

SOUTH BROWARD AREA POLICY

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DEFINITION OF AN AREA SERVICE COMMITTEE:

An Area Service Committee (ASC) is a committee made up of representatives (GSRs) from groups within a designated area, an administrative committee, and Sub-Committee chairpersons which meets monthly for the express purpose of serving the specific needs of its member groups.

The most important service that an ASC provides is that of its groups' needs. Whenever a group has a specific situation or need, which it has not been able to handle on its own, it can come to its Area Service Committee for help. These situations are almost limitless in scope, however, we have learned that we can get much accomplished when we work together.

An ASC performs other functions, which are of help to the groups. It can help groups get started or give aid to floundering groups. It may hold workshops or seminars to train trusted servants. The point is that an ASC handles whatever functions are necessary or helpful to its groups.

In order to provide these services an ASC needs the active participation of its GSRs. A group supports its Area Service Committee both financially and emotionally. It takes money to provide these services. It is a group's responsibility to offer this support. However, as an Area grows the financial needs of the committee also grows. In order to provide a full line of services it requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the members of the groups.

FORMAT OF AN AREA SERVICE MEETING:

An ASC meeting is run by The Twelve Traditions, the Twelve Concepts, Area Policy, and then Robert Rules of Order.

1. Open meeting with the Serenity Prayer.
2. Read Traditions and the definition of an ASC.
3. Announce: "Parents, please take responsibility for your children and for their safety. To allow the ASC to focus on our business, please do not allow your children to roam the building. We also ask if they become disruptive to remove them and come back when they are settled down."
4. Open forum, time limit to be determined by Chairperson. Introduce new GSRs. Submit check requests. *Open forum is not a forum for debate or back and forth.
5. Roll call by Secretary to include Administrative Committee, Sub-Committee Chairpersons, RCM, Alternate RCM, GSRs, or their Alternates in their absence (to be done in alphabetical order by group). Ask for new groups after roll call. Group reports done during roll call only if they have a specific problem or announcement to be included in the minutes. Group reports should then be submitted to the Secretary for the minutes.
6. The second to the last paragraph of the preface on page XXVI of the Basic Text is read by the Chair, Vice-Chair or GSR following the first roll call.
7. Following the first roll call at each ASC, a trusted servant of the area (Admin Member, Committee Chair, or GSR) will share a short presentation of their service position including their role within the body they serve, the responsibility of their position, and any other pertinent information that may be helpful to those members new to the service structure.
8. Establish quorum. (Page 10 #4)
9. Move to accept last month's minutes.
10. Treasurer's report. Move to accept Treasurer's report.
11. RCM report.

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12. Sub-Committee reports in alphabetical order and Ad-Hoc Committees.
13. Elections.
14. Old Business.
15. New Business (Pre-arranged agenda has priority).
16. Establish next meeting time and place.
17. Announcements
18. Meeting closes with the Serenity Prayer.

QUALIFICATIONS AND RESPONSIBILITIES OF A GSR AND ALTERNATE GSR

GROUP SERVICE REPRESENTATIVE (GSR): *Nominated and elected by the group*

1. One (1) year clean time suggested.
2. An example of living recovery through the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
3. Active participation in the group they serve.
4. An understanding of the NA service structure and the responsibilities of a GSR.
5. Willingness to fulfill the commitment.

Should attend the ASC meetings to express the group conscience of her/his group. Should be a member of at least one (1) Sub-Committee, but not as a chairperson. It is suggested that they attend at least one (1) trusted servant's workshop. This position requires the representative to provide information to the group (working closely with the group secretary) about what is happening in the rest of N.A. (at the Area, Regional and World levels) and to keep the Area informed about activities, strengths, and problems of the group. Receives from her/his group treasurer any funds that are to be taken and given to the ASC Treasurer. There is a one (1) year commitment for this position. In addition to this, the GSR participates in helping to carry out the ASC's other specific functions; the attracting of new members, the planning and implementation of activities, the aid given to groups with specific situations, and services which require more effort than a monthly meeting period. She/he should acquaint him/herself with the South Broward Area Service Policy.

GROUP SERVICE REPRESENTATIVE (GSR) ALTERNATE: *Nominated and elected by the group*

1. Six (6) months clean time suggested.
2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
3. Active participation in the group they serve.
4. An understanding of the NA service structure and the responsibilities of a GSR.
5. Willingness to fulfill the commitment.

Should attend all ASC meetings and vote in the absence of the GSR. Works closely with the GSR. Should be a member of at least one (1) Sub-Committee, but not as a chairperson. It is suggested that they attend at last one (1) trusted servant's workshop. There is a two (2) year commitment for this position. The first year of service is spent in training. Should acquaint him/herself with the South Broward Area Service Policy.

QUALIFICATIONS AND RESPONSIBILITIES OF THE ADMINISTRATIVE COMMITTEE

Area Chairperson: *Nominated and elected by the South Broward Area Service Committee*

1. Three (3) years clean time.
2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the knowledge of South Broward Area Service Policy.
3. One (1) year prior involvement as ASC Vice-Chairperson, Sub Committee Chairperson or GSR.
4. Organizational skills.

Presides over the ASC meeting. Should refrain from expressing her/his opinion during the discussion of a motion. Formulates the ASC agenda. Reviews the secretary's minutes prior to their distribution. Keeps discussion focused on the topic and within a reasonable time frame. Serves as an available resource for the GSRs between ASC meetings. Should attend all ASC meetings. One of the signatures on the ASC's bank account. Will appoint someone at the end of the ASC to check on the groups that have missed two (2) or more meetings to report back to the ASC. Is responsible for facilitating the GSR orientation/ Presentation to be held 30 minutes prior to each ASC meeting. Should acquaint him/herself with the South Broward Area Service Policy.

Area Vice-Chairperson: *Nominated and elected by the South Broward Area Service Committee*

1. Three (3) years clean time.
2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the knowledge of South Broward Area Service Policy.
3. One (1) year prior involvement as Sub-Committee Chairperson or GSR.
4. This is a 2-year commitment. The first year an ASC Vice-Chair becomes familiar with the Chairperson's responsibilities. Will need two thirds (2/3) vote of acclamation from the ASC to become Chairperson. If no vote of acclamation is achieved the Vice-Chair becomes a nominee for Chairperson.

Presides over the ASC meeting in the absence of the Chairperson. Is responsible for coordinating the Sub-Committees. Communicates frequently with each of the Sub-Committee chairpersons and acts as a resource to the Sub-Committees in an effort to facilitate the continuation of their duties in the event of an absence or resignation of a sub-committee Chairperson. Is responsible for assisting the chairperson. Acts as parliamentarian on the ASC floor. Holds a mandatory meeting before the ASC meeting with all Sub-Committee chairpersons. The format for the ASC Vice-Chairperson's meeting prior to the ASC will be as follows:

1. Open meeting with Serenity Prayer.
2. Roll call of Sub-Committee chairpersons.
3. Review Sub-Committee business of the day.
4. Review ASC Treasurer's report.
5. At change of office have the Sub-Committee chairpersons present their new budget. The Vice-Chairperson will offer a written and an oral report to the ASC pertaining to the ASC Vice-Chair meeting that will include attendance. Should be one of the co-signers on the ASC's bank account. Assists in tabulating votes. Should acquaint him/herself with the South Broward Area Service policy.

Area Secretary: *Nominated and elected by the South Broward Area Service Committee*

1. Two (2) years clean time.
2. General office or secretarial experience and some organizational ability.
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and knowledge of South Broward Area Service Policy.

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4. Six (6) months prior involvement as secretary to a group or to an ASC Sub-Committee.
5. The area secretary will receive and send correspondence using the email address created for the area (sbareasecretary@gmail.com).

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It is essential that she/he possesses a good sense of order about what transpires at ASC meetings. Drafts concise minutes to reflect the essence of what is conducted at the meeting. Takes roll at the ASC meetings. Gives a list of groups that have missed two (2) or more ASC's to the ASC Chairperson. Maintains a file system of all information generated by the ASC, including materials created by the Sub-Committees or groups as well as a record of motions, reports and correspondence for the ASC archives. Prepares letters and communications for the officers. Types and emails minutes of the ASC meeting (after Chairperson review) within ten (10) days following the ASC meeting. Should follow ASC format and agenda in compiling minutes and number accordingly. Is responsible for utilizing the most cost effective method of preparing and distributing minutes. Should acquaint him/herself with the South Broward Area Service Policy.

Area Treasurer: *Nominated and elected by the South Broward Area Service Committee*

1. Four (3) years clean time.
2. Six (3) months prior involvement in activities Sub-committee
3. An example of living recovery through the application of the Twelve Steps and 12 Twelve Traditions of Narcotics Anonymous, and knowledge of the South Broward Area Service Policy.
4. Bookkeeping or accounting experience.
5. One (1) year prior experience as a group treasurer and/ or prior participation in the ASC.
6. Anyone holding the position of an elected Area treasurer in the SBA must have a bank account.
7. The treasurer Must attend all activity subcommittee meetings. He/she is accountable for all funds
8. In absence of Activities Treasurer, Activities Chairperson assumes Activities' Treasurer Responsibility.

Performs a most visible and essential service to N.A. Is mainly responsible for the management of ASC funds. Is usually the first signature on the ASC bank account and maintains the checkbook. Is responsible for complete accounting of funds received by electronic transfer, cash, check or money order from members and groups, as well as monies generated by activities. To assure good records, she/he should encourage members and groups to forward all monies in the form of checks or money orders. Where cash is handled, receipts should be issued immediately. Presents a detailed report of finance at each ASC meeting, as well as an annual report at the end of term and whatever else is requested by the ASC or its members. During this report she/he should encourage the GSR's to remind their groups of the importance of the Seventh Tradition at every level of service, beginning with the member and then the group. Explains briefly what this money goes to provide. The attraction that these services provide (when the members are informed) helps our Seventh Tradition become reality. The ASC bank account will contain all funds for the ASC, including Sub- Committees. The Treasurer, therefore, keeps separate balances for the ASC general fund, prudent reserve, each Sub-Committee, and any other recurring funding or finance the ASC feels is appropriate. In this way, all funds are under one set of books, and the Treasurer makes disbursements upon direction of the ASC. Area Prudent Reserve is recommended to be one (1) month operating cost (currently \$ 10,000). All funds over prudent reserve are donated to Region. The treasurer will wait a minimum of one month before making donations **MOTION 02-09-05** Deposits all funds collected within 24 hours. There will be no personal checks accepted at the ASC. No blank ASC checks are to be signed in advance. No checks are to be requested during the month. All checks are to be requested at Area Service. Must attend the meeting with the ASC Vice-Chairperson prior to the ASC. Should acquaint him/herself with the South Broward Area Service Policy.

Regional Committee Member (RCM): *Nominated and elected by the South Broward Area Service Committee*

1. Three (3) years clean time
2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
3. Six (6) months prior experience in the ASC as a GSR or Sub-Committee Chairperson.

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4. Time and resources to perform the responsibilities of the position.
5. Six (6) months prior involvement at the regional level.

As the representative of the Area, the RCM will speak for the members and groups within their Area Service Committee. The primary responsibility is to work for the good of N. A. and act as a liaison between their Area and the rest of N.A., particularly with neighboring ASC's. They represent the group conscience of an ASC at a Regional level. In order to accomplish this, the RCM and the RCM alternate must become informed of issues from the Area, Regional, and World levels of N. A. service. Therefore, it is essential for both the RCM and the RCM alternate to attend all meetings of the ASC and the RSC, including Regional Conferences. The RCM should prepare a written report of the RSC on the ASC's progress, projects and dilemmas. In addition, the RCM should prepare a written report to the ASC of the RSC meetings. May serve on one or more of its ASC and RSC Sub-Committees, but not as a chairperson. In the event of an absence of a subcommittee chair at the RSC, the RCM/alternate RCM will represent the South Broward area at the regional Sub-Committee meetings. When the WSC Conference Agenda Report comes out at the beginning of the year, the RCM will need to be well informed on all agenda items to disseminate this information to the groups. This is a primary responsibility of the RCM and RCM alternate. They present the WSC Conference Agenda items to the groups in a workshop format where group members may ask questions pertaining to these items. Should acquaint him/herself with the South Broward Area Service Policy.

Area Policy Chair: *Nominated and elected by the South Broward Area Service Committee*

1. Three (3) years clean time
2. Successfully completed a term in an elected position of the South Broward Area Service Committee.
3. Familiarity with the South Broward Area policy and an understanding of the service structure of Narcotics Anonymous
4. Six (6) months prior involvement with the Policy Sub-Committee.

The Chairperson shall lead all Policy Sub-Committee meetings and shall serve as liaison at the South Broward Area Service Meeting. The Chairperson shall attend the ASC's Administrative committee meeting and the ASC's new GSR workshop to explain and answer any questions regarding policy. The Chairperson shall ensure that the South Broward Area Service Committee meetings are following the Twelve Concepts, Twelve Traditions and South Broward Area Service Policy. The Chairperson may be called upon at the ASC meeting for Policy Clarification. The Chairperson can make or second any motion that would change, add, or effect the South Broward Area Policy.

Area Alternate Treasurer: *Nominated and elected by the South Broward Area Service Committee*

1. Three (3) years clean time.
2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
3. Bookkeeping or accounting experience.
4. Six (6) months prior experience as a group treasurer and prior participation in the ASC.

Assists treasurer at the ASC meeting. This is a two (2) year commitment. The first year is spent becoming familiar with the position and filling in for the treasurer in her/his absence. The second year is spent as the ASC Treasurer with a vote of acclimation from the ASC. Should acquaint him/herself with the duties and responsibilities of the treasurer and become familiar with the South Broward Area Policy. Not a signer on the ASC bank account the first year.

Regional Committee Member (RCM) Alternate: *Nominated and elected by the South Broward Area Service Committee*

1. Two (2) years clean time.
2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
3. One (1) year prior experience in the ASC as a GSR or Sub-Committee chairperson.
4. Time and resources to perform the responsibilities of the position.

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Assists the RCM. This is a two (2) year commitment. The first year of service is spent becoming familiar with the job, attending all RCM and RSC meetings and filling in for the RCM if they are absent for any reason or unable to complete their term in office. Should acquaint him/herself with the South Broward Area Service Policy.

Alternate Secretary: *Nominated and elected by the South Broward Area Service Committee*

1. One (1) year clean time.
2. General office or secretarial experience and some organizational ability.
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. Three (3) months prior involvement as secretary to a group or to an ASC Sub-Committee.

Assists secretary at the ASC meeting. This is a two (2) year commitment. The first year is spent becoming familiar with the position and filling in for the secretary in her/his absence. The second year is spent as the ASC secretary with a vote of acclimation from the ASC. Should acquaint him/herself with the duties and responsibilities of the secretary. Should also acquaint him/herself with the South Broward Area Policy.

PURPOSE:

ADMINISTRATIVE COMMITTEE INTERNAL GUIDELINES

The purpose of the Administrative Officers is to give the ASC direction and incentive. The Administrative Committee will also be supportive of the ASC Sub-Committees as well as the GSRs and their primary purpose.

ADMINISTRATIVE BODY RESPONSIBILITIES:

1. Hold one regularly scheduled meeting immediately following the monthly ASC meeting. It is suggested that all Sub-Committee chairpersons also attend, all are welcome. These meetings will be held in order to accomplish the following:
2. Coordinate efforts;
3. Maintain communication;
4. Determine the time and location of ASC meetings;
5. Discuss any motions referred to the Administrative Committee
6. Create any motions that reflect the Administrative Committee in its entirety.

The Administrative Committee consists of six core ASC members that include the following: Vice-chair, Treasurer, Secretary, Policy Chair, RCM and RCM Alternate with the ASC Chair presiding over the committee. In the absence of the chair, the vice-chair will preside over the meeting thus losing the ability to participate in motion making or seconding motions as well as becoming able to vote only in the case of a tie. The six core members along with the alternate secretary and alternate treasurer, as well as standing Sub-Committee chairs have the ability to make and second motions as well as participate in discussion but voting is limited to the six core members.

AGENDA FOR ADMIN COMMITTEE MEETINGS:

1. Open meeting with the Serenity Prayer
2. Roll call for core members
3. Recognition of other ASC trusted servants as well as interested members
4. Open forum (if necessary)
5. Reports
6. ASC Vice-Chair (report to include Sub-Committee information)
7. Treasurer (report to include summarized breakdown of internal budget as well as the availability of funds with respect to each committee's budget)

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8. RCM (report to include any information pertaining to other areas, upcoming or past regional issues)
9. Policy Chair (report to include anything pertaining to new policy additions or amendments as well as policy issues to be voted on by groups)
10. The Chairperson will then entertain discussion on the following topics:
11. Reflect on the previous ASC in reference to motions made and the outcome, committed motions, as well as any difficulties that may have occurred. At this time the Admin Officers will ensure that all assigned tasks that were delegated at the past ASC were completed.
12. Prepare for the next ASC in reference to motions coming from Sub-Committees and known budgetary need. The admin officers may choose to commit to follow-up with a particular group who has expressed a difficulty or has not been attendance at two prior ASCs.
13. Discuss the ASC's responsibility to the groups it serves. Are the Sub-Committees providing services as reflected in their guidelines? Evaluate the effectiveness of the ASC in fulfilling its purpose to the groups it is accountable to.
14. Old Business motions
15. New Business motions
16. Establish next meeting time and place
17. Announcements
18. Close the meeting with the Serenity Prayer

NOMINATIONS SOUTH BROWARD ASC

1. Nomination of Administrative Committee officers should be solicited by the "group conscience" of each group within the area.
2. Nominations for Sub-Committee chairpersons will be solicited from the groups of N.A. for only qualified members within this area.
3. No area elected position is permitted to also hold a position as GSR.
4. Nominations are solicited in June to be brought back to the ASC in July.
5. An explanation of office is read from the ASC policy package, as well as the qualifications and responsibilities of each position.
6. At the July ASC, nominations are taken from the GSRs, Administrative Committee, Sub-Committee Chairpersons and/or RCM and Alternate.
7. Each nomination must be seconded.
8. After accepting nominations, the ASC Chairperson will ask if there are any other nominations.
9. A motion is made to close nominations.

ELECTIONS SOUTH BROWARD ASC

1. Nominations for Officers of the Administrative Committee are brought back to the ASC in July and elections are held in August. All nominees are required to attend the ASC for nominations and elections. If a nominee is not present for elections, her/his nomination will be withdrawn.
2. Cannot waive clean time for more than six (6) months short of requirements for Area elected positions.
3. Clean time cannot be waived for any positions that handle money.
4. Voting is done by a show of hands. Majority wins (one more than half of voting membership).
5. All nominations, even with only one nomination, must go back to the groups for a vote and then

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brought back to the ASC. With only one (1) nomination, a simple majority of the meeting quorum is needed.

- 6. When there are more than two nominations, if no candidate gets a clear majority, the following will be done: A vote will be taken and the nominee with the least amount of votes will be dropped. Continue this procedure until a nominee gets a clear majority.
- 7. All alternate positions get a priority vote of confidence requiring a 2/3-majority vote. If a 2/3 vote of confidence is not achieved the alternate becomes a nominee.
- 8. No officer should serve more than two consecutive terms in the same position.
- 9. Each person can hold only one of the following ASC positions:

Area Chair	Area Vice-Chair	Area Secretary
Area Treasurer	RCM	RCM Alternate
Area Alternate Secretary	Area Alternate Treasurer	Sub-Committee Chairs
Activities Treasurer	Area Policy Chair	
- 10. Upon election to one of the above positions, nominees shall resign from all other ASC positions, including GSR of a group (in the South Broward Area). They may however, continue to serve in the capacity of Sub-Committee member, Vice-chair of a Sub-Committee, Secretary of a Sub-Committee, group secretary or group treasurer.
- 11. Should an office be vacated during a term, a temporary replacement will be appointed until normal voting procedures can be followed to fill said position.
- 12. All nomination and qualifications are to be brought back to the groups by the GSRs for the "conscience" of the groups and then brought back to the following Area for the vote.

ADMIN GUIDELINES FOR AREA SERVICE COMMITTEE MEETING:

- 1. All new groups should register and be given a group starter kit, if needed. New groups should have a GSR and secretary before going on the meeting list.
- 2. The administrative committee plans a trusted servant's workshop twice a year including both the area and group level in scope. The admin committee will also present a workshop on the Traditions.
- 3. The admin committee is responsible for presenting a calendar for the upcoming year from August to August of the ASC meeting dates, pointing out any conflicting holidays with the ASC meetings and noting such changes on the calendar. The calendar will be included in the month of September's minutes.
- 4. The Administrative Committee will schedule a conference workshop the weekend following the availability of the conference agenda.
- 5. If clean time has to be waived for an administrative position, that position may not sign checks until clean time is met.
- 6. Conference Agenda Reports will be purchased by the ASC and provided to groups at no cost, for groups that request them.
- 7. Phone numbers will be provided in each area minutes for Sub-Committee chair people

8. Area Service meeting is non-smoking and non-vaping, with an option to take a break every hour.

MOTIONS AND VOTING PROCEDURES FOR ASC MEETINGS

1. ASC meetings are open to all NA members; everyone has a voice on the floor.
2. Only those listed below can make, second or amend motions:
 - a. GSRs or their alternates in their absence
 - b. RCM or their alternate in their absence
 - c. Sub-Committee chairpersons, or their vice-chairpersons in their absence, can make motions pertaining to their Sub-Committees or procedural motions.
 - d. Members of the admin committee excluding the chair (or vice-chair when they are acting as the chairperson).
3. To be recognized on the floor, a raise of the hand is necessary.
4. **QUORUM**
 - a. Official quorum is one more than half of the voting membership.
 - b. Official quorum must be reached by the end of the roll call.
 - c. Only duly elected alternates (alternates elected by group's conscience) are eligible for quorum in the representative's absence
 - d. A quorum call from the floor is always in order.
5. If any group is not represented at two (2) consecutive meetings, they are dropped from the roll call. The purpose is to establish an accurate quorum.
6. No motions will be accepted after the first motion in new business. Emergency motions will be ruled on at the discretion of the Chair.
7. After a motion is made, the chairperson asks for a second. After the second is taken, the chairperson asks for opposition:
 - a. If there is no opposition the chairperson asks for a show of hands vote of all those in favor, and the motion carries.
 - b. If there is opposition:
 1. Maker of the motion is given an opportunity to speak on the intent of the motion.
 2. The floor is open to debate (a limit of 2 pros and 2 cons, refer to parliamentary procedure guidelines).
8. All policy motions going to groups go to the Admin committee prior to being presented to groups. The intent is for the admin committee to give recommendations.
9. **VOTING**
 - a. A. Voting participation is any elected GSR (or duly elected alternates in her/his absence).
 - b. Only one vote per group
 - c. The Chairperson has a vote only in the case of a tie.
 - d. 2/3 of of present voting member is required for any policy change, amendments to policy, forming new policies or to waive policy.
 - e. For all others, refer to the South Broward Area Service Rules of order.
 - f. In all votes at the ASC, the abstentions do not go to the prevailing side, but are counted as abstentions. If abstentions prevail, the vote goes back to the groups.
 - g. All motions tabled to the groups from area or region will have intents.
 - h. Sub-Committee chairs may make motions directly pertaining to their Sub-Committee or procedural motion only.

SBASC MEETING PARLIAMENTARY PROCEDURES

MAIN MOTION:

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A main motion is a motion whose introduction brings business before the ASC. Such a motion can only be made when no other motion is pending.

AMMENDMENTS:

An amendment is a motion to modify the wording and within certain limits the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment cannot introduce an independent motion. An amendment is debatable only if the motion to be amended is debatable.

MOTIONS TO TABLE:

A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made, an intent is to be given. The motion to table is in order for:

- a. To get further information.
- b. More pressing business to be dealt with.

A motion that is tabled remains on the table until taken up by the ASC by a motion to do so, or until the next ASC meeting when it will be brought up by the administrative committee under Old Business. This motion is not intended to kill a main motion or suppress debate on it.

MOTIONS THAT CHANGE POLICY

Are automatically tabled to groups.

MOTIONS TO REFER TO COMMITTEE:

When a motion to refer to committee is made, it is to send an item of business to a relatively small group of selected persons, a committee, so that a question may be carefully investigated and put into better condition for the ASC to consider. Unless specified, the issue will be brought up at the next ASC meeting by the committee. Debate on a motion to refer to committee will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion or the instructions to the committee, and not to the merits of the main motion. If passed, there will be two pros and two cons on the original motion so as to obtain information to give direction to the committee.

MOTIONS TO REFER TO GROUPS:

When a motion to refer to groups is made, it is to send an item of business to the groups for their consideration. The issue will be voted on at the next ASC meeting. Debate on a motion to refer to groups will be limited to one pro and one con and the debate will pertain only to the desirability of committing the motion. If passed, there will be two pros and two cons on the original motion so as to give information to bring back to the groups. All motions tabled to groups from Area/Region will have intent.

MOTIONS TO RECONSIDER

A motion to reconsider is meant to bring an item that has already been dealt with onto the floor. This is used to permit the correction of hasty, ill-advised, or erroneous action, or to take into account new information or situations not considered when taking the original vote. Since this motion is not to be used for rehashing motions that an individual or minority were not pleased with the outcome, this motion can only be made by a GSR who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the next ASC meeting it would no longer be in order to reconsider a motion. You may not reconsider a motion more than once.

UNANIMOUS CONSENT:

That is a method that allows the ASC to move quickly through a routine business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion, he/she will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as

prescribed for the motion.

WITHDRAW OR MODIFY:

A request to withdraw or modify may be made by the maker of the original motion upon his/her acceptance of a suggestion from another member. After the motion is made it belongs to the ASC as a whole and the maker must request the ASC's permission. The Chairperson treats this as a unanimous consent matter, that is, if no one objects to this, the request is granted. If there is an objection, the Chairperson automatically puts the request to a vote which is not debatable.

MOTION TO CALL THE VOTE:

A motion to call the vote must be seconded and allows for only one pro and one con. A 2/3 majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information but rather to expedite the proceedings.

POINT OF INFORMATION:

A point of information is a question directed to the Chairperson to obtain information concerning parliamentary procedure on the motion that is pending. This allows a member to ask a question and it is not to make a statement or give information.

POINT OF ORDER:

When a member feels that the rules, policy or guidelines of the ASC are not being adhered to, he can make a "Point of Order" which in effect is asking the Chairperson to make a determination of whether or not the procedure the member is pointing out is in fact being violated. A point of order is not a method in which to dispute the accuracy of validity of another member's remarks but instead is to bring to the attention of the Chairperson that a member feels that the proper procedure is not being followed.

SUSPEND THE RULES:

A motion to suspend the rules is made when a member of the ASC would like to waive certain ASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a 2/3 majority.

APPEAL TO THE DECISION OF THE CHAIR:

By electing the ASC Chairperson, the ASC delegates to him/her the authority and duty to make necessary rulings on questions or parliamentary procedure. Any two members have the right to Appeal from his/her decision on such a question. By one member making the appeal and another seconding it, the question is taken from the Chairperson and given to the ASC for final decision. Debate will be limited to one pro by the maker of the motion, and one con by the Chairperson, limited to one minute each.

IMPEACHMENT PROCEDURES

When a member of the Administrative Committee, or a Sub-Committee Chairperson misses two (2) consecutive meetings, or fails to perform his/her duties, a letter will be sent stating the charges prior to voting. Following the letter, the person may make a rebuttal. Impeachment will be determined by vote at the ASC meeting. Relapse may fall under the heading of "failure to perform duties". It takes a 2/3 vote to impeach. The vote is done by closed ballot.

RESIGNATION PROCEDURES

Submit a letter to the ASC Chairperson prior to the ASC stating your resignation.

SOUTH BROWARD AREA CONTRACT GUIDELINES

All contracts committing the South Broward ASC or its Sub-Committees to amounts larger than five hundred dollars (\$500.00) are to be reviewed by the ASC Chairperson, ASC Vice-Chairperson and the ASC Treasurer in conjunction with representatives from the committee wishing to enter into the contract. All such contracts are to be signed by the ASC Chairperson or the ASC Treasurer in the Chairperson's absence.

SOUTH BROWARD AREA SERVICE SUB-COMMITTEES

**ACTIVITIES
HELPLINE/PUBLIC RELATIONS**

**LITERATURE DISTRIBUTION
HOSPITALS AND INSTITUTIONS
POLICY
SWAMP RECOVERY**

ACTIVITIES

Coordinates and plans activities which promote unity and fellowship in the N.A. program, as well as generate funds. All activities are to be held in accordance with the Twelve Traditions of Narcotics Anonymous.

HELPLINE/ PUBLIC RELATIONS

Establishes, maintains, and coordinates an effective 24-hour/7 days a week answering service. Through this service we form a link between Narcotics Anonymous and the general public seeking help and/or information. Informs the public that Narcotics Anonymous exists, offers recovery from the disease of addiction and provides information about how and where to find it. All activities are directed toward that purpose and shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.

HOSPITALS AND INSTITUTIONS

Coordinates all local Narcotics Anonymous hospital and institution meetings. Carries the N.A. message via meetings to those addicts who cannot attend outside meetings in accordance with our fifth tradition.

LITERATURE DISTRIBUTION

Procures from the Regional Service Office all literature and related items and distributes them at the group level. Procures and distributes meeting lists as needed. Distribution is done largely at the monthly Area Service Committee meeting and is also available as required throughout the month.

POLICY

Review and update policy within the South Broward Area service committee. To ensure that all area policy is in accordance with the 12 concepts and 12 Traditions of Narcotics Anonymous.

SOUTH BROWARD AREA SUB-COMMITTEE GENERAL GUIDELINES

1. Sub-Committees may meet in a public or private place, at the discretion of the Sub-Committee.
2. Each Sub-Committee member should receive a copy of that Sub-Committee policy once they become a voting member.
3. The fiscal year budget begins and runs for one (1) year simultaneously with elections of ASC officers. Regular Sub-Committee yearly budgets should be submitted broken down on a monthly

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- basis. All non-recurring expenses should be submitted as necessary. A copy of last year's budget must be submitted with the present budget.
- 3a. If a Sub-Committee fails to submit a budget for the new year by September, that Sub-Committee will operate off of the last approved budget.
 4. All Sub-Committees must get competitive bids if they are going to spend more than three hundred dollars (\$300.00) on non-fundraising activities.
 5. Any N. A. group within or outside our area is welcomed to join the South Broward Area.
 6. All fundraising efforts for this Area should be approved by this ASC, coordinated and implemented by the Sub-Committee putting on the fund raising event.
 7. The Sub-Committee reports should contain whether or not the Chair or Vice Chair of each Sub-Committee attended the RSC.
 8. All Sub-Committee chairs that are required to attend the RSC will be reimbursed up to \$100.00 upon presentation of receipts of expense for travel outside Dade, Broward and Mid Cost Areas.
 10. The RCM and RCM Alternate will be reimbursed up to \$200.00 each at the ASC prior to the RSC for travel outside Dade, Broward and Mid Coast Areas. Receipts will be turned in at the next ASC.

SOUTH BROWARD AREA ACTIVIES SUB-COMMITTEE GUIDELINES

PURPOSE:

To coordinate and plan activities that promote unity and fellowship in the NA program, as well as to generate funds. All activities must be held in accordance with the Twelve Traditions of Narcotics Anonymous.

TRUSTED SERVANTS AND MEMBERSHIP:

Chairperson, Vice-Chairperson, Secretary, Treasurer and General Members.

QUALIFICATIONS AND RESPONSIBILITIES:

Chairperson: *Nominated and elected by the South Broward Area Service Committee*

1. Three (3) years clean time;
2. Six (6) months prior involvement in the activities Sub-Committee;
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

The Chairperson is responsible for planning, coordinating, and implementing all area activities. He/she acts as liaison between the area and the Activities Committee. He/she must attend all ASC meetings and attend the meeting with the Vice-Chairperson before the ASC. He/she coordinates the work of all ad-hoc committees. He/she maintains order in the Sub-Committee meetings. He/she arranges times and agendas for all Sub-Committee meetings, and is ultimately responsible for the functioning of the committee and the maintenance of files and records. He/she should acquaint him/herself with the South Broward Area Service Policy.

Vice-Chairperson: Nominated and elected by the Activities Committee from its voting members.

1. Two (2) years clean time;
2. Three (3) months prior involvement in the Activities Committee;
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

The Vice-Chairperson fills in for the Chairperson when needed. He/she assists the chairperson in maintaining order in Sub-Committee meetings. He/she works closely with the Chairperson in planning and

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executing all Area activities. He/she should attend all activities committee meetings. He/she maintains communication with the South Broward Area groups and neighboring Areas and keeps a calendar of upcoming events.

Secretary: Nominated and elected by the Activities Committee from its voting members.

1. Six (6) months clean time;
2. Secretarial experience and some organizational ability;
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

The Secretary takes accurate minutes at Sub-Committee meetings and will make copies available one week prior to the next Sub-Committee meeting. He/she assists the Chairperson in maintaining the Sub-Committee's records. He/she is responsible for all necessary correspondence.

Treasurer: *Nominated and elected by the South Broward Area Service Committee*

1. Three (3) years clean time.
2. Three (3) months prior involvement in the Activities Committee.
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. *Anyone holding the position of an elected Area treasurer in the SBA must have a bank account.*

The Treasurer must attend all activities Sub-Committee meetings. He/she is accountable for all funds spent or acquired by the Sub-Committee. He/she is responsible for turning over all money collected by the Sub-Committee to the ASC Treasurer or make a bank deposit into the ASC account within 2 business days. He/she submits a monthly written financial statement accounting for all monies and inventory (i.e. paper goods, sodas, sports equipment, decorations, condiments, etc.) to be included in the ASC minutes. He/she assists the chairperson in the budgeting of funds.

General Members:

1. One (1) day clean time;
2. Willingness to fulfill the commitment. It is suggested that you attend the Sub-Committee meetings. He/she assists in the planning, coordination, and implementation of activities. He/she brings new ideas for events.

AGENDA FOR SUB-COMMITTEE MEETING:

1. Open meeting with the Serenity Prayer
2. Read the Twelve Traditions
3. Establish voting members
4. Review Sub-Committee business
5. Old business
6. New business
7. Review business of the day
8. Announcements
9. Establish next meeting date, time and place
10. Close meeting with the Serenity Prayer

MOTIONS AND VOTING PROCEDURES:

1. **Motions**
Motions may be made and seconded only by voting members.
2. **Voting**

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- a. Members may have voting privileges after attending two (2) consecutive meetings.
- b. Voting privileges will be lost after missing two (2) meetings until reestablished.
- c. In the event of a tie, the Chairperson will exercise her/his right to break such tie.
- d. A quorum is the simple majority of the voting members. Once quorum is established at each meeting, it stays throughout the meeting.

BUDGET:

1. The annual budget includes printing of flyers, miscellaneous Sub-Committee meeting hall fees, and general operating expenses.
2. Area holds \$500 for security deposits. If additional funds are needed, it must be approved by a vote at the ASC. This fund shall be replenished by the Activities Committee after each activity.

GUIDELINES FOR PLANNING FUNCTIONS:

1. All activities must have prior ASC approval.
2. **Locations:**
 - a. The Activities Sub-Committee Chairperson is responsible for negotiating and contracting locations for activities
 - b. The Chairperson may appoint committee members to scout locations.
 - c. The final selection of a location will be voted on by the Sub-Committee.
 - d. All deposits and fees are to be paid by check from the ASC account.
 - e. Refundable deposits should be returned to the ASC account via the ASC post office box or hand delivered to the ASC Treasurer at the next ASC meeting.
 - f. The Chairperson should make follow-up call within one week following the event to the location to maintain goodwill and proper clean up, etc.
3. **Provisions** (food, sodas, decorations, etc.):
 - a. The Vice-Chairperson will coordinate volunteers and or purchase and deliver all provisions for activities.
 - b. All commitments for jobs must be by Sub-Committee members.
 - c. All purchases must be accompanied by a receipt.
 - d. All surplus provisions must be accounted for and returned to the designated storage place by the Chairperson, and the Treasurer. An on-going record of inventory should be kept.
4. **Entertainment:**
 - a. All entertainment should be approved by and be voted on by members of the Activities Committee.
 - b. It is suggested that bids be obtained for all entertainment and be reviewed and approved by vote of the Activities Committee.
 - c. All contracted entertainment must be informed that no mood or mind-altering chemicals will be allowed on premises.
5. **Advanced Planning:**
 - a. Flyers will be printed for each function and tickets when needed. All flyers should contain an NA symbol in some form and a disclaimer stating that NA is not affiliated with the facility
 - b. Ticket sellers must have a minimum of one (1) year clean time.
 - c. All flyers and tickets should read: "suggested donation \$_____".
 - d. The Treasurer must keep a record of all tickets handed out.
 - e. The Activities Chairperson, Vice-Chairperson and Treasurer will count the money together. More than one person will count money at functions.

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- f. Activities must submit a 12-month calendar to the ASC in September to be voted on at October ASC.
 - g. All flyers should have a small map of how to get to each function from I-95.
 - h. The Activities Committee shall host a 24-hour room on New Year's Eve in the same manner as the 24-hour room on Christmas, in which groups will have the same time slots.
6. **Area Policy for Functions:**
- a. All South Broward Area functions (i.e. conventions, meetings, workshops, and activities) are to begin and end with the "Serenity Prayer" only!
 - b. The Activities Committee will participate in "Unity Day".

SOUTH BROWARD AREA HELPLINE/PUBLIC RELATIONS SUB-COMMITTEE **GUIDELINES**

PURPOSE:

To effectively carry the message of recovery to the still sick and suffering addict. This is done by increasing the recognition of NA through informing the public that Narcotics Anonymous exists, offering the path to recovery from addiction and providing information about how and where to find it. It is the Helpline and PR Sub-Committee's responsibility to maintain and provide accurate meeting lists to the Literature Distribution Sub-Committee. The area's PR Sub-Committee should adequately inform the fellowship about PR efforts and what to do when someone outside of NA requests information. PR provides Web Support by maintaining and updating the South Broward Area website information. PR provides Helpline services to maintain and coordinate an effective 24 hour a day, 7 days a week answering service. Through our volunteers we form a link between Narcotics Anonymous and the general public.

TRUSTED SERVANTS AND MEMBERSHIP:

Chairperson, Vice-Chairperson, Secretary, Web Coordinator, Helpline Orientation Person, General Volunteers, Phone Line Volunteers.

QUALIFICATIONS AND RESPONSIBILITIES:

Chairperson: *Nominated and elected by the South Broward Area Service Committee*

- 1. Two (2) years clean time
- 2. Six (6) months prior involvement in the Helpline or PR Sub-Committee
- 3. Prior ASC experience, familiarity with the Helpline and PR policy and an understanding of the service structure of Narcotics Anonymous
- 4. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous

Arranges times and agendas for all Sub-Committee meetings, and is ultimately responsible for the functioning of the Sub-Committee. Maintains files, records and accurate South Broward Area meetings lists ensuring that revisions are given to the Literature Distribution Sub-Committee. Acts as a liaison between the area and the Helpline telephone system. Must attend all Helpline and PR Sub-Committee meetings, ASC meetings and Regional PR meetings. The Chairperson is responsible for all money transactions. Can only serve two consecutive terms.

Vice-Chairperson: *Nominated and elected by the Helpline and PR Sub-Committee voting members*

- 1. One (1) year clean time

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2. Three (3) months prior involvement in the Helpline and PR Sub-Committee
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. Familiarity with the Helpline and PR policy and an understanding of the service structure of Narcotics Anonymous
5. Coordinates web activity with the paid special worker.

Fills in for the Chairperson when needed. Is responsible for inventory and ordering literature for the Sub-Committee. Coordinates web activity with the paid special worker. Must attend the ASC meeting with the Chairperson.

Secretary: *Nominated and elected by the Helpline and PR Sub-Committee Voting members*

1. Six (6) months clean time
2. Secretarial experience
3. Organizational ability
4. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
5. Familiarity with the Helpline and PR policy and an understanding of the service structure of Narcotics Anonymous

Takes roll call and establishes voting membership. Records, prints and distributes Sub-Committee minutes and will make copies available upon request. Emails the minutes of each Sub-Committee meeting within seven days to all members. The minutes should also be sent to the Regional PR Chairperson and the Area Admin Committee. The minutes are to be verified by the Chairperson. Handles all correspondence for the Sub-Committee and maintains contact with all Sub-Committee members to advise them of any NA meetings, updates or changes.

Web Coordinator: *Nominated and elected by the Helpline and PR Sub-Committee voting members*

1. Two (2) years clean time
2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
3. Familiarity with the Helpline and PR policy and an understanding of the service structure of Narcotics Anonymous

This position requires a working knowledge of Internet, HTML, Data Entry, Coding, FTTP and Copyright Laws. Maintains and updates the web pages on a monthly basis. Periodically checks all links to make sure they are active and contain updated NA public information that is in accordance with our Traditions and PR Handbook. Ensures that South Broward Area Service Committee minutes are posted on the website.

Helpline and PR Orientation Person: *Nominated and elected by the Helpline and PR Sub-Committee voting members*

1. One (1) year clean time
2. Six (6) months prior involvement in the Helpline and PR Sub-Committee
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. Ability to convey the phone shift guidelines and requirements of the Sub-Committee to new volunteers.

Phone Line Volunteers:

1. Six (6) months clean time
2. Knowledge of the Twelve Steps and Twelve Traditions

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3. Willingness to fulfill the commitment and attend all Sub-Committee meetings

All phone line volunteers must go through orientation upon being placed on a shift. It is required that you attend the monthly Sub-Committee meetings. If you are unable to attend, you must either call the Chairperson, Vice-Chairperson or Secretary to give a report of your shift. If you miss two consecutive meetings you will lose your voting privileges and phone shift.

AGENDA FOR SUB-COMMITTEE MEETING:

1. Open meeting with the Serenity Prayer
2. Read the Twelve Traditions
3. New member qualifications (new members are eligible to vote and take a shift upon completion of their 2nd meeting)
4. Roll call and attendance
5. Establish voting membership
6. Establish quorum
7. Review and accept minutes from the last meeting
8. Open forum
9. Old business
10. New business
11. Shift sheets
12. Announcements
13. Establish next meeting date, time and place
14. Close meeting with the Serenity Prayer

MOTIONS AND VOTING PROCEDURES:

1. **Motions**
Motions may be made and seconded only by voting members.
2. **Voting**
 - a. Members may have voting privileges after attending two (2) consecutive meetings.
 - b. Voting privileges will be lost after missing two (2) meetings until reestablished.
 - c. In the event of a tie, the Chairperson will exercise her/his right to break such tie.
 - d. A quorum is the simple majority of the voting members. Once quorum is established at each meeting, it stays throughout the meeting.

BUDGET

1. The annual budget includes printing of flyers, miscellaneous Sub-Committee meeting hall fees, and general operating expenses.
2. General operating expenses include: Printing copies of minutes, guidelines or policies and postage.
3. Projected expenses for certain things should also be included such as: Phone service, travel (gas and tolls- this applies to the Chairperson or Vice-Chair for travel to Region), website maintenance, meeting lists and PSA's.
4. Money can be obtained in advance at the ASC, upon request, with presentation of MapQuest miles from Point A to Point B at the travel rate for that month's regional meeting. (If additional money is needed a motion must be made at area by the Chair or Vice-Chair of the Sub-Committee.

ADDITIONAL GUIDELINES

1. **Phone Line Guidelines:** The frontline person will be called by the system and then it rolls over automatically to the backups if the frontline person does not answer.

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- a. If necessary, the Chairperson will be notified.
- b. The Chairperson will attempt to contact the volunteer before their next shift.
- c. If no contact is made by the volunteer before their next shift, the Chairperson will reassign the shift.
- d. The Chairperson, Vice-Chairperson of the Sub-Committee and one (1) member of the SBASC Admin Committee shall be privy to all phone line account information and passwords required to access the account.
- e. It is a valuable service to answer the phone line for Narcotics Anonymous. The commitment requires compassion and RELIABILITY. Compassion can be expressed when addicts or their loved ones call the Helpline and ask for help. Patience and effective listening skills are important in order to provide an appropriate referral for the caller.
- f. Addiction is a disease that affects the whole family, and for that reason we can expect to receive calls from family and friends of addicts. Callers need to be treated with respect. It is important to take a little time to talk to some of these people because they may be feeling alone and ashamed. They need and deserve encouragement. REMEMBER, WE ARE NOT COUNSELORS and can only share our own experience, some people may need to be referred to other services (such as Nar Anon).
- g. It is important to determine whether or not the caller is in immediate physical danger or in need of immediate medical assistance. If you feel a life threatening situation is happening, get the caller's name and address then call 911.
- h. Our primary purpose is to stay clean and carry the message of Narcotics Anonymous to the addict who still suffers.

2. Meeting List Guidelines

- a. Meeting lists will be made available to the Literature Distribution Sub-Committee for sale. All costs for preparation and printing of meeting lists shall be charged against the Literature Sub-Committee budget.
- b. The Sub-Committee will be notified in advance by the Literature Distribution Sub-Committee for printing additional meeting lists.
- c. Meeting lists will be updated as needed by the secretary.
- d. Meeting lists will be printed with the month and year they were updated on the front cover.
- e. The South Broward Area meeting list will include a disclaimer in accordance with our third tradition to read:
"The formats of many meetings are designed to meet the special needs of its members; however, in keeping with our third tradition, any addict seeking recovery in need of a meeting may attend any meeting of Narcotics Anonymous."
- f. The PR Sub-Committee is responsible for keeping our meetings current with the World Service Office (WSO) and the South Florida Region Website.

3. General Guidelines for Presentations and/or Booths

Qualifications for Speaking on Behalf of the PR Sub-Committee:

- a. Anyone who speaks about Narcotics Anonymous on behalf of the South Broward Area PR Sub-Committee shall have a minimum of two (2) years clean time in Narcotics Anonymous and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- b. Persons with six (6) months clean time can attend presentations with qualified presenters.
- c. Anyone who is to give a presentation must have prior approval by the PR Sub-Committee.
- d. Anyone who is to give a presentation or accompany people to presentations should dress appropriately and obey all dress codes for facilities.
- e. Anyone going on their first presentation for the PR Sub-Committee must be accompanied by someone who has previous experience with PR presentations.

- f. Any person who participates in any presentation shall have observed at least one (1) previous presentation.
- g. Persons giving a Narcotics Anonymous presentation to the public should focus on the Narcotics Anonymous message.

4. **Website Guidelines**

- a. The domain names www.southbrowardna.org and the web hosting account shall be owned by and registered in the name of the South Broward Area of Narcotics Anonymous.
- b. All fees and costs for hosting and maintaining the website shall be paid not more than \$50.00 a month by the South Broward Area through funds allocated by the Public Relations Sub-Committee budget.
- c. At least two (2) members of the Public Relations Sub-Committee and one (1) member of the South Broward Admin Committee shall be privy to all account information and passwords required to access the hosting account.
- d. The PR Sub-Committee shall approve any changes to the content of the website pages.
- e. The website may provide links to www.na.org, regional NA websites within the United States and websites for areas within the United States when requested.
- f. The website may NOT link to any website which ultimately links to either social networking sites, personal pages or websites for commercial endeavors. Exceptions to this would include mapping utilities or documents created for downloading or viewing. A disclaimer must be on each page where they are used stating that NA is not affiliated with the website or company.

5. **Contract Guidelines**

All contracts committing the South Broward ASC or its Sub-Committees to amounts larger than five hundred dollars (\$500.00) are to be reviewed by the ASC Chairperson, ASC Vice-Chairperson and the ASC Treasurer in conjunction with representatives from the committee wishing to enter into the contract. All such contracts are to be signed by the ASC Chairperson or the ASC Treasurer in the Chairperson's absence.

HOSPITALS AND INSTIUTIONS (H&I) SUB-COMMITTEE GUIDELINES

PURPOSE: To coordinate all local Narcotics Anonymous hospitals and institutions meetings. To carry the N.A. message, via meetings, in accordance with our Fifth Tradition.

TRUSTED SERVANTS AND MEMBERSHIP: Chairperson, Vice-Chairperson, Secretary, Literature Distribution, Orientation Chairperson, H&I Meeting Chairpersons

QUALIFICATIONS AND RESPONSIBILITIES:

Chairperson: *Nominated and elected by the South Broward Area Service Committee*

- 1. Two (2) years clean time;
- 2. Six (6) months prior involvement in the H&I Committee
- 3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

The Chairperson maintains order in Sub-Committee meetings. He/she ensures the N.A. traditions are upheld. He/she maintains communications and responds to all requests for meetings from hospitals and institutions. He/she acts as liaison between the Area, the H&I Sub-Committee, and the institutions. He/she contacts all facilities each month to ensure satisfaction on behalf of the facility and ensure that meeting chairpersons have been doing their commitments. He/she must attend all ASC meetings and the meeting with the ASC Vice-Chairperson prior to the ASC. He/she maintains communications with the RSC and

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must attend all RSC Sub-Committee meetings. He/she maintains a list of contact persons at institutions.

He/she keeps a current listing of H&I meeting Chairpersons. He/she sees that contact persons at the institutions are notified when a new H&I meeting Chairperson is taking over the meeting. He/she is responsible for preparing and submitting the Sub-Committee's budget. He/she should acquaint him/herself with South Broward Area Service Policy.

Vice-Chairperson: *Nominated and elected by the H&I Sub-Committee from its voting members.*

1. One (1) year clean time.
2. Six (6) months prior involvement in the H&I Committee
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

The Vice-Chairperson fills in for the Chairperson when needed. He/she helps the Chairperson maintain order in the Sub-Committee meetings. He/she assists the Chairperson in updating the list of H&I meeting Chairs.

Secretary: *Nominated and elected by the H&I Committee from its voting members.*

1. Six (6) months clean time.
2. Secretarial experience and some organizational ability.

The secretary takes accurate minutes at monthly Sub-Committee meeting. He/she maintains the Sub-Committee's records. He/she keeps an updated volunteer list of willing people who would like to serve on the Sub-Committee.

Literature Distribution: *Nominated and elected by the H&I Sub-Committee from its voting members.*

1. Six (6) months clean time
2. Willingness to fulfill the commitment

This person will keep record of and distribute literature and meeting lists at the monthly Sub-Committee meeting.

- a. Monthly literature needs should be evaluated based on past experience. It is advisable to cover any unusual circumstance.
- b. Hospitals, Treatment Centers, and Institutions should be urged to use their budgets and funds to purchase N.A. literature for use by their clients.

Orientation Chairperson: *Nominated and elected by the H&I Sub-Committee from its voting members.*

1. One (1) year clean time.
2. Six (6) months involvement during the past year in the South Broward Area H&I sub-committee.
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

Attend the monthly H&I sub-committee meeting. Facilitates the orientation process for new members to the South Broward Area H&I sub-committee. The orientation person maintains and updates the area and region jail clearance list for the H&I sub-committee. Assists the Chair and Vice Chair to ensure all H&I meetings are covered throughout the month. Orientation for new members will be held after the sub-committee meeting. New members must be given a copy of policy The South Broward Area H&I Sub-committee policy.

H&I Meeting Chairperson: Nominated and elected by the H&I Committee by its voting members.

1. Six (6) months clean time;
2. An example of living recovery through the application of the 12-Steps and 12-Traditions of Narcotics Anonymous.
3. Willingness to fulfill the commitment.

It is required that the Meeting Chairperson attend the monthly Sub-Committee meetings. If unable to attend, please call the Chairperson or the Vice-Chairperson. If you do not call/attend for three (3)

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consecutive months, you will lose your meeting. Prior to becoming an H&I Meeting Chairperson, you must attend any three (3) meetings at institutions with another H&I Meeting Chairperson and receive an orientation.

AGENDA FOR SUB-COMMITTEE MEETING:

1. Opening prayer
2. Read Traditions
3. Take attendance and give meeting reports
4. Establish voting membership
5. Read and approve the minutes of the previous meeting
6. Report of budget expenditures including literature disbursements
7. Old business
8. New business
9. Establish next meeting time and place.
10. Close meeting with Serenity Prayer

MOTIONS AND VOTING PROCEDURES

1. **Motions**
Motions may be made and seconded only by voting members.
2. **Voting**
 - a. Voting members of the Sub-Committee shall be: the Vice-Chair, Secretary, Orientation Chairperson and all H&I meeting chairpersons
 - b. In the event of a tie, the Chairperson will exercise his/her right to break such tie.
 - c. A quorum is the simple majority of the voting members. Once a quorum is established at each meeting, it stays through the meeting.

BUDGET:

1. General operating expenses, which may include copies of minutes, guidelines, policies, reports on projects from other levels of service or other committees, postage and rent for H&I committee meeting.
2. The budget needs to be prepared and submitted to the ASC yearly. The H&I Chairperson's report to the ASC should include a monthly statement detailing literature and operating expenses. The H&I committee should receive literature from Area rather than funds for literature. The ASC provides the H&I Sub-Committee with up to \$500.00 worth of literature per month.

ADDITIONAL GUIDELINES:

1. Each speaker must have at least three (3) months clean time to speak at an H&I meeting and have a clear N.A. message.
2. Literature and meeting lists for H&I meetings must be supplied at H&I Sub-Committee meetings, only and will be distributed with discretion. H&I Sub-Committee is to be given up-to-date meeting lists as needed.
3. Remember, ego has no place in H&I work. We are here to spread the message of recovery to the suffering addict - not to make a name for ourselves. Narcotics Anonymous through attraction rather than promotion.
4. Rides to outside N.A. meetings are not provided by H&I Committee members. They are only done on a volunteer basis.
5. Speaker and Chairpersons for H&I meetings must not be employed, affiliated or seeking employment with that facility.

Included in this policy is a copy of the H&I Orientation Package. The package contains detailed information on the sub-committee, including: requirements and suggestions for new volunteers, the H&I presentation format, suggested topics for presentations and Sub-Committee rules.

SOUTH BROWARD AREA HOSPITALS AND INSTITUTIONS ORIENTATION PACKAGE

ORIENTATION

H&I orientation is a period that allows NA members to become familiar with H&I work so they aren't rushed into it without any preparation for this service. Many people are apprehensive about getting into H&I for a variety of reasons. Don't be put off, everyone has something to offer.

This packet has been compiled by the South Broward Area H&I Sub-committee to give a brief outline of some of the specifics that will be important for you as a panel member. The H&I handbook gives a much more in-depth look at H&I work in Narcotics Anonymous if you decide you want to learn more about this rewarding type of service.

As a part of orientation we ask that you attend your first H&I presentation as an observer. This will give you a chance to just listen at first and see how an H&I presentation really works. This introduction helps many feel more comfortable when they come join the panel.

WHY IS AN H&I PRESENTATION NECESSARY?

The purpose of an H&I presentation is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings, except for those in long-term facilities, are intended to simply introduce those attending to some of the basics of the NA program.

WHO IS BEST SUITED TO CARRY THE NA MESSAGE INTO A HOSPITAL OR INSTITUTION?

In our experience, it is best for members to have three months clean before attending an H&I presentation as a panel member or speaker, and six months clean before chairing or co-chairing an H&I presentation. It is not important whether or not we have been in a similar facility ourselves. Anyone with a CLEAR and CONSISTENT NARCOTICS ANONYMOUS MESSAGE who is willing to share is well suited for H&I work.

H&I REQUIREMENTS

If you decide that you want to make a commitment and serve on the H&I sub-committee it is because:

1. You have at least six (6) months abstinence from all drugs.
2. You have a strong NA message of recovery from addiction.
3. You are willing to comply with all of the H&I sub-committees and facility's requirements.
4. You are willing to carry the message in a responsible way.

WHAT DO WE PROVIDE AS A SUB-COMMITTEE?

LITERATURE: When the facilities themselves are unable to provide approved NA literature to their residents, H&I will provide such literature. Each facility is different and literature guidelines are set with the subcommittee based on the facility's needs and guidelines. The same rules apply for key tags and other approved NA supplies.

PEN PAL/JAIL MAIL: This is a function of the SOUTH FLORIDA REGIONAL H&I SUB-COMMITTEE. Forms for participating in the valuable service are available through this sub-committee.

WHAT WE DO NOT PROVIDE:

TRANSPORTATION SERVICES: H&I Sub-committees do not provide transportation for residents to outside NA meetings. Providing rides could create a liability for the H&I sub-committee, the Fellowship and the NA member, i.e.: accidents, escapes and false accusations.

H&I PRESENTATION FORMAT:

There are a variety of formats that we use when carrying the message into facilities, but there are some key points to keep in mind about all of them.

The format of any particular H&I presentation may vary from meeting to meeting depending on the type of facility. In short-term facilities, the format will be more focused on the panel members carrying a message into the residents, while at a long-term facility we may encourage more participation from the residents. In H&I we are carrying the message into the facility. At an H&I presentation we are not there to dump our

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problems, but rather to help these addicts become aware of what NA is and how it works in our lives. In effect, an H&I meeting is an introduction to our fellowship for addicts.

The panel leader should let you know what the format is before the presentation and should be able to answer any questions you may have about it. If you would like to see samples of a variety of formats, there is an explanation of several of them in the H&I Handbook.

Whatever format is chosen, we normally get the residents involved with a question and answer session at some point in the presentation. Also, you may be asked to stay after the meeting for a while to talk with residents if that is allowed.

SOME SUGGESTED TOPICS:

1. Transition to the fellowship.
2. The BASICS: Don't use, meetings, phone numbers, literature, sponsorship, and THE 12 STEPS.
3. Responsibility for our own recovery.
4. Identify rather than compare.
5. Spiritual not religious program.
6. Denial and reservations.
7. Giving up old playmates, playgrounds and playthings.
8. Living JUST FOR TODAY.
9. The first three steps.
10. Surrender, acceptance and feelings.

This is a list of some topics that could be talked about during your meetings, but there are countless others. Topics should, however, be chosen carefully, keeping in mind the 12 STEPS and 12 TRADITIONS of NARCOTICS ANONYMOUS.

PERSONAL COMMITMENTS

Please DO NOT volunteer for an H&I Commitment if:

1. You are not sure that you want to attend.
2. You are not sure will be able to attend the meeting. If something comes up and you will be unable to make it, try to give a member from the sub-committee at least 48 hours' notice so that he/she can invite someone to fill your spot. DO NOT ask someone to take your place or even to come along with you to the meeting. The meeting chairperson is the only one that is allowed to invite people to an H&I presentation.

QUESTIONS AND ANSWERS

It is a good idea to encourage questions concerning what was presented at the meeting or other general questions about NA, but there are a few things you should keep in mind.

Please remember that NA has NO OPINION on outside issues. Occasionally during the question and answer period or when talking after the presentation, the residents will ask us to give an opinion on outside issues, such as:

1. Other recovery programs or fellowships
2. The facility, i.e.: "Do I need to stay in treatment?"
3. Many other issues that do not pertain to recovery from addiction in the Narcotics Anonymous Fellowship.

It is very important that we are not drawn into these types of discussions! Always remember to only share

your experience, strength and hope about YOUR recovery in Narcotics Anonymous.

WORKING WITH OTHERS: MEN WITH MEN, WOMEN WITH WOMEN

Some facilities house only men or only women. Other facilities house both men and women, but keep them separate. In these facilities, where your presentations will consist of only men or only women, we feel strongly that only same-sex Narcotics Anonymous members should participate. Remember, our primary purpose is to carry the message of recovery, not to make our presentations more popular with the addicts we are trying to help. Problems that arise in this area have the potential to seriously damage the credibility of Narcotics Anonymous. Experience has taught us that we can avoid problems if we follow this simple guideline.

ADOLESCENTS

When adolescents are referred to in this orientation package, we are referring to anyone under the legal age of majority in Florida. We need to remember that adolescents are prospective members and should be treated with respect. When sharing in an H&I presentation, we need to remember that to an adolescent, the stress experience due to peer pressure or the relationship with their parents and/or teacher may be just as much a crisis to them as losing a job, marriage, or house may be to others. In NA, we learn to deal with our feelings and emotions, and share with others how we have been able to work through them by utilizing the Twelve Steps of Narcotics Anonymous.

Due to the government statutes regarding adolescents, we need to be especially aware of facilities' rules and regulations as they relate to our interaction with these prospective members. For example, some facilities may require a staff member to be present during H&I presentations. One suggestion we may make to administrators or facilities for adolescents is that they make the attendance at the H&I presentation voluntary. We have found this reduces distraction, increasing the opportunity for recovery in the Narcotics Anonymous Fellowship.

While some people maintain that adolescents respond better to people closer to their own age, the bulk of our experience suggests that the age of a person sharing at an adolescent H&I presentation is secondary to their ability to share a strong, clear message of recovery. Adolescents seem to respond more to the message than to the messenger. All H&I presentations are highly structured and should be geared towards recovery through the Twelve Steps of Narcotics Anonymous. Our experience has shown that we do not need to use a special format when carrying the message to adolescents.

In addition to the do's and don'ts found at the end of this package we feel that the following should be included.

DO'S

- DO** Remember that this is a "we" program. No addict should feel that he/ is being preached to
- DO** Remember that an addict is an addict, regardless of age.
- DO** Tell them that there is fun in recovery, i.e.: social events, fellowships, etc.
- DO** Acknowledge and validate their feelings and emotions.

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DON'TS

- DON'T** Glorify your past.
- DON'T** Say, "I feel like I'm talking to my kids."
- DON'T** Compare your bottom to theirs.
- DON'T** Patronize adolescents.
- DON'T** Use profanity.

DO'S AND DON'TS FOR H&I PARTICIPATION

DO'S

- DO** Make the directories of outside meetings available to residents.
- DO** Clarify the facility's rules with anyone you bring in.
- DO** Start and end on time!!!!
- DO** Briefly explain what H&I is.
- DO** Make it clear that NA is separate and distinct from the facility as well as other fellowships.
- DO** Try to get residents involved, especially those in long-term facilities (i.e.: literature person, coffee maker, readings, etc.)
- DO** Obey the dress codes. Exercise common sense and dress appropriately.
- DO** Keep staff aware of your whereabouts at all times.
- DO** Stamp all literature you bring into a facility with the local helpline number.
- DO** Screen all panel members carefully, especially regarding clean time or other requirements.

DON'TS

- DON'T** Break another person's anonymity, or tell his or her story.
- DON'T** Debate any issues involving facility rules or regulations.
- DON'T** Get involved in discussions on outside issues; remember why we are there.
- DON'T** Put too much focus on what it was like. They already know.
- DON'T** Debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.
- DON'T** Discuss conditions within the facility, or opinions about staff members.
- DON'T** Carry excessive cash, or wear expensive or flashy jewelry.
- DON'T** Show favoritism to any resident(s).
- DON'T** Take messages in or out of the facility.
- DON'T** Give out any other person's address or phone number.
- DON'T** Carry in any contraband items, such as cigarettes (if applicable) or weapons.

Remember at all times that you have a responsibility to the facility, to the residents, and to NA. If you observe the above suggestions, and follow the Twelve Traditions, you will uphold the responsibilities to all three.

LITERATURE DISTRIBUTION SUB-COMMITTEE GUIDELINES

PURPOSE:

To procure from the Regional Service Office all literature and related items and distribute them at the group level. To procure and distribute meeting lists from the Literature Committee as needed. Distribution is done largely at the monthly Area Service Committee meeting and is also available as required throughout the month.

TRUSTED SERVANTS AND MEMBERSHIP:

Chairperson, Vice-Chairperson and general members.

QUALIFICATIONS AND RESPONSIBILITIES:

Chairperson: *Nominated and elected by the South Broward Area Service Committee*

1. Three (3) years clean time;
2. Six (6) months prior involvement on Literature Distribution Sub-committee;
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. Knowledge of purchasing and inventory

The Literature Distribution Chairperson is responsible for purchasing inventory. He/she maintains records, fills literature orders, sells meeting lists at established price, fills out report in the form of a balance sheet and submits it to the Administrative Committee at each ASC. He/she must attend all ASC meetings and attend the meeting with the ASC Vice-Chairperson prior to the ASC. He/she submits a written report at each ASC which includes literature purchases, sales, starter kits, etc. to be included in the minutes. He/she should acquaint him/herself with the South Broward Area Service Policy.

Vice-Chairperson: *Nominated and elected by the Literature Distribution Sub-Committee by its voting members.*

1. Two (2) years clean.
2. Three (3) months prior involvement on the Literature Distribution sub-committee.
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

The Vice-Chairperson assists the chairperson at the ASC meeting. This is a two (2) year commitment. The first year is spent becoming familiar with the position of chairperson and filling in for them in his/her absence. The second year he/she becomes the chairperson with a vote of acclimation from the ASC. He/she should acquaint him/herself with the duties and responsibilities of the Literature Distribution Chairperson and become familiar with the South Broward Area Policy.

General Members:

1. No clean time requirement
2. Willingness to fulfill the commitment;
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. Assists the Chairperson in whatever capacity he/she is needed.

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AGENDA FOR SUB-COMMITTEE MEETING:

1. Open meeting with the Serenity Prayer
2. Read the Twelve Traditions
3. Establish voting members
4. Review Sub-Committee business
5. Old business
6. New business
7. Review business of the day
8. Announcements
9. Establish next meeting date, time and place
10. Close meeting with the Serenity Prayer

BUDGET:

Budget is \$2,000 per month, which includes the literature order from RSO and meeting lists. Supplies, which may be needed, include: staples, bags, rubber bands, inkpads and stamps.

LITERATURE:

1. GSR's, RCM's, Alternates, as well as the Administrative Committee and Sub-Committee chairpersons are to receive copies of Policy with five (5) extra copies available.
2. The Policy Package will be sold at cost when replacing, lost, or stolen copies. Free to all new groups and when updates are issued.
3. Old outdated meeting lists in the ASC's possession will be destroyed in an environmentally correct manor by the Literature Committee.
4. The procedure for literature purchases are as follows:
 - a. GSR's will put all group's money in an envelope marked with the group's name, the GSR's name and the total money amount enclosed, which includes, the literature amount requested and the donation amount.
 - b. The Sub-Committee will check dollar amounts while filling groups' orders and report any differences in dollar amounts to the treasurer.
5. Group Starter Kit shall include:
 - a. One (1) "Reading Card Set"
 - b. One (1) "Group Booklet"
 - c. One (1) "Policy Package"
 - d. One (1) *Narcotics Anonymous Basic Text*
 - e. One (1) *It Works: How and Why*
 - f. Twenty (20) Meeting Lists
 - g. Ten (10) "White Booklets"
 - h. Ten (10) White Key Tags
 - i. Five (5) each I.P.'s 5-9, 11-16, 19, 20, 22, 23
 - j. Three (3) each I. P.'s "In Times of Illness" and "The Group"
 - k. Five (5) each Key Tags 30, 60 and 90 days; 6 and 9 months
 - l. Two (2) each 1 year "Moon Glow" Key Tag
 - m. One (1) Gray and one (1) black and gold key tag

POLICY SUB-COMMITTEE GUIDELINES

PURPOSE:

The Policy committee should assure that all policy is in accordance with the 12 concepts and 12 traditions of Narcotics Anonymous. The committee should publish its' findings and make recommendations to groups and/or ASC. To Review and update policy within the South Broward Area Service Committee.

TRUSTED SERVANTS AND MEMBERSHIP:

Chairperson, Vice-Chairperson, General Members

QUALIFICATIONS AND RESPONSIBILITIES:

Chairperson: *Nominated and elected by the South Broward Area Service Committee*

1. Three (3) years clean time
2. Successfully completed a term in an elected position of the South Broward Area Service Committee.
3. Familiarity with the South Broward Area policy and an understanding of the service structure of Narcotics Anonymous
4. Six (6) months prior involvement with the Policy Sub-Committee.

The Chairperson shall lead all Policy Sub-Committee meetings and shall serve as liaison at the South Broward Area Service Meeting. The Chairperson shall attend the ASC's Administrative committee meeting and the ASC's new GSR workshop to explain and answer any questions regarding policy. The Chairperson shall ensure that the South Broward Area Service Committee meetings are following the Twelve Concepts, Twelve Traditions and South Broward Area Service Policy. The Chairperson may be called upon at the ASC meeting for Policy Clarification. The Chairperson can make or second any motion that would change, add, or effect the South Broward Area Policy.

Vice-Chairperson: *Nominated and elected by the Policy Sub-Committee by its voting members*

1. Two (2) years clean time
2. Prior ASC experience, familiarity with the South Broward Area policy and an understanding of the service structure of Narcotics Anonymous

General Members:

Familiarity with the South Broward Area policy and an understanding of the service structure of Narcotics Anonymous

VOTING MEMBERS:

1. All committee members who have attended one of the last three meetings;
2. Chairperson votes only in the case of a tie.

ADDITIONAL GUIDELINES:

1. The Policy Sub-Committee shall meet as needed, in order to organize changes to the policy and submit changes to the ASC or groups.
2. The Policy Sub-Committee will research and seek guidance to better understand the application of the Twelve Traditions and Twelve Concepts as they relate to the ASC Policy.
3. The Policy Sub-Committee shall review all motions going back to groups, and (if needed) shall include an explanation of their impact on Twelve concepts and Twelve traditions of NA if clarification is necessary.
4. The Policy Committee Chairperson shall attend the ASC's Administrative Committee meeting and the ASC's new GSR workshop to explain and answer any questions regarding the Policy.
5. In Accordance with the Twelve Concepts, the Policy Sub-Committee will evaluate the personal grievances filed against the South Broward Area Service Committee and present those deemed "in order" to the Groups for resolution. (See 10th Concept).
6. The Policy Sub-Committee shall update the policy as changes are made and submit updates to the area webmaster and the literature distribution sub-committee at the next ASC meeting.

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7. The Policy Sub-Committee shall review and update the area policy once per year and submit the updated policy to the ASC in the month of July.

AGENDA FOR SUB-COMMITTEE MEETING:

1. Open meeting with the Serenity Prayer
2. Read the Twelve Traditions
3. Establish voting members
4. Review Sub-Committee business
5. Old business
6. New business
7. Review business of the day
8. Announcements
9. Establish next meeting date, time and place
10. Close meeting with the Serenity Prayer

BUDGET:

The Policy Committee shall submit a budget to the ASC for approval, each year in the month of August.

SOUTH BROWARD SWAMP RECOVERY

PURPOSE

This sub-committee holds an annual South Broward Area camping event. Swamp Recovery is a newcomer event and is a wonderful opportunity to be a part of an area annual event honoring the traditions. Our primary purpose is to carry the message to the addict who still suffers, have fun, as well as generate funds for the South Broward Area. No addict is ever turned away.

GENERAL GUIDELINES

1. Swamp Recovery South Broward Area Policy will be distributed to each subcommittee chair at time of incurring their position.
2. All subcommittee chairs must meet the clean time requirement.
3. All flyers created must include the following information:
 - a) Name and location of the event, including dates and times
 - b) Any entrance fees associated with the park
 - c) NA is not affiliated with the park
 - d) Two individuals contact information
 - e) NA Registered Symbol
 - f) NO PETS ALLOWED!!!
4. All subcommittees are responsible to set up and break down their own committee areas. Set up of tents and tables completed by Friday 12:00 pm and break down finished by 12:00 pm on Sunday so that all the items can be packed for storage in a timely manner.
5. All committee members are expected to do a shift in hospitality and final clean up.

QUALIFICATION & RESPONSIBILITIES FOR SUBCOMMITTEE POSITIONS

CHAIR

- a. Chair must be an ASC elected position with 3 years clean time and have 6 months prior involvement in a Swamp Recovery Sub-committee, Area Activities Sub-committee, or Convention Sub-committee.
- b. Must be organized, responsible for and capable of overseeing all aspects of swamp committee.
- c. Will work with the Treasurer to create the budget.
- d. Must be a liaison between the park and swamp subcommittee and take responsibility for the confirmation and preregistration for the following year.
- e. Must attend and bring all info to the ASC monthly meeting.
- f. Must acquire certificate of insurance from the South FL Region.
- g. Chairs all swamp sub-committee meetings monthly.
- h. Chairs the Saturday night meeting and appoints trusted servants to do the readings and the clean time count down.

VICE CHAIR

- a. Must have 3 years clean time and have 3 months prior involvement in a Swamp Recovery Sub-committee, Area Activities Sub-committee, or Convention Sub-committee.
- b. Must work with the Chair and assist in all areas of the event including any and all work that the other committees were unable to handle.
- c. Fills in for Chair as needed.
- d. Helps oversee the event, Chairs the Friday night speaker meeting, and helps with organization in programming.

TREASURER

- a. Must be an ASC elected position with 3 years clean time and have 3 months prior involvement in a Swamp Recovery Sub-committee, Area Activities Sub-committee, or Convention Sub-committee.
- b. Must attend all business meetings during the full year.
- c. Will work with the Chair to create the budget.
- d. Must document and be responsible for all funds at swamp recovery.
- e. Must balance a checkbook.
- f. Must be responsible to distribute all money to the subcommittee members that request funds within the budget and collect and maintain all receipts for the event.
- g. Must deposit all funds into the ASC bank account within 72 hours of event completion.
- h. Treasurer will submit completed accounting of the event to ASC by March ASC.

SECRETARY

- a. Must have 1 year clean time and have secretarial experience and organizational ability.
- b. Must type, keep written record of the meetings, have email capabilities and be computer literate.
- c. Must attend all business meetings during the full year and is required to turn all records over to the next secretary by next election for the following year including a hard copy disc.
- d. Must email all members of any changes of meetings, decisions or voting results.
- e. Must distribute all flyers to the Subcommittee members, South Broward Area and Region.
- f. Maintain a contact list of all committee members.
- g. Take accurate meeting minutes at all monthly subcommittee meetings and will email to all subcommittee members 1 week prior to the next monthly meeting.

ACTIVITIES CHAIR

- a. Must have 2 years clean time and have prior involvement in a Swamp Recovery Sub-committee, Area Activities Sub-committee, or Convention Sub-committee.
- b. Must organize and fulfill the scheduling of all activities. (i.e. games, crafts, etc.)
- c. Form a committee that will help to cover all shifts during the weekend.

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- d. Must set up and break down the activities tent and tables.
- e. Create and maintain an inventory for the items required for the event.
- f. Maintain accurate financial records & receipts of expenses for all activities which is given to the Treasurer.

HOSPITALITY CHAIR

- a. Must have 2 years clean time and have 3 months prior involvement in a Swamp Recovery Sub-committee, Area Activities Sub-committee, or Convention Sub-committee.
- b. Must set up a break down tents, buy supplies before and during event to ensure that coffee and other items for sale are available before and after meetings.
- c. Maintain accurate financial records & receipts of expenses for all supplies which is given to the Treasurer.
- d. Form a committee that will help cover all shifts during the weekend.
- e. Keep an inventory of all items needed and clean all utensils each night and before packing up on Sunday.

Hours of operation are:

- Set Up Friday 8 am to 12 pm
 Friday 12 pm to 11pm
- Saturday 7 am to 11pm
- Breakdown Sunday 7 am to 10 am

(Times to be reviewed – may change depending on group conscious)

PROGRAM CHAIR

- a. Must have 2 years clean time and have 3 months prior involvement in a Swamp Recovery Sub-committee, Area Activities Sub-committee, or Convention Sub-committee.
- b. Forms a committee and is responsible to oversee the selection of the workshop topics.
- c. Ensures that all Speakers meet the following clean time requirements and have a clear NA message:
 - Main Speaker – 5 years clean
 - Work Shop Speakers – 2 years clean
- d. Ensures that all Workshop Chairs meet a 1year clean time requirement and have a clear NA message.
- e. Must create a flyer to collect tapes and CDs for the Main Speaker assuring they have a clear NA message. Main Speakers cannot be a Swamp subcommittee member.
- f. All speaker candidates must be submitted to the Swamp Committee for final approval.
- g. Create and print a program schedule with days and times of all events and activities, including large poster size for registration table.

REGISTRATION CHAIR

- a. Must have 2 years clean time and have 3 months prior involvement in a Swamp Recovery Sub-committee, Area Activities Sub-committee, or Convention Sub-committee.
- b. Form a committee that will cover all shifts during the weekend.
- c. Must make sure all committee members that are handling money have at least two years clean time.
- d. Must create and print registration forms.
- e. Creates all registration packages.
- f. Responsible to create and maintain accurate financial records.
- g. Responsible to turn over and sign off on all monies, financial records and registrations collected to the Treasurer and/or Chair person.

SERENITY AND SAFETY PATROL CHAIR

- a. Must have 3 years clean time and have 3 months prior involvement in a Swamp Recovery Sub-committee, Area Activities Sub-committee, or Convention Sub-committee.
- b. Must form a committee and oversee that the following tasks are adhered to (1-5).

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1. Set up and break down all tiki torches around registration and hospitality.
2. Must be able to handle any disruption that may occur and maintain adherence to the policies set by the swamp committee in accordance with park rules and regulations.
3. Must direct traffic for parking and/or crowd control.
4. Must set up the parking areas including applying and removing the caution tape.
5. Must handle multiple fires, help organize fire safety of pits, furnish and maintain the firewood. (usually that is 3 pickups), insure that a water source (hose or bucket of water) is available at every fire pit. Must insure adherence to park rules and regulations.
6. Must extinguish all fires with water in accordance with park rules and regulations.

T Shirt Sales (Merchandise) Chair

- a. Must have 3 years clean time and have 3 months prior involvement in a Swamp Recovery Sub-committee, Area Activities Sub-committee, or Convention Sub-committee.
- b. Form a committee that will cover all shifts during the weekend.
- c. Must keep current and accurate financial records in a responsible manner.
- d. Must obtain three separate written bids from different printers or vendors to present to the sub-committee.
- e. Must be a liaison between the printer and the sub-committee on final design as well as pick up of shirts and/or any additional merchandise.
- f. Works in conjunction with registration in keeping a current and accurate record of inventory & shirt sizes to fulfill all registration orders.
- g. Is responsible to turn over and sign off all monies collected and financial records to the Treasurer and/or Chair person.

AGENDA FOR SUB-COMMITTEE MEETING

- a. Open meeting with the Serenity Prayer
- b. Read the Twelve Traditions
- c. Establish voting members
- d. Review Sub-Committee business
- e. Old business
- f. New business
- g. Review business of the day
- h. Announcements
- i. Establish next meeting date, time and place
- j. Close meeting with the Serenity Prayer

MOTIONS AND VOTING PROCEDURES

Motions

- a. Motions may be made and seconded only by voting members.

Voting

- a. Members may have voting privileges after attending two (2) consecutive meetings.
- b. Voting privileges will be lost after missing two (2) meetings until reestablished.
- c. In the event of a tie, the Chairperson will exercise her/his right to break such tie.
- d. A quorum is the simple majority of the voting members. **Once quorum is established at each meeting, it stays throughout the meeting.**

IMPEACHMENT PROCEDURES

- a. When a member of the Administrative Committee, or a Sub-Committee Chairperson misses two (2) consecutive meetings, or fails to perform his/her duties, a letter will be sent stating the charges prior to

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voting. Following the letter, the person may make a rebuttal. Impeachment will be determined by vote at the ASC meeting. Relapse may fall under the heading of "failure to perform duties". It takes a 2/3 vote to impeach. The vote is done by closed ballot.

RESIGNATION PROCEDURES

- a. Submit a letter to the ASC Chairperson prior to the ASC stating your resignation.

Budget

- a. Budget will be created by the Chair and the Treasurer and approved by ASC.
- b. Must be submitted to ASC after the event by April ASC for the following year.