



**South Dade ASC
Procedural Guidelines**



2007

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I. THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the groups springs from our Traditions.

As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose - to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

II. TWELVE CONCEPTS OF NARCOTICS ANONYMOUS SERVICE

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

III. DEFINITION OF AN ASC

An Area Service Committee (ASC) is a committee made up of representatives (GSR's) from Groups within a designated area, which meets monthly for the express purpose of serving the specific needs of its members' Groups. All ASC meetings are open to the NA Membership at large.

The most important service, which an ASC provides, is that of its Groups' support. Whenever a Group has a specific situation or need, which it has not been able to, handle on its own, it can come to this 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 other than financial in keeping with the spirit of our 7th tradition. It can hold workshops or seminars to train trusted servants. It can provide a place to keep a stock of literature, which the Groups can purchase. 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 GSR's. 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 grow. 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 courses of financial support are helpful, but the bulk of the responsibility still falls on the members of a Group.

IV. ASC SERVICES

1. All new groups shall receive a "Starter Kit" provided by the Literature Office.
2. All active Groups shall receive a copy of the Conference Agenda Report (CAR) for all WSC's provided by the Literature Office.
3. All ASC Participants shall receive a copy of the South Dade ASC Procedural Guidelines provided by the ASC Secretary.
4. All GSR Participants shall receive a copy of the South Dade GSR Guide provided by the ASC Secretary.
5. The South Dade ASC shall meet on the second Sunday of each month.
6. There shall be an ASC Participants Orientation Hour (open to anyone interested) on ASC Sunday, from 9:00am to 10:00am. This hour is to be facilitated by participants of the Administrative Subcommittee on a volunteer basis, as arranged by the Vice-Chairperson, as needed. It shall include orientation on our Procedural Guidelines, the GSR Guide, the Twelve Traditions, & the Twelve Concepts.

V. ASC FORMAT

1. Opening Prayer (Serenity Prayer).
2. Reading of the Twelve Traditions.
3. Reading of the Twelve Concepts.
4. Reading of the "Definition of an ASC".
5. Roll Call.
6. Introduce new GSR's (new GSR's shall be assigned an experienced GSR as a guide for 3 months).
7. Secretary's Report.
8. 1st Treasurer's Report.
9. Group Service Representatives' Reports.
10. Subcommittees' Reports.
11. Ad-Hoc Subcommittees' Reports.
12. Regional Committee Member (RCM) Report.
13. Recess for stated period of time (by GSR vote)
14. Nominations/Elections for open positions.
15. Open Forum (for comments from any NA member).
16. Old Business.
17. 2nd Treasurer's Report (Update after Group Donations).
18. Donation to the RSC.
19. New Business.
20. 3rd Treasurer's Report: (Final Balance)
21. Literature Distribution Report.
22. Announcements for the good of NA
23. Review of business of the day.
24. Plans for the next meeting are discussed.
25. Closing Prayer.

VI. PARTICIPANTS

There shall be two (2) categories of participants in the South Dade ASC: voting participants and non-voting participants.

1. VOTING PARTICIPANTS

Each voting participant shall be allowed one vote on all matters coming before the ASC. A voting participant of the South Dade ASC shall be defined as:

- A. Group Service Representative (GSR) or GSR Alternate in their absence;
- B. ASC Chairperson in the event of a tie;

2. NON-VOTING PARTICIPANTS

Each non-voting participant shall be allowed to debate, question, enter, or second motions or nominations, present reports, present points of personal privilege, call for points of order and question the Chairperson. However, non-voting participants shall not be allowed to vote on motions, nominations, or other such matters requiring a vote nor shall they be permitted to appeal the decision of the Chairperson. A non-voting participant of the South Dade ASC shall be defined as:

- A. ASC Officers: Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Regional Committee Member (RCM) and Regional Committee Member Alternate (RCMA);
- B. Subcommittee Chairperson, Ad Hoc Subcommittee Chairperson, and Liaison
- C. Others (at the discretion of the Chairperson);

VII. QUORUM

Quorum at the ASC is the number of participants entitled to vote who must be present in order to conduct business. An official quorum must be established to conduct business. It is the Chairperson's duty to determine that a quorum is present.

1. QUORUM DEFINED

The South Dade ASC may conduct business when simple majority or one more than 50% of voting participants are present. In order to establish an accurate quorum, any group not represented at two (2) consecutive ASC meetings shall be dropped from roll call.

2. QUORUM CALL

A quorum call from the floor is always in order. If eligible voting participants leave the ASC meeting before all business has been conducted, thus dissolving the quorum, normal business requiring a vote shall not be conducted in their absence. A simple majority (50% plus one) of the original quorum must remain in order to vote.

VIII. MOTION PROCEDURES

1. MOTION CATEGORY

Motions for new business shall be sorted into the following categories and entertained and resolved within each category in the order they are received.

A. FINANCIAL MOTIONS

1. Motions for new group starter kits
2. Motions for reimbursement of money
3. Motions to increase budget

B. OTHER BUSINESS

1. Group and Subcommittee Motions
2. Procedural Motions
3. Miscellaneous

C. RSC MOTIONS

1. Motions that require an Area conscience to be carried to the next RSC meeting

2. MAIN MOTIONS

A main motion is a formal proposal by a participant that the South Dade ASC take certain action. A main motion is a motion whose introduction brings business before the ASC. A participant makes the motion. All main motions must be made in writing and accompanied by a written intent. The motion should be clear, concise, and comprehensive so the ASC will not be voting on the perceived intent. Participants are encouraged to ask fellow participants for help in wording motions, especially those who feel uncertain of their writing skills. Until the Chairperson states the motion, the maker of the motion is free to modify or withdraw it as he or she pleases. However, once the motion is stated, the motion becomes the property of the ASC and must be disposed of in some manner. The maker is no longer free to modify or withdraw it except with the unanimous consent of the ASC. If the motion is offered in wording that is unclear, it is the Chairperson's duty to see that the motion is put into suitable form before stating it, making sure to preserve its content to the satisfaction of the maker.

3. PARLIAMENTARY MOTIONS

Parliamentary motions can be best understood as "sub-motions" made during debate on a main motion that affect that motion in some way. A few that seem to be the most practical are discussed below.

A. MOTION TO AMEND

This is the most commonly used parliamentary motion. During debate on a motion, if a participant feels that the motion would benefit from a change in its language, that participant can say, "I move to amend the motion . . ." and suggest specific language changes in the motion, as long as the idea or subject is not changed. A motion to amend must be moved and seconded before it can be debated.

When debate on the motion to amend is finished, a vote is taken. Then debate resumes on the merits of the main motion (as amended, if the motion to amend has carried). When debate is finished on the merits of the main motion itself, a vote is taken and the ASC moves on to the next item of business. If the motion to amend does not pass, the ASC continues to debate the main motion, a vote is taken, and the ASC moves on to the next item of business.

B. MOTION TO CALL THE PREVIOUS QUESTION

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a participant saying, "I call for the question," or "I move the previous question." It is another way of saying "I move that debate stop right now and that we vote immediately." This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chairperson must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the voting participation feels that no more debate is necessary, a vote is taken and the ASC moves on to the next item of business.

C. MOTION TO TABLE

One way of disposing of a motion that is not ready for a vote is to table it. Saying, "I move we table this motion until such-and-such a date/meeting" does this. This motion is not debatable; if it is moved and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the ASC moves on to the next item of business. The tabled motion will be included in the ASC agenda on the date specified.

D. MOTION TO REMOVE FROM THE TABLE

A motion that has been tabled can be taken up before the time originally set in the motion to table. Saying, "I move to remove from the table the motion to such-and-such" does this. If this motion passes, the motion that has been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table does not pass, the ASC moves on to the next item of business.

E. MOTION TO REFER

Sometimes the ASC does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc subcommittee for further study. A participant saying, "I move to refer the motion to the such-and-such subcommittee" can do this. A motion to refer must be moved and seconded before it can be debated. If the motion to refer passes, the ASC moves on to the next item of business. If the motion to refer does not pass, the ASC may either continue debate the main motion or vote on it.

The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the ASC.

F. MOTION TO RECONSIDER OR RESCIND

Sometimes a participant feels that a motion the ASC has passed will prove harmful. That participant can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind:

- The motion must have been passed in either the last months or the current meeting.

- The participant making the motion must have information on the issue that was not available in the original debate on the motion.
- The participant must have been with the winning side in the original vote.

These limits are placed to protect the ASC from having to reconsider again and again the motions it passes while still allowing it to examine harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order. The motion to reconsider requires a simple majority. The motion to rescind requires a simple majority, provided that participants of the ASC were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds (2/3) majority vote.

G. MOTION TO ADJOURN

Any participant of the ASC may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chairperson may declare the meeting adjourned without a motion.

4. OTHER PROCEDURES

In addition to parliamentary motions, there are other ways in which participants may alter or clarify the proceedings. Here are a few of the most common:

A. ORDER OF THE DAY

If a participant of the ASC feels that business is going too far astray from the original agenda, that participant can help get things back on track. The participant says, "I call for the order of the day." This means, "I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require a second, is not debatable, and does not even require a vote -- the chairperson is obligated to enforce the request unless two-thirds of the body informs the chair otherwise.

B. POINT OF INFORMATION

If a participant of the ASC needs certain information before making a decision about a motion at hand, that participant can say at any time to the chairperson, "Point of information." This means, "I have a question to ask," not "I have information to offer." A point of information does not need a second; it is neither debatable nor to be voted upon. The participant raising the point of information may ask the question of either the chairperson or another participant of the ASC.

C. POINT OF ORDER

If it appears to a participant of the ASC that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the participant can ask the chairperson for clarification of the rules at any time. The participant may simply say out loud, "Point of order." The chairperson then says, "What is your point of order?" The participant then states the question and asks the chairperson for clarification. If the chairperson agrees that the rules are not being followed, the chairperson says "Your point is well taken" and restates the appropriate rule. If the chair does not agree, the chairperson says, "Overruled." This decision as all others can be appealed.

D. POINT OF APPEAL

Any time the chairperson makes a decision, that decision may be appealed. Any participant of the ASC who wishes to appeal a decision may do so by saying, "I appeal the decision of the chair." If the appeal is seconded, the chairperson then asks, "On what grounds do you appeal my decision?" The participant states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The participant of the ASC may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chairperson.

E. PARLIAMENTARY INQUIRY

If a participant of the ASC wants to do something but does not know how it fits in with the rules of order, all the participant of the ASC has to do is ask. At any time, a participant may simply say out loud, "Point of parliamentary inquiry." The chairperson must immediately recognize the participant so that the person may ask how to do such-and-such. The chairperson will answer the question, possible by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

F. POINT OF PERSONAL PRIVILEGE

If the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, "Point of personal PRIVILEGE:" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request requires no second, and the chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chairperson will accommodate you.

5. MOTION PROCESS

A. MOTION BEGINS

A motion must be submitted in writing, and comes up for discussion during New Business. This motion, before it can be considered by the other participants at the ASC meeting, must be seconded by another participant of the ASC. A "second" is an indication by the participant making the second that the idea deserves consideration by the ASC participants. If there is no second, the matter will die for lack of a second.

B. MOTION SECONDED

Once seconded, however, it becomes the business of the ASC participants to consider the motion and debate its pro's and con's. The Chairperson will usually call upon the participant making the motion as the first affirmative (i.e., in favor of) speaker. The sponsor of the motion will have a few minutes to explain the intent of the motion. When he or she is through, the Chairperson will ask for other participants who wish to argue for or against the motion. Debate on main motions is limited to two (2) pros and two (2) cons. Under limited circumstances, debate may be extended.

C. MOTION VOTED

Unless a motion to amend the motion is proposed, seconded, and accepted, or the motion is tabled or referred to a subcommittee, then debate is concluded and it is time to vote. (A two-thirds (2/3) majority vote is required to close, limit or extend debate.) A simple majority (50% plus one) of the votes cast by the voting participants is required for the motion to pass.

D. UNANIMOUS CONSENT

This is a method that allows the ASC to move quickly through 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 participants were in favor. If a participant objects to this, the matter will go to a vote as prescribed for the motion.

E. OUT OF ORDER

Once a motion has been made, the chairperson may rule it *out of order*. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the ASC's standing procedural guidelines, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. Any participant of the ASC who wishes to challenge a ruling made by the chairperson may *appeal* that ruling (see: "*Point of appeal*" under "Other Procedures"). If no appeal is made, or if the decision of the chair is upheld, the ASC moves on to other business.

IX. DISCUSSION

Discussion or debate on main motions and most parliamentary motions is limited to two (2) pros and two (2) cons. Participants of the ASC speaking on an issue in debate have two (2) to three (3) minutes in which to speak. Under limited circumstances, debate may be extended. (A two-thirds (2/3) majority vote is required to close, limit or extend debate.) Only one (1) issue will be on the floor at any one (1) time and no other debate is in order. ASC participants shall speak only when recognized by the Chairperson; to be recognized participants shall raise their hand.

X. VOTING PROCEDURES

The role of the GSR as a voting participant in South Dade ASC regular meetings goes beyond that of merely carrying information to and from the group he or she represents. GSR's, through the authority delegated to them by their groups, should fully participate in the meetings of the ASC by responsibly exercising their best judgment and voting their informed individual consciences on day-to-day South Dade ASC business.

1. GENERAL VOTING

All routine business voting shall be conducted by a show of hands vote. A simple majority vote (50% plus one) of the voting participants of the ASC, provided there is a quorum, shall reflect and record the collective conscience of the ASC for all routine business. The majority needed to pass a motion shall be determined from the total number of votes cast; abstentions stand alone, and do not count as part of the votes cast. Certain motions require two-thirds (2/3) majority vote to pass, these include:

- To change procedural guidelines;
- To close, limit or extend debate;
- To close nominations;

- To elect a participant of the ASC to office;
- To remove an elected participant of the ASC from office;
- To change the order of business;
- To take business away from a subcommittee that has not made a decision or a report on it, and returns that business to discussion on the floor.

A two-thirds (2/3) majority shall be determined from the total number of the votes cast; abstentions stand alone, and do not count as part of the votes cast. For example, when a vote is called for to accept the Minutes or a Treasurer's Report, all those in favor signify by a show of hands and those opposed signify by show of hands. All voting participants must raise hands to signify their vote. If the vote is a tie, the Chairperson may break the tie with a vote at his/her discretion, or may call for the matter to be returned to the Groups for a Group Conscience decision, and be brought back to the next ASC.

2. ELECTION VOTING

All election voting shall be conducted by a written ballot vote. A two-thirds (2/3) majority vote of the voting participants of the ASC, provided there is a quorum, shall reflect and record the collective conscience of the ASC for all elections. The two-thirds majority needed to pass a motion shall be determined from the total number of votes cast; abstentions stand alone, and do not count as part of the votes cast.

3. PROCEDURE VOTING

All procedural guideline changes or creation of ASC procedure shall automatically be referred to the Administrative Subcommittee for recommendation. The Subcommittee shall then recommend a course of action. These motions shall then be brought from the Administrative Subcommittee to the groups. A two-thirds (2/3) majority vote of the voting participants of the ASC, provided there is a quorum, shall reflect and record the collective conscience of the ASC for all changes to these guidelines, other procedural motions, and budgets. The two-thirds (2/3) majority needed to pass a motion shall be determined from the total number of votes cast; abstentions stand alone, and do not count as part of the votes cast.

XI. NOMINATIONS

Nominations of ASC Participants shall be solicited at the ASC meeting in June. A list of all open positions shall be distributed with an explanation of each position, as well as, the qualifications and responsibilities of each position. ASC Participants who have not served two (2) consecutive terms shall automatically appear on the August voting ballot, unless they decline to run for office at the July ASC.

1. NOMINATION PROCEDURE

Nomination shall be submitted only with the knowledge and consent of the nominee. At the time of nominations at the ASC meeting in July, each nominee should state in person and on paper, their qualifications for serving the fellowship as a whole in this Area. (state clean time, a brief service history, and his/her qualifications for the position, and why they can and want to serve the fellowship.) ASC participants shall question each nominee concerning matters relevant to their possible election. Each nomination must be seconded.

2. NO WAIVING OF CLEAN TIME.

It is recommended that South Dade ASC not waive the stated clean time requirements in order to elect someone to a position.

XII. ELECTIONS

Election of ASC Participants shall be conducted yearly with nominations brought to the ASC in July and elections held in August.

1. ELECTION PROCEDURE

Elections of ASC Participants shall be conducted in August by written ballot, concealed, and tallied by the Secretary and the Vice-Chairperson. All nominees must be present at time of election. The Chairperson shall announce the election results. All written ballots must indicate the voting participant and the vote. Balloting procedure is to be followed until one candidate has received a clear majority. Election results shall not be published by number in the ASC minutes.

2. SINGLE NOMINEE

In case of only one (1) nomination at the time of elections in August, the nominee must be elected by a two-thirds (2/3) majority vote of the ASC participants.

3. ASSUMPTION OF OFFICE

All newly elected ASC Participants shall assume the duties of their offices at the conclusion of the meeting at which the election took place.

XIII. TERMS OF OFFICE

1. REGULAR TERM

All ASC participants shall serve a one (1) year term to be elected in August.

2. UN-EXPIRED TERMS

If there is a vacancy, un-expired terms may be filled according to the above nomination and election procedures or, if there is no objection from the ASC voting participants, by appointment from the Chairperson.

3. RESIGNATION

An ASC Participant may resign by providing written notice to the Administrative Subcommittee. Upon resignation from office of the RCM or ASC Chairperson, a Priority Vote of Confidence shall be taken for the RCM Alternate or Vice-Chairperson to fill the position. This Priority Vote of Confidence shall require a two-thirds (2/3) majority vote. In the event that a position is filled by appointment, the appointee may, at the completion of the un-expired term, be nominated for a complete term according to regular nomination and election procedures.

4. IMPEACHMENT OR REMOVAL

An ASC Participant may be impeached or removed from office by a two-thirds majority vote of the voting participants due to interruption of abstinence, gross negligence, or incapacitation. In the event any Administrative Subcommittee participant misses two (2) consecutive ASC meetings or Administrative Subcommittee meetings, impeachment procedures shall commence automatically. Upon impeachment or removal from office of the RCM or ASC Chairperson, a Priority Vote of Confidence shall be taken for the RCM Alternate or Vice-Chairperson to fill the position. This Priority Vote of Confidence shall require a two-thirds (2/3) majority vote. In the event that a position is filled by appointment, the appointee may, at the completion of the un-expired term, be nominated for a complete term according to regular nomination and election procedures. Impeachment or removal voting shall be done by written ballot.

5. RE-ELECTION

In keeping with the principle of rotating leadership, it is recommended that no ASC participant serve more than two (2) consecutive regular terms in the same position.

XIV. FINANCIAL

Recognizing that NA funds are to be used for the sole purpose of furthering our Fellowship's primary purpose, South Dade ASC shall examine each proposed expenditure to see if it will help better carry the NA message. South Dade ASC shall endeavor at all times to treat sacredly the trust and faith given to it by South Dade Area groups and addicts by a vigorous application of the Twelve Traditions and Twelve Concepts to its financial procedures and practices.

1. FUND SOURCES

A. GROUP DONATIONS

1. South Dade ASC shall not accept designated or earmarked funds.
2. South Dade ASC shall accept cash only. Personal checks shall not be accepted by Treasurer.

B. LITERATURE SALES

1. South Dade ASC shall accept cash only. Personal checks shall not be accepted by Literature Distribution Chairperson.

C. AREA-SPONSORED ACTIVITIES AND FUNDRAISERS

1. Groups shall be held to the same criteria as the Entertainment & Activities Subcommittee when holding events financially sponsored by the South Dade ASC.

2. CHECKING ACCOUNT

The South Dade ASC, on behalf of itself and all its Subcommittees, shall have only one checking account. The South Dade ASC checking account shall require:

- A. The signatures required on the ASC checks consist of any two (2) of the following: Chairperson, Vice-Chairperson, Secretary or Tax Compliance Liaison
- B. Two (2) signatures are required on all checks (2 out of 4 signatories)
- C. Duplicate bank account statements shall be sent to the Treasurer at South Dade ASC post office box and the ASC Chairperson.
- D. No ATM cards

3. DEPOSITS

All deposits shall be made within seventy-two (72) hours of receipt. Any ASC participant, who is responsible for ASC money, must obtain deposit slips from the Treasurer and deposit the funds into the South Dade ASC banking account within seventy-two (72) hours of receipt. A telephone call shall then be made to the Treasurer to report the amount of the deposit and the actual deposit slip shall be handed to the Treasurer at the next ASC. Any Trusted Servant that deposits money must have at least two (2) years clean and a steady source of income. At the end of the ASC, the deposit amount will be verified by the Tax Compliance Liaison.

4. FINANCIAL RECORDS

All South Dade ASC financial records must be kept in a neat, accurate and orderly fashion and be available for inspection at the request of any participant at every regular South Dade ASC meeting.

5. BUDGETS

Budgeting will help South Dade ASC be a better steward of the funds it receives. The Administrative Subcommittee shall develop annual (Twelve month) budget projections for all South Dade ASC committees and subcommittees, to be presented to the ASC for discussion and approval. In developing a budget, each committee and subcommittee shall list their total anticipated financial needs and obligations for the period in question and come prepared to justify the proposed expenditures before the ASC.

6. INCORPORATION

South Dade ASC shall be incorporated for the protection of its participants, groups and the area itself. We are incorporated as a non-profit organization with a tax identification number. For IRS purposes, (consulting, filing of forms, producing, and signing reports, etc...) the South Dade ASC has designated the Tax Compliance Liaison as the officer of the Corporation.

7. POST OFFICE BOX

South Dade ASC shall establish a post office box address for receipt of bank statements and other official South Dade Area correspondence. The P.O. Box shall be maintained by the Administrative Subcommittee, the key holders shall be the Treasurer and Chairperson.

8. FINANCIAL REVIEW

Twice a year, South Dade ASC, through a select committee, shall conduct a thorough review of South Dade ASC finances. This select committee shall be coordinated by the Vice-Chairperson and shall include the Treasurer, Alternate Treasurer, and Tax Compliance Liaison among its participants. If necessary, this committee may hire a professional accountant as a special worker to assist the committee in its review. The committee shall present a report of its findings at the April and October meetings of the ASC.

9. OPERATING FUNDS

These are funds of a set amount provided to the Administrative Subcommittee and each Standing Subcommittee to cover normal administrative costs for each month. Normal administrative costs include rent for a meeting space, copying of the subcommittee's minutes, etc. but do not include separately budgeted items such as H&I literature purchases or seed money for an Area-sponsored event. The amount of an operating fund is determined by the approved budget for each Subcommittee and replenished as necessary up to the approved budget limits.

10. REIMBURSEMENT

All moneys distributed by the Treasurer shall be done in check form. There will be no cash reimbursements. No reimbursement shall be made without proper receipts or proof of payment. All receipts to be paid by the South Dade ASC shall be signed, dated, and an explanation of what the receipt is for put on the back. All Subcommittee Chairperson or ASC participants receiving money (for any purpose) from the ASC must present a receipt to the South Dade ASC Treasurer within one (1) month or become liable for the money. Questionable items for reimbursement shall be decided upon by the Administrative Subcommittee and, if refused, may be appealed to the South Dade ASC.

11. PRUDENT RESERVE

The South Dade ASC has determined that it is in the Area's best interest to maintain a prudent reserve. South Dade ASC shall hold in reserve an amount equal to an average of the previous six (6) months' expenses (i.e., 6 months total expenditures divided by 6, equals prudent reserve amount).

12. FIDUCIARY RESPONSIBILITY

In order to protect South Dade ASC participants, the South Dade Area groups, and NA as a whole, South Dade ASC shall strive to meet its financial obligations to society before its internal needs. To maintain fiduciary restraint, South Dade ASC will make every effort to avoid debt, thereby minimizing the number of financial obligations incurred outside the Fellowship. After meeting its external debts, South Dade ASC will disburse the funds it has been given according to the principles of our 5th Tradition and our 11th Concept (for example, H & I or PI needs, or possible donations to the RSC and NAWS would be accommodated before authorizing spending for a social event.).

The following non-deficit spending guidelines shall be used to pay expenses in the order given below:

- A. Payment of debts or expenses outside the NA Fellowship.
- B. Payment of debts or expenses within the NA Fellowship.
- C. South Dade ASC secretarial or administrative expenses.
- D. Approved budgets of South Dade ASC Subcommittees and Officers.
- E. RSC and NAWS donations.
- F. All other approved South Dade ASC expenses.

13. MISAPPROPRIATION OF FUNDS

All participants shall be held accountable for funds and merchandise entrusted to them. Misappropriation will not be tolerated and shall be grounds for immediate removal from any position. Legal action may be appropriate and required in the fulfillment of South Dade ASC's fiduciary responsibilities. A decision to take legal action is merely an option and does not compromise the spiritual principles of our Steps, Traditions, or Concepts. However, resorting to a legal remedy in an instance of misappropriation should be an action of last resort and undertaken only after having previously, followed a number of steps. These steps shall include the following:

- A. Conduct a thorough investigation to determine if misappropriation has indeed occurred.
- B. Invite the parties responsible to state their side.
- C. Work out a plan for restitution with the parties responsible.
- D. Make it clear that the consequences of not fulfilling the agreement could include legal action being taken against them.
- E. If the previous four steps have been followed without resolving the matter, the South Dade ASC may then consider the appropriateness of taking legal action. Such a measure shall be passed only by a two-thirds (2/3) majority vote of the ASC voting participant.

XV. ASC OFFICERS

1. CHAIRPERSON

A. QUALIFICATIONS

- 1. Has been active for at least three (3) years in the ASC service structure of Narcotics Anonymous;
- 2. Has five (5) years of continuous abstinence from all drugs;
- 3. Has a working knowledge of the Twelve Steps and Twelve Traditions;
- 4. Has a working knowledge of ASC Procedural Guidelines;
- 5. Has a willingness and desire to serve in this capacity;

B. RESPONSIBILITIES

- 1. Shall attend all ASC meetings for their full duration;
- 2. Shall attend all Administrative Subcommittee meetings;
- 3. Shall fulfill all of the Administrative Subcommittee duties;
- 4. Shall arrange for and preside over the monthly ASC meetings;

5. Shall coordinate provision of food and beverages, as well as setting up of the ASC meeting room;
6. Shall determine that a quorum is present;
7. Shall enforce rules of decorum and discipline at the ASC Meetings, will keep discussion focused on the topic and within a reasonable time frame, will attempt to be absolutely fair and impartial;
8. Shall refrain from speaking to the merits of or engaging in debate upon motions pending unless requested to do so by a ASC participant, at which time the Chairperson may step down for discussion;
9. Shall write correspondence on behalf of the ASC;
10. Shall be a key holder of the ASC P.O. Box;
11. Shall vote at ASC meetings only to break tie votes; shall not make or second motions;
12. Shall be a co-signer of the South Dade ASC bank account;

2. VICE-CHAIRPERSON

A. QUALIFICATIONS

1. Has been active for at least two (2) years in the ASC service structure of Narcotics Anonymous;
2. Has four (4) years of continuous abstinence from all drugs;
3. Has a working knowledge of the Twelve Steps and Twelve Traditions;
4. Has a working knowledge of ASC Procedural Guidelines;
5. Has a willingness and desire to serve in this capacity;

B. RESPONSIBILITIES

1. Shall attend all ASC meetings for their full duration;
2. Shall attend all Administrative Subcommittee meetings;
3. Shall fulfill all of the Administrative Subcommittee duties;
4. Shall serve as Parliamentarian of ASC meetings;
5. Shall assist the Chairperson in performing his/her responsibilities;
6. Shall assume the responsibilities of the Chairperson or any other Administrative Subcommittee participant in his/her absence;
7. Shall be a liaison between all Subcommittees to assure coordination of functions and proper cooperation of responsibilities;
8. Shall conceal and tally the vote of written ballots and pass results to the Chairperson;
9. Shall coordinate the committee entrusted to conduct ASC Participants Orientation Hour;
10. Shall coordinate the committee entrusted to conduct the semi-annual financial review;
11. Shall make and second motions at ASC but shall not vote;
12. Shall arrange and preside over all Administrative Subcommittee meetings.
13. Shall vote at Administrative Subcommittee only to break tie votes; shall not make or second motions;
14. Shall be a co-signer of the South Dade ASC bank account;

3. SECRETARY

A. QUALIFICATIONS

1. Has been active for at least one (1) year in the ASC service structure of Narcotics Anonymous;
2. Has two (2) years of continuous abstinence from all drugs;
3. Has general office and secretarial experience and some organizational ability; and is computer literate and has access to a computer;
4. Has a working knowledge of the Twelve Steps and Twelve Traditions;
5. Has a working knowledge of ASC Procedural Guidelines;
6. Has a willingness and desire to serve in this capacity;

B. RESPONSIBILITIES

1. Shall attend all ASC meetings for their full duration;
2. Shall attend all Administrative Subcommittee meetings;
3. Shall fulfill all of the Administrative Subcommittee duties;
4. Shall perform Roll Call for attendance and voting at the ASC;
5. Shall assume the responsibilities of the Chairperson in the absence of the Chairperson, Vice-Chairperson, RCM or Alternate RCM;
6. Shall give Secretary's Report at the ASC;
7. Shall maintain an updated mailing list of all South Dade ASC participants;
8. Shall keep an accurate record (Minutes) of all ASC meetings, as follows:
 - Times meeting starts and ends;
 - Readings done and by whom;
 - Some general idea of what was said during Open Forum, by whom, and any specific recommendations given by the speakers;
 - New GSR introduction;
 - Subcommittee and RCM reports, with notations of motions to approve them, by whom and outcome;
 - Old and New Business motions, as written by author and including intent, seconded by whom, and outcome. Also, any discussions that may be recorded by Secretary;
 - Any impeachment procedures and outcome;
 - Any nominations and/or elections of officers, showing position being filled, who makes nomination and who seconds, qualifications and outcome.
 - Any other important business;
9. Shall announce the coming of elections two meetings prior to the election meeting;
10. Shall copy and mail ASC Minutes to ASC participants, including Alternate GSR's who request them, not later than two (2) weeks following the ASC Meetings, which shall include all of the above recordings (#3.), plus:
 - An updated list of Groups and their GSR's, removing groups which have been absent 3 consecutive times;
 - An updated list of participants of the Administrative Subcommittee;
 - All typed reports handed out by Treasurer, Subcommittee or RCM;
11. Shall copy and bring to the ASC ten (10) additional copies of the ASC Minutes;
12. Shall copy and bring to the ASC ten (10) additional copies of the South Dade ASC Procedural Guidelines;
13. Shall buy, copy, and bring to the ASC ten (10) new GSR's packages, consisting of a 3-ring binder with a copy of the South Dade ASC Procedural Guidelines and the GSR Guide;
14. Shall copy and bring to the ASC Meeting List Changes, Motion, Group Report and Subcommittee Report forms;

15. Shall copy and bring to the ASC an updated "Additional Guidelines" sheet, with recently passed procedural motions;
16. Shall in July, input all information from "Additional Guidelines" sheet into ASC Procedural Guidelines;
17. Shall buy and bring to the ASC stapler, staple remover, 3-Hole puncher, ruled filler paper, pens, etc.
18. Shall send "letter of Intention to Impeach" to Administrative participants who have missed two (2) consecutive ASC Meetings or Administrative Subcommittee Meetings.
19. Shall type and mail letters of correspondence that the ASC so dictates;
20. Shall maintain an archive of all South Dade ASC minutes, guidelines, subcommittee reports and South Dade ASC business and correspondence and make these records available to any ASC Participant;
21. Shall make and second motions at ASC but shall not vote;
23. Shall be a co-signer of the South Dade ASC bank account;

4. ASSISTANT SECRETARY

A. QUALIFICATIONS

1. Has been active for at least six (6) months in the ASC service structure of Narcotics Anonymous;
2. Has one (1) year of continuous abstinence from all drugs;
3. Has general office and secretarial experience and some organizational ability; and is computer literate and has access to a computer;
4. Has a working knowledge of the Twelve Steps and Twelve Traditions;
5. Has a working knowledge of ASC Procedural Guidelines;
6. Has a willingness and desire to serve in this capacity;

B. RESPONSIBILITIES

1. Shall attend all ASC meetings for their full duration;
2. Shall attend all Administrative Subcommittee meetings;
3. Shall fulfill all of the Administrative Subcommittee duties;
4. Shall assist the Secretary in performing his/her responsibilities;
5. Shall assume the responsibilities of the Secretary in his/her absence;
6. Shall keep an accurate record (Minutes) of all Administrative Subcommittee meetings, as follows:
 - Times meeting starts and ends;
 - Readings done and by whom;
 - Some general idea of what was said during Open Forum, by whom, and any specific recommendations given by the speakers;
 - Old and New Business motions, and Administrative recommendations;
 - Any other important business;
7. Shall make and second motions at ASC but shall not vote;

5. TREASURER

A. QUALIFICATIONS

1. Has been active for at least two (2) years in the ASC service structure of Narcotics Anonymous;
2. Has three (3) years of continuous abstinence from all drugs;
3. Has a steady source of income;
4. Has a working knowledge of the Twelve Steps and Twelve Traditions;
5. Has a working knowledge of ASC Procedural Guidelines;
6. Has a willingness and desire to serve in this capacity;

B. RESPONSIBILITIES

1. Shall attend all ASC meetings for their full duration;
2. Shall attend all Administrative Subcommittee meetings;
3. Shall fulfill all of the Administrative Subcommittee duties;
4. Shall act as the custodian of all South Dade ASC funds.
5. Shall keep an accurate ledger recording of all financial transaction;
6. Shall provide at all ASC meetings, a "Group Donation" form;
7. Shall provide at all ASC meetings all books and records for inspection by any ASC participant;
8. Shall present a written and oral report at all ASC meetings of monthly contributions and expenditures, including projected expenses for the upcoming month;
9. Shall within 72 hours deposit all ASC funds into the South Dade ASC bank account;
10. Shall disburse funds as necessary in accordance with the decisions of the South Dade ASC;
11. Shall disburse all approved expenses in a timely manner;
12. Shall coordinate with Administrative Subcommittee to develop a prudent reserve that is adequate to serve the ASC;
13. Shall coordinate with Administrative Subcommittee to develop detailed annual (12 month) budget projections to be updated quarterly (every three months) and submitted to the ASC for discussion and approval;
14. Shall present a written and oral full financial report in April and October in conjunction with the semi-annual financial review;
15. Shall return the checkbooks and all financial records at the end of his/her term of office to the ASC Chairperson.
16. Shall be a key holder of the ASC P.O. Box;
17. Shall regularly collect and distribute all ASC mail;
18. Shall make and second motions at the ASC but shall not vote;

6. ASSISTANT TREASURER

A. QUALIFICATIONS

1. Has been active for at least one (1) year in the ASC service structure of Narcotics Anonymous;
2. Has two (2) years of continuous abstinence from all drugs;
3. Has a steady source of income;
4. Has a working knowledge of the Twelve Steps and Twelve Traditions;
5. Has a working knowledge of ASC Procedural Guidelines;
6. Has a willingness and desire to serve in this capacity;

B. RESPONSIBILITIES

1. Shall attend all ASC meetings for their full duration;
2. Shall attend all Administrative Subcommittee meetings;
3. Shall fulfill all of the Administrative Subcommittee duties;
4. Shall assist the Treasurer in performing his/her responsibilities;
5. Shall assume the responsibilities of the Treasurer in his/her absence;
6. Shall be an automatic participant of Literature Distribution ;
7. Shall act as liaison between the Treasurer and Literature Distribution Liaison for the distribution of Literature;
8. Shall participate in the budget development and semi-annual financial review process;
9. Shall make and second motions at the ASC but shall not vote;

7. REGIONAL COMMITTEE MEMBER (RCM)

A. QUALIFICATIONS

1. Has been active for at least two (2) years in the ASC service structure of Narcotics Anonymous;
2. Has three (3) years of continuous abstinence from all drugs;
3. Has the ability to work for the common good, placing principles before personalities at all times;
4. Has a working knowledge of the Twelve Steps and Twelve Traditions;
5. Has a working knowledge of ASC Procedural Guidelines;
6. Has a willingness and desire to serve in this capacity;

B. RESPONSIBILITIES

1. Shall attend all ASC and RSC meetings for their full duration;
2. Shall attend all Administrative Subcommittee meetings;
 - a. Shall fulfill all of the Administrative Subcommittee duties;
3. Shall represent the "Group Conscience" of the Area Dade ASC at the RSC;
4. Shall assume the responsibilities of the Chairperson in the absence of the Chairperson, or Vice-Chairperson;
5. Shall be a source of information and guidance for South Dade ASC participants on matters concerning the Twelve Traditions, the Twelve Concepts and all aspects of service in Narcotics Anonymous;
6. Shall take part in any decision which affects the RSC (speaking as the voice of the ASC)
7. Shall present a written and oral report at all ASC meetings of the business conducted at the RSC on current RSC and World issues.
8. Shall obtain from the RSC an updated copy of the first 2 pages of the RSC Activities Calendar, and make 100 copies of a 2-page/1-sheet Calendar, to bring to the ASC each month.
9. Shall vote on any motion at the RSC that has not been voted on by the ASC, and will include in his/her report which way he/she voted;
10. Shall attend RSC Subcommittee meetings when the ASC Subcommittee Chairperson cannot attend. Subcommittee Chairperson who cannot attend RSC must submit a written report to the RCM;
10. Shall make and second motions at the ASC but shall not vote;

8. REGIONAL COMMITTEE MEMBER ALTERNATE (RCMA)

A. QUALIFICATIONS

1. Has been active for at least one (1) year in the ASC service structure of Narcotics Anonymous;
2. Has two (2) year of continuous abstinence from all drugs;
3. Has the ability to work for the common good, placing principles before personalities at all times;
4. Has a willingness to serve two (2) years: one (1) year as Alternate and one (1) year as RCM;
5. Has a working knowledge of the Twelve Steps and Twelve Traditions;
6. Has a working knowledge of ASC Procedural Guidelines;
7. Has a willingness and desire to serve in this capacity;

B. RESPONSIBILITIES

1. Shall attend all ASC and RSC meetings for their full duration;
2. Shall attend all Administrative Subcommittee meetings;
3. Shall fulfill all of the Administrative Subcommittee duties;
4. Shall assist the Regional Committee Member in performing his/her responsibilities;
5. Shall assume the responsibilities of the Regional Committee Member in his/her absence;
6. Shall assume the responsibilities of the Chairperson in the absence of the Chairperson, Vice-Chairperson, or RCM;
7. This is a training position for one (1) year followed by a one (1) year term as RCM; therefore, it is a two (2) year commitment;
8. Shall make and second motions at the ASC but shall not vote;

XVI. LIAISONS

1. LITERATURE DISTRIBUTION

The South Dade Area Literature Distribution Liaison is a Narcotics Anonymous member who shall handle all ordering and distribution of NA approved Literature to the fellowship of Narcotics Anonymous in the South Dade Area.

The purpose of the South Dade Area Literature Distribution Liaison is to maintain a stock of NA approved literature that can be purchased by local groups at the monthly ASC meeting, and any other time as approved by the ASC. The amount and identity of literature to be kept in inventory shall be presented to the ASC for discussion and approval. The resale price of all literature will be set and approved by the South Dade ASC. All profit organizations will be charged 20% over cost of all literature. Any participant of South Dade Literature Distribution that handles money must have at least one (1) year clean and a steady source of income. Prior to the purchase of office supplies for the Area Service Office, 3 estimates shall be obtained for the cost of the supplies needed over the amount of \$100.00, and the order for supplies shall be placed with the least expensive supplier.

CHAIRPERSON

A. QUALIFICATIONS

- 1. Has two (2) years of continuous abstinence from all drugs;
- 2. Has a steady source of income;
- 3. Has a working knowledge of the Twelve Steps and Twelve Traditions;
- 4. Has a working knowledge of ASC Procedural Guidelines;
- 5. Has the time and resources necessary to complete these duties;
- 6. Has a willingness and desire to serve in this capacity;

B. RESPONSIBILTIES

- 1. Shall attend all ASC meetings for their full duration;
- 2. Shall attend all Administrative Subcommittee meetings;
- 3. Shall fulfill all of the Administrative Subcommittee duties;
- 4. Shall coordinate with Treasurer to ensure all bills are paid;
- 5. Shall obtain deposit slips from the Treasurer and deposit all funds into the South Dade ASC banking account within seventy-two (72) hours of receipt. A telephone call shall then be made to the Treasurer to report the amount of the deposit and the actual deposit slip shall be handed to the Treasurer at the next ASC.
- 6. Shall purchase all ASC literature within a timely manner;
- 7. Shall keep an accurate record of monthly literature inventory and sales;
- 8. Shall own, read and understand the WSC Literature Handbook;
- 9. Shall submit to the ASC an annual report of plans, no later than October of each year;
- 10. Shall submit to the ASC a set of updated Guidelines, no later than October of each year;
- 11. Shall submit to the ASC a annual budget, no later than October of each year;
- 12. Shall make and second motions at ASC but shall not vote;

2. MEETING LIST

The South Dade Area Meeting List Liaison is a Narcotics Anonymous member who shall coordinate, produce, and distribute an accurate updated meeting list to the fellowship of Narcotics Anonymous in the South Dade Area.

The purpose of the South Dade Area Meeting List Liaison is to compile and update meeting information from NA groups in the South Dade Area, to publish and distribute in the form of a monthly meeting list.

CHAIRPERSON

A. QUALIFICATIONS

- 1. Has two (2) years of continuous abstinence from all drugs;
- 2. Has access to a computer;
- 3. Has a working knowledge of the Twelve Steps and Twelve Traditions;
- 4. Has a working knowledge of ASC Procedural Guidelines;
- 5. Has the time and resources necessary to complete these duties;
- 6. Has a willingness and desire to serve in this capacity;

B. RESPONSIBILTIES

1. Shall attend all ASC meetings for their full duration;
2. Shall attend all Administrative Subcommittee meetings;
3. Shall fulfill all of the Administrative Subcommittee duties;
4. Shall coordinate with Treasurer to ensure all bills are paid;
1. Shall coordinate meeting list updates with Beach & Bay and North Dade Area;
2. Shall provide accurate updated copy of meeting list to Literature Distribution and Website Subcommittee one (1) week prior to monthly ASC meeting;
3. Shall provide accurate updated copy of meeting list to the RSC Public Information Subcommittee one (1) week prior to monthly ASC meeting;
4. Shall coordinate with Literature Distribution to ensure production of meeting list;
5. Shall submit to the ASC an annual report of plans, no later than October of each year;
6. Shall submit to the ASC a set of updated Guidelines, no later than October of each year;
7. Shall submit to the ASC a annual budget, no later than October of each year;
8. Shall make and second motions at ASC but shall not vote;

3. TAX COMPLIANCE

The South Dade Area Tax Compliance Liaison is a Narcotics Anonymous member who shall maintain the South Dade ASC Corporation. We are incorporated as a non-profit organization with a tax identification number. For IRS purposes and financial accountability the South Dade ASC has designated the Tax Compliance Liaison as the officer of the Corporation.

The purpose of the South Dade Area Tax Compliance Liaison is to file forms, produce, and sign reports with the IRS and any other government agency necessary. The South Dade Area Tax Compliance Liaison shall help develop annual (Twelve month) budget projections for all South Dade ASC subcommittees and liaisons, to be presented to the Administrative Subcommittee for discussion and approval.

CHAIRPERSON

A. QUALIFICATIONS

1. Has two (2) years of continuous abstinence from all drugs;
2. Has a working knowledge of corporation tax forms and filings;
3. Has a working knowledge of the Twelve Steps and Twelve Traditions;
4. Has a working knowledge of ASC Procedural Guidelines;
5. Has the time and resources necessary to complete these duties;
6. Has a willingness and desire to serve in this capacity;

B. RESPONSIBILTIES

1. Shall attend all ASC meetings for their full duration;
2. Shall attend all Administrative Subcommittee meetings;
1. Shall fulfill all of the Administrative Subcommittee duties;
2. Shall oversee all deposits of ASC funds;
3. Shall coordinate with Treasurer to ensure all bills are paid;
4. Shall coordinate with Treasurer to develop financial statements;
5. Shall coordinate with Treasurer to develop a prudent reserve;
6. Shall submit to ASC an annual report of plans, no later than October of each year;

7. Shall submit to the ASC a set of updated Guidelines, no later than October of each year;
8. Shall submit to the ASC a annual budget, no later than October of each year;
9. Shall make and second motions at ASC but shall not vote;
10. Shall be a co-signer of the South Dade ASC bank account;

XVII. STANDING SUBCOMMITTEES

1. ADMINISTRATIVE

The Administrative Subcommittee is a committee made of all ASC officers (Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Regional Committee Member [RCM], Regional Committee Member Alternate [RCMA], All Subcommittee Chairpersons; Ad-Hoc Chairpersons, and four (4) present Group Service Representatives with at least one (1) year abstinence from all drugs.

All procedural changes or creation of ASC procedure shall automatically be referred to the Administrative Subcommittee for recommendation. The Subcommittee shall then recommend a course of action. Then these motions shall than be brought from the Administrative Subcommittee to the groups.

In the event any Administrative Subcommittee participant misses two (2) consecutive ASC meetings or Administrative Subcommittee meetings, impeachment procedures shall commence automatically.

The Administrative Subcommittee shall develop annual (Twelve month) budget projections for all South Dade ASC subcommittees and liaisons, to be presented to the ASC for discussion and approval. In developing a budget, each committee and subcommittee shall list their total anticipated financial needs and obligations for the period in question and come prepared to justify the proposed expenditures before the ASC.

The South Dade Area Administrative Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous participants to attend. The Administrative Subcommittee shall meet directly after the monthly ASC meeting.

CHAIRPERSON (ASC VICE-CHAIRPERSON)

A. QUALIFICATIONS

1. Has been active for at least two (2) years in the ASC service structure of Narcotics Anonymous;
2. Has four (4) years of continuous abstinence from all drugs;
3. Has a working knowledge of the Twelve Steps and Twelve Traditions;
4. Has a working knowledge of ASC Procedural Guidelines;
5. Has a willingness and desire to serve in this capacity;

B. RESPONSIBILITIES

1. Shall attend all ASC meetings for their full duration;
2. Shall arrange and preside over all Administrative Subcommittee meetings.

3. Shall fulfill all of the Administrative Subcommittee duties;
4. Shall hold at least one (1) meeting monthly of its membership;

2. ENTERTAINMENT AND ACTIVITIES

The South Dade Area Entertainment and Activities Subcommittee is a committee made up of Narcotics Anonymous members who coordinate and plan functions, which promote unity and maintain an atmosphere of recovery in the fellowship of Narcotics Anonymous in the South Dade Area.

The purpose of the South Dade Area Entertainment and Activities Subcommittee is to provide functions designed to enhance recovery, and build NA unity and a member's sense of belonging. All functions should have integrity. Any function planned by the South Dade Area Entertainment and Activities Subcommittee will be brought to the South Dade ASC for approval. (Example: dances, picnics, sporting events, etc.). No addict seeking the celebration of recovery will be turned away at any South Dade dance, picnic, sporting events, fundraisers, etc. All Entertainment and Activities Subcommittee functions (dances, comedy shows, etc.) held indoors shall be non-smoking. The Entertainment and Activities Subcommittee will not plan functions during another South Dade Area function, South Dade ASC, South Florida RSC, or South Florida Regional Activity, in keeping with the spirit of unity. Any participant of South Dade Area Entertainment and Activities Subcommittee that handles money must have at least one (1) year clean and a steady source of income.

The South Dade Area Entertainment and Activities Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Entertainment and Activities Subcommittee shall meet at least once a month, the date, time, and location to be determined by the group conscience of participants who regularly attend.

CHAIRPERSON

A. QUALIFICATIONS

1. Has been active for at least six (6) months in the E & A Subcommittee;
2. Has two (2) years of continuous abstinence from all drugs;
3. Has a steady source of income;
4. Has a working knowledge of the Twelve Steps and Twelve Traditions;
5. Has a working knowledge of ASC Procedural Guidelines;
6. Has the time and resources necessary to complete these duties;
7. Has a willingness and desire to serve in this capacity;

B. RESPONSIBILITIES

1. Shall attend all ASC meetings for their full duration;
2. Shall attend all Administrative Subcommittee meetings;
3. Shall fulfill all of the Administrative Subcommittee duties;
4. Shall hold at least one (1) meeting monthly of its membership;
5. Shall distribute flyers for all functions two (2) months prior to function;
6. Shall obtain deposit slips from the Treasurer and deposit all funds into the South Dade ASC banking account within seventy-two (72) hours of receipt. A telephone call shall then be made to the Treasurer to report the amount of the deposit and the actual deposit slip shall be handed to the Treasurer at the next ASC.

7. Shall submit to the ASC an annual report of the Subcommittee's plans, special events, workshops, etc., no later than October of each year;
8. Shall submit to the ASC a set of updated Guidelines, no later than October of each year;
9. Shall submit to the ASC a annual budget including RSC travel, no later than October of each year;
10. Shall make and second motions at ASC but shall not vote;

3. HELPLINE

The South Dade Area Helpline Subcommittee is a committee made up of Narcotics Anonymous members who establish, coordinate, and maintain an effective phonline service where the general public seeking help and/or information can call and have a one on one conversation with a recovering addict via the telephone.

The purpose of the South Dade Area Helpline Subcommittee is to provide a phonline service where the general public can call and talk anonymously with a recovering addict 24 hours a day, 7 days a week. The Helpline Subcommittee shall provide meeting times and places with brief directions. Any referral given by the South Dade Area Helpline Subcommittee shall be without endorsement.

The South Dade Area Helpline Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Helpline Subcommittee shall meet at least once a month, the date, time, and location to be determined by the group conscience of participants who regularly attend.

CHAIRPERSON

A. QUALIFICATIONS

1. Has been active for at least six (6) months in the Helpline Subcommittee;
2. Has two (2) years of continuous abstinence from all drugs;
3. Has a working knowledge of the Twelve Steps and Twelve Traditions;
4. Has a working knowledge of ASC Procedural Guidelines;
5. Has the time and resources necessary to complete these duties;
6. Has a willingness and desire to serve in this capacity;

B. RESPONSIBILITIES

1. Shall attend all ASC meetings for their full duration;
2. Shall attend all Administrative Subcommittee meetings;
3. Shall fulfill all of the Administrative Subcommittee duties;
4. Shall hold at least one (1) meeting monthly of its membership;
5. Shall coordinate with Treasurer to ensure all bills are paid;
6. Shall coordinate communication with answering service;
7. Shall provide Subcommittee with updated meeting list monthly;
8. Shall be the 24 hour back up for all shifts;
9. Shall own, read and understand the WSC Helpline Handbook;
10. Shall submit to the ASC an annual report of the Subcommittee's plans, special events, workshops, etc., no later than October of each year;

11. Shall submit to the ASC a set of updated Guidelines, no later than October of each year;
12. Shall submit to the ASC a annual budget including RSC travel, no later than October of each year;
13. Shall make and second motions at ASC but shall not vote;

4. HOSPITALS AND INSTITUTIONS

The South Dade Area Hospitals and Institutions Subcommittee is a committee made up of Narcotics Anonymous members who initiates, coordinate and conduct all local NA hospitals and institutions presentations within the South Dade Area of Narcotics Anonymous.

The purpose of the South Dade Area Hospitals and Institutions Subcommittee is to conduct hospitals and institutions presentations that carry the NA message of recovery to any addict in jails, hospitals and institutions whose attendance at regular NA meetings is restricted. Any presentation initiated by the South Dade Area Hospitals and Institutions Subcommittee shall be in cooperation with the Public Information Subcommittee.

The South Dade Area Hospitals and Institutions Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Hospitals and Institutions Subcommittee shall meet at least once a month, the date, time, and location to be determined by the group conscience of participants who regularly attend.

CHAIRPERSON

A. QUALIFICATIONS

1. Has been active for at least six (6) months in the H & I Subcommittee;
2. Has two (2) years of continuous abstinence from all drugs;
3. Has a working knowledge of the Twelve Steps and Twelve Traditions;
4. Has a working knowledge of ASC Procedural Guidelines;
5. Has the time and resources necessary to complete these duties;
6. Has a willingness and desire to serve in this capacity;

B. RESPONSIBILITIES

1. Shall attend all ASC meetings for their full duration;
2. Shall attend all Administrative Subcommittee meetings;
3. Shall fulfill all of the Administrative Subcommittee duties;
4. Shall hold at least one (1) meeting monthly of its membership;
5. Shall provide Subcommittee with literature and updated meeting list monthly;
6. Shall be accountable for all distributed literature;
7. Shall own, read and understand the WSC H & I Handbook;
8. Shall submit to the ASC an annual report of the Subcommittee's plans, special events, workshops, etc., no later than October of each year;
9. Shall submit to the ASC a set of updated Guidelines, no later than October of each year;
10. Shall submit to the ASC a annual budget including RSC travel, no later than October of each year;
11. Shall make and second motions at ASC but shall not vote;

5. NEWSLETTER

The South Dade Area Newsletter Subcommittee is a committee made up of Narcotics Anonymous members who coordinate, produce, and distribute an effective newsletter to the fellowship of Narcotics Anonymous in the South Dade Area. In keeping with our First Tradition, personal recovery is made more available.

The purpose of the South Dade Area Newsletter Subcommittee is to provide written communication designed to enhance recovery, and build NA unity. The information in the Newsletter shall contain NA news, upcoming events, and personal experiences with recovery from addiction. The South Dade Area Newsletter Subcommittee will not use articles or quotes from non-NA sources.

The South Dade Area Newsletter Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Newsletter Subcommittee shall meet at least once a month, the date, time, and location to be determined by the group conscience of participants who regularly attend.

CHAIRPERSON

A. QUALIFICATIONS

1. Has been active for at least six (6) months in the Newsletter Subcommittee;
2. Has two (2) years of continuous abstinence from all drugs;
3. Has a working knowledge of the Twelve Steps and Twelve Traditions;
4. Has a working knowledge of ASC Procedural Guidelines;
5. Has the time and resources necessary to complete these duties;
6. Has a willingness and desire to serve in this capacity;

B. RESPONSIBILITIES

1. Shall attend all ASC meetings for their full duration;
2. Shall attend all Administrative Subcommittee meetings;
3. Shall fulfill all of the Administrative Subcommittee duties;
4. Shall hold at least one (1) meeting monthly of its membership;
5. Shall coordinate with Treasurer to ensure all bills are paid;
6. Shall coordinate with printer to ensure production of newsletter;
7. Shall distribute monthly Newsletter in a timely manner;
8. Shall request volunteers to submit articles, poems, clean dates, etc.;
9. Shall own, read and understand the WSC Newsletter Handbook;
10. Shall submit to the ASC an annual report of the Subcommittee's plans, special events, workshops, etc., no later than October of each year;
11. Shall submit to the ASC a set of updated Guidelines, no later than October of each year;
12. Shall submit to the ASC a annual budget including RSC travel, no later than October of each year;
13. Shall make and second motions at ASC but shall not vote;

6. PUBLIC INFORMATION

The South Dade Area Public Information Subcommittee is a committee made up of Narcotics Anonymous members who help to create awareness of Narcotics Anonymous in the community.

The purpose of the South Dade Area Public Information Subcommittee is to open and maintain communication between the fellowship of Narcotics Anonymous in the South Dade Area and the general public, and between the ASC, RSC and WSC levels of service. The Public Information Subcommittee shall respond to all requests for health fair and public presentations in a timely and effective manner. The Public Information Subcommittee provides informational packet mailings, media PSA's, posters, and basic text donations to local libraries.

The South Dade Area Public Information Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Public Information Subcommittee shall meet at least once a month, the date, time and location to be determined by the group conscience of participants who regularly attend.

CHAIRPERSON

A. QUALIFICATIONS

1. Has been active for at least six (6) months in the Public Information Subcommittee;
2. Has two (2) years of continuous abstinence from all drugs;
3. Has a working knowledge of the Twelve Steps and Twelve Traditions;
4. Has a working knowledge of ASC Procedural Guidelines;
5. Has the time and resources necessary to complete these duties;
6. Has a willingness and desire to serve in this capacity;

B. RESPONSIBILITIES

1. Shall attend all ASC meetings for their full duration;
2. Shall attend all Administrative Subcommittee meetings;
3. Shall fulfill all of the Administrative Subcommittee duties;
4. Shall hold at least one (1) meeting monthly of its membership;
5. Shall coordinate with Treasurer to ensure all bills are paid;
6. Shall own, read and understand the WSC Public Information Handbook;
7. Shall submit to the ASC an annual report of the Subcommittee's plans, special events, workshops, etc., no later than October of each year;
8. Shall submit to the ASC a set of updated Guidelines, no later than October of each year;
9. Shall submit to the ASC a annual budget including RSC travel, no later than October of each year;
10. Shall make and second motions at ASC but shall not vote;

7. WEBSITE

The South Dade Area Website Subcommittee is a committee made up of Narcotics Anonymous participants who oversee and maintain an accurate updated website in the South Dade Area to the fellowship of Narcotics Anonymous and the general public.

The purpose of the South Dade Area Website Subcommittee is to provide communication designed to enhance recovery, and build NA unity. . A notice will be placed at the beginning of the website that signifies that it is the official website of the South Dade ASC of Narcotics Anonymous, Inc. The website

account and domain name shall be owned by the South Dade ASC of Narcotics Anonymous, Inc., not an individual. The South Dade Area Website Subcommittee will not use information from non-NA sources. The information in the Website shall contain links and references to NA related information only. Since information on the website is accessed from around the world, only helpline phone numbers, and NA service offices shall be included on these web pages. Anonymous e-mail addresses will be provided for contact information and technical maintenance.

The South Dade Area Website Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous participants to attend. The Website Subcommittee shall meet at least once a month, the date, time and location to be determined by the group conscience of participants who regularly attend.

CHAIRPERSON

A. QUALIFICATIONS

1. Has been active for at least six (6) months in the Website Subcommittee;
2. Has two (2) years of continuous abstinence from all drugs;
3. Has regular access to a computer;
4. Has a working knowledge of the Twelve Steps and Twelve Traditions;
5. Has a working knowledge of ASC Procedural Guidelines;
6. Has the time and resources necessary to complete these duties;
7. Has a willingness and desire to serve in this capacity;

B. RESPONSIBILITIES

1. Shall attend all ASC meetings for their full duration;
2. Shall attend all Administrative Subcommittee meetings;
3. Shall fulfill all of the Administrative Subcommittee duties;
4. Shall attend all Public Information Subcommittee meetings;
5. Shall hold at least one (1) meeting monthly of its membership;
6. Shall coordinate with Treasurer to ensure all bills are paid;
7. Shall maintain passwords for account and administration of message boards;
8. Shall maintain disk with a history of all files and incoming messages;
9. Shall maintain the size of graphic files to ensure integrity of images;
10. Shall own, read and understand the WSC Website Handbook;
11. Shall submit to the ASC an annual report of the Subcommittee's plans, special events, workshops, etc., no later than October of each year;
12. Shall submit to the ASC a set of updated Guidelines, no later than October of each year;
13. Shall submit to the ASC a annual budget including RSC travel, no later than October of each year;
14. Shall make and second motions at ASC but shall not vote;

XVI. AD-HOC SUBCOMMITTEES

Ad-hoc Subcommittee shall be defined as a temporary committee created to serve a single purpose, and by doing so, after the objective is fulfilled its existence is no longer needed. The ASC Chairperson shall

name the Ad-Hoc Subcommittee and appoint a Chairperson. An Ad-Hoc Chairperson shall not have any other position on the Administrative Subcommittee.

CHAIRPERSON

A. QUALIFICATIONS

1. Has two (2) years of continuous abstinence from all drugs;
2. Has a working knowledge of the Twelve Steps and Twelve Traditions;
3. Has a working knowledge of ASC Procedural Guidelines;
4. Has the time and resources necessary to complete these duties;
5. Has a willingness and desire to serve in this capacity;

B. RESPONSIBILITIES

1. Shall attend all ASC meetings for their full duration;
2. Shall attend all Administrative Subcommittee meetings;
3. Shall fulfill all of the Administrative Subcommittee participants' duties;
4. Shall hold at least one (1) meeting monthly of its membership;
5. Shall coordinate with Treasurer to ensure all bills are paid;
6. Shall submit to the ASC a report of the Subcommittee's plans;
7. Shall submit to the ASC a set of Guidelines;
8. Shall submit to the ASC a budget;

XVII. GROUP SERVICE REPRESENTATIVE

One of the first things a GSR does at the ASC Meeting, after giving the Group's contribution to the ASC Treasurer -and getting a cup of coffee- is to fill out a Group Report Form. You will find these blank forms on the flyers' table, or ask the Assistant Secretary. A GSR, through the authority delegated to them by their groups, should fully participate in the meetings of the ASC by responsibly exercising their best judgment and voting their informed individual consciences on day-to-day South Dade ASC business. Listen carefully and be sure to write down any announcements that you need to make your group aware of. If any issues come up where you need to vote, be sure you understand what is going on; if not, ASK. Don't base your vote on what everyone else does.

Pick up a sufficient number of copies of the RSC Activities Calendar of Events, together with any flyers, newsletters, etc. that you will find on the flyers' table, and make accessible to the members of your group (placing them in your group's literature table) to make sure that your group is fully informed of the fellowship's on-going events.

Check the latest edition of the Dade County Meeting List. See to it that all information is correct. If not, please make sure to indicate the correct data in the "Meeting List Changes" form.

When a GSR is not present for three (3) consecutive ASC meetings, his or her Group will no longer be on the Roll Call or part of quorum. When a GSR returns to an ASC meeting, the Group will be included once again. The GSR of any Group that has been removed from the Roll Call will not receive a copy of the monthly ASC Minutes until said GSR returns to an ASC meeting.

XVIII. FLYERS AND PRINTED MATERIAL

All announcements concerning N.A. functions at facilities not affiliated with N.A. must state so; i.e.: "This facility is not affiliated with N.A. We are simply holding this function at this location."

Flyers and other forms of printed material regarding announcements of N.A. activities may be distributed by any ASC participant. However, in an effort to avoid duplication of material, fees, annual effort, postage or other costs, all printed material will be made available during the ASC meeting. All flyers and other printed material will be placed on display at a specific location and may be picked up by ASC participants before or after the ASC meeting or, one at a time, after his or her oral presentation to the ASC is made.

All left over flyers and printed materials will be picked up by Literature Distribution Liaison and made available during the posted hours and days set aside for Literature sales at the Area Service Office. In the Absence of the Literature Distribution Liaison, any participant of the Administrative Subcommittee can do it.

XIX. RULES OF ORDER

Motion	Interrupt	2nd	Debatable	Amendable	Vote
Main Motion	NO	YES	2 PRO, 2 CON	YES	MAJORITY
Amend	NO	YES	2 PRO, 2 CON	NO	MAJORITY
Table	NO	YES	NO	NO	MAJORITY
Remove from Table	NO	YES	NO	NO	MAJORITY
Refer to Subcommittee	NO	YES	1 PRO, 1 CON	YES	MAJORITY
Refer to Groups	NO	YES	1 PRO, 1 CON	YES	MAJORITY
Reconsider	NO	YES	2 PRO, 2 CON	NO	MAJORITY
Rescind	NO	YES	2 PRO, 2 CON	NO	2/3
Withdraw or Modify	YES	NO	NO	NO	UNANIMOUS
Call to Vote	NO	YES	1 PRO, 1 CON	NO	2/3
Suspend the Rules	YES	YES	NO	YES	2/3
Adjourn	NO	YES	NO	NO	MAJORITY
Roll Call	NO	YES	NO	NO	MAJORITY
Order of the Day	YES	NO	NO	NO	2/3
Point of Information	YES	NO	NO	NO	NONE
Point of Order	YES	NO	NO	NO	NONE
Point of Clarity	NO	NO	NO	NO	NONE
Appeal Chair's Decision	YES	YES	1 PRO, 1 CON	NO	MAJORITY
Point of Inquiry	YES	NO	NO	NO	NONE
Personal Privilege	IF URGENT	NO	NO	NO	NONE