c** Completion of a NA service position at the group level (one year)
- d** Previous ASC experience (one year).
- e** Must be financially stable.
- f** Have basic accounting skills.
- g** Access to computer equipment is preferred but not required.
- h** Working knowledge of the Twelve Traditions, Twelve Concept's of Service, Roberts Rules of Order (Short Form) and all WSO approved service manuals for the position.

## **B. Duties**

- a** Sign a memorandum of financial responsibility (Addendum "B").
- b** Attend all ASC meetings, and special meetings upon request of the ASC Chairperson.
- c** Keep and maintain ASC Treasurer's ledger, and records.
- d** Bring all bank records including current bank statements, Treasurer's ledger, and checkbook to all ASC meetings.
- e** Submit a monthly written report to the monthly ASC meeting.
- f** Keep the ASC checkbook balanced and current.
- g** Participate in the bi-annual Treasury audit, to be presented at the June and December ASC meetings.
- h** Receive and disburse funds per ASC guidelines.
- i** Collect the mail from the P. O. Box and distribute the mail at the ASC.
- j** Is a signatory on the ASC bank account.
- k** Train the Alt-Treasurer in the duties of the Treasurer.

## **vi. Alternate Treasurer**

### **A. Qualifications**

- a** Must have a willingness to serve.
- b** Recommended clean time 2 years.
- c** Completion of a NA service position at the group level (one year)
- d** Previous ASC experience (one year).
- e** A willingness to learn basic accounting skills.
- f** Access to computer equipment is preferred but not required.
- g** Ability to assume the duties of the Treasurer on the completion of, resignation from or removal of the treasurer from the service position, on the approval of the ASC voting members.

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- h** Must have a working knowledge or be willing to learn, the Twelve Traditions, Twelve Concepts of Service, Roberts Rules of Order (Short Form) and all WSO approved service manuals for the position.

## **B. Duties**

- a** Sign a memorandum of financial responsibility (Addendum “B”).
- b** Attend all ASC meetings, and special meetings upon request of the ASC Chairperson.
- c** Assist the Treasurer in the duties of the position.
- d** Be willing to participate in the bi-annual audit of the Treasury.

## **vii. Regional Committee Member**

The Regional committee Member (RCM) serves as the core of the Regional Service committee (RSC). (A body that coordinates service forums throughout the region, is responsible for the regional convention, conducts the regional assembly, and serves as the contact point between world and local services in Narcotics Anonymous). The RCM keeps their respective areas in touch with the larger world of NA by providing information on activities in neighboring areas and functions being sponsored by the RSC. The RCM reports all relevant information from the Regional Service committee to the ASC and informs the region of any issues affecting their respective ASC.

### **A. Qualifications**

- a** Must have a willingness to serve.
- b** Recommended clean time of 5 years.
- c** Completion of a NA service position at the group level (one year)
- d** Previous ASC experience (one year).
- e** Access to computer equipment is preferred but not required.
- f** Working knowledge of the Twelve Traditions, Twelve Concepts of Service, Roberts Rules of Order (Short Form), and all WSO service manuals for the position.
- g** Must be capable of conducting an ASC meeting with a firm, yet understanding hand, using Roberts Rules of Order (Short Form).

### **B. Duties**

- a** Sign a memorandum of financial responsibility (Addendum “B”).
- b** Attend all monthly and special ASC meetings.
- c** Keep up to date on ASC concerns and feelings toward issues.
- d** Act as a liaison between the ASC and the Regional Service committee (RSC).
- e** Attend all RSC quarterly meetings and any emergency meetings if called. The RCM must be present during the RSC for which the regional board of directors is required to attend a mandatory corporation meeting of the WNIR.
- f** Provide a written report at the monthly ASC meeting when necessary.
- g** As a voting participant at the RSC level, the RCM will carry the ASC group conscience to the floor of the RSC.
- h** Is a signatory on the ASC bank account.
- i** Participate in the bi-annual audit of the ASC treasury if necessary.
- j** Provide a copy of the RSC minutes to the Secretary for inclusion in the monthly minutes, in addition to the ASC archives.

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- k** Keep informed of all issues at the Regional and World levels that may impact our ASC. To provide the best possible information, the RCM shall provide all regional and world service reports to the ASC for consideration.
- l** Teach the ALT-RCM about the duties and responsibilities of the RCM position.

## **viii. Alternate Regional Committee Member**

### **A. Qualifications**

- a** Must have a willingness to serve.
- b** Recommended clean time of three (3) years.
- c** Completion of a NA service position at the group level (one year)
- d** Previous service at the ASC level.
- e** Access to computer equipment is preferred but not required.
- f** Must be able to assume the duties of the position of RCM on completion of, resignation from, or removal of the RCM from that service position, on the approval of the ASC voting members.
- g** Has a working knowledge of the Twelve Traditions, Twelve Concepts of Service, Roberts Rules of Order (Short Form), and all WSO approved service manuals for the position.

### **B. Duties**

- a** Sign a memorandum of financial responsibility (Addendum "B").
- b** Attend at least one (1) quarterly RSC meeting.
- c** Act as the ASC representative at the RSC if the RCM is unable to attend and provide a written report at the ASC meeting.
- d** Stay informed on the issue's at the Regional and World levels of service.

## **ix. Parliamentarian**

### **A. Qualifications**

- a** Must have a willingness to serve.
- b** Recommended clean time two (2) years.
- c** Completion of a NA service position at the group level (one year)
- d** Previous service at the ASC level (one year).
- e** Access to computer equipment is preferred but not required.
- f** Exceptional working knowledge of the Twelve Traditions, Twelve Concepts of Service and Roberts Rules of Order (Short Form).

### **B. Duties**

- a** Sign a memorandum of financial responsibility (Addendum "B").
- b** Reviews all motions before presenting them to the Chairperson.
- c** Acts as an advisor to all NA members attending the ASC, on all matters of policy and procedure.
- d** Remains impartial in all matters of ASC business.
- e** Maintain an accurate, up to date Motion log, and have this log available at all ASC meetings. An electronic motion log or area minutes with motions documented, will suffice for this requirement.
- f** Administrator of the ASC archive at the discretion of the ASC chairperson.

## **x. Alternate Parliamentarian**

# **North Olympic Peninsula Area Area Service Committee Guidelines**

## **A. Qualifications**

- a** Must have a willingness to serve.
- b** Recommended clean time two (2) years.
- c** Completion of a NA service position at Area level (1 year).
- d** Access to computer equipment is preferred but not required.
- e** Working knowledge of the Twelve Traditions, Twelve Concepts of Service and Roberts Rules of Order (Short Form).

## **B. Duties**

- a** Sign a memorandum of financial responsibility (Addendum “B”).
- b** Reviews all motions before presenting them to the Chairperson, in the absence of the Parliamentarian.
- c** Acts as an advisor to all NA members attending an ASC meeting on all matters of policy and procedure, in the absence of the Parliamentarian.
- d** Remains impartial in all matters of ASC business.

## **XVI Subcommittee Chairpersons**

It shall be the responsibility of the subcommittee Chairperson to create and maintain an itemized account of all ASC property and assets. In addition, all ASC officers shall maintain a turnover folder for their respective positions. The turnover folder shall have, but is not limited to, a brief detailed description of the daily workings of the position and job responsibilities. Current ASC and subcommittee guidelines needed to perform the duties of the position. A complete listing of all ASC officers, subcommittee member telephone number, and email addresses when available. It shall be the responsibility of the subcommittee Chairperson to ensure all subcommittee officers sign a memorandum of responsibility (Addendum “B”) and forward these to the ASC Chairperson. The requirements of this section shall be affixed as addendums to, or incorporated with their respective subcommittee guidelines.

### **i. Public Relations Chairperson**

Nothing in section 1 of Article XIV shall supersede any part of the Public Relations subcommittee guidelines once the committee guidelines are approved by the ASC.

#### **A. Qualifications**

- a** Must have a willingness to serve.
- b** Recommended clean time of two (2) years.
- c** Prior H&I committee experience for one (1) year.
- d** Prior service at the home group level.
- e** Access to computer equipment is preferred but not required.
- f** A working knowledge of the Twelve Traditions, Twelve Concepts of Service, Roberts Rules of Order (Short Form), and all WSO approved service manuals for the position.

#### **B. Duties**

- a** Sign a memorandum of financial responsibility (Addendum “B”).
- b** Structure, maintain, and operate under the spiritual principles outlined in the Public Relations Manual, which best meets the needs and abilities of this area.

# **North Olympic Peninsula Area Area Service Committee Guidelines**

- c** When necessary, the PR chairperson should bring the H&I and PI coordinators to the ASC for explanations of changes of a complex nature, to ensure the service body has accurate information to bring back to their respective home groups.
- d** Attend and facilitate all meetings (minimum of once per month).
- e** Attend all monthly and special ASC meetings.
- f** Attend all quarterly Regional All-Subs Days, when possible.
- g** Prepare and provide a written report (including expenditures) to the monthly ASC meeting and for the quarterly All-Subs Days.
- h** Attend all PR (H&I & PI) workshops.
- i** Cooperate with all other subcommittees.
- j** Coordinates and is responsible for all work done by the PR (H&I & PI) committee.
- k** Keeps the PR (H&I & PI) committee guidelines current and supplied to the ASC Chairperson for inclusion in the ASC archives.
- l** Provide a copy of the monthly PR (H&I & PI) meeting minutes to the ASC Chairperson for inclusion in the ASC archives.
- m** Provide the ASC Chairperson with a list of the regular monthly PR (H&I & PI) meeting places, dates, and times.
- n** Maintain the PR (H&I & PI) literature stockpile.
- o** Maintain current Meeting schedules, printing, and distributing to all ASC home groups and throughout the communities in our area.
- p** All schedules, flyers and PR (H&I & PI) information must be brought to the ASC for approval prior to printing and distribution.

## **ii. Activities Chairperson**

### **A. Qualifications**

- a** Must have a willingness to serve.
- b** Recommended clean time of two (2) years.
- c** Prior Activities committee service for at least one (1) year.
- d** Prior service at the home group level (1) Year.
- e** Access to computer equipment is preferred but not required.
- f** It is recommended that the Activities Chairperson be financially stable.
- g** A working knowledge of the Twelve Traditions, Twelve Concepts of Service, Roberts Rules of Order (Short Form), and all WSO approved service manuals for the position.

### **B. Duties**

- a** Sign a memorandum of financial responsibility (Addendum "B").
- b** Attend and facilitate all meetings (minimum of once per month) of the Activities committee.
- c** Attend all monthly and special ASC meetings.
- d** Attend all quarterly Regional All-Subs Days, when possible.
- e** Prepare and provide a written report (including expenditures) to the monthly ASC meeting and the Regional All-Subs days.
- f** Attend all Activities workshops.
- g** Cooperate with all other ASC subcommittees.
- h** Coordinates and is responsible for all work done by the Activities committee.

# **North Olympic Peninsula Area Area Service Committee Guidelines**

- i** Keep the Activities committee guidelines current and supplied to the ASC Secretary for inclusion in the ASC archives.
- j** Provide a copy of the monthly Activities meeting minutes to the Secretary for inclusion in the ASC archives.
- k** Provide the ASC Chairperson with a list of regular monthly Activities meeting places, dates, times.
- l** Provide flyers for all events at least two (2) ASC meetings in advance of the approved function. All flyers and fundraising materials must be approved by the ASC in advance of sales and or distribution.
- m** All activities event funds shall be brought to the ASC treasure within three days following the event.
- n** In January, the Activities chairperson will provide the ASC with a calendar of events for that year.

### **iii. Literature Chairperson**

#### **A. Qualifications**

- a** Must have a willingness to serve.
- b** Recommended clean time of 3 years (min. must have a minimum of 2 years).
- c** Prior Literature committee experience for at least one (1) year.
- d** Prior service position at the home group level.
- e** Access to computer equipment is preferred but not required.
- f** It is recommended that the Literature Chairperson be financially stable.
- g** A working knowledge of the Twelve Traditions, Twelve Concepts of Service, Roberts Rules of Order (Short Form), and all WSO approved service manuals for the position.

#### **B. Duties**

- a** Sign a memorandum of financial responsibility (Addendum "B").
- b** Attend and facilitate all (minimum of once per month) Literature committee meetings.
- c** Attend all monthly and special ASC meetings.
- d** Attend all quarterly Regional All-Subs Days, when possible.
- e** Prepare and provide a written report (including purchases and expenditures) to the monthly ASC meetings and for the quarterly All-Subs Days.
- f** Attend all Literature workshops.
- g** Cooperate with all other ASC subcommittees.
- h** Coordinates and is responsible for all work done by the Literature committee.
- i** Keep the Literature committee guidelines current and supplied to the ASC Secretary for inclusion in the ASC archives.
- j** Provide the ASC Chairperson with a list of regular monthly Literature committee meeting places, dates and times.
- k** Provide a copy of the monthly Literature meeting minutes to the ASC Secretary for inclusion in the ASC archives.
- l** Maintain an ASC Literature inventory, at the level set by the ASC voting members.
- m** Provide literature for sale, at costs that have been determined by the voting members of the ASC.

**North Olympic Peninsula Area  
Area Service Committee  
Guidelines**

- n** Participate in, and hold, ASC workshops for the development of new literature as released by NAWS.
- o** Hold a bi-annual audit of the Literature inventory with the, ASC Chairperson, Vice-Chairperson, or RCM, and the ASC Treasurer.

# North Olympic Peninsula Area Service committee

## ANTI-THEFT POLICY

### Addendum "A"

The Eleventh Concept establishes the sole absolute priority for use of NA funds, which is to carry the message. The Twelve Concepts for NA Service give the ASC a mandate from the NA groups that calls for total financial accountability. With this in mind, any misuse of funds by ASC Trusted Servants cannot be tolerated.

Should any ASC member or subcommittee member be found to have allegedly misappropriated (stolen), or misused ASC funds and/or other assets, and evidence can be presented to demonstrate the alleged theft or misuse, the Chairperson of the ASC, immediately upon calling the ASC meeting to order, must fully disclose the alleged misuse of funds and/or other assets and the individual(s) involved. Any member accused of misuse of funds and/or other assets may exercise their Tenth Concept right to redress at this time. For the purpose of this document, the 'term misuse of funds' will be defined as "using funds in a manner clearly different than the inherent purpose or function outlined in the motion passed to appropriate them".

#### A. ASC ACTION:

The ASC, once informed of the alleged misuse of funds and/or other assets, may suspend the participation of individual(s) involved "with cause" by a two-thirds (2/3) vote, pending investigation and resolution. Having been found to have misappropriated or misused funds and/or other assets, said individual(s)' participation is immediately terminated, with cause, by a two-thirds (2/3) vote. Additionally, any member removed by the ASC for misappropriation or misuse of funds and/or other assets may not hold an elected seat on the ASC or its subcommittees for a period of two (2) years.

#### B. RESTITUTION:

1. Individuals removed for misappropriation or misuse of funds and/or other assets, are expected to make full restitution of all ASC funds. Should a member removed for misuse of funds fail to make full restitution said member may be subject to criminal and/or civil prosecution by the ASC.
2. ASC Members shall be required to sign agreements of financial responsibility.
3. Procedure for Resolution:
  - a. A thorough review of all books and financial records shall be performed by the Treasurer, Chairperson, and one voting member of the ASC to determine the magnitude of any misappropriation of funds. If the Treasurer is the member responsible for the issue, the Assistant Treasurer will perform the duties of the Treasurer.
  - b. Then a meeting will be scheduled, assuring that the individual(s) who allegedly misappropriated or misused funds and/or other assets, is/are informed of the meeting and given the opportunity to present his or her point of view. After all sides have been heard, a break in the meeting format shall take place to allow all present time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.
  - c. If the individual admits to the theft and agrees to pay back the funds and/or other assets, a restitution agreement can be developed that will outline the repayment amount and timeframe (i.e. \$xx per month for xx months). The individual shall be notified in said agreement that if the restitution agreement is not adhered to, the intent is to take legal action based on the signed and witnessed restitution agreement.
  - d. A report about the situation shall be published in the ASC minutes, and regular reports on the status of the restitution agreement shall be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm, is the fellowships primary intent.
  - e. If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be **our last resort, opted for only when everything else has been tried.** We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using the ASC open sharing session, the Washington Northern Idaho Region, the NA World Board, and the Narcotics Anonymous World Services Incorporated as resources.
4. If legal action is pursued one or all of the following may occur:
  - a. A civil action may be filed against the individual(s) and a judgment for full restitution may be obtained.
  - b. The ASC may pursue a criminal prosecution of the individual(s) through the proper authorities.
    - i. The ASC Chairperson will preside over an Adhoc subcommittee formed specifically to deal with issues related to the litigation. That Adhoc subcommittee will have discretion to enlist the assistance of professionals if it is deemed necessary and funds are available.

**North Olympic Peninsula Area Service committee**  
**MEMORANDUM OF FINANCIAL RESPONSIBILITY**  
**Addendum "B"**

DATE: \_\_\_\_\_

I, \_\_\_\_\_, a trusted servant of the fellowship of the ASC agree to use properly and keep safe any money or other asset entrusted to me by the Fellowship of NA.

I agree to avoid mixing Fellowship money with my own money or the money of anyone else.

I agree to use Fellowship money or other assets only as directed by the Fellowship of NA.

I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal negligence or dishonesty that I will accept full responsibility for their replacement.

I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. When I complete my term of service or if I am removed from service I agree to promptly turn over any Fellowship money, assets, records or any other Fellowship property.

I have agreed to follow and adhere to the ASC Anti-Theft Policy.

Signed,

\_\_\_\_\_ (trusted servant) Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Witnessed by:

\_\_\_\_\_ (officer, ASC) Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

This document was created to implement the ASC Anti-Theft Policy and should be signed by all ASC Service Members (as defined in ASC guidelines) as well as all subcommittee treasurers and any members handling NA funds on behalf of the North Olympic Peninsula Area Service committee. Members who are standing for election to any position that would place them in a position to handle ASC funds should be asked if they are willing to sign this document as a condition of their service.

The North Olympic Peninsula Area Service committee has adopted guidelines and operational policies, which apply to and shall guide the conduct of NA Trusted Servants. Current copies of these documents are available on request.

List all non-consumable items (NA Property) being received (Use back if necessary):

# WORLD SERVICE BOARD OF TRUSTEES BULLETIN #30 (Excerpt)

## Theft of NA funds

### Addendum "C"

#### **Safeguarding funds**

- It's our responsibility to prevent theft from happening in the first place.
- The very best safeguard against theft is to remove the opportunity to steal.

#### **selecting trusted servants**

- Honesty, integrity, maturity, and stability, both in recovery and in personal finances, are but a few. Not only is it okay to ask members standing for election about their qualifications in these areas, it is irresponsible not to.
- Substantial clean time and financial stability should be required for positions where money is handled. Many NA communities have found it helpful to develop a list of questions regarding employment, service experience, experience with handling funds, and financial stability. These questions are then asked of all nominees as a matter of course, so that people do not feel singled out based on personalities.

#### **Responsible management**

- The guidelines for handling NA funds should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants.
- The Treasurer's Handbook is an excellent resource for groups and service committees to use in instituting accounting procedures.
- All guidelines should include appropriate safeguards, such as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. For groups without checking accounts, many of these practices can still be incorporated into the handling of NA funds.
- It is critically important that all processes be monitored by another person: two people count receipts; two people make the bank deposit (and this should be done immediately, not the following day); two people reconcile the original bank statements; and most importantly, two people are always present when any funds are disbursed.
- Financial records should be readily available to other trusted servants.
- It is important to note that other assets, such as convention merchandise, literature, and office equipment, should be treated as carefully as money.
- Financial procedures need to be written into guidelines that require a review and signature of those responsible for handling funds before they are put into positions of responsibility. Members who know they will be held to standardized accounting and auditing procedures will most likely behave in a responsible manner.
- Include a statement that theft will not be tolerated, and outline the process that will be followed if a theft occurs. If you are unsure about how to write adequate financial guidelines, please contact the World Service office for assistance.

#### **When safeguards fail**

- Our program of recovery provides every member with an opportunity to make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all involved.
- The disappearance of NA funds should not be taken lightly or a service committee should not sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary.
- First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?
- If it becomes clear that money has indeed been taken, the group or service committee should then schedule a meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.
- If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best not to drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid. We strongly suggest drafting a legally binding document, utilizing legal advice if possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement.
- A report about the situation should be published, and regular reports on the status of the restitution agreement should be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.
- Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position, and not consider the person for another position until he or she has dealt with the issue through the process of the steps.
- If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail and send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.
- If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees, and world services as resources.

**Resolution and recovery:** The safeguards recommended in this bulletin not only protect our funds, but also protect us from our disease.



# North Olympic Peninsula Area Service Committee

## Meeting Agenda (Addendum "E")

At \_\_\_\_\_ the ASC Chairperson opens the meeting with a moment of silence followed by the serenity prayer.

- **TWELVE TRADITIONS:** Read by: \_\_\_\_\_
- **TWELVE CONCEPTS:** Read by: \_\_\_\_\_
- **READING OF ONE OF THE CONCEPTS:** Read by \_\_\_\_\_ Concept read: \_\_\_\_\_
- **ROLL CALL:** ASC Voting Members (GSR's): \_\_\_\_ out of \_\_\_\_ present. Quorum: Yes \_\_\_\_, or No \_\_\_\_.

X = Denotes a group with voting privileges.

_____ Group Name:	_____ Group Name:	_____ Group Name:
_____ Group Name:	_____ Group Name:	_____ Group Name:
_____ Group Name:	_____ Group Name:	_____ Group Name:
_____ Group Name:	_____ Group Name:	_____ Group Name:
_____ Group Name:	_____ Group Name:	_____ Group Name:

- **MINUTES:** Are read and accepted: as written, or as amended. Vote For \_\_\_\_ Against \_\_\_\_ Abst. \_\_\_\_

• **ASC OFFICERS AND SUBCOMMITTEE REPORTS:**

_____ ASC Chairperson	_____ ASC Alt. RCM	_____ Adhoc _____
_____ ASC Vice-Chairperson	_____ ASC Parliamentarian	_____ Adhoc _____
_____ ASC Secretary	_____ PR Chairperson	_____ Adhoc _____
_____ ASC Treasurer	_____ Activities Chairperson	_____ Adhoc _____
_____ ASC RCM	_____ Literature Chairperson	_____ Adhoc _____

• **GSR REPORTS:**

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• **QUESTIONS OR SHARING ON REPORTS:**

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• **ANNOUNCEMENTS:** ASC Donation

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• **BREAK:** At \_\_\_\_\_

**• OLD BUSINESS:**

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**• OPEN SHARING SESSION:** Back to the home groups:

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**NEW BUSINESS:** Five-minute discussion on any new business item, then two pro's and cons' prior to the issue being put to a vote. Only group conscience will determine to exceed the five-minute limit.

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**• MOTIONS:**

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• The next ASC will be held on: \_\_\_\_\_

• At \_\_\_\_\_ pm, the ASC meeting closed with the Third Step Prayer.

**North Olympic Peninsula Area Service Committee**  
**NSF Letter** (Addendum "F")

North Olympic Peninsula Area  
Service Committee  
P. O. Box 512  
Port Angeles, WA 98362

\_\_\_\_\_ [Date]

\_\_\_\_\_ [Recipient Name]

\_\_\_\_\_ [Street Address]

\_\_\_\_\_ [City, ST, ZIP Code]

Dear \_\_\_\_\_ [Recipient Name]:

I've enclosed your check # \_\_\_\_\_ for \$ \_\_\_\_\_, which was returned by your bank because of "insufficient funds." Because I'm sure this problem is the result of an oversight or some mistake on the bank's part, please call me at \_\_\_\_\_ so we can clear this matter up.

Failure to resolve this issue in a timely manner will result in your name being placed on a list and no further checks will be accepted until the matter has been resolved

Sincerely,

\_\_\_\_\_ [Treasurer Name]

Treasurer

North Olympic Peninsula Area  
Service Committee

Enclosure: Check # \_\_\_\_\_, Name \_\_\_\_\_ drawn on Bank Name \_\_\_\_\_.