

CLEAN ACRES AREA COMMITTEE POLICY

Updated April 2016



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The Area Service Committee Meeting (ASC)

1. The location will be the Messiah Lutheran Church.
2. ASC will meet from 7:00 p.m. until 9:00 p.m. and may be extended until 10:00 p.m. by majority vote. Area sub-committees will meet from 5:30 p.m. until 6:30 p.m. Both meetings will be held on the third Sunday of each month.
3. The name for the ASC will be Clean Acres.
4. After the Twelve Traditions are read, the chairperson will read, “Introduction to the Basic Text”, from page XVI.
5. Only old business and new business will be read at the ASC meeting when reading minutes from the previous month.
6. Only one person from each group may give a report to the ASC.
7. Only Area-elected service representatives (i.e. RCM, Treasurer, Sub-committee Chairs, etc.) may give reports to the ASC from their respective sub-committees.
8. All Sub-committee chairs may have their co-chair give reports at Area in their absence.
9. Area recognizes any NA group that meets regularly at a specified time and place, provided that it follows the Twelve Steps and Twelve Traditions, has no outside affiliations and receives no outside support.

Motions

1. All motions coming from a group to Area will automatically be taken back to groups for a vote.
2. All motions must be submitted in writing to the Area secretary with a simple intent attached.
3. All motions made at ASC, not coming from a group, may be voted on at that meeting, if seconded by a GSR and no other GSR wishes to take it back to their group.
4. For Simple majority votes, abstentions do not count towards a pass or fail and a vote is carried by pass or fail votes.
5. For 2/3rd majority votes (ie. Policy Changing Motions) abstentions will be counted with no votes.
6. For Regional motions, if majority of groups vote to abstain, then the abstention is carried to the Region as our Area conscience.
7. To change Area policy, requires a two thirds majority vote of all GSR's present.
8. All policy changing motions will be submitted to the area secretary and the policy chair.
9. Any policy changing motions submitted to area will specify that they change policy.
10. Area chairperson will ask if any RCMIGSR would like to object to consider a motion, after a motion is seconded or carries the backing of a group. The objection must have a second by another GSR. If so, one "pro" and one "con" will be heard a two thirds majority vote is necessary to carry the objection and send the motion back to the originator.
11. All motions and intents will be read aloud by the Area Secretary prior to inclusion in the minutes.
12. All motions and intents will be submitted to and read by Area Secretary prior to inclusion in minutes.
13. All motions must be read and submitted during new business and Originator must be present.

Nominations and Elections

1. All nominations for Area level service positions must be sent back to groups for a vote.
2. Sub-committee co-chairpersons will step up into the position of chairperson when the chairperson's term is over.
3. All nominees must attend CAASC meeting to confirm their willingness to serve the Area. At such time, nominees will give their qualifications- including service experience

and other qualifying factors- in both verbal and written form to be given to the Area secretary.

4. All Clean Acres Area officers' terms begin on January 1st, and end on December 31st of each calendar year, except the Convention Representative, whose term will run from April to April.

5. Nominations will be opened at the October Area meeting and closed at the November meeting if there are nominees. Elections will be held at the December meeting.

6. In the event of a vacancy occurring during an incumbent's term of office, nominations will be opened and elections held after nominations are closed to fill the position until the end date of that term.

Trusted Servants

1. Any Area level trusted servant who misses two consecutive ASC meetings will be removed from their position.

2. No Area level trusted servants will be reimbursed for gas and/or traveling expenses.

3. Area Positions and Qualifications:

Area Chair: Two years clean transportation to Area Service Meeting, willingness to serve. One year commitment.

Area Co-Chair: One year clean, transportation to Area Service Meeting, willingness to serve. One year commitment, followed by one year as Area Chair.

Treasurer: Three years clean, employed, ability to balance a checkbook, willingness to serve. One year commitment.

Co-Treasurer: Two years clean, employed, ability to balance a checkbook, willingness to serve. One year commitment, followed by one year as Treasurer.

Secretary: One year clean, willingness to serve. One year commitment.

Regional Committee Member: Three years clean, transportation, willingness to serve. One year commitment.

H&I Chair: Two years clean willingness to serve, and the responsibility to find trusted servants to chair in Hospitals and Institutions. One year commitment.

H&I Co-Chair: One year clean, willingness to serve, and the responsibility to find trusted servants to chair in the Hospitals & Institutions. One year commitment, followed by one year as H & I Chair.

Literature Chair: Two years clean, willingness to serve, transportation helpful. One year commitment.

Literature Co-Chair: Two years clean, willingness to serve, transportation helpful. One year commitment, followed by one year as Literature Chair.

PR Chair: Two years clean and the willingness to serve. One year commitment.

PR Co-Chair: Two years clean and the willingness to serve. One year commitment, followed by one year commitment as PI Chair.

Convention Rep: Two years clean and the willingness to serve. One year commitment. Alternate Convention Rep: Two years clean and the willingness to serve. One year commitment, followed by one year commitment as Convention Rep.

Newsletter Chair: Two years clean and the willingness to serve. One year commitment.

Unity Chair: Two years clean and the willingness to serve. One year commitment.

Unity Co-Chair: One year clean and the willingness to serve. One year commitment, followed by one year as Unity Chair.

Policy Chair: Two years clean, willingness to serve, and a voting member of the policy sub-committee. One year commitment.

Policy Co-Chair: One year clean, willingness to serve, and voting member of the policy sub-committee. One year commitment, followed by one year as Policy Chair.

Secretarial Matters

1. The Area secretary will send one copy of the Clean Acres Area Service Committee minutes to the Regional Service Committee.
2. Regional minutes will be included in the Area archives.
3. All motions are to be listed together in the Area minutes.
4. Motions to be taken back to the groups are not to be printed in the group report section of the minutes.
5. The secretary must print all group reports as written.
6. The Area secretary will include a copy of the RCM's report in the Area minutes, and two copies of additional materials will be prepared: one for the Area archives and one to be available at Area meeting for reproduction by GSR's for their groups.
7. Copies of the job descriptions of each Area level position, as well as the Area policy, will be made available at each Area Service Committee meeting
8. The qualifications for duties of, terms of and current roster of all Area level positions will be available in permanent form at all Area Service Committee meetings.
9. All Area-level officers will be given a copy of their job descriptions.

Treasury / Finances

1. Rent was set at \$25 per month.
2. Rent will be paid four months in advance.
3. The Treasurer will give a monthly report consisting of the expenditures, total group donations, beginning and ending balances, all to be written in the monthly minutes.
4. Donations to Area are to be given to the Treasurer before the meeting or during the break. (However, in extenuating circumstances, donations will be accepted during the ASC meeting.)
5. The Treasurer for the ASC will be given receipts for all cash transactions.
6. The Area will not accept any donation earmarked for subcommittees, etc.
7. The Treasurer shall withhold funds requested in any financial motions waiting to be voted on until vote is cast.
8. The Area will establish a prudent reserve of \$750. Funds in excess of the prudent reserve and other area-approved expenditures, ongoing and new, will be donated to the region and world services. With a fifty/fifty split.
9. The Treasurer's term will be for one year.
10. Only the group donation total will be listed in the Area minutes.
11. The Area Chairperson and the Area Treasurer will be able to sign checks from the Area checking account.
12. Only the Treasurer and the Literature sub-committee are allowed to have checking accounts. If any sub-committee needs money, all monies need to be requested from the Area Treasurer.
13. Priority list of Area expenses:
 - a. rent for Area meeting,
 - b. phone line/website
 - c. PO Box,
 - d. Secretary and Treasury expenses,
 - e. sub-committee expenses as approved by GSR's.

Regional Committee Member

1. The Regional Committee Member (RCM) is only required to attend one day (Sunday) of the Regional meeting.
2. The RCM will make the Area donation at the Regional weekend only—not at the Joint Administrative Committee (JAC) meeting.
3. The Clean Acres Area adopts the Regional phone line as its own.
4. In the event of RCM position vacancy, the Treasurer will be responsible for making the 50/50 split excess donation to World and Region. If Treasurer position is vacant, Area Chair is responsible.

Regional Conventional Representative

1. The Area's Regional Convention Representative will serve for one year from April to April.
2. The Alternate will serve for one year and then step up to the Representative position.
3. The Regional Convention Rep. and their alternate will act as a liaison between the Area and the Regional Convention Committee and encourage the Area to participate in the Regional Convention activities.
4. Position requirements are: three years clean for the representative / two for the alternate, each will have fulfilled at least one prior service commitment at the Area or Regional level, and each will have a working knowledge of the 12 Concepts, the 12 Traditions and the Regional policy.

Sub-committee Guidelines

1. All sub-committee funding must come from either Area disbursement or Area approved fund raisers.
2. Sub-committees will meet at 5:30 p.m.
3. Any subcommittee chair that misses two consecutive subcommittee meetings will be removed from the position.
4. All Sub-Committees are required to have a policy for their sub-committee; these policies are autonomous except in matters affecting our Area policy and/or the twelve traditions of NA.
5. All sub-committee policies must be submitted to Area Policy Chair and shall be made available with Area Policy. All Sub-Committees are responsible for updating their own policies and submitting these updates to the Policy Chair.

Public Relations

1. The Public Relations Chairperson will be issued a key for the ASC P.O. Box.
2. PR will be responsible for updates, changing and printing of Clean Acres Area meeting lists.
3. PR and Phone line will act under one committee.
4. The Public Relations sub-committee has a budget of \$75 per month on an “as needed” basis and if Area financial obligations are met.
5. The Public Relations committee has approval to access the services of Phone Power Incorporated to provide an announcement only service for our area help line needs.
6. The PR Subcommittee will be given \$180/year, in the month of June, for the purpose of hosting our Clean Acres Area website.

Hospitals and Institutions

1. The panel system will be used by the H&I sub-committee.
2. No new meetings will be started in institutional facilities except under H&I guidelines.
3. H&I can have \$175 worth of literature every month on an “as needed” basis.

Literature

1. Literature sub-committee chair and treasurer will be co-signers on the Literature checking account.
2. All literature will be sold to H&I sub-committee at cost.
3. PI will purchase literature from area at cost.
4. Literature sub-committee will donate \$25 worth of literature as starter kits for new meetings.
5. Literature sub-committee stockpiles and sells meeting lists and Clean Sheet Newsletters, which are to be sold to groups at cost.
6. Literature sub-committee will provide an annual reconcilable report of all literature and cash transactions at the end of each year.
7. The Area Literature committee adopts our cost for the pricing we charge at our area.
8. The Literature Chair and the Area Treasurer are to reconcile each other’s bank accounts every month at area.
9. The literature sub-committee will be reimbursed for shipping and bank charges monthly.

Policy Committee

1. The policy sub-committee is responsible for updating and maintaining Area Policy as needed.
2. The policy subcommittee has the authority to edit grammatical and formatting issues in policy without taking these changes to the groups for a vote.

Unity

1. All area activities or events must be submitted to the area at least 3 months before the event or activity. All requests to hold an event or activity must include a financial impact report, to include a projected budget, projected income (if any) and a financial request for any funds needed. All events must be reconciled with the area treasurer and/or area co-chair; reconciliation must include receipts for expenses.
2. A financial statement including starting balance, expenses, income, and ending balance shall be provided following each event.
3. The unity sub-committee has a budget of \$100 per month on an “as needed” basis.

Newsletter