

# Hill Country Area of Narcotics Anonymous Area Service Committee Guidelines and Financial Policy

Revised 02/2020

## ***Purpose of HCANA Vision/Mission***

- *"To plan and provide services and support which facilitate the continuation and growth of Narcotics Anonymous Groups in the Hill Country Area of Narcotics Anonymous (HCANA) and NA as a whole."*
- *"To provide a vehicle for the Groups of HCANA to share their experience, strength, and hope with one another. The groups have created the service structure; they have final authority over all its affairs. The groups have the final responsibility for the support of all its services and activities."*
- *Hill Country Area will use the current guidelines approved by NAWS and at no time will this set of Guidelines or Financial Policy conflict with the Traditions or Concepts of Service.*

## **Area Service Committee (ASC) Meeting Guidelines**

### **I. ASC Meeting Time / Location**

**A.** The area body will meet the third Sunday of every other month at 1:00 PM or shortly after. The

ASC body (ASC Body consists of all groups and ASC trusted servants present at the ASC) will determine changes to the meeting time and/or place in the previous month in the event that an ASC falls on a holiday weekend. For annual election purposes, the ASC will meet three consecutive months; November for nominations and December for elections and January when the new trusted servants take office.

**B.** ASC cities rotation will be as follows:

1. San Marcos
2. Universal City
3. New Braunfels
4. Schertz

### **II. ASC Format**

**A. Consensus Based Decision Making (CBDM)** will be established and used to conduct business at the ASC. Acting within the principles of the Narcotics Anonymous Sixth and Ninth Concepts of Service the business portion of an ASC is usually conducted by consensus rather than voting. With CBDM being

established; the use of “parliamentary procedures” or “Robert's Rules of Order” is not necessary and will not be utilized by this ASC.

**1. The CBDM process:**

- a. Proposals brought to the body.
- b. Floor open for clarification, discussion and sharing.
- c. After a sharing session, the facilitator will call for a consensus.

Participants may respond in one of four ways:

- 1. Assent:** Support of proposal.
- 2. Abstention:** Neither support or non-support signified by remaining silent.
- 3. Stand Aside or Dissension:** Statement of non-support of the proposal signified by a show of hands and verbal declaration of “standing aside” or “descend”.
- 4. Block:** A block should be an extremely rare step taken only when a participant honestly believes that one of the 12 traditions, 12 concepts or other fundamental NA spiritual principle is directly violated by a proposal.

A member who blocks should be able to articulate which tradition, concept or other principle is violated by the proposal.

**B. Voting:** When at such times the chair feels that the area is unable to come up with a clear consensus, the matter at hand will be put to a simple show of hands with the exception of “hot topic” issues or the election of Trusted Servants. Then the matter should be put to a paper vote. The vote should reflect a majority of yes votes in order to pass (abstentions will not be counted). There must be a quorum present at the time. (Quorum will be all GSR's or GSRA's present at the ASC with the majority being one half plus one vote being the majority.) The paper vote will be counted by the Area Chair and Secretary. In the event of a tie; the administrative body will vote among themselves with their vote counting as one vote in order to break the tie. The administrative body consists of the Area Chair, Area Vice-Chair, Treasurer, Secretary, and both RCM's. In the event that an administrative member has voted for their group they will not be included in the vote to break a tie by the administrative body.

**C. Ground rules for presenting proposals:**

1. Any addict present at the ASC may present a proposal. All proposals should be in writing.
2. Time limit per discussion is 15-20 minutes maximum plus a 5 minute presentation of the proposal.
3. Discussion will go around the room in order to allow everyone to participate.

4. The ASC Chair may call for a consensus decision at the conclusion of the sharing session.
  - a. All addicts present may participate in the consensus process. If voting is deemed necessary by the facilitator, only GSRs or GSRA's may vote. Only one vote per home-group is permitted by the GSR or GSRA.
5. Individuals will have 2 minutes per discussion periods to share on a proposal.
6. No repetition of shared information or opinions.
7. Respect each other's' time for sharing. Only one person at a time shares as recognized by the ASC Chair.
8. The ASC body may decide if more time is needed for further discussion.
9. Proposals for changes to the ASC Guidelines shall require approval by a hand count vote based on the established quorum. Proposals for Financial Policy changes shall be submitted in writing and taken back to the groups to be voted on at the next ASC by hand count based on the established quorum.

### **III. ASC Reports**

- A. All elected (or appointed) officers and subcommittee chairs of the ASC will provide written reports every ASC via email to all administrative trusted servants and groups a minimum of 24 hours prior to the next ASC.
- B. Agenda is set and distributed electronically by the chair and available at the ASC.
- C. Written reports will include any approved financial expenditures with original receipts for all Area expenses.
- D. Time limit for administrative and subcommittee reports to be determined by ASC chair.
- E. Treasurer Reports (See Financial Policy)

### **IV. Selection of HCANA Trusted Servants**

- A. Selection of HCANA Trusted Servants will be held at the December ASC.
- B. Only one RCM (regional committee member) will be elected each year due to two year staggered terms.

1. In the event the RCM 2 is vacated before their term expires, a new RCM 2 will be elected as soon as possible so they can move to RCM 1 position at the end of the year.
- C. Any addict attending the ASC can make a nomination but only GSR's or AGSR's can vote with only one vote per home group.
- D. At the September ASC, groups will be asked to bring nominations back to the November ASC.  
All nominees will need to qualify themselves at the November ASC's selection of trusted servants. Nominations will close unless a position has no nominees, then nominations will remain open for that position.

1. New trusted servants are elected at the ASC by the trusted servants present at the December ASC. Elections of other positions (eg. Unfilled or vacated positions) will be chosen by the trusted servants at the ASC with no need to bring the volunteers/nominees back to the groups before electing them. (See below.)
2. In the case of a vacated ASC position or any unfilled ASC positions and if there are no nominations, the ASC body area chair, in consensus with the ASC body, may appoint someone until the position can be filled through the normal election process or when a special election can be held.

**V. Administrative Positions:** Duties and qualifications will be read (GLS). Terms of service will be for 1 year for each position and 2 years RCM's.

**A. Chair** (pg. 48 GLS)

1. Suggested clean time is 3 years.
2. Creates an agenda for the next ASC to be sent out with the Facilitator's monthly report prior to next ASC.
3. Follows Guide to Local Services and Area Guidelines
4. Uses caution when expressing personal opinions during discussions at the ASC. They should maintain neutrality except to express their experience within the topic offering both pros and cons and encouraging open discussion.
5. Communicates regularly with ASC body with general reminders, reports due, ASC announcements and general administrative direction.

**B. Vice Chair / Co-Chair** (pg. 48 GLS)

1. Suggested clean time is 2 years.
2. Contacts each subcommittee chair on a monthly basis.
3. Follows Guide to Local Services.

4. Uses caution when expressing personal opinions during discussions at the ASC. They should maintain neutrality except to express their experience within the topic offering both pros and cons and encouraging open discussion.

**C. Secretary (Pg. 48 GLS)**

1. Suggested clean time is 1 year.
2. Send out a well-written set of minutes within 14 days of the previous ASC.
3. Provides a review copy by email when a revision is necessary.

**D. Guidelines/Policy Recorder 1.** Suggested clean time is 1 year.

2. Accurately records changes to Area Guidelines/Policy as approved by the ASC body.
3. Provides update as needed to the HCANA website.
4. Provides a review copy by email when a revision is necessary.

**E. Treasurer (See Financial Policy)**

1. Suggested clean time is 5 years. Treasurer should also have a means of personal support.
2. Treasurer or designated representative will follow the Financial Policy.
3. Treasurer or designated representative to attend all Area functions.
4. Treasury Money Handling Procedures for cash and Square Credit Card Reader use at HCANA events, refer to Addendum A.

**F. Vice-Treasurer (See Financial Policy)**

1. Suggested clean time is 5 years. Vice-Treasurer should also have a means of personal support.
2. Term is for 1 year as Vice Treasurer and automatically nominated for treasurer the following year.
3. Assists the treasurer in following the Financial Policy.
4. Will be responsible for treasurer's duties when the treasurer is absent at the ASC.

**G. Regional Committee Members (RCM's) (Pg. 50 GLS)**

1. Suggested clean time is 5 years.
2. One RCM will be elected each year to stagger the terms.
3. The RCM II automatically moves into the RCM I position if there are no objections from the voting members of the ASC.
4. The RCM II is an understudy of the RCM I and shares the responsibilities of the RCM I.

5. Attends all Regional Service Committee meetings and Regional Assemblies and if missed one with an unexcused absence may be grounds for dismissal.
6. Should have a good working knowledge of the 12 Concepts of Service as well as the 12 Traditions.
7. Shall maintain communications between Region and NAWS and keep the ASC informed of these communications.
8. Shall provide groups, subcommittees, and the ASC with any information requested as well as new information that pertains to members of the ASC or NA as a whole.
9. Maintain contact with the groups and visits a group's group conscience at request of a group.
10. Conduct 2 workshops a year, in conjunction with Activities / Functions.
11. Conduct CAR workshops when requested by the groups.
12. Must attend Regional CAR workshop.
13. Must provide an emailed copy of most recent RSC minutes to all members of the ASC. A printed copy may be made available on request by an ASC member who does not have email or a computer.
14. In the event that the ASC chair and vice-chair are both absent at the ASC, the RCM I will facilitate the ASC meeting. If the RCM I should also be absent then the RCM II would facilitate.
15. The area chair or vice chair may represent our area at region if one or more RCM's were unable to attend or if the positions have not been otherwise filled or the chair may appoint an acting RCM.

#### **H. Web Servant and Alternate**

1. Suggested clean time is 2 years.
2. Also needs a working knowledge of Public Information Guidelines and NAWS web site guidelines.
3. Updates will be posted on the web site within 3 days of receiving the update.
4. ASC must approve any major changes to the web site
5. Only the web servant, alternate and hosting vendor will have access to the web site and passwords. Anytime the web servant or alternate are replaced or resigned, the passwords will be changed.
6. Web site will follow PR Guidelines and NAWS web site guidelines.
7. Any NA Group, NA Area, NA Region, or NAWS will be allowed to have their workshops, functions, or conventions posted on the "Events" page of the web site. Each home group may request a page for their group. . Absolutely no individual's personal announcements or events will be posted on the website. 9. Individuals first name and last initial with clean date may be posted.
10. Maintains updates to online meeting schedules and maintains printed schedules for distribution at each monthly ASC.
11. Maintains ASC email and phone contact sheet and updates the email forwarder on the website server. Distributes a copy to all trusted servants by email.

## **I. Public Relations (PR) Chair**

1. Suggested clean time is 2 years.
2. Attend the ASC and RSC.
3. Maintain contact with Regional PR Chair
4. Keep informed and follow the NAWS approved PR Guidelines.
5. Maintain updates to meeting schedule and have schedules printed for distribution at each ASC.

## **J. Phone Line Chair**

1. Suggested clean time is 1 year.
2. Act as administrator responsible to phone line service.
3. Keep an updated list of all phone line volunteers.
4. Keep informed and follow the NAWS approved Phone Line Guidelines.
5. Maintain the basic information master file for the 800 service supplier and notify them in writing of any meeting, website or any master file information changes as they occur.
6. Each new chair needs to change the security pass code on the 800 account and notify the ASC administration body.

## **K. Hospitals and Institutions (H&I) Chair**

1. Suggested clean time is 2 years.
2. Attends ASC and RSC.
3. Maintain contact with regional H & I Chair
4. Follow NAWS approved guidelines for H&I.
5. Maintains contact with H & I panel leaders.
6. Maintains an updated list of H&I locations and TDCJ approved members.
7. Maintains adequate H&I Literature for distribution as needed.

## **L. Activities Chair**

1. Suggested clean time is 1 years.
2. Coordinates 4 area wide functions per year.
3. Immediately after any Area function, Activities Chair is to give any monies to Treasurer or designated member of Administrative committee to be counted and receipt to be signed by both parties.
4. Follows Financial Policy (VIII), Section D of these Guidelines.
5. Follows Guide to Local Services.

**VI. Resignation or  
Removal of trusted  
servants will be  
without exception:**

- A.** Misappropriation of NA funds defined as using ASC funds other than for the intended purpose or limited itemized accounting of NA funds.
- B.** Missing 3 consecutive ASC meetings.
- C.** Relapse
- D.** Commission and conviction of a felony during term.

**VII. Financial Policy**

**A. Bank Account:**

- 1. All checks will require two authorized signatures.
- 2. Authorized signers of the bank account will be as follows: Area Chair, Area Vice Chair, and Treasurer.
- 3. Funds from Activities for HCANA will be counted and receipt verified by two ASC members and funds sent by check from group account or money order within 5 days to the treasurer.
- 4.

**B. Treasurer (Pg. 49 GLS)**

- 1. Suggested clean time is 5 years. Treasurer should also have a means of personal support.
- 2. Treasurer will follow the Financial Policy.
- 3. Treasurer or designated representative to attend all Area functions.

**C. Vice Treasurer (Pg. 49 GLS)**

- 1. Suggested clean time is 5 years. Vice-Treasurer should also have a means of personal support
- 2. Term is for 1 year as Vice Treasurer and automatically nominated for treasurer the following year.
- 3. Assists the treasurer in following the Financial Policy.
- 4. Will be responsible for treasurer's duties when the treasurer is absent at the ASC.

**D. Treasurer Reports**

- 1. The Treasurer will submit a written report at each ASC. The report will be a detailed accounting of all income and expenses.
  - a.** Amount of last ASC group donations.
  - b.** Year to date group donation totals.
  - c.** Reconciliation of Bank Statement.



- d. Copy of bank statement with account number blocked out.
  - e. Copies of all treasurer's receipts.
  - f. Ledger accounting
2. Detailed end of the year report to be given at the December ASC to include year to date expenses and income.

#### **E. Audits**

- 1. The Treasurer will make available at each monthly ASC meeting the previous bank statements and treasurer's book for inspection by any area trusted servant or member of Narcotics Anonymous.
- 2. The Treasurer, upon request of the area body, will make available all of the financial records for review and audit.
- 3. When there is a change of treasurers, an internal audit will be conducted within 30 days by Area Chair, current Treasurer, and new Treasurer.
- 4. The incoming treasurer will verify that the cash in the bank and any money on hand matches the amount shown on the outgoing treasurer's report.
- 5. Any discrepancy is to be reported to the HCANA body immediately.

#### **F. Committee Appropriations**

- 1. Each subcommittee is to spend monies as needed to fulfill its purpose, as budgeted and approved by Area.
- 2. The subcommittee chair is directly accountable to the ASC for all expenditures.
- 3. All receipts, along with a written record showing name, position, and reason for any and all expenditures shall be turned over to the treasurer at the following ASC.
- 4. The treasurer will not release any more funds until all receipts and previous funds are accounted for.

#### **G. Prudent Reserve**

- 1. There will be a \$400 prudent reserve and current ASC operating expenses of \$400.00 kept in the bank by the treasurer.
- 2. Funds exceeding that \$800 will be donated as follows: 50% to TRRNA and 50% to the WSC.
- 3. Operating expenses may be adjusted as needed to accommodate functions or as general costs increase.

#### **H. Area Budget**

- 1. The budget will include \$100 per person for single day RSC and for RCM's, H & I, and PR. Travel Budget will be increased as needed.
  - a. The travel expenses are limited to meals, gasoline, toll fees and lodging for that individual.
  - b. In order for a subcommittee chair to be funded for the RSC, at the Regional level there must be an active corresponding Regional subcommittee and the chair must attend the RSC.

2. The budget will also include \$65 for a new group package of NA literature and or NA related supplies.
3. The budget will include money for meeting schedules, phone bill, website, bank, and facility rental charges and a PO Box.
4. The budget will include \$25.00 *bi-monthly* for H & I subcommittee. 5. The budget will include \$25.00 bi-monthly for PR subcommittee
5. Prudent reserve will be replaced as soon as possible, if used.

***\*Editors notes and revision dates follow on page***

*It is strongly suggested by the composer of this document that a standard formatting be used for all HCANA documents.*

*This document was prepared using Open Office software and has been saved as an ODT Writer File.*

*Documents in Open Office can be imported and or exported in almost any format including a PDF export.}*

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This page reserved for approved changes after revision is made  
GSR's ~ Have your copy available to keep notes!  
Addendum A.

## **Money Handling Procedures for cash and Square Credit Card Reader use at HCANA Events and Functions**

- Any financial transaction for a HCANA event/ function will be performed by a HCANA trusted servant who has signed a HCANA Service Committee Memorandum of Financial Responsible Financial Responsibility Form.
- All HCANA Trusted Servants handling financial transactions will have a minimum of 2 years clean.
- The HCANA Treasurer, Vice treasurer or HCASCNA agreed upon trusted servant will be responsible for training for the procedure for money handling and Square Card Reader usage for all HCANA Event/ functions. This training includes how to download the Square app on the trusted servants phone and instructions for the actual transactions.
- The HCANA Treasurer will be responsible for checking the Square Card Readers out and in. The HCANA Treasurer will keep the Square Card Readers with all other HCANA Treasury Records.
- The following HCANA committee members may handle cash and or Square at any HCANA event/ function: Chair, Vice-Chair, Treasurer, Vice Treasurer, H&I Chair, Activities Chair, RCM 1 and RCM2.
- All cash will be deposited to RBFCU within 2 business days after any HCANA event/ function.