

# CLEAN ACRES AREA COMMITTEE POLICY

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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.
10. At each ASC meeting, as a part of the opening, the 'concept' corresponding to that month from the Twelve Concepts of Narcotics Anonymous will be read aloud.

## **Motions**

1. All motions must be submitted in writing during Area Service Committee meeting new business, with a clear and concise intention included, to the Area Secretary except in the case of a policy changing motion, whereas the written motion must be submitted to the Area Secretary and the Policy Chair plus specify that the motion proposes a change to Area policy. All submitted motions and intents will be read aloud by Area Secretary during Area Service Committee new business prior to inclusion in the Area minutes, and the originator of said motion must be present at that time.
2. Motions that propose a change to Area policy require a two-thirds majority vote of all Group Service Representatives present at that Area Service Committee 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 towards a pass or fail decision.

4. All motions brought forth from a group at the Area Service Committee meeting will be mandatorily referred back to all Clean Acres groups for their votes, then will be decided by a simple majority vote from the Group Service Representatives at the following Area Service Committee meeting. Furthermore, all non-policy changing motions made at an Area Service Committee meeting, not originating from a group, may be voted on at that meeting; however, the motion must be seconded by a Group Service Representative and no Group Service Representative requests that the motion to be taken back to their group.

5. After the Area Secretary reads aloud a motion during new business of the Area Service committee meeting, and said motion has been seconded or carries the backing of a group, the Area chairperson will ask if any Group Service Representative would like to object to consider the motion and must be seconded by another Group Service Representative to be heard on the floor. The Group Service Representative who raises the objection must then state their intention with either a one 'pro' or a one 'con' position. If an objection has been heard, then it will require a two-thirds vote of all Group Service Representatives present to carry the objection and send the motion back to the originator. Additionally, any Group Service Representative may request clarification of any motions from their originator following the reading of a motion, so long as the Area Chairperson has not moved on from said motion to new business. With all the above said, the Area Chairperson will ask twice for any objections to a motion and twice for any needed clarification for a motion before moving onto to additional new business. Only clarifications and qualifying objections to a motion will be heard during the Area Service committee 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 groups vote to abstain, then the abstention is carried to the Region as our Area conscience.

7. All motions voted on at the Area Service Committee meeting will be counted by the Area Chairperson and separately by the Area Co-chair to confirm accuracy of the votes. Once the number and type of votes reconcile between the two appointed to calculate a motion's vote, then the Area Chairperson will read aloud the total of yes, no, and abstention votes when notifying the Area Service Committee of a pass or fail on said motion. Moreover, the Area Secretary will record the vote counts and list them with the motion's 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-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 in both verbal and written form to be given to the Area secretary.
4. 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.
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 Clean Acres Area level trusted servant may be removed from their position for the following reasons: misses two consecutive Area Service Committee meetings, is absent from more than four Area Service Committee meetings within their term, and/or does not fulfill the responsibilities of their elected position as described within the Clean Acres Area Policy.
2. No Clean Acres Area level trusted servants will be reimbursed for any travel expenses.
3. Clean Acres Area level trusted servant positions with qualifications and requirements:

**Area Chair:** Must have two years clean, possess and/or have access to reliable transportation to Area Service Committee meetings, and a willingness to serve. The position requires a one-year commitment. Area Chair will be responsible for maintaining order during Area Service Committee meetings and must adhere to the Area Service Committee Meeting Format and Clean Acres Area Policy.

**Area Co-Chair:** Must have one year clean, possess and/or have access to reliable transportation to Area Service Committee 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 Area Service Committee Meeting Format and Clean Acres Area Policy.

**Treasurer:** Must have three years clean, possess and/or have access to reliable transportation to Area Service Committee meetings, be employed, have the ability to balance a checkbook, perform basic accounting tasks, and a willingness to serve. The position requires a one-year commitment. Area Treasurer will maintain Clean Acres Area bank account with monthly reconciliation and provide an Area financial report to Clean Acres during Area Service Committee meetings each month in addition to adherence to

Clean Acres Area Policy with special attention to the ‘Treasury / Finances’ portion. In Treasurer’s absence at Area Service Committee meeting, the Co-Treasurer, Area Chair, or Secretary may provide the Treasurer’s 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.

**Co-Treasurer:** Must have two years clean, possess and/or have access to reliable transportation to Area Service Committee meetings, be employed, have the ability to 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 Area Service Committee meetings each month in addition to adherence to Clean Acres Area Policy with special attention to the ‘Treasury / Finances’ portion.

**Secretary:** Must have one year clean, possess and/or have access to reliable transportation to Area Service Committee meetings, ability to perform basic computer functions in addition to email communications, and a willingness to serve. The position requires a one-year commitment. Secretary will record minutes from monthly Area Service Committee meeting, provide a copy of the meeting’s minutes to all attendees of that corresponding month via electronic mail in an attached .pdf file format, in addition to ensuring meeting’s 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.

**Regional Committee Member:** Must have three years clean, possess and/or have access to reliable transportation to Area Service Committee meetings and Regional Committee meetings, and a willingness to serve. The position requires a one-year commitment. The Regional Committee Member will provide a Greater Philadelphia Regional Committee meeting minutes’ report to Clean Acres during the monthly Area Service Committee meetings and may not be absent from more than two consecutive Greater Philadelphia Regional Committee meetings during their term. The Regional Committee Member will maintain adherence to Clean Acres Area Policy with special attention to the ‘Regional Committee Member’ portion.

**Alternate Regional Committee Member:** Must have two years clean, possess and/or have access to reliable transportation to Area Service Committee meetings and Regional Committee meetings, and a willingness to serve. The position requires a one-year commitment followed by one year as Regional Committee member. The Alternate

Regional Committee Member will support the Regional Committee Member in all their responsibilities within the Greater Philadelphia Regional Committee, in addition to attending Regional Committee meetings in the absence of the Regional Committee Member. The Alternate Regional Committee Member will maintain adherence to Clean Acres Area Policy with special attention to the ‘Regional Committee Member’ portion. **H&I Chair:** Must have two years clean, possess and/or have access to reliable transportation to Area Service Committee 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 Area Service Committee meetings each month in addition to adherence to Clean Acres Area Policy with special attention to the ‘Hospitals and Institutions’ portion.

**H&I Co-Chair:** Must have one year clean, possess and/or have access to reliable transportation to Area Service Committee 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.

**Literature Chair:** Must have two years clean, possess and/or have access to reliable transportation to Area Service Committee meetings, and a willingness to serve. The position requires a one-year commitment. The Literature Chair will manage the inventory of Narcotics Anonymous World Services, Inc.© literature for Clean Acres, will provide a subcommittee meeting minutes report to Clean Acres during Area Service Committee meetings each month in addition to adherence to Clean Acres Area Policy with special attention to the ‘Literature’ portion.

**Literature Co-Chair:** Must have one year clean, possess and/or have access to reliable transportation to Area Service Committee meetings, and a willingness to serve. The position requires a one-year commitment followed by one year as Literature Chair. The 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.

**PR Chair:** Must have two years clean, possess and/or have access to reliable transportation to Area Service Committee 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 Area Service Committee meetings each

month in addition to maintaining adherence to the Clean Acres Area Policy with special attention to the ‘Public Relations’ portion.

**PR Co-Chair:** Must have one year clean, possess and/or have access to reliable transportation to Area Service Committee 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.

**Convention Rep:** Must have two years clean, possess and/or have access to reliable transportation to Area Service Committee and Greater Philadelphia Regional Convention meetings, and a willingness to serve. The position requires a one-year commitment. The Convention Representative must attend the Greater Philadelphia Regional Convention. The Convention Rep. will maintain adherence to the Clean Acres Area Policy with special attention to the ‘Regional Convention Representative’ portion.

**Alternate Convention Rep:** Must have two years clean, possess and/or have access to reliable transportation to Area Service Committee and Greater Philadelphia Regional Convention meetings, and a willingness to serve. The position requires a one-year commitment followed by one-year commitment as Convention Representative. The Alt. Convention Representative must attend the Greater Philadelphia Regional Convention when the Convention Rep is unable or is removed. The Alt. Convention Representative will become the Convention Rep by default when the Convention Rep position becomes vacant. The Alt. Convention Rep. will maintain adherence to the Clean Acres Area Policy with special attention to the ‘Regional Convention Representative’ portion.

**Unity Chair:** Must have two years clean, possess and/or have access to reliable transportation to Area Service Committee meetings, and a willingness to serve. The position requires a one-year commitment. The Unity Chair will provide a subcommittee meeting minutes report to Clean Acres during Area Service Committee meetings each month in addition to maintaining adherence to the Clean Acres Area Policy with special attention to the ‘Unity’ portion.

**Unity Co-Chair:** Must have one year clean, possess and/or have access to reliable transportation to Area Service Committee meetings, and a willingness to serve. The position requires a one-year commitment followed by a one-year commitment as Unity Chair. The Unity Co-Chair will support the Unity Chair in all subcommittee responsibilities in addition to adherence to Clean Acres Area Policy with special attention to the ‘Unity’ portion.

**Policy Chair:** Must have two years clean, possess and/or have access to reliable transportation to Area Service Committee meetings, a voting member of the policy subcommittee, and a willingness to serve. The position requires a one-year commitment. The Policy Chair will provide a subcommittee meeting minutes report to Clean Acres during Area Service Committee meetings each month in addition to maintaining adherence to the Clean Acres Area Policy with special attention to the ‘Policy’ portion.

**Policy Co-Chair:** Must have one year clean, possess and/or have access to reliable transportation to Area Service Committee meetings, a voting member of the policy subcommittee, and a willingness to serve. The position requires a one-year commitment followed by one-year commitment as Policy Chair. The Policy Co-Chair will support the Policy Chair in all subcommittee responsibilities in addition to adherence to Clean Acres Area Policy with special attention to the ‘Policy’ portion.

**Newsletter Chair:** Must have two years clean, possess and/or have access to reliable transportation to Area Service Committee meetings, and a willingness to serve. The position requires a one-year commitment. The Newsletter Chair 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 Newsletter Chair 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 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 \$40 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 \$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.
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. 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.
12. Priority list of Area expenses:
  1. rent for Area meeting, 2. phone line/website, 3. PO Box, d. Secretary and Treasury expenses, 4. sub-committee expenses as approved by GSR's.
13. Treasurer will be responsible for making the electronic payments of regional and world level donations deriving from CleanAcres.

## **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 its 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 Conventional Representative**

1. The Area's Regional Convention Representative will serve for one year (April-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.
6. All subcommittees receiving funds from area, be it one time or recurring, must submit all receipts to the secretary and must be included in the monthly minutes.

### **Public Relations**

1. The Public Relations Chairperson 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 Public Relations sub-committee has a budget of \$90 per month on an “as needed” basis and if Area financial obligations are met.
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 \$200 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 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.

## **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**

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. Clean Acres Area will provide a non-accruing monthly allotment of \$100.00 available to the Unity Committee for unity events; where as the balance, minus that month's expenses will be returned to the Clean Acres Area's treasury the following month. Additionally, an annually capped prudent reserve of \$400.00 will be maintained in the Clean Acres treasury to be used as needed for Unity Committee events by a Clean Acres Area approved motion. The Unity Committee will provide a monthly expense report to the Clean Acres Area with expenditures receipts. Upon Clean Acres Area approval motion, the Unity Committee prudent reserve can be assessed by the Area in times of financial need and will be replenished when Area Donations allow.