

# Clean Acres Area Committee Policy

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# The Area Service Committee Meeting (ASC)

1. The location will be Messiah Lutheran Church and virtual via zoom (until Jan 1, 2024)
2. ASC will meet from 7:00pm until 9:00pm and may be extended to 10:00pm by majority vote. Area subcommittees will meet from 5:30pm to 6:30pm. Both meetings will be held on the 3<sup>rd</sup> Sunday of each month.
3. The name for the ASC will be Clean Acres.
4. After the Twelve Traditions and the Concept of the month are read the chairperson will read "The Service Paragraph" on page XXXVi in the Basic Text 6<sup>th</sup> edition.
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, Subcommittee Chairs, etc.) may give reports to the ASC from their respective subcommittees.
8. All Subcommittee Chairs may have their co-chair give reports at Area in their absence.
9. Area Chair and Co-Chair can have no other area positions or be a GSR with the intent of these positions remaining unbiased and focused on area business only.
10. Area recognizes any 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.
11. Conduct of Trusted Servants:
  - a. The purpose of this article is to keep an atmosphere of recovery and preserve the meeting location.
  - b. The following will not be tolerated:
    - i. The use of abusive language toward other individuals or the body as a whole.
    - ii. The use of personal threats toward other individuals or the body as a whole.
    - iii. Intentional or reckless false accusations or unwarranted attacks on the character of individual members of the body as a whole.
  - c. If such actions occur the chair shall issue one (1) warning. If there is a reoccurrence by the same individuals, that individual will be asked to leave the meeting. Repeat violations over more than one meeting may, at the will of the GSRs, be considered grounds for removal from office.
  - d. Any acts of physical violence committed on area property will not be tolerated and shall be handled by the appropriate authorities with which the ASC and the GSRs shall cooperate fully. If the act is committed by an ASC trusted servant this shall be, at the will of the GSRs, grounds for removal from office.

# Motions

1. All motions must be submitted in writing during ASC meeting new business (with a clear and concise intention included) to the Area Secretary except in the case of a policy changing motion. If the motion seeks to change policy, it must be submitted in writing to the Area Secretary and the Policy Chair (specify that the motion proposes a change to Area Policy). All submitted motions and intents will be read aloud by the Area Secretary during the ASC new business prior to inclusion in the ASC minutes and the originator of said motion must be present.
2. Motions that propose a change to Area Policy require a two-thirds majority vote of all GSRs present at that ASC meeting; furthermore, all abstentions will be counted as a “no” vote towards the motion.
3. All motions, except policy changing proposals, will be considered a simple majority vote in which the highest number of votes cast (for any one candidate, issue or item) exceeds the second-highest number, wherein abstentions will stand separate and not be considered toward a pass or fail decision.
4. All motions brought forth from a group at the ASC meeting will be mandatorily referred to all Clean Acres groups for their votes, then will be decided by a simple majority vote from the GSRs at the following ASC meeting. Furthermore, all non-policy changing motions made at an ASC meeting (not originating from a group) may be voted on at that meeting, however, the motion must be seconded by a GSR and no GSR requests that the motion be taken back to their group.
5. After the Area Secretary reads aloud a motion during the new business portion of the ASC meeting and said motion has been seconded or carries the backing of a group, the Area Chair will ask if any GSR would like to object to consider the motion. If an objection is raised, the GSR who raised the objection must state intention with either one “pro” or one “con” position. If an objection has been heard, it will require a two-thirds vote of all GSRs present to carry the objection and send the motion back to the originator. The motion must be seconded by another GSR to be heard on the floor. Additionally, any GSR may request clarification of any motion from their originator following the reading of a motion, so long as the Area Chair has not moved on from said motion to new business. The Area Chair will ask twice for any objections to a motion and twice for any needed clarification before moving on to additional new business. Only clarifications and qualifying objections to a motion will be heard during the ASC new business, thus no open forum discussions or debates of any motion will be accepted at that time.
6. For Regional motions, if a majority of the groups vote to abstain, then the abstention is carried to the Region as our Area conscience.
7. All motions voted on at the ASC meeting will be counted by the Area Chair and separately by the Area Co-Chair to confirm accuracy. Once the number and type of votes reconcile between the two appointed to calculate a motions vote, the Area Chair will read aloud the total of “yes”, “no” and “abstention” votes when notifying the ASC of the vote outcome. Moreover, the Area Secretary will record the vote counts and list them with the motions status in the Area minutes.

## Nominations and Elections

1. All nominations for Area level service positions must be sent back to groups for a vote.
2. Sub-Committee Co-Chairs will step up into the Chair position when the Chair'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 in both verbal and written form to the Area Secretary.
4. All Clean Acres Area officers terms begin on January 1<sup>st</sup> and end of December 31<sup>st</sup> of the calendar year, except the Convention Representative, whose term runs from April to April.
5. Nominations will be opened at the October ASC meeting and closed at the November meeting if there are nominees. Elections will be held at the December ASC meeting.
6. In the event of a vacancy occurring during an incumbents term of office, nominations will be opened and elections will be held (after nominations are closed) until the end date of that term.

# Trusted Servants

1. Any Clean Acres Area level trusted servant will be removed from their position if:
  - a. They miss two (2) consecutive ASC meetings.
  - b. They are absent from more than four (4) ASC meetings within their term.
  - c. And/or they do not fulfill the responsibilities of their elected position as described within the Clean Acres Area Policy.
2. No Clean Acres Area level trusted servant will be reimbursed for any travel expenses.
3. Clean Acres Area level trusted servant positions (with qualifications and requirements) are as follows:
  - a. **Area Chair:** Must have 2 years clean, possess and/or have access to reliable transportation to ASC meetings, and a willingness to serve. The position requires a one-year commitment. Area Chair will be responsible for maintaining order during ASC meetings and must adhere to the ASC meeting format and Clean Acres Area Policy.
  - b. **Area Co-Chair:** Must have 1 year clean, possess and/or have access to reliable transportation to ASC meetings, and a willingness to serve. The position requires a one-year commitment followed by one year as Area Chair. Area Co-Chair will support Area Chair to maintain adherence to the ASC meeting format and the Clean Acres Area Policy.
  - c. **Treasurer:** Must have 3 years clean, possess and/or have access to reliable transportation to ASC meetings, be employed, can balance a checkbook, perform basic accounting tasks and have a willingness to serve. The position requires a 1-year commitment. Area Treasurer will maintain CA Area bank account with monthly reconciliation and provide and Area financial report to during ASC meetings each month and will adhere to Clean Acres Area Policy with special attention to the "Treasury/Finance" portion. In Treasurers absence at ASC meeting the Co-Treasurer, Area Chair or Area Secretary may provide the Treasurers report on their behalf. The Treasurer is responsible for providing one of the above-mentioned area trusted servants with the monthly report in their absence.
  - d. **Co-Treasurer:** Must have 2 years clean, possess and/or have access to reliable transportation to ASC meetings, be employed, can balance a checkbook, perform basic accounting tasks and a willingness to serve. The position requires a one-year commitment followed by one year as Treasurer. Area Co-Treasurer will support Area Treasurer in maintaining Clean Acres Area bank account with monthly reconciliation and provide a report to Clean Acres during ASC meetings each month in addition to adherence to Clean Acres Area Policy with special attention to the "Treasury/Finances" portion.
  - e. **Secretary:** Must have one year clean, possess and/or have access to reliable transportation to ASC meetings, ability to perform basic computer functions and email communications and a willingness to serve. The position requires a one-year commitment. Secretary will record minutes from monthly ASC meeting,

provide a copy of the meetings minutes to all attendees of that corresponding month via email in an attached .pdf file format, in addition to ensuring meetings minutes are posted to the Clean Acres website at [www.cleanacresna.org](http://www.cleanacresna.org). Secretary will maintain adherence to Clean Acres Area Policy with special attention to the “Secretarial Matters” portion.

- f. **Regional Committee Member (RCM):** Must have 3 years clean, possess and/or have access to reliable transportation to ASC meetings and Regional Committee (RC) meetings, and a willingness to serve. The position requires a one-year commitment. The RCM will provide a Greater Philadelphia Regional Committee (GPRC) meetings minutes report to Clean Acres during the monthly ASC meetings and may not be absent from more than two consecutive Greater Philadelphia Regional Committee meetings during their term. The RCM will maintain adherence to Clean Acres Area Policy with special attention to the “Regional Committee Member” portion.
- g. **Alternate Regional Committee Member (ARCM):** Must have 2 years clean, possess and/or have access to reliable transportation to ASC meetings and RC meetings, and a willingness to serve. The position requires a one-year commitment followed by one year as RCM. The ARCM will support the RCM in all their responsibilities within the GPRC, in addition to attending RC meetings in the absence of the RCM. The ARCM will maintain adherence to Clean Acres Area Policy with special attention to the “Regional Committee Member” portion.
- h. **H&I Chair:** Must have 2 years clean, possess and/or have access to reliable transportation to ASC meetings, a willingness to serve and the responsibility to find trusted servants to chair presentations in hospitals and institutions. The position requires a one-year commitment. The H&I Chair will provide a subcommittee meeting minutes report to Clean Acres during ASC meetings each month in addition to adherence to Clean Acres Area Policy with special attention to the “Hospitals and Institutions” portion.
- i. **H&I Co-Chair:** Must have one year clean, possess and/or have access to reliable transportation to ASC meetings, a willingness to serve and the responsibility to find trusted servants to chair presentations in hospitals and institutions. The position requires a one-year commitment followed by one year as H&I Chair. The H&I Co-Chair will support the H&I Chair in all subcommittee responsibilities in addition to adherence to Clean Acres Area Policy with special attention to the “Hospitals and Institutions” portion.
- j. **Literature Chair:** Must have two years clean, possess and/or have access to reliable transportation to ASC meetings, and a willingness to serve. The position requires a one-year commitment. The Literature Chair will manage the inventory of Narcotics World Services, Inc (NAWS) literature for Clean Acres, will provide a subcommittee meeting minutes report to Clean Acres during ASC meetings each month in addition to adherence to Clean Acres Area Policy with special attention to the “Literature” portion.
- k. **Literature Co-Chair:** Must have one year clean, possess and/or have access to reliable transportation to ASC meetings, and a willingness to serve. The position

requires a one-year commitment followed by one year as Literature Co-Chair will support the Literature Chair in all subcommittee responsibilities in addition to adherence to Clean Acres Area Policy with special attention to the “Literature” portion.

- l. **PR Chair:** Must have 2 years clean, possess and/or have access to reliable transportation to ASC meetings, and a willingness to serve. The position requires a one-year commitment. The PR Chair will provide a subcommittee meeting minutes report to Clean Acres during ASC meetings each month in addition to maintaining adherence to the Clean Acres Area Policy with special attention to the “Public Relations” portion.
- m. **PR Co-Chair:** Must have one year clean, possess and/or have access to reliable transportation to ASC meetings, and a willingness to serve. The position requires a one-year commitment followed by one year commitment as PR Chair. The PR Co-Chair will support the PR Chair with all subcommittee responsibilities in addition to maintaining adherence to the Clean Acres Area Policy with special attention to the “Public Relations” portion.
- n. **Convention Representative (CR):** Must have 2 years clean, possess and/or have access to reliable transportation to ASC and GPRC meetings and a willingness to serve. The position requires a one-year commitment. The CR must attend the GPRC. The CR will maintain adherence to the Clean Acres Area Policy with special attention to the “Regional Convention Representative” portion.
- o. **Alternate Convention Representative (ACR):** Must have 2 years clean, possess and/or have access to reliable transportation to ASC and GPRC meetings and a willingness to serve. The position requires a one-year commitment followed by a one-year commitment as CR. The ACR must attend the GPRC when the CR is unable or is removed. The ACR will become the CR by default when the CR position becomes vacant. The ACR will maintain adherence to the Clean Acres Area Policy with special attention to the “Regional Convention Representative” portion.
- p. **Unity Chair (UC):** Must have 2 years clean, possess and/or have access to reliable transportation to ASC meetings, and a willingness to serve. The position requires a one-year commitment. The UC will provide a subcommittee meeting minutes report to Clean Acres during ASC meetings each month in addition to maintaining adherence to the Clean Acres Area Policy with special attention to the “Unity” portion.
- q. **Unity Co-Chair (UCC):** Must have one year clean, possess and/or have access to reliable transportation to ASC meetings, and a willingness to serve. The position requires a one-year commitment followed by a one-year commitment as UC. The UCC will support the UC in all subcommittee responsibilities in addition to adherence to Clean Acres Area Policy with special attention to the “Unity” portion.
- r. **Policy Chair (PC):** Must have 2 years clean, possess and/or have access to reliable transportation to ASC meetings, be a voting member of the Policy Subcommittee and a willingness to serve. The position requires a one-year

commitment. The PC will provide a subcommittee meeting minutes report to Clean Acres during the ASC meetings each month in addition to maintaining adherence to the Clean Acres Area Policy with special attention to the “Policy” portion.

- s. **Policy Co-Chair (PCC):** Must have one year clean, possess and/or have access to reliable transportation to ASC, be a voting member of the policy subcommittee and a willingness to serve. The position requires a one-year commitment followed by on year commitment as PC. The PCC will support the PC in all subcommittee responsibilities in addition to adherence to Clean Acres Area Policy with special attention to the “Policy” portion.
- t. **Newsletter Chair (NC):** Must have 2 years clean, possess and/or have access to reliable transportation to ASC meetings and a willingness to serve. The position requires a one year commitment. The NC is responsible for maintaining the Clean Acres Area’s newsletter and ensuring its posting on the Area website at [www.cleanacresna.org](http://www.cleanacresna.org). The NC will maintain adherence to Clean Acres Area policy with special attention to the “Newsletter” portion.



## 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 ASC meetings.
9. All Area-level officers will be given a copy of their job descriptions.

## Treasury/Finances

1. Rent was set at 40\$.
2. Rent will be paid four (4) 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 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 50/50% split.
8. The Treasurers term will be for 1 year.
9. Only the group donation total will be listed in the Area minutes.
10. The Area Chairperson and the Area Treasurer will be able to sign checks from the Area checking account.
11. Only the Treasurer and the Literature sub-committee are allowed to have checking accounts. If any subcommittee needs money, all monies need to be requested from the Area Treasurer.
12. Priority list of Area expenses
  - a. Rent for Area meeting
  - b. Phone line/website
  - c. PO Box for Secretary and Treasury expenses
  - d. Subcommittee expenses as approved by GSRs
13. Treasurer will be responsible for making the electronic payments of regional and world level donations deriving from Clean Acres.

## Regional Committee Member

1. The Regional Committee Member (RCM) is only required to attend one day (Sunday) of the Regional meeting.
2. The Clean Acres Area adopts the regional phone line as it's own.
3. 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 Convention Representative

1. The Area's Regional Convention Representative (CRC) will serve for one year (April – April).
2. The Alternate will serve for one year and then step up to the CRC position.
3. The RCR 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 CRC and two years clean 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, 12 traditions and the Regional Policy.

## Sub-Committee Guidelines

1. All subcommittee funding must come from either Area disbursement or Area approved fund raisers.
2. Subcommittees will meet at 5:30pm.
3. Any subcommittee chair that misses two consecutive subcommittee meetings will be removed from the position.
4. All subcommittees are required to have a policy for their subcommittee; these policies are autonomous except in matters effecting our Area Policy and/or the 12 traditions of NA.
5. All subcommittee policies must be submitted to the Area Policy Chair and shall be made available with Area Policy. All subcommittees are responsible for updating their own policies and submitting these updates to the Policy Chair.
6. All subcommittees receiving funds from Area, be it one time or reoccurring, must submit all receipts to the Secretary and must be included in the monthly minutes.
7. The Literature Chair and the Area Treasurer are to reconcile each other's bank accounts every month at Area.
8. All groups must hand in their literature orders at Area Service by 7:15pm. The intent is to help ensure that the literature committee can complete its area tasks in a timely fashion and to better enable the Area Service meeting to run efficiently.

# Policy Committee

1. The Clean Acres policy subcommittee 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 Committee

1. All Area activities or events must be submitted to the area at least 3 months before the event or activity is scheduled to take place except for the following events:
  - a. Unity Day (held between the months of March – May) Theme: Unity of Purpose & Action
  - b. Area Picnic (held between the months of June – August) to be held at a designated place agreed upon by groups.
  - c. Recovery through the Holidays (held between the months of Oct – Dec)
  - d. The above events are in place yearly as voted on by the Area on 11/21/2020
2. All requests to hold an event or activity must include a financial impact report which will include a projected budget, projected income (if any) and a financial request for any funds that are needed.
3. All events must be reconciled with Area Treasurer and/or Area Co-Chair; Reconciliation must include receipts for expenses.
4. Clean Area Area will provide a non-accruing monthly allotment of \$100 available to the Unit Committee for unity events.
5. An annually capped prudent reserve of \$400 will be maintained in the Clean Acres Area Treasury to be used as needed for Unity Committee events by a Clean Acres Area approved motion.
6. The Unity Committee will provide a monthly expense report to the Clean Acres Area with expenditure receipts.

## Public Relations

1. The Public Relations Chair (PRC) will be issued a key for the ASC P.O. Box.
2. Public Relations Subcommittee will be responsible for updates, changing and printing of Clean Acres Area meeting lists.
3. PR and website will act under one committee.
4. The PR Subcommittee has a budget of \$90 per month on an “as needed” basis, and if Area financial obligations are met.
5. The PR subcommittee will be given \$180/year, in the month of June, for the purpose of hosting our Clean Acres Area website.



## Hospitals & Institutions

1. The panel system will be used by the H&I subcommittee.
2. No new meetings will be started in institutional facilities except under H&I guidelines.
3. H&I can have up to \$250 worth of literature every month on an “as needed” basis.

# Literature

1. Literature Subcommittee Chair and treasurer will be co-signers on the Literature checking account.
2. All literature will be sold to H&I subcommittee at cost.
3. PI will purchase literature from Area at cost.
4. Literature will donate \$25 of literature as starter kits for new meetings.
5. Literature Subcommittee stockpiles and sells meeting lists and Clean Sheet Newsletters, which are to be sold to groups at cost.
6. Literature subcommittee will provide an annual reconcilable report of all literature and cash transactions at the end of each year.
7. The Area Literature subcommittee adopts our cost for the pricing we charge at our Area.
8. All groups must hand in their literature orders at Area by 7:15pm. The intent is to help ensure that the literature committee can complete its Area tasks in a timely fashion and to better enable the Area service meeting to run efficiently.