

# ***SJASC Policy & Guidelines***

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## **The Twelve Traditions of N.A.**

We keep what we have 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 N.A. 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 the desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or N.A. as a whole.
5. Each group has but one primary purpose, to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance or lend the N.A. name to any related facility or outside enterprise; lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. N.A., 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 N.A. 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.

## **The Twelve Concepts for N.A. Service**

1. To fulfill our fellowships' 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 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.

## **Facts, Aim and Purpose of SJASC**

### **Facts:**

We are a body of addicts, brought together by our desire to help in the growth and continuation of Narcotics Anonymous and SJASC is a body that is directly responsible to the groups that formed it. The SJASC was established by, and is responsible to, the local fellowship of Narcotics Anonymous. The SJASC is not an entity; it is an event – the coming together.

### **Aim:**

To better assist and support the growth of N.A. groups within the fellowship. To work together in the spirit of N.A. unity so that no addict seeking recovery need ever die without having had a chance at a better way of life. Area Service Conferences provide services which NA groups cannot or should not perform themselves.

### **Purpose:**

The purpose of the South Jersey Area Service Conference (SJASC) shall be the coordination of NA activities and /or functions common to the various groups and committees comprising its membership, in accordance with the Twelve Traditions and Twelve Concepts of NA. The SJASC exists to assist and support member groups in the fulfillment of their primary purpose in accordance with the Twelve Steps and Twelve Traditions of Narcotics Anonymous (N.A.). Through its structure, the Area will provide two way communication between member groups and N.A. as a whole. Whenever a group has a specific situation or need which it has not been able to handle on its own, it can come to its' Area Service Conference for help.

## Participants and Observers

### I. Participants

This conference will have two classes of participants only: Voting and non-voting members. No person shall hold more than one membership in a class or a combination thereof. These participants have several different purposes and functions.

A. **Voting Participants:** The only voting participants of the South Jersey Area Service Conference shall be the Group Service Representative (GSR), or in the GSR's absence, the Group Service Representative Alternate of each Narcotics Anonymous Group within the South Jersey Area. The GSRs have the final authority for all decisions; the role of the GSR is to represent the conscience of their home group at the ASC.

B. **Non-voting Participants:** The non-voting participants of this conference shall be the Chairperson and Administrative Officers or Subcommittee Officers of the SJASC. These bodies shall coordinate services offered to the member groups of the SJASC. The members elected are trusted servants who usually have prior service experience and the qualifications to serve in the position of trust. In accordance with our 9th Tradition, these board or committees are established to serve, not govern. Elected trusted servants will be provided with copies of the SJASC Policy and Guidelines.

#### **Administrative Officers:**

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Vice Secretary
5. Treasurer
6. Assistant
7. RCM
8. Alternate RCM

#### **Subcommittee Officers:**

- |                                 |                               |
|---------------------------------|-------------------------------|
| 1. H&I Chairperson              | 8. Lit Supply Chairperson     |
| 2. Activities Chairperson       | 9. Website Chairperson        |
| 3. Activities Treasurer         | 10. Lit Supply Co-Chairperson |
| 4. PI Chairperson               |                               |
| 5. Lit Review Chairperson       |                               |
| 6. Policy Chairperson           |                               |
| 7. Assistant Policy Chairperson |                               |

## II. The Conference Chairperson

The Conference Chairperson is responsible for setting the agenda and maintaining order and is the facilitator of the Area Service Conference. Recommendations or decisions made by the Administrative Committee or the Joint Administrative Committee (JAC) should be presented by the Vice Chairperson and allow the Chairperson to remain neutral.

## III. Observers

Narcotics Anonymous members not addressed elsewhere in these guidelines shall be classed as observers. Only members of Narcotics Anonymous shall have the specific right to request the floor. The Chairperson has the exclusive right to grant or deny such requests. The Chairperson's decision is subject to appeal and may be overturned by 2/3 majority of voting participants present.

## Committees Defined

### (A) Administrative Committee

This body shall coordinate services offered to the member groups by the SJASC. The members elected are trusted servants who usually have prior service experience and the qualifications to serve in the position of trust. Elected trusted servants will be provided with copies of the SJASC Guidelines and Policy.

#### **Administrative Officers:**

- 1) Chairperson    5) Treasurer
- 2) Vice-Chairperson    6) Assistant Treasurer
- 3) Secretary    7) RCM
- 4) Vice Secretary    8) Alternate RCM

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### (c) Standing Committees (or Subcommittees)

The standing committees are usually referred to as sub-committees. These sub-committees are formed for and when, there is a specific need. More than a few good members are required to accomplish the work these sub-committees perform. The work performed and services rendered to the groups by these sub-committees, are the reason for having an Area Service Conference. All changes in subcommittee guidelines must be brought to ASC for group conscious. Subcommittee officers are required to stay at the ASC meeting until the end of new business, and submit a typed subcommittee report. Subcommittee meeting must meet at a public place at a regularly scheduled time .

The standing committees may include, but not limited to;

1. Hospitals & Institutions
2. Activities
3. Public Information
4. Policy
5. Literature Supply
6. Literature Review
7. Website

### **Subcommittee Officers:**

1. H&I Chairperson
2. Activities Chairperson
3. Activities Treasurer
4. PI Chairperson
5. Policy Chairperson
6. Literature Supply
7. Literature Review
8. Website Chairperson

### **(c) Ad-Hoc Committees**

An Ad-Hoc Committee is a special committee elected by the voting participants of the SJASC for the purpose of accomplishing a special task assigned by the chairperson of the SJASC.

### **(D) Select Committees**

The chairperson of the South Jersey Area sub-committee (SJASC) shall have the authority to appoint a select committee for such special purposes as may, from time to time, be deemed necessary to fulfill specific functions. The purpose, membership, and duration of existence of any such select committee shall be specifically designated by the chairperson of the SJASC at the time of appointment.

### **(E) The Joint Administrative Committee**

The full Administrative Committee shall be known as the South Jersey Area Joint Administrative Committee (JAC for short).

#### **(1) Purpose:**

1. To discuss with the Area Chairperson the agenda for the full ASC Meeting
  2. To discuss any business or committee related concerns
  3. To suggest the discussion of these concerns with the full ASC
  4. To keep the full ASC meeting informed with the current or future activities of neighboring Area Service Conferences, the New Jersey Regional Service Conferences, neighboring Regional Service Conferences, and the World Service Conference, that will affect the South Jersey Area
- All Administrative Officers
  - All Subcommittee Chairpersons

(2) Ad-hoc and Select Committee Chairs shall attend as observers, but may not vote.

(3) Everyone is welcomed to attend JAC meetings as observers.

### **c. Procedures:**

1. The JAC will conduct business upon the availability of who is present at the JAC meeting.
2. Voting for the JAC is a simple majority of the Trusted Servants elected at Area and present at the JAC meeting.
3. The JAC is permitted to bring motions to the Area to be voted upon, including main and housekeeping motions, and changes to Policy and Guidelines.
4. The JAC will meet on an as needed basis, (#06-13-01), 1 1/2 hour before the ASC
5. (# 08-11-04),
6. The JAC will conduct an audit of all SJASC bank accounts at least 3 times a year.
7. (#12-12-2)
8. The GSR's present at Area may call for additional meetings by voting on the need of the JAC to meet. A simple voting majority of GSR's at Area will make the decision for the JAC to meet prior to the following month's Area meeting and discuss the specific issues voted upon.
9. Will review at every meeting ways in which the Area may reduce spending and report their findings to the ASC. (#07-10-04)



## **Area Positions**

### **Chairperson**

The chairperson presides over the Area Sub-committee (RCM) keeping order with a firm understanding hand. He/she is responsible for correspondence, maintaining area files and archives and will be one of the co-signers on the SJASC bank account, and shall be responsible for providing an agenda for each meeting of the South Jersey Area Service Conference.

#### Qualifications:

1. Willingness to serve
2. Minimum two (2) years continuous clean time
3. One (1) year experience as a committee or group officer, at any level of services prior service experience in N.A.
4. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA and Roberts Rules of Order
5. Leadership qualities as defined in the 4th Concept
6. Must have a Home Group within the South Jersey Area (# 03-11-01)

#### Duties:

1. Preside over the Area Sub-committee (ASC) keeping order with a firm understanding hand.
2. Keep the meeting focused on one issue at a time
3. Assists the other officers of the Area Service Committee
4. Votes only in the case of a tie; in favor or against
5. Notifies and expresses concern to any group(s) whose GSR has not attended three consecutive ASC
6. Presents a neatly written or typed report on a monthly basis at the ASC
7. Calls emergency meetings when necessary
8. Reads written trusted servant reports in their absence
9. Is the co-signer of the SJASC bank account
10. Trains the Vice-Chair in the performance of the Chairperson's duties
11. Helps the SJASC abide by the Twelve Traditions and Twelve Concepts of NA
12. The Chair should remain neutral on all issues and should focus on the process of decision making, not the outcome of the decision
13. Shall be responsible for providing an agenda for each meeting of the SJASC
14. Holds the key and code to the storage facility
15. Holds the key for SJASC PO box
16. 3 people hold password to website (Chair, Vice Chair, and Web Chair) (#02-15-03)

#### Term:

This is a one (1) year commitment with a two (2) term limit

## Vice-Chairperson

The Vice-Chair coordinates all standing committee functions. He/She shall in the absence of the chairperson, perform the duties of the Chair.

### Qualifications:

1. Willingness to serve
2. Minimum one (1) year continuous clean time
3. Service experience in a home group and/or subcommittee or Area
4. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
5. Leadership qualities as defined in the 4th Concept
6. Must have a Home Group within the South Jersey Area (# 03-11-01)

### Duties:

1. In the absence of the Chairperson, the Vice-Chair shall perform the duties of the Chairperson
2. Trains to become the Chairperson
3. Notifies and expresses concern to missing GSRs
4. Chairs the Joint Administrative Committee (JAC) meeting
5. Responsible for administering all elections.
6. reviews all flyers to be sent out in the minutes.
7. Facilitates sub committee meetings in the absence of sub committee chair / vice chair or other servants.
8. 3 people hold password to website (Chair, Vice Chair, and Web Chair) (#02-15-03)

### Term:

This is a one (1) year commitment with a two (2) term limit

## Secretary

The Secretary keeps accurate minutes of each ASC meeting. He/She shall type and distribute minutes as well as an agenda for the next conference to all ASC participants within ten days following each meeting of the SJASC. It shall also be the responsibility of the Secretary to take roll at each meeting.

### Qualifications:

1. Willingness to give the time and the resources necessary for the job
2. Minimum 1 year continuous clean time
3. Prior service experience in N.A.
4. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
5. Should have general office or secretarial skills and access to a computer
6. Leadership qualities as defined in the 4th Concept.
7. Must have a Home Group within the South Jersey Area (# 03-11-01)

### Duties:

1. Serves as custodian of all SJASC files and archives. Secretary holds past 18 months of minutes; anything older than 18 months is forwarded to Regional
2. Receives motion forms and reviews content, insuring that it meets necessary requirements as outlined in "Written Motions" section
3. Keeps accurate minutes of each ASC meeting
4. Shall type and distribute minutes as well as an agenda for the next conference to all ASC participants within ten days following each meeting of the SJASC
5. Maintain accurate quorum through GSR/group roll call at each meeting.
6. Keeps a current list of all ASC participants' names and addresses
7. Any group that misses 3 consecutive ASC meetings will stop receiving business meeting minutes.
8. Holds a key to SJASC PO Box and picks up mail for the Area on a monthly basis
9. Will not have a list of GSR's and phone numbers put in the minutes.
10. All NA announcements be written down and submitted to the Secretary prior to the Area Service Meeting.
11. Will include a Literature order form in every month's minutes.
12. Should any motions be submitted untyped, the secretary shall type those motions and/or reports if they are one page or less.
13. Will include NA announcements and group announcements in the minutes mailed out to GSRs. (#06-12-01)
14. Must take attendance at all (*including emergency meetings*) JAC meetings the results of which are to be placed in the minutes. (#08-10-01)
15. Will use regular stock printing paper when preparing copies of the minutes for mail distribution, not heavy stock paper. (#12-15-02)

### Term:

This is a one (1) year commitment with a two (2) term limit

## **Vice Secretary**

The Vice Secretary works closely with the Secretary sharing many responsibilities. The duties shall include attendance at all Area Services and other various duties shared with the Secretary.

### Qualifications:

1. Willingness to serve
2. Minimum 6 months continuous clean-time
3. Prior service experience in NA
4. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA
5. General office or secretarial skills and access to a computer.
6. Must have a Home Group within the South Jersey Area (# 03-11-01)

### Duties:

1. Assist the Secretary in keeping accurate minutes of each ASC meeting.
2. Assist the Secretary in typing and distributing minutes as well as an agenda for the next conference to all ASC participants within ten days following each meeting of the SJASC.
3. Assist the secretary in taking roll at each meeting.
4. Shall perform the duties of the Secretary in the absence of the Secretary
5. Trains to become the Secretary

### Term:

This is a one (1) year commitment with a two (2) term limit

## Treasurer

He/She shall make an itemized statement/report of all contributions and expenditures at every regular meeting of the SJASC, as well as an annual report at the end of each calendar year. The Treasurer will also be one of the two co-signers of the SJASC Treasurer's bank account. The SJASC Treasurer performs a most visible and essential service to N.A.

### Qualifications:

1. Willingness to serve
2. Minimum 3 years continuous clean time
3. Prior service experience as a Group Treasurer.
4. A working knowledge of the Twelve Steps, Twelve Traditions of N.A. Twelve Concepts of NA and Roberts Rules of Order
5. Personal financial responsibility
6. Bookkeeping or accounting experience, including balancing personal checking account.
7. Have means to deposit at a TD bank, the monies (donations and literature purchases) collected at the area service conference.
8. Must have a Home Group within the South Jersey Area (# 03-11-01)

### Duties

1. Attend SJASC each month
2. Provide oral and typed reports at the Area Services Conference
3. Count and verify group monies collected at the area services conference, beginning  
at 12 pm and ending at 1:30 pm. (#01-13-02)
4. Prepare electronically in Microsoft Excel an itemized accounting of all group literature purchases and area donations received at each area services meeting.
5. Prepare electronically in Microsoft Excel an itemized accounting of all expense disbursed at each area services meeting
6. Prepare electronically in Microsoft Excel an annual year-end report for inclusion in the area minutes
7. Maintain the Area checkbook
8. Be one of the two (2) co-signers of the Area Operating/Literature bank account. The three (3) possible signers are the Area Chairperson, the Literature Chairperson and the Area Treasurer
9. Be one of the two (2) co-signers of the Activities bank account. The three (3) possible signers are the Activities Chairperson, the Activities Treasurer, and the Area Treasurer.
10. Produce the SJASC checkbook at each SJASC meeting
11. Mentor the Assistant Treasurer by alternating responsibilities beginning in July and by essentially assisting the Assistant Treasurer acting as the Treasurer by October.
12. Old treasury records may be placed in storage facility for safeguarding. (# 05-11-03)

Term: This is a one (1) year commitment with a two (2) term limit

## **Area Assistant Treasurer**

The Assistant Treasurer shall attend area services each month. He/She shall assist the Treasurer in making an itemized statement/report of all contributions and expenditures at every regular meeting of the SJASC, as well as an annual report at the end of each calendar year.

### Qualifications:

1. Willingness to serve
2. Minimum 2 years clean time
3. Prior service experience as a Group Treasurer.
4. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA
5. Personal financial stability
6. Bookkeeping or accounting experience, including balancing own personal checking account
7. Have means to deposit at a TD bank, the monies (donations and literature purchases) collected at the Area Service Conference
8. Must have a Home Group within the South Jersey Area (# 03-11-01)

### Duties

1. Assist the Treasurer in making an itemized statement/report of all contributions and expenditures at every regular meeting of the SJASC.
2. Assist the Treasurer in making an annual report at the end of each calendar year.
3. Train to become Treasurer when term is completed and approved by GSRs

### Term:

This is a one (1) year commitment with a two (2) term limit.

## **Regional Service Member (RCM)**

An RCM is to an Area what a Group Service Representative (GSR) is to a group. They should work for the good of N.A., providing two-way communication between Area, Region, neighboring RCM's and N.A. as a whole.

### **Qualifications:**

1. Willingness to give time and resources to the job
2. Minimum 3 years continuous clean time
3. Prior service experience on an Area level.
4. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
5. Leadership qualities as defined in the 4th Concept.
6. Must have a Home Group within the South Jersey Area (# 03-11-01)

### **Duties**

1. Attend all New Jersey Regional Service Committee (NJRSC) meetings
2. Provide a two-way communication between Area, Region, neighboring RCM's and N.A. as a whole.
3. Carry the group conscience of the Area at Regional level.
4. Prepares a neatly written or typed report to the ASC on the RSC's progress, projects and dilemmas.
5. Delivers conscience of ASC regarding CAR motions to Regional Delegate (RD) before RD leaves for World Service Conference
6. Trains the alternate RCM
7. May serve on the NJRSC sub-committees providing the following conditions are met:
  - (a) RCM receives vote of confidence from the GSRs before accepting any nomination
  - (b) RCM continues to be available for Area duties.
8. The RCM will attend the Mid-Atlantic Service Conference with expenses paid by the SJASC and will provide written receipts of all expenses.
9. Holds a C.A.R workshop each C.A.R. year between when C.A.R. report is sent and when votes are due.

### **Term:**

This is a one (1) year commitment with a two (2) term limit

## **Regional Service Member Alternate**

The RCM Alternate works closely with the RCM sharing many responsibilities.

### Qualifications:

1. Willingness to give time and resources to the job
2. Minimum 2 years continuous clean time
3. Prior service experience in a home group or at Area level.
4. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
5. Must have a Home Group within the South Jersey Area (# 03-11-01)

### Duties:

1. Attend all Regional service conferences and Area conferences
2. Attend ASC monthly
3. Assist RCM in their duties
4. Serves on one Regional Committee
5. Trains to become RCM
6. In the absence of the RCM, the alternate RCM shall perform the duties of the RCM

### Term:

This is a one (1) year commitment with a two (2) term limit



## Hospitals and Institutions Committee (H&I) Chairperson

This subcommittee coordinates all local N.A. H&I activities. Its purpose is to carry the N.A. message to the addict in hospitals and institutions who cannot get out to attend regular N.A. meetings. It provides a monthly forum to pool experiences, serves as a communication link between H&I committees at the regional and world levels, may serve as a literature distribution point to the chairpersons of its H&I meetings and may conduct workshops and orientations on relevant topics. It is essential to this subcommittee's purpose, that GSR's and other N.A. members "Get Involved!"

### Qualifications:

1. Willingness to serve
2. Minimum 2 years continuous clean time
3. Prior service experience in N.A., including H&I.
4. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
5. Must have a Home Group within the South Jersey Area (# 03-11-01)

### Duties:

1. Coordinate the bringing of NA presentations to facilities where the residents would otherwise be unable to attend meetings.
2. Must attend all SJASC meetings and present a written report to include:
  - a) all H&I commitments
  - b) when they will be available for people who are interested in taking an H&I commitment
  - c) day of the week
  - e) week of the month
  - f) time
  - g) location of the facility
  - h) any requirements for said commitment
3. Coordinate and maintain a sub-committee responsible for carrying the NA message into local institutions.
4. The H&I Chair is required to provide the Literature Supply Chair with H&I literature order each month and that the Literature Supply Chair fill it when buying the Area's literature.
5. The H&I Committee is required to make use of its allotted literature funds each month and not have the ability to carry funds forward to future months.
6. Represents the SJASC to the Regional H & I Committee Meeting
7. Presents a neatly written or typed report to the SJASC monthly
8. Must secure a public place to hold regularly scheduled subcommittee meetings.

### Term:

This is a one (1) year commitment with a two (2) term limit

## **Public Information Committee (P.I.) Chairperson**

P.I. is informing the public about recovery through the Twelve Steps and Twelve Traditions of Narcotics Anonymous. The purpose of the P.I. Committee is to provide community awareness of what N.A. is, as well as how, when and where we are available. Within the bounds of our Twelve Traditions, the P.I. committee carries the message of recovery through billboards, bumper stickers, posters, radio and T.V., public service announcements (PSA). These, in most cases, carry the Regional help line phone number. Our attraction will not work if no one knows we exist. The P.I. Chairperson will also facilitate the SJASC's participation with the Regional help line.

### **Qualifications:**

1. Willingness and desire to serve
2. Minimum 2 years continuous clean time
3. Prior service experience in N.A. (#12-16-01)
4. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
5. Must have a Home Group within the South Jersey Area (# 03-11-01)

### **Duties:**

1. Carry the message of recovery through billboards, bumper stickers, posters, radio and T.V. PSA's.
2. To provide community awareness of what N.A. is, as well as how, when and where we are available.
3. Will also facilitate the SJASC's participation with the Regional help line.
4. To enforce Regional guidelines for removal of Help-line volunteers.
5. To send Greater Camden Area meeting lists with SJASC PI mailings.
6. To hold Regional Help-line workshops periodically, but no less than annually
7. Represents the SJASC to the Regional PI Committee Meeting
8. Hold key to SJASC post office box.
9. Presents a neatly written or typed report to the SJASC monthly
10. Must secure a public place to hold regularly scheduled subcommittee meetings.
11. Is responsible for the security and maintenance of the overhead projector. (#12-12-07)

### **Term:**

This is a one (1) year commitment with a two (2) term limit

## Policy Chairperson

The Policy Chair does not make policy for the Area. The duties of this position are to record and keep accurate records of all Area policy, including that of all standing committees. The Policy Chair should be viewed as a trusted servant as opposed to an actual subcommittee.

### Qualifications:

1. Willingness and desire to serve.
2. Minimum 2 years continuous clean time
3. Prior service experience at Area, Region or World
4. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
5. An understanding of Roberts Rules of Order.
6. Should have general clerical skills and have access to a computer
7. For the purpose of this committee a clear knowledge of NA Traditions is essential.
8. Must have a Home Group within the South Jersey Area. (# 03-11-01)

### Duties:

1. Oversees the maintenance of operating guidelines for the ASC
2. Generate an updated, computerized copy of the SJASC policy reference guide
3. Provide clarification of current policy at ASC and serve as a resource to the area body in this regard
4. Identify areas where policy is in conflict or where conflicts are present due to the absence of policy and report findings to ASC
5. Attends ASC on a monthly basis and present a neatly written or typed report
6. Assist subcommittees in development and maintenance of their policy when needed
7. Record and keep accurate records of all Area policy, including that of all standing committees.
8. Distribute print copies of Area Guidelines, Area Policy and Sub-committee guidelines upon request. It is also available on the web. (# 04-11-06)
9. Forward all revised versions of the SJASC Policy to the Website Chair so updated Policy can be maintained on the Website.
10. Maintains, updates, makes and delivers copies of the GSR Welcome Packet at every ASC. (#12-12-10)

### Term:

This is a one (1) year commitment with a two (2) term limit

## **Assistant Policy Chairperson**

The Assistant Policy Chairperson works closely with the Policy Chair, assisting in their duties and learning the responsibilities of that commitment.

### Qualifications:

1. Willingness to serve
2. Minimum one year continuous clean time
3. Prior service experience in NA
4. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A
5. Leadership qualities as defined in the fourth concept
6. General office and clerical skills
7. Must have a Home Group within the South Jersey Area (# 03-11-01)

### Duties:

1. Assists the Policy Chair in the maintenance of the operating guidelines as well as the subcommittee guidelines
2. Attends ASC in its entirety each month
3. Acts as Policy Chair in the absence of the Policy Chair

### Term:

This is a one (1) year commitment with a two (2) term limit

## Literature Supply Committee Chairperson

The purpose of this committee is to carry the written message of recovery to the addict who still suffers, through the purchase and supply of literature from the World Service Office (W.S.O.) to member groups at the regular SJASC meetings. This committee is responsible to keep accurate records of all transactions and is directly responsible, as with any standing committee, to the SJASC.

### Qualifications:

1. Willingness and desire to serve.
2. Minimum 2 years continuous clean time
3. Prior service experience in N.A., including Lit Supply.
4. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
5. Must have a Home Group within the South Jersey Area (# 03-11-01)

### Duties:

1. To carry the written message of recovery to the addict who still suffers, through the purchase and supply of literature from the World Service Office (W.S.O.) to member groups at the regular SJASC meetings.
2. To keep accurate records of all transactions and be directly responsible, as with any standing committee, to the SJASC.
3. Fill the monthly H&I literature order if requested by H&I.
4. Give starter kits to new groups
5. To deliver rent payment to storage facility by the first of every month.
6. Hold key and code to storage facility.
7. Presents a neatly written or typed report to the SJASC monthly
8. Must secure a public place to hold regularly scheduled subcommittee meetings.

### Term:

This is a one (1) year commitment with a two (2) term limit

## Literature Supply Committee Vice Chairperson

The purpose of this committee is to carry the written message of recovery to the addict who still suffers, through the purchase and supply of literature from the World Service Office (W.S.O.) to member groups at the regular SJASC meetings. This committee is responsible to keep accurate records of all transactions and is directly responsible, as with any standing committee, to the SJASC.

### Qualifications:

1. Willingness and desire to serve.
2. Minimum 1 years continuous clean time.
3. Prior service experience in N.A., including Lit Supply.
4. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
5. Must have a Home Group within the South Jersey Area (# 03-11-01)

### Duties:

1. Assist the Literature Supply Chairperson to carry the written message of recovery to the addict who still suffers, through the purchase and supply of literature from the World Service Office (W.S.O.) to member groups at the regular SJASC meetings.
2. Assist the Literature Supply Chairperson to keep accurate records of all transactions and be directly responsible, as with any standing committee, to the SJASC.
3. Assist the Literature Supply Chairperson to fill the monthly H&I literature order if requested by H&I.
4. Assist the Literature Supply Chairperson to give starter kits to new groups
5. Presents a neatly written or typed report to the SJASC monthly

### Term:

This is a one (1) year commitment with a two (2) term limit

## Literature Review Committee Chairperson

This committee will partake in the development and approval process of new N.A. literature. The World Service Conference (WSC) Literature Committee sends out literature for review and input or that which is in approval form. This committee will discuss, review and have input on such literature. It may also write literature and submit ideas to the WSC literature Committee.

### Qualifications:

1. Willingness and desire to serve.
2. Minimum 2 years continuous clean time
3. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
4. Must have a Home Group within the South Jersey Area (# 03-11-01)

### Duties:

1. To partake in the development and approval process of new N.A. literature.
2. To discuss, review and have input on such literature that World Service Conference (WSC) Literature Committee sends out for review and input or that which is in approval form.
3. May also write literature and submit ideas to the WSC literature Committee.
4. Attend regularly scheduled SJASC meetings
5. Reports all usage of funds by the committee
6. Presides over the regular meetings of the committee and sets the agenda
7. Distributes NA review and approval form literature to members of the committee
8. Has the sole responsibility of being the communication link between this committee and the SJASC
9. Establishes and maintains a budget with the SJASC Treasurer
10. Represents the SJASC to the Regional Literature Review Committee Meeting
11. Presents a neatly written or typed report to the SJASC monthly
12. Must secure a public place to hold regularly scheduled subcommittee meetings.

### Term:

This is a one (1) year commitment with a two (2) term limit

## Activities Committee Chairperson

From time to time, the SJASC may find it useful to organize learning days and workshops. These workshops promote unity and attract members to group services, as well as informing members about the do's and don'ts our collective experience has revealed. Some common topics of workshops and learning days are: public information, hospitals & institutions, new N.A. literature, traditions, trusted servants at the group level, dances, picnics and camp outs. Quite often an ASC finds that these events are more properly coordinated through the efforts of an Activities Committee.

**Note:** Raffles should not be held at South Jersey NA events until we become legally licensed to do so by the State Legalized Games of Chance Control Commission. (# 3-11-02)

### Qualifications:

1. Willingness and desire to serve.
2. Minimum 2 years continuous clean time
3. Prior service experience in N.A., including Activities.
4. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
5. Must have a Home Group within the South Jersey Area (# 03-11-01)

### Duties:

1. To organize learning days, workshops, dances and other functions to promote unity and attract members to group services
2. Hold the annual "Powerless in the Pines" camping trip.
3. Hold key and code to storage facility.
4. Presents a neatly written or typed report to the SJASC monthly
5. Must secure a public place to hold regularly scheduled subcommittee meetings.
6. Must maintain their presence from start to finish of any activity unless this responsibility is carried out by the Activities Co-Chair. (#08-10-03)

### Term:

This is a one (1) year commitment with a two (2) term limit



## **Activities Vice Chair Person**

The Activities Vice-Chair works closely with the Chair and Activities Treasurer assisting in their duties and learning the responsibilities of that commitment.

### Qualifications:

1. Willingness and desire to serve.
2. Minimum 1 year continuous clean time.
3. Prior service experience in NA.
4. Working knowledge of the twelve steps, Twelve Traditions and Twelve concepts.
5. Must have a Home Group within the South Jersey Area (# 03-11-01)

### Duties:

1. Assist to organize learning days, workshops, dances and other functions to promote unity within the south jersey area of NA.
2. May have to attend each event in its entirety. (#08-10-04)

### Term:

This is a one (1) year commitment with a two (2) term limit

## Activities Treasurer

South Jersey Area Service Activities Treasurer be elected at Area and be an Area trusted servant, be required to attend the ASC, JAC, make a monthly accounting of Activities funds to the ASC, and "be accountable to those they serve.

### Qualifications:

1. Willingness to serve
2. Minimum 2 years continuous abstinence from all drugs
3. Prior experience as a Group Treasurer.
4. A working knowledge of the Twelve Steps and Twelve Traditions of N.A.
5. Financial stability
6. Bookkeeping or accounting experience
7. Prior service experience in N.A., including Activities.
8. Must have a Home Group within the South Jersey Area (# 03-11-01)

### Duties:

1. Required to attend the ASC, JAC
2. Make a monthly accounting of Activities funds to the ASC in a neatly written or typed report
3. And be accountable to those they serve.
4. Will produce the subcommittee checkbook at all SJASC meetings.

### Term:

This is a one (1) year commitment with a two (2) term limit

## Website Subcommittee Chairperson

The SJASC has an Area website ([www.southjerseyna.org](http://www.southjerseyna.org)) that would list the Area's activities, meetings, perhaps literature order forms, etc.

### Qualifications:

1. Willingness to serve
2. Minimum of 2 years continuous clean time
3. Working knowledge of website design and management
4. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA
5. Must have a Home Group within the South Jersey Area (#03-11-01)

### Duties:

1. Coordinate with subcommittees for the management and maintenance of the South Jersey Area website
2. Maintain and update the South Jersey Area website
3. Represents the SJASC to the Regional Website Committee Meeting
4. Presents a neatly written or typed report to the SJASC monthly
5. Must secure a public place to hold regularly scheduled subcommittee meetings.
6. Communicate and update Regional and World websites of all meeting changes made to SJA website. (#10-09-11)
7. To liaison with "Unity is a Must" area contact in order to update meeting information. (#10-12-05)
8. 3 people hold password to website (Chair, Vice Chair, and Web Chair) (#02-15-03)

### Term:

This is a one (1) year commitment with a two (2) term limit.

## Meeting List Chairperson

### Qualifications:

1. Willingness and desire to serve
2. Minimum one year continuous clean time
3. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA
4. Leadership qualities as defined in the fourth Concept
5. Must have a Home Group within the South Jersey Area (# 03-11-01)

### Duties:

1. Update and print new meeting lists every two months, as many as needed
2. Present quarterly budget to the ASC as to the cost (i.e., proofing, printing) of next update
3. Present a written and oral report at each ASC
4. Pick up meeting lists and deliver them to Literature Supply Chairperson after each printing and prior to the next ASC
5. On a monthly basis, coordinate meeting list updates with the Website Chair so as to maintain the accuracy of the SJ website.
6. Presents a neatly written or typed report to the SJASC monthly

### Term:

This is a one (1) year commitment with a two (2) term limit

## **SJASC Guidelines**

- SJACS will be held at Stratford Senior Center
- ASC will meet the second Sunday of each month. One exception will be May's meeting, when ASC will be on the first Sunday, due to Mother's Day
- ASC starts at 1:00 pm – Lit Supply and Treasurer open at 12pm. (#01-13-02)
- The “Guide to Local Services” will be adopted as the official guide to the South Jersey Area Service Conference.
- If neither the Chairperson nor Co-Chairperson is present, then any trusted servant present can petition the GSRs to nominate and elect (by simple majority), any trusted servant to serve as Acting Chair. If no nominations are made, then any Area Service Committee trusted servant can volunteer to serve as Acting Chair.
- The November's ASC meeting agenda will be solely for elections and immediate business – no group or committee reports
- Any group that misses 3 consecutive ASC meetings will stop receiving business meeting minutes.
- Area Service will sponsor information workshops 2 times a year for GSR's. The meeting will take place in March and September, 1 hour prior to the ASC meeting.
- All changes in Subcommittee guidelines be brought to Area for group conscience.
- All motions be given a number after the date which represents the order in which that motion was received by the Area Chair and that number is assigned to that motion permanently. Also, that all motions already in policy be adjusted accordingly by the Policy Chair
- All NA announcements be written down and submitted to the Secretary prior to the Area Service Meeting.
- Any outside announcements must be cleared with the Chairperson before being made.
- With the exception of saying “Hell can be lonely – Call someone that has been there”, no NA announcements, meeting lists or informational pamphlets shall include “curse” words or racial slurs.
- Area recognizes any NA group that meets regularly at specified place and time, providing that it follows the Twelve Traditions and Twelve Steps of NA.
- No refunds will be given for literature Supply purchases. An equal credit for an exchange will be issued by Literature Supply. (#01-13-05)

# **Operational Guidelines**

## **Adoption of Rules of Order**

The rules of order contained in the current edition of Roberts Rules of Order shall be utilized as a reference to expedite the business of the committee in the event they are not otherwise expressed in this document.

## **Quorum, Motions and Voting Procedures**

### **I. Quorum**

For the purpose of conducting business, a quorum must be present. A quorum is defined as 2/3 (two thirds) of voting participants (GSR's) present at roll call.

### **II. Motions**

1. Motions must, for consideration:
  - a. be seconded by a GSR
  - b. be a statement, not a question
  - c. be submitted before the start of New Business
  - d. not contradict to the Twelve Traditions and Twelve Concepts of NA
  - e. not have been presented in the prior six months
2. Written neatly or typed on a SJASC motion slip
3. The Secretary must be able to read the motion slips
  
4. All motions will be given a number after the date ( the month and year only) which represents the order in which that motion was received by the Area Chair and that number is assigned to that motion permanently.
5. Motions must be presented in the minutes the same way they were handed in.
  6. When a change in policy is requested, an intent or reason behind the policy change is included in policy.
7. Chairperson presents motions to body and opens the floor for discussion. The maker of the motion must be present for motion to be considered, and will be allowed to speak and explain the motion prior to discussion.
8. No motion can be voted on the floor if one voting member (GSR) wants to table it back to their group.

### III. Voting

1. Any main motion affecting only the South Jersey Area, which would create or alter policy or guidelines, must be approved by 2/3 (two thirds) of GSR's voting yes or no. (01/11)
2. Any motion affecting only the South Jersey Area, which does not affect policy or guidelines, will be approved by a simple majority of 51% of GSR's voting yes or no. (01/11)(#05-10-01)
3. Area conscience on Regional or World motions will be determined by a simple majority of those casting a yes or no vote.
4. Any main motion that would create or alter South Jersey Area policy must be sent back to the groups for discussion and voting. It is strongly suggested that motions other than routine housekeeping be sent back to the groups for group conscience, unless a legitimate emergency prevents that.
5. Abstention – To “abstain” means to not vote at all, it should be counted for informational purposes only.  
(01/11)

### IV. Tabling Motions

1. Motions that need further consideration or clarification can be “tabled” because of, but not limited to, one of the following:
  - a. GSR Request (note: the tabling of a motion by a GSR does not end discussion of the motion).
  - b. Abstentions that outweigh the prevailing vote.
  - c. In the event of a tie during voting on Old Business
  - d. Chairperson requests more clarity
2. All motions are tabled back to the maker, except in the following instances:
  - a. GSR request that it be tabled back to the groups
  - b. Chairperson determines otherwise (e.g., directs motion to specific subcommittee for more info.)
  - c. All motions that are tabled to the groups come back as Old Business
  - d. The result of all other tabled motions comes back as New Business and/or in the form of a committee to which the motion was tabled.

## **V. Amending Motions**

1. An amended motion is any change to a motion after it is submitted for consideration.
2. Before presentation, any changes made to a written submitted motion must:
3. Be made by the maker
4. Have approval of the original second
5. After presentation, "Friendly Amendments" may be made.
6. A friendly amendment is a verbal change to the wording of the motion after it has been presented by the Chairperson
7. This also has the approval of the original second
8. A friendly amendment can be brought on by a suggestion made by another participant.
9. Once recognized by the Chairperson, participant may suggest changing an original motion, if agreed on by the maker and original second.
10. The Secretary will then write changes onto original form.



# Election of Officers

## I. Procedures

1. Elections of officers will be conducted at the November ASC meeting each year.
2. Before opening nominations, the Chairperson will announce the qualifications, duties and length of term.
3. Nominations will be made by either voting or non-voting participants, but must be seconded by a voting participant (GSR). Volunteers will be accepted, if no nominations are made.
4. The nominee must be present and give a qualifying statement (clean time, service experience, etc.) followed by a short question and answer period by area participants, directed to the nominee.
5. Nominees must leave the room during the vote.
6. Voting:
  - a. One candidate needs two thirds of voting members present to be approved
  - b. If there two candidates the candidate who receives the majority of votes of voting members present will be approved
  - c. If there are more than two candidates the two candidates who receive the most votes will compete in a run off election and subsection "b" will apply
7. Election of officers will be needed from time to time due to vacancies or removal from office.
  - a. A call for nominations will be made by the Area Chairperson, and sent back to the groups.
  - b. An election to replace the vacant officer's position will be made at the following month's ASC meeting.
  - c. If no nominations are received, another call for nominations will be made by the Area Chairperson, and an election to replace the vacant officer's position will be held at the following month's ASC meeting. This procedure will be repeated until a permanent officer is elected.
8. Candidates for money handling positions at South Jersey Area Service Conference should be asked the following questions:
  - a. Do you have experience reconciling a checking account?
  - b. Are your personal finances in order?
9. All vice and co-chair positions need a vote of confidence to move into chair positions.
10. No motions to wave clean time will be entertained by the chair if there is a qualified volunteer or nominee who meets the clean time requirement for the respective position

## II. Term Lengths

1. All terms shall begin at the January ASC meeting, following the November ASC election meeting and will expire immediately before the January ASC meeting.

**Note** - Anyone in a position less than six months, as of the January ASC meeting following the next November ASC election meeting, shall continue to serve until the following term expires, if they are willing to do so. (This subsection is considered inoperative for the Area Vice Chairperson and RCM Alternate.)

2. If the officer was elected to fill a vacant position prior to annual elections, the term shall begin immediately.

## III. Vacancies or Removal from Office

1. Administrative Officer or subcommittee officer may be removed from their position with no vote required if:

- a. Loss of clean time
- b. Absence of 2 consecutive ASC without prior notification to the ASC chairperson.
- c. Absence of 3 regular meetings of the ASC with or without prior notification to the ASC chairperson.
- d. Absence from 2 JAC meetings (# 01-12-02)

2. Non-fulfillment of duties of their position as defined in SJASC policy requires discussion, motion, second and vote.

# Financial Guidelines

## I. SJASC Treasury:

A monthly audit of all SJASC banking/checking accounts by the SJASC chairperson and 3 times a year by the JAC will be required. (#12-12-02)

The signatures on the SJASC checking account must be as follows:

ASC Treasurer

ASC Chairperson

ASC Lit Supply Chairperson

### **Area expenses are prioritized in the following manner, IF AVAILABLE:**

Rent: \$50.00/mo. (#01-13-01)

Area Storage Facility: up to \$200.00/mo. (#07-14-02)

H&I Rent: \$10.00/mo.

Secretary: up to \$400.00/mo. (#04-12-04)

Hospitals and Institutions (H&I): up to \$300.00/mo. for literature.

Regional Phone-line Donation: \$100.00 every other month when Region meets

Regional Insurance: Donation in the amount of \$130.00 every region to assist in

Paying our Regional Insurance (#06-14-01)

Public Information (PI): up to \$100.00/mo.

Lit Review: \$30.00 per month (#01-13-04)

Activities: \$2,300.00 to be advanced annually in January (#01-13-03)

Policy Chairperson: \$75/mo. as requested (# 12-12-08)

Website Subcommittee: \$120/year (# 08-11-02)

Starter Kit: \$37.95 (# 03-12-02)

The annual fee for the Post Office Box, the amount of which will be determined, must be paid annually. (#03-13-01)

### **Prudent Reserve:**

#### **\*Area Operating Budget:**

- \$2,000.00
- Any surplus over \$2,000.00 be held for one month before being donated to Region

#### **Literature Supply Budget:**

- Maintained at \$3000.00 (#12-12-06)
- Any surplus over \$3000.00 be held for one month before being donated to ASC
- \$50 of the budget may be used for supplies necessary to operating Literature supply, office supplies, bags, etc. (#04-12-05)

#### **Regional Donation:**

- Treasury surplus, after held for one month

**Annual Expense:**

- ◆ The SJASC will send the RCM and Alternate RCM to MARLCNA and pay/reimburse for the following expenses:
  - a. Registration
  - b. Lodging (shared, unless different gender)
  - c. Tolls and mileage (\$.32 per mile)
  - d. Food (Allowance of \$20.00 per day, with receipts)
  
- ◆ No trusted servants should spend their own money other than for administrative use or they may not be reimbursed.
- ◆ Receipts for literature and donations will be given at area by the Treasurer and or Assistant Treasurer instead of being posted in the minutes each month.
- ◆ All ASC trusted servants must make a main motion and receive prior approval for any expenses over their allotted budget before funds are spent. (#05-10-03)
- ◆ The funds of the Literature Supply Committee will be deposited and dispersed through the Area's checking account, thereby eliminating the need for separate Literature Supply checking account.
- ◆ Treasurer of SJASC sends out an Itemized Statement of All Area's expenditures by check and cash with the report sent out in the minutes.
- ◆ The South Jersey Area will not utilize the tax exempt option that is available to not-for-profit organizations. This is to prevent complications with annual maintenance required for legal compliance. (#12-11-01)

**II. Activities Treasury**

A monthly audit of all SJASC banking/checking accounts by the SJASC Chairperson and 3 times a year by the JAC is required. (#12-12-02)

**The signatures on the SJASC Activities checking account must be one of the following:**

1. Activities Treasurer
2. Activities Chairperson
3. Area Treasurer

**Operating Budget:**

- \$2,300.00 (see Treasury) (#03-13-03)
- Activities Treasury will retain any surplus over \$2,300.00 for one month before donating it to the SJASC

### **III. Misappropriation of Funds**

A) If any treasurer fails to make their sub-committee meeting monthly, SJASC, and/or fails to procure the books as described above, and is unavailable for 2 days, the two remaining persons authorized to sign the checks for the accounts should reduce the account to the minimum allowed by the bank funds should immediately be deposited into another Area account.

B) When a trusted servant of the SJASC misappropriates funds the following shall be required:

1. A written report must be given to the monthly Area meeting of the SJASC by the Area Chairperson. This report will describe any and all circumstances surrounding the misappropriated funds including the amount of funds missing, to the best of his/her ability. This report will be entered into the monthly SJASC minutes.
2. The JAC shall attempt to meet with the person(s) who misappropriated funds to encourage them to accept responsibilities, agree on the amount misappropriated and arrange a budget of payments. A copy of the agreement will be entered into the minutes of the monthly SJASC
3. After all previous attempts have been made, and the misappropriated funds are not returned, a certified letter will be sent to the individual, stating that if funds are not returned, legal action may be taken to retrieve funds.

## Meeting Lists

Removal of Group from Area (local) and Statewide (Regional) meeting lists:

After (3) consecutive missed area service conferences, the Area Vice-Chairperson will attempt to confirm the group's existence either through the GSR, or by attending the meeting. If the Vice-Chairperson is unable to confirm the meeting, he or she will submit at the next service conference a motion to delete that group from the next printing of the local and regional meeting lists. The motion shall be voted upon the GSR's during that area service conference. This will be the only way to delete and/or remove a meeting from the local and regional meeting list.

- That all meetings registered with SJASC and appearing on any meeting lists of NA, shall not be listed with any other fellowships' meeting lists.
- With each printing of South Jersey Area meeting directory, one copy is sent to both NJRSC Helpline Committee and NJRSC Statewide Meeting Directory at the following address: NJRSC Phone Line, P.O. Box 187, Morganville, NJ 07751.
- The PI and Hotline meetings will be listed on meeting lists.
- The meeting lists will be updated every 3 months and outdated meeting lists will be discarded/recycled.
- The names of all Area Position trusted servants will be listed on the meeting lists.
- Regional meeting lists will be purchased in quantity of 2,000.
- Special interest home groups are permitted on SJASC meeting lists.
- The SJASC website will be posted on the meeting list as long as no additional cost is incurred by doing so.
- When and where SJAC meets will be listed on meeting list. (#07-13-01)

## Miscellaneous

### Area Storage Facility

- Insurance on storage facility needs to cover the \$5,000 value of literature.
- Key and Code Holders include: Area Chairperson, Literature Supply Chairperson and Activities Chairperson.

### Web Chair Password

- 3 people hold password to website (Chair, Vice Chair, and Web Chair) (#02-15-03)
- The Website password will automatically change if one of these three positions has a change in member. (Chair, Vice Chair, and Web Chair) (#03-15-03)

### SJASC Post Office Box

- Key holders include: SJASC Chairperson, Secretary and PI Chairperson
- Box Office will be checked prior to each ASC meeting
- The annual fee, the amount which will be determined, must be paid annually. (#03-13-01)

# **SJASC Format**

## **I. Conducting the Business Session.**

1. Call the meeting to order.
2. Open with a moment of silence, followed by the Serenity Prayer.
3. Read one Tradition and the 12 Concepts (#0613-04) at each Area Service meeting of N.A.
4. Read from the Basic Text (pg. XXVI "Everything that occurs . . . necessary for growth'.)
5. Reading of the purpose of the SJASC (page 5)
6. Set time for adjournment.
7. Welcome new GSRs (Packet and forms)
8. Group reports.
9. Any N.A. announcements.
10. Any anniversaries.
11. Reading of last month's minutes
  - A. Call for corrections
  - B. Call for acceptance
12. Sub-Committee reports.
  - A. Hospitals and Institutions
  - B. Public Information
  - C. Policy
  - D. Policy Co Chair
  - E. Literature Supply
  - F. Literature Review
  - G. Activities
  - H. Activities Treasurer
  - I. RCM Area Service Representative
  - J. Alternative RCM
  - K. Website
  - L. Treasurer
13. Old business.
  - A. Take vote on pending motions.
  - B. Discussion of unresolved issues from previous area meetings.
14. New Business, as set by prearranged order.
  - A. Entertainment of motions in order given.
  - B. Caucus and discussion.
  - C. Resolutions of motions.
15. Adjournment (close with a reading from "Just for Today" with a moment of silence, by the chairperson, saying "May we have a moment of silence to reflect on why we are here")