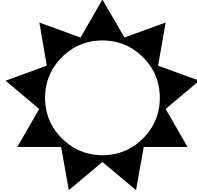


# **CLEAN ACRES AREA COMMITTEE POLICY**

Updated July 20, 2010



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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) The majority of votes cast from the quorum present, including abstentions, is required to pass, fail or table a motion.
- 5) For Regional motions, if majority of groups vote to abstain, then the abstention is carried to the Region as our Area conscience.
- 6) To change Area policy, requires a two thirds majority vote of all GSR's present.
- 7) Area chairperson will ask if any RCM/GSR 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.
- 8) Motions to be taken back to groups are not to be printed in the group report section of the minutes.  
All motions and intents will be submitted to and read by Area Secretary prior to inclusion in minutes.
- 9) 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) 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.

- 4) 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 be given to the Area secretary.
- 5) All Clean Acres Area officers' terms begin on January 1<sup>st</sup>, and end on December 31<sup>st</sup> of each calendar year, except the Convention Representative, whose term will run from April to April.
- 6) 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.

### **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.

**PI Chair:** Two years clean and the willingness to serve. One-year commitment.

**PI 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.

**Activities Chair:** Two years clean and the willingness to serve. One-year commitment.

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

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.

- 8) 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 Area will establish a prudent reserve of \$500. 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.
- 8) The Treasurer's term will be for one 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) Priority list of Area expenses: 1) rent for Area meeting, 2) phone line, 3) PO Box, 4) Secretary and Treasury expenses, 5) 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.  
Any subcommittee chair that misses two consecutive subcommittee meetings will be removed from the position.
- 3) All subcommittees must have their own written policy.

## **Public Information (PI) / Phone Line**

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

## **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 \$150 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 \$20 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.

## **Newsletter**



## **Policy Committee**

- 1) The policy sub-committee is responsible for updating and maintaining Area Policy as needed.

## **Activities**

- 1) Activities will be scheduled three months in advance.