

# **SOUTH-EAST NEBRASKA AREA NARCOTICS ANONYMOUS GUIDELINES**

## **I. PURPOSE & SCOPE**

- 1 - THE NAME OF THIS COMMITTEE SHALL BE SOUTH-EAST NEBRASKA AREA NARCOTICS ANONYMOUS SERVICE COMMITTEE (HEREAFTER REFERRED TO AS SENANA ASC). THE PURPOSE OF THE SENANA ASC IS TO BE SUPPORTIVE OF THE PRIMARY PURPOSE OF THE SOUTHEAST NEBRASKA AREA & IT'S GROUPS. THE SENANA ASC FOLLOWS THE SUGGESTIONS REGARDING THE MOST CURRENT EDITION OF THE "A GUIDE TO LOCAL SERVICES IN NARCOTICS ANONYMOUS". THE SENANA ASC SERVES THE SOUTHEAST NEBRASKA GEOGRAPHICAL AREA AND IS ALWAYS INVITING TO ANY OTHER N.A. GROUP, WITHIN OUR GEOGRAPHICAL AREA AND WISHES, TO BE A PART OF THE SENANA ASC.**
- 2 - THE SENANA ASC WILL MEET REGULARLY ON THE 1<sup>ST</sup> SUNDAY OF EVERY MONTH @ 2:30PM UNLESS OTHERWISE SCHEDULED AT A PREVIOUS ASC MEETING.**
- 3 - THE SENANA ASC WILL MAINTAIN STANDING SUBCOMMITTEES OF ACTIVITIES, PUBLIC INFORMATION (PI), HOSPITALS & INSTITUTIONS (H&I), LITERATURE & POLICY. ALL SUBCOMMITTEES WILL SET MEETING TIMES & LOCATIONS AND MAKE MONTHLY REPORTS TO THE SENANA ASC.**
- 4 - AD-HOC COMMITTEES MAY BE FORMED FOR ONE SPECIFIC PURPOSE AND WHEN THAT PURPOSE IS COMPLETED THE COMMITTEE IS AUTOMATICALLY DISBANDED. AT THE AGREEMENT OF THE EXECUTIVE COMMITTEE, THE SENANA ASC CHAIR MAY APPOINT A CHAIRPERSON FOR AN AD-HOC COMMITTEE WHEN THE COMMITTEE IS FORMED. THE EXECUTIVE COMMITTEE MAY ALSO AGREE THAT THE SENANA ASC VICE CHAIR WILL CHAIR THE 1<sup>ST</sup> MEETING, WITH THE ATTENDING MEMBERS OF THE 1<sup>ST</sup> AD-HOC MEETING ELECTING THEIR OWN CHAIRPERSON. ALL COMMITTEES SET THEIR RESPECTIVE MEETING TIMES, LOCATIONS, AND MAKE MONTHLY REPORTS TO THE SENANA ASC.**

## **II. ABBREVIATIONS**

- 1 - ASC - Area Service Committee
- 2 - XC - Executive Committee
- 3 - SENANA - South-East Nebraska Area Narcotics Anonymous
- 4 - NRSC - Nebraska Regional Service Committee
- 5 - GSR - Group Service Representative
- 6 - Alt GSR - Alternate General Service Representative
- 7 - WSC - World Service Conference
- 8 - WSO - World Service Office
- 9 - RCM - Regional Committee Member
- 10 - Alt RCM - Alternate Regional Committee Member

## **III. AGENDA FOR CONDUCTING THE SENANA ASC MEETING**

- 1 - Open with a moment of silence for the addicts who still suffer followed by the Serenity Prayer
- 2 - Will someone please read:
  - A) Definition and Purpose of an ASC
  - B) Service Motivation
  - C) 12 Traditions of Narcotics Anonymous
  - D) 12 Concepts of Service
- 3 - Roll Call
  - A) Executive Committee
    - i. Chair - Vice Chair - Secretary - Treasurer - RCM - RCM Alt
  - B) Subcommittee Chairs
    - i. P.I. - H&I - Policy - Literature - Activities
  - C) NA Groups
    - i. See List of all SENANA Groups
  - D) Visitors
- 4 - Are there any GSR's who would like to read their reports aloud or have any issues or concerns about their group they'd like to voice?
- 5 - Would our Secretary read aloud any submitted reports from groups not in attendance today?
- 6 - Are there any questions or corrections from last month's minutes?
  - A) Entertain a motion, and a second, then GSR's vote to approve.
- 7 - Are there any questions or corrections from the ASC Treasurer's Report?
  - A) Entertain a motion, and a second, then GSR's vote to approve.
- 8 - Executive Committee Reports

- A) Chair – Vice Chair – Secretary – Treasurer – RCM – Alt RCM
- 9 – Subcommittee Reports
  - A) P.I. – H&I – Policy – Literature – Activities
- 10 – Elections and/or Nominations
- 11 – Old Business
- 12 – Open Floor (Submit topics in writing beforehand to the ASC Chair)
  - A) Anyone with a topic that they would like to discuss must write it down on the Open Floor Topic Sheet in order to be recognized by the chair. The order of topics will be on a first come first served basis
  - B) We ask that everyone who shares during open floor be courteous of others. Please allow everyone a chance to share without interruption. Whether you agree, are not interested, or feel the topic doesn't pertain to you, please do not act in any manner that could make another member feel that their opinions are silly, or that they don't have a right to share at the ASC. Do not jump ahead of another member, talk over them, and please **DO NOT CROSS TALK** while discussion is happening. Give everyone the same courtesy and the respect that others gave you
  - C) Open Floor will last for 30 minutes. A timer will be set to indicate when open floor is over. At the end of the 30 minutes, and there is topics that haven't been discussed, the chair will entertain a motion to extend. The motion **MUST** have a seconder and a majority vote must be received in order to extend open floor. Please bring forth the motion if there are undiscussed topics. Remember, how would you feel if your topic was one the those not yet brought up
  - D) Once the timer starts, the Chair or Vice Chair will announce the first undiscussed topic, with the introducer of the topic sharing first, then all wishing to share will raise their hand and cannot share until the recognized by the chair or vice chair.
  - E) Each member that speaks during open floor will have a maximum of 3 minutes to share. When the 3-minute timer goes off the one who is sharing must end their sharing. Once everyone has shared at least once, you may raise your hand to let the Chair or Vice Chair know that you have more information offer on the topic.
  - F) Please do not repeat the same point or opinion over and over. If you are sharing an opinion that has already been shared, the Chair or Vice Chair will verbally make note of that, and call the next member to share. This is done to keep from repeating information and allow everyone the chance to offer new ideas. If you realize that your point/information has been made/shared then please pass your turn to the next member in line
  - G) No new topics will be discussed until each topic is finished. There is to be **NO CROSS TALK** during open floor. If you think you need to answer, question, or

respond to another member then please wait to be recognized by the Chair or Vice Chair. DO NOT jump in before your turn to share

- H) If you are attempting to share when it is not your turn the Chair or Vice Chair will let you know that you are out of order and call the next scheduled person to share. You will be called when it's your turn
- I) After everyone has shared on the topic at hand, the Chair or Vice Chair will announce the next topic and the open floor procedure will be started again

#### 13 - New Business

- A) Any member can make a motion; however, the ASC Chair must step down from their position to make a motion
- B) A voting member (GSR) must second a motion or it fails
- C) Motions need to be submitted in writing with an explanation of intent and financial impact
- D) The maker and the seconder speak to the motion first.
- E) After a motion is made, seconded, and spoken to by the maker and the seconder, a group conscience will be conducted by the chair to determine if further discussion is necessary.
- F) See Section IV for more information on Motion Procedures.

14 - Ask for recommendations & vote for the location of subsequent ASC meetings.

15 - To rotate the ASC throughout the boundaries of the area of Southeast Ne, any meeting can ask to host the ASC, provided they have previously secured a facility.

- A) Group must submit a bid 2 months in advance to host the SENANA ASC meeting

16 - NA Announcements

17 - Close the ASC with "Just for Today", "3<sup>rd</sup> Step Prayer", or "My Gratitude Speaks"

## **IV. VOTING/MOTION PROCEDURES**

### **1 - VOTING PROCEDURES**

- A) New groups need to be present at 2 consecutive ASC meetings in order to vote. Their votes will be recognized at the 3<sup>rd</sup> consecutive and all future ASC meetings.
- B) The following shall be voting members:
- C) Each registered group/meeting will have one vote each
- D) The ASC Chairperson will break any tie
- E) A GSR/Proxy may only carry one vote & may only represent one group/meeting
- F) Any change, repeal, addition, suspension, or waiver to or of these ASC Guidelines MUST first be sent back to groups for their approval AND will

require a 2/3 majority vote. Although present, if a group abstains during a vote on a specific motion, that choice will not contribute to the number of YES/NO votes needed for majority and will not be factored into the total number of votes. Abstentions will be defined as surrendering the right to participate during the voting of that specific motion.

- G) All other votes require a simple majority of all GSR/Proxies
- H) All motions that have any amount of financial impact **MUST** go back to groups for their approval
- I) Chairperson's Rule:
  - i. Consists of 2 alternating pro/con discussions and then vote on the motion
  - ii. Two (2) GSR's/Proxies may call to implement this rule any time after a motion has been presented, seconded and spoken to by the motioneer and seconder
- J) All voting members are requested to have a working knowledge of these guidelines

## 2 - **MOTION PROCEDURES**

- A) ALL motions must be written, made & seconded before submitting to the ASC Chair to be recognized on the ASC Floor
- B) MAIN MOTIONS
  - i. Only the acting ASC Chair may entertain a motion
  - ii. Any member can make a motion; however, the ASC Chair must step down from their position to make a motion
  - iii. Only a GSRs/Proxies attending the current ASC may second a motion
  - iv. All motions must be submitted in writing with intent as well as with any projected financial impact
  - v. Procedural motions (motions to accept, etc.) do not need to be written
- C) MOTIONS to POSTPONE for Group Conscience
  - i. Anyone may make a motion to postpone a motion for group conscience
  - ii. A second to the motion is required by a GSR/Proxy
  - iii. If it carries by a simple majority of GSRs/Proxies present, the motion goes back to the groups
  - iv. If a motion to postpone is defeated, the motion is brought back to the floor to be voted on immediately by GSRs/Proxies
  - v. Motions that have a financial impact for the area must go back to the groups to be voted on unless previously addressed in the ASC Guidelines or within an Executive or Subcommittee Budget

## **V. NOMINATIONS & ELECTIONS**

- 1 – Nominations take place as New Business 3 months prior to the position coming open. On the 1<sup>st</sup> month's ASC, nominations are opened. At the 2<sup>nd</sup> month's ASC, nominations are presented, accepted, and closed with a service resume presented at that time. At the 3<sup>rd</sup> month's ASC, elections are conducted as Old Business.
- 2 – A person should be present to accept a nomination for a position, however, at the discretion of the ASC Chair, submit a written acceptance of the nomination if there are extenuating circumstances that prevent the nominee's presence at the ASC at the time nominations are accepted.
- 3 – The submitted service resume needs to identify:
  - A) Current Clean Time
  - B) NA Service Experience
  - C) Ability, talents, & willingness to serve in the position
  - D) Working knowledge of the 12 steps, 12 traditions, 12 concepts
- 4 – Any member of NA may present a nomination
- 5 – All nominations must be seconded by a GSR/Proxy
- 6 – Newly elected trusted servants will take office at the next ASC following elections
- 7 – The outgoing trusted servant is asked to assist the newly elected trusted servant for 2 months in order to ensure a smooth transition into the position of service
- 8 – If an Area Level has no nominee, the position will remain in open status until such time that a nomination is brought forward. At that time, the nomination is taken back to groups for a vote
- 9 – Any XC member or Subcommittee Chair that has been removed from a service position at the area level for dereliction of duties or lack of attendance cannot be re-nominated for a position for a period of 2 years

## **VI. SENANA ASC FINANCES**

- 1 – The ASC will operate on a yearly budget based on budgets submitted by each of the Executive Board members & Subcommittee Chairs
- 2 – The ASC will operate with a prudent reserve of 3 upcoming month's expenses before any monies are forwarded to the next level of service on a quarterly basis in January, April, July, & October of each year
- 3 – Reimbursement of personal funds expended in the course of ASC business will be submitted with a receipt to the treasurer
- 4 – Financial requests ABOVE the budgeted expenses for operation of the ASC, XC, or Subcommittees will be submitted in the form of a motion to the ASC
- 5 – The ASC will also operate on a prioritized budget in the event of a lack of funding for all expenses which is as follows:
  - A) ASC Rent - \$25 -To the current host of the ASC

- B) ASC P.O. Box Rent
  - C) Phone Line & Answering Service Costs
  - D) Meeting Lists
  - E) Website Costs
  - F) H&I Expense (Literature Only)
  - G) Start Up Costs for an emergency fundraiser to Activities
  - H) XC expenses (including RCM travel to NRSC)
  - I) Other committee expenses
- 6 – The ASC Chair, Vice Chair, Treasurer, Secretary will be the only signers for the ASC bank account. Every check written shall contain 2 signatures. Ensuring the checks contain 2 signatures will be the responsibility of the signers as well as the audit ad-hoc committees and NOT the responsibility of the financial institution
- 7 – The ASC Treasurer will maintain 2 sets of records
- A) One that consists of the past 2 year’s bank statement, check register, & receipt books
  - B) The other will be a ledger book that is maintained on a monthly basis that reflects each XC/Subcommittee’s allocated budgets and the expenses paid out on those budgets
- 8 – The ASC Treasurer will balance the checkbook and submit a monthly financial statement at each ASC for the prior month’s income & expenses
- 9 – Receipts will be kept for a period of 2 years to reflect all written checks
- 10 – Each XC & Subcommittee Chairperson (unless previously designated within these guidelines) will submit an annual budget at the February ASC which is the beginning of the fiscal year that runs from February to February
- 11 – All XC & Subcommittees that use any funds to further the primary purpose are required to maintain a bound ledger to track the funds used for that purpose in order to provide a continuous account for how the money is used. All XC & Subcommittees will turn in a monthly financial statement reporting what their expenses initially were, what was paid out during the previous month, how much of their budget was used and their current remaining balance of monies, including their checking account balance if they have a checking account.
- 12 – All Subcommittees who use any funds will be audited on a yearly basis at the end of the fiscal year in February
- 13 – The ASC will follow the procedure for financial review as described in the most current edition of the “Narcotics Anonymous Treasurer’s Handbook”
- 14 – An ASC Treasury audit will be conducted each time there is a change in the Treasurer Position
- 15 – The Treasurer will prepare and submit a financial year-end statement summarizing income & expenses for the entire year at the end of the fiscal year in February

- 16 – All XC/Subcommittees requesting budgeted funds must provide invoice or receipt to the ASC Treasurer at the following ASC
- 17 – All Subcommittees with a bank account must provide ASC Treasurer with any login & password information or monthly bank statement for monitoring purposes.
- 18 – Any SENANA executive committee or sub-committee that uses NA funds are required to use the Monthly Ledger & Budget Submission Templates found in the miscellaneous section of these guidelines.
- 19 – All budgets MUST be submitted to the SENANA ASC in the form of a motion with a detailed attachment of the complete budget.

## **VII. QUALIFICATIONS & RESPONSIBILITIES OF SENANA EXECUTIVE COMMITTEE MEMBERS**

### **1 – CHAIRPERSON**

- A) Minimum 4-years continuous clean time
- B) Able to run the ASC with a firm & understanding manner
- C) Service experience at the ASC
- D) Will encourage adherence to the guidelines, as well as attempt to be absolutely fair & impartial and express no opinion during the ASC meetings
- E) One of the cosigners on the ASC bank account
- F) May appoint an interim chair for any unfilled XC/Subcommittee positions, pending approval of voting members of the ASC. May also appoint an ad-hoc chair until one is elected by the ad-hoc committee
- G) Is a 2-year term

### **2 – VICE-CHAIRPERSON**

- A) Minimum 2-years continuous clean time
- B) Able to run the ASC on the Chair's absence with a firm & understanding manner
- C) When possible, become the next ASC Chair, upon approval of the groups, in order to provide & maintain continuity of service
- D) Service Experience as a GSR
- E) One of the cosigners on the ASC bank account
- F) Coordinate subcommittee activities as outlined in the "Guide to Local Service" & is available to the request of any subcommittee chair
- G) Maintain ASC archives & files
- H) Is a 2-year term



**3 - SECRETARY**

- A) Minimum 1-year continuous clean time
- B) 6 months experience at the ASC
- C) Able to keep accurate minutes during each ASC meeting
- D) Able to record votes of all elections, nominations, & motions in the ASC minutes by group
- E) Distributes previous month's minutes of the ASC **at least 12 Days PRIOR** to the next ASC, either by hand delivery, email, or regular postal mail
- F) One of the cosigners on the SENANA ASC bank account
- G) Is a 2-year term
- H) Must have access to a computer with email and internet capabilities
- I) Anyone who has anything to submit to the ASC secretary for inclusion in the minutes must get their information to the secretary no later than 10 days after the most recent SENANA ASC has ended. Anything not submitted by then will not be included in the minutes.
- J) Any archivable material concerning the SENANA ASC and its accompanying subcommittees is the secretary's responsibility to collect and store in one centralized location within the Literature Committee storage area.

**4 - TREASURER**

- A) Minimum 3-years continuous clean time
- B) 1-year experience as group treasurer or GSR
- C) Experience with balancing a check book and maintaining a checking account
- D) Provides a written financial report at each SENANA ASC
- E) Makes payments & deposits on behalf of SENANA ASC
- F) Keeps accurate records of SENANA ASC bank account and maintains ledger for ASC, XC, & Subcommittee income & expenses
- G) Provides annual financial report of the SENANA ASC in February of each year
- H) Cosigner on the SENANA ASC bank account
- I) Maintains ASC Post Office Box and is on the P.O. Box registration card. The holder of 1 of the 2 keys to the P.O. Box and is responsible for picking up mail prior to each of the SENANA ASC meetings
- J) Participates in the annual subcommittee financial audits
- K) Will be the contact person between the facility where our monthly ASC meetings are held. Will also schedule and reschedule all meetings with the facility and provide the facility with as much notice as possible

**5 - REGIONAL COMMITTEE MEMBER**

- A) Minimum 4-years continuous clean time
- B) 2-years' experience at the SENANA ASC
- C) Represents SENANA with a written report and votes to the NRSC and reports back to the SENANA ASC in the same manner

- D) Maintains correspondence with the NRSC and surrounding areas
- E) Shall attend all SENANA ASC & NRSC meetings
- F) Sits in on subcommittee meetings & general assembly at the NRSC
- G) Submits a yearly budget for expenses for the RCM & RCM Alternate to the SENANA ASC
- H) The holder of 1 of the 2 keys to the SENANA ASC P.O. Box in order pick up mail in the event that the treasurer is not able to perform their duty.
- I) "Travel to NRSC is figured at .40/mile." A request for mileage reimbursement form will be filled out following the trip to region and be submitted to the ASC treasurer along with any leftover monies from that quarter's budgeted amount. RCM and RCM alternate will share this amount as they should be traveling together.

6 - ALTERNATE REGIONAL COMMITTEE MEMBER

- A) Minimum 2-years continuous clean time
- B) Service experience as a GSR
- C) When possible, the RCM Alternate will become the RCM, pending an approval vote of the SENANA groups
- D) Shall attend all SENANA ASC & NRSC meetings
- E) Carries on the above RCM responsibilities in the absence of the RCM
- F) Sits in on subcommittees and general assembly at the NRSC

7 - ALL EXECUTIVE COMMITTEE MEMBERS

- A) Must have working knowledge of the 12 Traditions & 12 Concepts
- B) Shall hold no more than one SENANA XC service position at the same time
- C) Shall serve no more than 2 consecutive terms in a single XC position
- D) Failure to uphold the responsibilities of an XC position can result in removal of said officer, per group conscience
- E) Any XC member that misses 3 consecutive SENANA ASC meetings will be automatically relieved of their duties
- F) All XC positions are for a term of 2 years
- G) All XC members who use NA funds will turn in a monthly financial statement reporting what their expenses have been, what was paid for the previous month, how much of their budget remains
- H) At the conclusion of an XC's term of service the XC Chair/Member will turn in all materials related to their position to the SENANA ASC for inventory & auditing purposes
- I) In the event that an XC position is unfilled and the acting SENANA ASC Chair has not yet appointed an interim replacement the succession of duties is as follows:
  - i. Chair - Vice Chair - Policy Chair - RCM - RCM Alternate

- J) All XC members will use their respective SENANA ASC email address to correspond
- i. chairperson@sena-na.net
  - ii. vicechairperson@sena-na.net
  - iii. treasurer@sena-na.net
  - iv. secretary@sena-na.net
  - v. rcm@sena-na.net
  - vi. rc malt@sena-na.net
  - vii. webmaster@sena-na.net

## **VIII. SENANA SUBCOMMITTEES**

### **1 - HOSPITALS & INSTITUTIONS**

- A) This committee shall be responsible for the coordination of carrying the message of recovery in Narcotics Anonymous to those in a Hospital and/or Institution
- B) The committee shall follow the WSC H&I Guidelines
- C) The committee shall work in conjunction with the PI committee for initial contact with a new hospital or institution
- D) The committee will submit a list of goals each quarter to the SENANA ASC for approval by the SENANA ASC
- E) The committee will submit an annual budget to the SENANA ASC at the beginning of the fiscal year at the February ASC to be approved by the groups
- F) The committee shall maintain a bound ledger to track funds that are used for the committee's purpose

### **2 - PUBLIC INFORMATION**

- A) This committee is responsible for providing information about meetings and access to recovery for the still suffering addict as well as information to the public at large about Narcotics Anonymous
- B) The committee will follow the guidelines in the Narcotics Anonymous Public Relations Handbook
- C) The committee will work in conjunction with the H&I committee in contact with outside Hospitals & Institutions
- D) The committee will maintain the SENANA phone line, updated meeting lists, & the SENANA website
- E) The committee will submit a list of goals each quarter to the SENANA ASC for approval by the SENANA ASC
- F) The committee will submit an annual budget to the SENANA ASC at the beginning of the fiscal year at the February ASC to be approved by the groups

- G) The committee shall maintain a bound ledger to track funds that used for the committee's purpose**

### **3 - ACTIVITIES**

- A) This committee is responsible for conducting, sponsoring, & hosting NA activities for the spiritual, social, and financial needs of the SENANA ASC**
- B) All SENANA sponsored activities will have the SENANA ASC approval**
- C) The subcommittee will follow guidelines in the "Guide to Local Service" as well as the current SENANA Activities Subcommittee Guidelines**
- D) The committee shall maintain a bound ledger to track funds that are used for that committee's purpose**
- E) The committee can work in conjunction with and act as a resource for groups and other committees to sponsor functions and learning days**

### **4 - LITERATURE**

- A) This committee is responsible for the ordering, sales, & maintenance of a literature supply for the SENANA ASC**
- B) The committee shall follow the guidelines outlined in the "Guide to Local Service"**
- C) The committee will supply GSR Handbooks, Current SENANA ASC Guidelines, Guide to Local Service, & the 12 Concepts for NA Service to each group the expense of the SENANA ASC**
- D) The committee will provide an inventory of literature on hand and a financial report of the previous month's income and expenses each month to the SENANA ASC**
- E) The committee shall maintain a bound ledger to track funds that are used for the committee's purpose**

### **5 - POLICY**

- A) The Chairperson & committee will work to gain a full understanding of the SENANA ASC Guidelines**
- B) The committee will keep a regularly updated log of SENANA ASC Policy actions & motions**
- C) The Chairperson is to help keep things simple and avoid difficult situations regarding Policy questions, concerns, or issues**
- D) The committee is responsible for updating and the printing of the SENANA ASC Policies**
- E) The committee will print complete & current SENANA ASC Policy with changes at least once per year in January**
- F) The committee will work in conjunction with the SENANA Secretary & Chairperson of the ASC ensure accuracy of the Guidelines**

- G) The committee has a budget of \$150 per year unless a full printing is needed at another time during the year
- H) The Chair of the committee will recommend the complete re-print of the guidelines if more than 3 changes have been approved and that expense will be confirmed by the SENANA ASC
- I) The committee has the right to make grammatical changes to the SENANA ASC Guidelines without prior approval

#### 6 - ALL SUBCOMMITTEES

- A) The SENANA ASC subcommittees may have a checking account for the operation of financial expenditures. The Chair, Vice Chair, Treasurer, & Secretary of the committees will be the only signers on the account. Checks written shall have 2 signatures and ensuring this takes place will be the responsibility of the subcommittee as well as the auditing ad-hoc committee and NOT the responsibility of the financial institution
- B) All subcommittees will turn in a monthly financial statement reporting what their expenses were for the month, how much of their budget was used, and the remaining budgeted amount along with the checking account balance if they have one.
- C) All subcommittees shall be audited on a yearly basis for supplies, literature, income, & expenses in order to ensure accountability for SENANA ASC resources
- D) All subcommittees, that have one, will provide a dedicated email address through our webhost and emails will be through this email address
- E) Every SENANA ASC subcommittee will submit their respective committee's guidelines/policy to the SENANA Policy subcommittee for addition and inclusion into the SENANA ASC Guidelines/Policy as whole along with any time there is a change to them.
- F) Subcommittee positions are elected and withdrawn (i.e. vice chair, secretary, treasurer, and other positions as seen fit by each subcommittee) within each subcommittee

## **IX. QUALIFICATIONS & RESPONSIBILITIES OF SENANA SUBCOMMITTEE CHAIRS**

- 1 - The Chair of each subcommittee is nominated within that subcommittee and presented to the SENANA ASC for the nomination and election process
  - A) Exceptions would be, if any member outside of the subcommittee is nominated, provided the SENANA ASC Chair receives a seconder for said nomination and therefore subject to approval of the voting members of the SENANA ASC

- 2 – All Subcommittee Chair Positions are terms of 2-years
- 3 – Chairperson must have a minimum of 1-year clean time
- 4 – Other trusted servants of each subcommittee are elected within that subcommittee
- 5 – A written report will be submitted each month to the SENANA ASC Secretary
- 6 – If the Chair of each subcommittee cannot attend the monthly SENANA ASC meetings, the Vice Chair or another appointed representative must attend
- 7 – All subcommittees are to hold monthly meetings with time & location to be announced at the SENANA ASC and all interested members are welcome to attend.
- 8 – If a Subcommittee Chair misses 3 consecutive SENANA ASC meetings, they will be relieved of their duties
- 9 – All Subcommittees do not operate outside of the SENANA ASC direction and are accountable to the ASC and the groups
- 10 – Subcommittee Chairs are considered a part of the SENANA ASC Executive Committee and must follow those rules & policies
- 11 – All SENANA ASC subcommittees will give the SENANA RCM/RCM Alternate a written report to take to the NRSC in time for the January, April, July, & October meetings

## **I. SENANA Subcommittee guidelines**

### **PUBLIC INFORMATION**

#### **A) PURPOSE**

- a) To carry the message of NA to the public within SENANA through PI as described in the Public Information Handbook (1998)
- b) All participants shall conduct themselves in accordance with subcommittee guidelines and decisions, SENANA ASC Guidelines, NA 12 Steps, & 12 Traditions

#### **B) STRUCTURE**

- a) PI Chair – Elected via SENANA ASC Guidelines & accountable to the SENANA ASC and this subcommittee
- b) PI Vice Chair – Elected by and accountable to the SENANA PI Subcommittee
- c) PI Treasurer – Elected by and accountable to the SENANA PI Subcommittee
- d) Committee Project Coordinators – Elected by and accountable to the SENANA PI Subcommittee (e.g. Phone Line, Webmaster, Meeting Lists, etc.)
- e) Committee Members – Any NA member who is willing to show up, uphold committee guidelines, decisions and regularly help in PI projects

#### **C) DECISIONS**

- a) Committee decisions are made by consensus. Consensus means that all members agree to the decision made or if not, abide by the decision. Consensus is not a “vote” or “straw poll”.
- b) When consensus cannot be reached, a two-thirds majority of regular members in attendance will decide the issue before the subcommittee

#### **D) MEETINGS**

- a) The committee holds regularly monthly meetings as scheduled by the subcommittee
- b) Extra meetings are held whenever they seem necessary in order to accomplish particular projects

**E) PROJECTS**

- a) All projects are planned with a budget and submitted to the SENANA ASC for approval
- b) A report of ongoing projects and goals is submitted to the SENANA ASC by the PI Chair at regularly scheduled SENANA ASC meetings

**F) MEETING LISTS**

- a) A new meeting will be included on the website as soon as the P.I. Subcommittee receives the information. They will then be included on the physical meeting list 90 days from the time that a PI member is contacted and given the information about the new meeting. Provided that meeting is active for that 90 days

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**ACTIVITIES**

**SENANA Activities Committee Guidelines Revised 9/2018**

**Article 1 - NAME**

The name of this committee shall be the Southeast Nebraska Area Narcotics Anonymous Activities Committee (referred to as SENANAAC) and shall meet as designated by the Activities Committee Chairperson

**Article 2 - PURPOSE**

To provide and maintain an atmosphere of recovery and unity throughout the fellowship of Narcotics Anonymous, while providing celebrations of recovery

**Article 3 - DUTIES**

- (1) To serve the SENANA ASC
- (2) To keep an updated inventory of supplies
- (3) To schedule functions with minimal conflicts with other NA activities
- (4) Will submit a yearly tentative schedule of events to the ASC for approval
- (5) Will make & distribute flyers in a timely manner
- (6) Annual functions to include:
  - (a) One Learning Day per year
  - (b) A NRCNA fundraiser

**Article 4 - FORMAT**

- 1) Open meetings with the Serenity Prayer

- 2) Reading of Narcotics Anonymous 12 Traditions & 12 Concepts
- 3) Roll call of all present (Establish voting members)
- 4) Review and approval of previous minutes
- 5) Review and approval of Treasurer's report
- 6) Old Business
- 7) Open Floor
- 8) New Business / Dates of the next 2 meetings
- 9) Close the meeting

#### **Article 5 - MEMBERS**

General membership shall be open to all NA members of continuous clean time who choose to participate. Voting members are limited to individuals that attend 2 consecutive activities meetings within the last 6 months, with the exception of the Activities Chair

#### **Article 6 - OFFICERS**

- 1) The officers of SENANAAC shall be the Chairperson, Vice Chairperson, Secretary, & Treasurer. These officers shall perform the duties as prescribed by the SENANA ASC Guidelines, position descriptions, and any other duties assigned by SENANAAC or the SENANA ASC
- 2) If any officer of SENANAAC misses 3 consecutive meetings they will be automatically removed from their position

#### **Article 7 - QUALIFICATIONS AND DUTIES OF OFFICERS**

##### **1) CHAIRPERSON**

- a. 1-year continuous clean time & 6 months service experience within the SENANA ASC
- b. 2-year service commitment
- c. Preside at all SENANAAC meetings
- d. Provide an agenda for the SENANAAC meetings
- e. Be a cosigner of the SENANAAC bank account as long as it's not a financial conflict of interest
- f. Delegate responsibility to committee members
- g. Attend the SENANA ASC with a monthly report
- h. Set the time and location of the next 2 SENANAAC meetings
- i. Keeps archives, guidelines, minutes, agendas, and any related materials

##### **2) VICE CHAIRPERSON**

- a. 6 months continuous clean time
- b. 1-year service commitment
- c. Inventory after functions
- d. Prepare supplies for following event



- e. Perform the duties of the chairperson in their absence
  - f. Be a cosigner of the SENANAAC bank account
- 3) SECRETARY
- a. 6 months continuous clean time
  - b. 1-year service commitment
  - c. Records and distributes minutes of each SENANAAC meeting
- 4) TREASURER
- a. 1-year continuous clean time
  - b. 6 months group treasurer experience
  - c. 1-year service commitment
  - d. Must balance bank account monthly with bank statement
  - e. Disburses any funds with the approval of the committee (disbursements must have attached receipts)
  - f. Be a cosigner of the SENANAAC bank account
  - g. Properly prepare a financial statement to be included in the monthly report to the SENANA ASC
  - h. Properly prepare a financial statement at the end of each calendar year
- 5) FLYER PERSON
- a. 6 months continuous clean time
  - b. 1-year service commitment
  - c. Create flyers for upcoming events
  - d. Make flyers available to all group via SENANA ASC, webmaster, & Activities Facebook Page

#### **Article 8 - ELECTION OF OFFICERS**

- 1) Committee Chairperson will be nominated and elected as specified in the SENANA ASC Guidelines for the nomination and election of subcommittee chairs
- 2) All other committee officers will be nominated and elected from voting members of the SENANAAC

#### **Article 9 - VOTING**

- 1) Voting members will be any member of Narcotics Anonymous, which attends 2 consecutive SENANAAC meetings within the last 6 months
- 2) Any member of NA may make a motion or participate in committee discussions. Motions must be seconded by a voting member
- 3) Motions may be amended by any member or withdrawn by the maker any time prior to voting. An amended motion must be re-seconded
- 4) Motions will be passed by simple majority

#### **Article 10 - OPERATING BUDGET**

The operating budget for SENANAAC will be \$400.00. Any funds over this amount will be donated to the SENANAAC, unless previously designated

**Article 11 - SPIRITUAL GUIDANCE**

- 1) The 12 Traditions of Narcotics Anonymous
- 2) The 12 Concepts of Narcotics Anonymous
- 3) The SENANA ASC Guidelines
- 4) Current publication of the Guide to Local Service in Narcotics Anonymous
- 5) Current publications of all pertinent NA handbooks

**Article 12 - AMENDMENTS TO SENANAAC GUIDELINES**

Any voting member may propose an amendment to these guidelines at a regular scheduled SENANAAC meeting. The proposal must be seconded and voted on by members attending the SENANAAC meeting. Note, a simple majority vote is necessary to amend these guidelines. The amendments shall go into effect upon approval of the SENANA ASC

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**HOSPITALS & INSTITUTIONS (H&I)**

**GUIDELINES OF THE SOUTHEASTERN NEBRASKA AREA HOSPITALS AND INSTITUTIONS SUB-COMMITTEE OF NARCOTICS ANONYMOUS REVISED NOVEMBER 2018**

**DEFINITION AND PURPOSE** The H&I Sub-Committee of Southeastern Nebraska Area Service Committee is a group of men and women who carry a clear and focused message of Narcotics Anonymous to people in hospitals, jails and other institutions where addicts are not able to attend regularly scheduled meetings. We are recovering addicts from the fellowship of Narcotics Anonymous who believe in the concept: "TO ASSURE THAT NO ADDICT SEEKING RECOVERY NEED DIE WITHOUT HAVING HAD A CHANCE TO FIND A BETTER WAY OF LIFE. FROM THIS DAY FORWARD MAY, WE BETTER PROVIDE THE NECESSARY SERVICES."

This concept should always be our primary purpose. This concept will ensure that when an addict who is housed in a correctional institution, hospital, or recovery house reaches out for recovery: Narcotics Anonymous will be there.

This Hospitals & Institutions committee is a subcommittee of Southeastern Nebraska Area Service Committee and is directly responsible to that committee.

**FUNCTIONS OF THE H&I SUBCOMMITTEE**

- 1. To carry the message of Narcotics Anonymous and to disburse literature to all facilities currently being served by H&I, through our H&I panels.

2. To conduct a monthly business meeting.
3. To provide an H&I service representative at the Area and Regional levels.

**STRUCTURE OF ELECTED OFFICERS** Service board officers shall consist of a chairperson, vice-chairperson, and secretary.

Any subcommittee officer or member will be terminated from the subcommittee responsibilities immediately upon relapse.

In the case of vacancy; the vice-chairperson shall automatically assume the position of chairperson until subsequent election and approval by the ASC of new chairperson. If the vice chairperson cannot or will not assume the position, the Area vice chairperson will act as H&I chairperson until the subcommittee fills the position.

In the event of vacancy by the secretary the position shall remain open for a period of one month or until a willing and qualified member from the subcommittee is found to serve in the position.

#### **QUALIFICATIONS AND DUTIES OF OFFICERS**

**CHAIRPERSON:** Suggested: Three (3) years clean time with six (6) months activity in H&I work. The chairperson will be elected by the subcommittee and approved by the Area Service Committee in accordance with current guidelines.

Responsibilities include:

1. Bring before the general meeting of the subcommittee matters that should be discussed by them.
2. Carrying out policies and orders for the committee.
3. Appointing panel leaders for institution services.
4. Attend the Area Service Committee meeting.
5. Attend Regional H&I Subcommittee meetings.

**VICE-CHAIRPERSON:** Suggested: Two (2) years clean time with six (6) months activity in H&I work.

Responsibilities include:

1. Assume chairperson's responsibilities in the event of absence.

2. Help coordinate H&I meeting/presentations by acting as panel coordinator.
3. Ensures that all contact persons have adequate literature for their meetings.
4. Act as liaison with all H&I facilities.
5. Maintain copies of all hospital, institutional, and recovery house guidelines, rules, and regulations for individual members and/or "Learning-Day" review.

**SECRETARY:** Suggested: One (1) year clean time.

Responsibilities include:

1. Recording minutes of all subcommittee meetings.
2. Copy and distribute current minutes to all subcommittee members.
3. Maintain records of all committee member's names, availability & phone numbers.
4. Maintain copies of meeting minutes and letters sent to facilities.

**PANEL LEADERS:** Suggested: One (1) year clean time with six (6) months activity in H&I work.

Responsibilities include:

1. Conducting H&I meeting/presentations in the facility being served according to acceptable procedures of H&I and facility guidelines.
2. Inviting all members to the H&I meeting; informing them of rules specific to that facility.
3. Must attend all H&I subcommittee meetings.
4. May resign by giving notice to the H&I subcommittee.
5. May be removed from panel assignment due to: (A) Absence without proper notice and/or not making adequate arrangements for a replacement to conduct a scheduled H&I meeting. (B) Missing 3 consecutive subcommittee meetings.

**PANEL MEMBERS:** Suggested: Six (6) months clean time and a willingness to be of service. The member shall be qualified and assigned by a panel leader after being cleared by the facilities whenever necessary.

H&I members should:

1. Take an active role in a meeting as a speaker or in whatever other acceptable capacity as may be requested by the panel leader.
2. Always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.
3. Attend a minimum of one H&I subcommittee meeting every three months.
4. Must attend one H&I workshop or learning day and facility orientation as appropriate.
5. May resign as a member by giving notice to the panel leader.

**OTHERS REQUIREMENTS:** In order to qualify for any of the above offices. An H&I member shall come to the H&I monthly meeting and inform the subcommittee of their desire to serve. Also, a member involved in H&I must attend a minimum of one H&I workshop every two (2) years. All members must attend monthly H&I meetings as specified above.

Ex-residents of any institutions must have the proper authority and meet the clean time requirements set by the facility and H&I to participate at the facility. Care should be taken not to confuse alumni responsibilities with H&I participation.

It shall be the responsibility of the panel leader to ensure that all addicts attend any H&I meetings/presentation fulfill the necessary requirements and that all are familiar with these GUIDELINES and PROCEDURES.

These GUIDELINES and PROCEDURES are submitted for the guidance of the H&I subcommittee so that a smooth and consistent program can be maintained for the benefit of addicts being served in hospitals and institutions. Any unusual situations that might arise should be discussed with the elected officers of H&I who, in turn, will take steps to obtain clarification from the facility authorities. Individual members of H&I should not attempt to discuss any problems encountered in a meeting/presentation with the personnel of the facility in question. Communication with the facility is the responsibility of the vice-chair. Adherence to these guidelines will minimize confusion and misunderstanding within the H&I committee and the facilities we serve.

Failure to comply with any facility's regulations could result in the cancellation of the H&I meeting/presentations scheduled in that facility. Most regulations covering facilities are clearly defined by statutes. Violations of regulations could bring legal action against violators and put N.A. in a bad light. **REMEMBER:** your actions reflect on N.A. as a whole. More importantly, adverse performance could well deprive an addict the miracle of the Narcotics Anonymous message.

#### **GENERAL INFORMATION**

- 1. Any member of the H&I Committee is automatically removed from further H&I activity upon relapse, but may again become eligible when he/she can conform to the requirements in these guidelines.**
- 2. Any member not conforming to these requirements or any other requirements which might be hereafter added, or who refuses to abide by the rules and regulations of the facility being served, may be relieved of any or all H&I subcommittee assignments.**

3. No Narcotics Anonymous meeting/presentation regularly conducted under the auspices of the H&I subcommittee shall be held in any facility except when directly supervised by the H&I subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.
4. Any N.A. member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and/or the resulting damage to:  
(A) An inmate or patient inside (B) The working ability and privilege of the subcommittee to carry the message inside the facility. For these reasons, no H&I member will personally interfere with or use influence in any facility. No H&I member will make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of NARCOTICS ANONYMOUS: recovery from active addiction through our spiritual program. Of course, these members may participate on panels going to other facilities.
5. Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.
6. No one may participate in a panel as a member without first having attended and H&I learning day. Anyone not meeting the clean time requirements of H&I may not enter a facility under H&I auspices for any reason.
7. Narcotics Anonymous life stories and/or principles of N.A. general information are to be the main topic of any Narcotics Anonymous meeting conducted within all facilities served by this subcommittee. All speakers and panel leaders must strictly comply with this regulation, confining their talks SOLELY TO NARCOTICS ANONYMOUS.
8. Excessive use of profanity or the uses of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I subcommittee. All speakers and panel leaders must strictly comply with this regulation.
9. Any member of the H&I subcommittee on parole/probation will only be allowed to participate in or attend H&I meetings in any facility being served by the subcommittee only with the expressed clearance of the authorities of the facility and possibly the approval of their judicial officer, if applicable.
10. Panel leaders shall be responsible for the conduct of any speaker taken into any institution. Speakers should be instructed in advance of the regulations of the institution being served.
11. Failure to comply with the facility and/or H&I regulations shall be sufficient grounds for review of their suitability as a member of H&I.
12. It is suggested that all H&I members have a working knowledge of the Steps and Traditions of Narcotics Anonymous. They should also have a sponsor and attend N.A. meetings on a regular basis. (defined as an average minimum of one meeting weekly)

13. Amendment of the H&I committee guidelines shall require a 2/3 vote of the subcommittee's members.

Finally, since the purpose of the H&I committee and its individual panels is the share the experience, strength, and hope of the Narcotics Anonymous message, it is hoped that the panel leader tries to get residents involved with the meeting through reading materials as well as sharing personal experience strength and hope.

**VOTING MEMBERS:** Voting members of the subcommittee will be any member attending two (2) consecutive subcommittee meetings. After missing two (2) consecutive unexcused meetings, a member will lose his/her vote until two (2) consecutive meetings have been attended. The chairperson will only vote in case of a tie. The chairperson's vote should be written down before the vote is taken and then shown if it is a tie.

**MOTIONS:** The chairperson accepts motions from the floor. When the motion is seconded, the floor will be open for discussion, and the chair will call for a vote. The chairperson may call to order or, take the floor from anyone who has had it for a unreasonable length of time. Only voting members can make and second a motion.

**FINANCE:** All money for literature and rent will be paid by the A.S.C. treasury. The monthly budget for H&I is \$125 for literature, \$25 for rent. A learning day will be facilitated twice per year and the allotment for that function is \$125. If any other money is needed the committee submits a financial amendment request.

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## **LITERATURE**

### Literature Subcommittee Guidelines – Revised 3/2019

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#### Purpose

1. To carry the message in written form to the addict who still suffers
2. To serve as the communication link in all matters of literature between NAWS and the SENANA ASC
3. Maintain and distribute inventory of NAWS approved literature and items from the area to the groups
4. Process and record financial transactions thereof while maintaining transparency
5. Submit an annual budget

That budget will include but not limited to:

Administrative costs (i.e. Printing expenses, Receipt books, Plastic bags, Pens, Staples)

Miscellaneous costs (i.e. Shoe racks, shelves, wall hooks)

6. Review and update guidelines as necessary

**Membership**

1. Any NA member may become a member by attending two consecutive business meetings
2. Committee meetings and workshops are open to any NA member, anyone present may participate in group discussion

**Elected Trusted Servants**

**Chairperson Qualifications:**

Defined by area guidelines

**Term:**

Defined by area guidelines

**Duties:**

Defined by area guidelines

**Vice-chair/Secretary Qualifications:**

The clean time requirement of one year may be waived by two-thirds majority of the voting members present

**Term:**

One year

**Duties:**

Attends the SENANA ASC monthly meetings, acts as a chairperson in the chair's absence, signer on the literature bank account, writes area report, records and distributes minutes

**Treasurer Qualifications:**

Clean time requirement of one year may be waived by two-thirds majority of the voting members present

**Term:**

One year

**Duties:**

Attends the SENANA ASC monthly meetings, maintains checking account, signer on the bank account, makes financial reports to the ASC, & Performs any necessary interactions with the bank

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**POLICY**

**A) PURPOSE**



- a) To maintain the SENANA ASC Guidelines which includes but not limited to regular updates and printing when directed to by the SENANA ASC.
- b) To keep a regularly updated log of the subcommittee actions for the SENANA ASC to be used to update the current guidelines and have a resource to consult on what past decisions have already been made regarding an issue.
- c) To assist and act as a resource to the SENANA ASC on policy and rules of procedure.
- d) To continually re-evaluate the current policy. The committee will recommend any necessary changes, corrections, or additions through motions to the SENANA ASC.
- e) All participants shall conduct themselves in accordance with subcommittee guidelines and decisions, SENANA ASC Guidelines, NA 12 Steps, & 12 Traditions.
- f) Responsible for the printing of the SENANA ASC Guidelines. The committee will automatically print and disperse the most updated revision of the SENANA ASC Guidelines every year in January. The subcommittee will also recommend to the SENANA ASC a full re-print throughout the year after 3 policy changes have been approved.

## **B) STRUCTURE of Committee Positions**

- a) Policy Chair – Elected based on the SENANA ASC Guidelines for Subcommittee Chairs & accountable to the SENANA ASC and this subcommittee. Distributes ASC Policy/Guidelines to the SENANA ASC, GSRs, NA members, & Literature Committee to disperse to new groups, members, etc. Chairperson will report to the SENANA ASC each month with a written report and take an active role with any issues of clarification that are needed during the ASC. Chairperson will also prepare a written quarterly report for the SENANA RCM/RCM Alternate to deliver to the NRSC.
- b) Policy Vice Chair – Elected by and accountable to the SENANA Policy Subcommittee. Will assume the role of Chairperson upon the Chairperson’s absence. Will also take over as Chairperson at the end of the current Chairperson’s term, pending SENANA Approval.

c) Policy Treasurer – Elected by and accountable to the SENANA Policy Subcommittee. Will keep records of all budgeted funds and usage. Will prepare a monthly statement of funds and deliver it to the SENANA ASC.

d) Policy Secretary – Elected by and accountable to the SENANA Policy Subcommittee. Records subcommittee minutes and helps Chairperson to provide a written report to the SENANA ASC & NRSC. Will also distribute minutes to all subcommittee members.

e) Committee Members – Any NA member who is willing to show up, uphold committee guidelines, decisions and regularly participate in the Policy Subcommittee.

f) Voting Members – Members who have attended at least 2 consecutive policy subcommittee meetings in the last 6 months.

g) ALL members will follow these procedures along with the most current SENANA ASC Guidelines

#### C) DECISION MAKING

a) Committee decisions are made by consensus. Consensus means that members agree to the decision made or if not, abide by the decision. Consensus is not a “vote” or “straw poll”.

b) When consensus cannot be reached, a simple majority of regular members in attendance will decide the issue facing the subcommittee.

#### D) MEETINGS

a) The Policy subcommittee will hold regularly monthly meetings as scheduled by the subcommittee. Dates & Times to be determined by the current Policy Chair & their members.

b) Extra meetings are held whenever they seem necessary in order to accomplish particular projects.

#### E) FINANCES

a) The Policy subcommittee automatically receives a \$150 budget annually to be used for printing of guidelines with new additions, removals, and/or corrections every year and delivered to the SENANA ASC in January. Any other printing will only

happen by recommending a new printing to the SENANA ASC, after 3 approved changes have happened, and receiving their approval to do so.

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## **I. MISCELLANEOUS**

- 1 - Copies of these guidelines shall be given to all trusted servants of the SENANA ASC and any NA member that requests a copy and are re-printed, with changes, in January of each year
- 2 - A recess during the SENANA ASC meeting can be called by any 2 voting members
- 3 - Only questions of clarification will be allowed during reports with the exception of the RCM/RCM Alternate
- 4 - The fiscal year will begin in February of each year
- 5 - All trusted servants of the SENANA ASC are expected to be respectful of each other and will need to be recognized by the ASC Chair prior to speaking in order to reduce any chaos and confusion during the meeting
- 6 - The SENANA ASC will follow these guidelines along with the "Guide to Local Service"
- 7 - Upcoming SENANA ASC locations & times can be changed only at the previous ASC meeting, except in cases of an emergency
- 8 - Any actions, rulings, or conduct by members of the SENANA ASC which are claimed to be based on Robert's Rules of Order will be considered "Out of Order" and only the current SENANA ASC Guidelines are to be used to conduct ASC business
- 9 - Any Regional votes from SENANA will be announced, tallied, & recorded publicly during the last monthly ASC meeting before the NRSC meeting

Sub-Committee Budget

Sub-Committee Name:

E.g. Free will donations, 7th tradition, refreshment sales, raffle proceeds, items purchased. If you bring in money at all, where does it come from and how much do you anticipate? Use prior years numbers for estimation Not all sub committees will have income, but literature and activities should have items listed here.

**Income**

<b><u>Total Anticipated Income</u></b>	\$0.00

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E.g. - Rents, donations to the area, materials, literature purchases, refreshments, vendors, shipping, storage, packaging, decorating. Everyone should have things listed

**Expenses**

<b><u>Total Anticipated Expenses</u></b>	\$0.00
<b><u>IncomeMinus Expenses</u></b>	\$0.00

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**How to use the monthly ledger sheets:**

Step 1 - Print at least 12 sheets to track income and expenses for at least one year

Step 2 - Fill out each ledger sheet with the name of your sub-committee, the date, and your monthly starting balance (this will be your ending balance from the month prior).

Step 3- During the month, when you bring money in, write the date, the type of income, and how much you brought in. On the same line, add that money in to the current balance and write down the new balance.

Step 4 - During the month, when you spend money, write the date, the type of expense and how much you spent. On the same line, subtract that money from the current balance and write down the total

Step 5 - When you receive your bank statement, compare the deposits and payments from your bank statement with the money in and out you have on your ledger. Make corrections or additions as needed.

Step 6 - Confirm that the last balance total on your ledger matches the statement balance from your bank account

Step 7 - Make sure that you keep receipts throughout the month and attach them to your ledger sheet along with your bank statement for that month.

Step 8 - When you have a single deposit or expense that include multiple items (i.e. a deposit of funds from multiple sources or a payments for more than one thing on a single check) make sure to write down each item with the individual amount that adds up to the total.

SENANA Sub-Committee Annual Budget

Sub-Committee Name:

E.g. Free will donations, 7th tradition, refreshment sales, raffle proceeds, items purchased. If you bring in money at all, where does it come from and how much do you anticipate? Use prior years numbers for estimation Not all sub committees will have income, but literature and activities should have items listed here.

**Income**

Literature income from groups	\$1,450.00
Source 2	
Source 3	
Source 4	
Source 5	
Source 6	
Source 7	
Source 8	
Source 9	
Source 10	
<b>Total Anticipated Income</b>	<b>\$1,450.00</b>

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E.g. - Rents, donations to the area, materials, literature purchases, refreshments, vendors, shipping, storage, packaging, decorating. Everyone should have things listed here.

**Expenses**

Literature purchased from world	\$1,350.00
Office Supplies	\$50.00
Rent	\$180.00
Expense 4	
Expense 5	
Expense 6	
Expense 7	
Expense 8	
Expense 9	
Expense 10	
<b>Total Anticipated Expenses</b>	<b>\$1,580.00</b>
<b>Income Minus Expenses</b>	<b>-\$130.00</b>

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