

NARCOTICS ANONYMOUS  
SOUTH CITY AREA SERVICE COMMITTEE

# POLICY

REVISED FEBRUARY 2000  
POLICY & ADMINISTRATION SUBCOMMITTEE

# NARCOTICS ANONYMOUS SOUTH CITY AREA POLICY

## PURPOSE

The purpose of the South City Area Service Committee is to be supportive of the South City Area and Groups, associating a group with other groups locally and helping a group with it's day to day situations and needs.

### Section I Policy For South City Area Meetings

- I. The format for conducting the Area service Committee Meeting shall be as follows:
  - Moment of Silence
  - Service Workers Prayer
  - Twelve Traditions
  - Twelve Concepts
  - Minutes from last Meeting
  - Opening Treasurer's Report
  - Orientation of New GSRs
  - Group Problems
  - Roll Call
  - Literature report
  - ASRs Report
  - Area Sub-committee Reports
  - Old Business
  - New Business
  - Closing Treasurer's Report
  - Close with Moment of Silence
  - Serenity Prayer
  - Just for Today
- II. The South City Area Committee will meet regularly on the second Tuesday of each month.
- III. The South City Area meeting will begin promptly at 7:30 PM and end at 9:30 PM.
- IV. Discussion of subjects on the area floor are limited to five minutes at which time a motion should be made or the discussion closed.
- V. Discussion of motions brought to the Area floor are limited to two pros and two cons with a five minute time limit for each. There will also be a five minute question period.
- VI. All motions must be submitted in writing on the South City Area Motion form.
- VII. Any member can submit a motion, however, motions not submitted by a GSR must be seconded by a GSR.
- VIII. Two GSR signatures are needed to approve minutes from the last ASR meeting.
- IX. The Quorum to do business at the South City Area Service Committee Meeting will be

whatever number of members are present.

- X. The Treasurer's Report will appear ( in its entirety ) in the South City Area Committee minutes.
- XI. GSRs ( for the purpose of purchasing literature and area donation ) are to bring **MONEY ORDERS ONLY, NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED. NO EXCEPTIONS!!**
- XII. All South City Area Service Committee meetings will be tape recorded to aid the recording secretary in compiling the minutes.
- XIII. Any NA member wanting to speak at the Area Service Committee meeting can do so, by first raising their hand. Such person must be recognized by the Area Chairperson.
- XIV. All Area Officers must have a Co-Officer.
- XV. Other than approved NA literature, any other printed material must be approved on the area floor before it can be distributed. This includes flyers, pluggers, announcements, etc.
- XVI. SCA will purchase and maintain a good tape recording system for use by the recording and corresponding secretaries. This recorder will aid the compiling of minutes of both the Area and Policy & Administration Committee meetings.
- XVII. SCA will purchase and maintain a good typewriter for use by all Area secretaries, officers and subcommittees. Such equipment shall remain the property of SCA and remain in the Service office.
- XVIII. Any member owing money to South City Area cannot hold an area position. ( area officer )
- XIX. All Policy & Administration sub-committee members, Area officers and subcommittee Chairpersons are to receive a copy of the temporary working guide to our Service structure ( purchased out of P & A monthly budget ) to be passed on to the successor.
- XX. South City Area will have a monthly newsletter.
- XXI. South City Area will have a Spring Dance ( a.k.a. Spring Fling ), Summer Picnic and New Year's Eve Dance and a Holiday Marathon ( 12/96).
- XXII. New groups will be allowed a \$35.00 literature loan to be paid back in a timely manner.
- XXIII. The Area Service Representative will be responsible for making sure that all groups, along with meeting changes, be reflected in ASC minutes and registered with the Regional Service Committee.
- XXIV. A selected ASC Representative should attend a new meeting and report back to the ASC before a new meeting can be sanctioned and added to the Chicagoland meeting

Directory.

- XXV. In the event that a group is not represented at an Area Service Committee Meeting for two consecutive months, the meeting will be checked out by an ASC member.
- XXVI. In the event of a complaint with any group, two GSRs ( excluding the GSR of that particular group ) and an Area co-chair should attend the meeting to make sure no traditions are being violated.
- XXVII. When there is a continual violation of the traditions by a Group, the group will be removed from the NA Chicagoland Meeting directory. The proprietor and chairperson of that meeting will be notified that the meeting is no longer sanctioned by South City Area Narcotics Anonymous/NA Program.
- XXVIII. South City Area will maintain a post office box. The current Area Policy & Administration Chairperson and Public Information Chairperson shall have a key.
- XXIX. South City Area will donate each month 10% of all area donations after expenses have been met to the World Service Office.
- XXX. Any request to increase/decrease donation to the Region must be taken by the GSRs to their group for group conscience and then voted on at the next Area Service Committee Meeting.
- XXXI. Literature, Recreation and Activities, Area Service Representative and the FAC Committee will give Subcommittee reports every month. All other subcommittees will give reports as follows:
- |                         |                             |
|-------------------------|-----------------------------|
| Policy & Administration | Feb/April/June/Aug/Oct/Dec  |
| Hospital & Institutions | Feb/April/June/Aug/Oct/Dec  |
| Public Information      | Jan/March/May/July/Sept/Nov |
| Telephone Line          | Jan/March/May/July/Sept/Nov |
- XXXII. The PI Subcommittee must do a presentation to the proposed facility before any new meeting can be started.
- XXXIII. Any monies to be distributed to any SCA Subcommittee or individual for the purpose of NA business or NA recreation must be accompanied by an itemized proposal. A receipt must also be submitted immediately after purchase of or termination of same itemized proposal. Any individual who has received a money disbursement is also responsible for providing a receipt.
- XXXIV. SCA rents meeting space, for conducting Area business, for \$350.00 per month which includes office space to store area archives and literature; hold the monthly Area Service Committee meeting and monthly meeting for the following subcommittees: Literature, Policy & Administration, Public Information, Recreation & Activity and Hospital and Institutions. SCA also rents space for the SCA monthly social for \$300.00 per month.
- XXXV. A monthly allotment of \$60.00 is to be made available to the recording/corresponding secretaries for the purpose of making copies, purchasing supplies or any other expenses associated with conducting business for SCA.

- XXXVI. Sub committee Chairpersons must attend the Regional Subcommittee monthly meeting. If the subcommittee Chairperson misses two consecutive Regional Committee meetings without other representation such as the Co-Chair, this is grounds for automatic removal for failure to discharge duties.
- XXXVII. The Literature Subcommittee should have no preset limit on the amount of funds available to them to purchase literature. However, disbursed amount is not to exceed 25% of the literature expenses from the previous month **(5/91 )**
- XXXVIII. The PI Subcommittee may request a monthly allocation of IPs, directories and white books as needed but not to exceed \$50.00. This amount is in addition to their regular monthly budget of \$50.00.
- XXXIX. Any Area Office and or Subcommittee Chair will automatically be removed when evidence is presented that NA money has been stolen. There are no exceptions and there is no vote needed.
- XL. Area Chairperson, Area Co-Chairperson and Area Treasurer must review all budget receipts at P&A.
- XLI. The Treasurer will report to GSRs any discrepancies in his/her Area report. If subcommittee Chair does not come up with receipts within two consecutive Area meetings, the Chair will automatically be removed. No exceptions and no vote is needed.
- XLII. Any check for more than \$100.00 must be made out to a vendor.
- XLIII. Any monies that Area Officers choose to spend out of their pockets will not be reimbursed unless approved on the Area floor by GSRs.
- XLIV. All subcommittee Chairs and Area officers must adhere to SCA Policy.
- XLV. At the time of election the responsibilities of the person holding that position must be read.
- XLVI. All GSRs must be seated in the center of the Area floor In order for their group's vote to be counted. In the absence of the GSR, the GSR Aid will vote on all issues.
- XLVII. All Area officers and subcommittee chairs must sign a SCA Accountability Statement.
- XLVIII. All chairs should give Area Secretary the Report 4 days prior to the ASC so they can be added to minutes **( 5/13/97 )**

## **Section II            Voting**

- I. All Issues brought to Area floor which requires a vote shall be decided by a standing vote.
- II. All GSRs, Area Officer and Subcommittee Chairpersons shall vote on issues brought to the Area floor. A GSRA may vote in the absence of a GSR.

- III. Each Trusted Service Position must be voted on separately. This includes all Area Officers.
- IV. The Quorum for voting at the South City Area Subcommittee meeting shall be one-third of all GSRs answering roll call.
- V. A two-thirds majority vote is needed to pass a Policy motion.

**Section IV ELECTION AND RESPONSIBILITIES OF AREA OFFICERS**

- I. Election of officers shall be held once a year in November.
- II. Only GSRs of the South City Area may vote during election of South City Area Officers.
- III. These officers automatically move into their position. Chairperson, Recording Secretary and Area Service Representative.

- IV. **Elected Officers:**  
 Co-Chairperson  
 Treasurer  
 Co-Treasurer  
 Corresponding Secretary  
 Area Service Representative-Alternate

- Sub-Committee**  
 Policy and Administration  
 Public Information ( Telephone line coordinator )  
 Hospital and Institutions  
 Literature -- Newsletter/Hotsheet  
 Recreation and Activities

Any candidates for elected office must meet the qualifications stipulated in policy. Relapse is automatic grounds for discharge of the duties of that office.

- V. Grounds for dismissal of Area officers and subcommittee chairs.
  - 1. Relapse is automatic grounds for discharge of duties of that office.
  - 2. Missing two ( 2 ) consecutive SCA and Policy & Administration Monthly meetings.
  - 3. Missing two ( 2 ) consecutive Regional Subcommittee meetings, if applicable.
  - 4. Evidence of any misused or misappropriated funds, will result in removal pending investigation.
  - 5. Failure to discharge duties.

In the event of resignation/discharge, an election is held for the successor. An election for that

office will be held at the 3<sup>rd</sup> monthly meeting. The elected successor shall only finish out the term of that discharged/resigned officer. Officers may succeed themselves by re-election only one time.

### **Area Chairperson**

1. Must have a minimum of 2 years clean.
2. Prepares an agenda and presides over the monthly Area Service Committee Meeting.
3. Attends the monthly Area Policy & Administration Subcommittee Meeting.
4. Must have prior service experiences such as group secretary, treasurer, GSR and/or subcommittee member.
5. Must have a working knowledge of the Twelve Steps, Twelve Traditions and twelve Concepts of NA.
6. At committee meeting, Chairperson can only vote in a case of a tie.
7. Chairperson cannot vote on election of officers.
8. Chairperson must be one of the co-signers of South City Area Service committee bank account.
9. Must review all budget receipts at Policy & Administration meeting.
10. Records group reports given by GSRs at the Area Meeting ( donations, literature purchases, and status of group.

### **Area Co-Chairperson**

1. Must have a minimum of 2 years clean time.
2. Attends monthly Area Service Committee meeting.
3. Attends the monthly policy and Administration Subcommittee Meeting.
4. Must have prior service experience such as group secretary, treasurer, GSR and/or subcommittee meeting.
5. Must have a working knowledge of the Twelve Steps, Twelve traditions and the Twelve Concepts of NA.
6. In the absence of the Chairperson, shall perform the duties of the Chairperson.
7. Automatically moves into Chairperson position at the end of his/her term.
8. Is one of the Co-signers of South City Area Service committee bank account.

9. Can only vote on issues brought to the Area floor.
10. Cannot vote on the election of Area officers.
11. Must review all budget receipts at Policy and Administration meeting.

#### **Treasurer**

1. Must have a minimum of 7 years clean time.
2. Attends monthly Area Service Committee meeting.
3. Attends the monthly Policy and Administration subcommittee meeting.
4. Must have prior service experience such as group secretary, treasurer, GSR/GSRA or subcommittee member.
5. Must have a working knowledge of the Twelve steps, Twelve Traditions and the Twelve Concepts of NA.
6. Must have a legitimate source of income.
7. Shall accept expenditures of more than \$25.00 only if they are in writing and submitted 30 days prior to the actual due date. Only exception is an established budget of Area subcommittees.
8. Responsible for the payment of the rent at the South City Area meeting place and post office box, etc. ( due 6/1 each year )
9. Treasurer's records will be audited by Policy and Administration quarterly ( January, April, July and October ).
10. Will collect and deposit all money orders from the Literature Subcommittee and will be accountable for funds collected as ASC monthly meeting.
11. Must review all budgets receipts at Policy and Administration Subcommittee meeting.
12. Must submit both a written and verbal report at the monthly Area Service Committee meeting.

#### **Co-Treasurer**

1. Must have a minimum of 2 years clean time.
2. Attends monthly Area Service Committee meeting.
3. Attends the monthly Policy and Administration Subcommittee Meeting.
4. Must have prior service experience such as Group Secretary, Treasurer, GSR/GSRA or Subcommittee member.

5. Must have a working knowledge of the Twelve Steps, The Twelve Traditions and the Twelve Concepts of NA.
6. Will have a legitimate source of income.
7. Must be one of the co-signers of South City Area Service committee bank account.
8. Acts as Treasurer for all Recreation and Activities events.
9. Works with treasurer and Literature Subcommittee in the collection of money orders.

#### **Area Service Representative**

1. Must have a minimum of 2 years clean time.
2. Attends the Monthly Area Service Committee Meeting.
3. Attends the Monthly Area Policy and Administration Subcommittee Meeting.
4. Must have prior service experience such as Group Secretary, Treasurer, GSR/GSRA or Subcommittee member.
5. Must have a working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of NA.
6. Attends and represents South City Area at monthly Regional Service Committee Meeting. Takes part in any decisions which affect the South City Area and the Region.
7. Provides two way communication between South City Area and other Areas of NA, particularly with neighboring Area Service Committees.
8. Responsible for making sure that all groups along with meeting changes be reflected in ASC minutes and registered with the Regional Service Committee.

#### **Area Service Representative - Alternate**

1. Must have a minimum of 2 years clean.
2. Must have prior service experience such as Group Secretary, Treasurer, GSR/GSRA or Subcommittee member.
3. Must have working knowledge of the Twelve Step, twelve traditions and the twelve Concepts of NA.
4. Attends the monthly Area Service Committee meeting.
5. Attend the monthly Policy and Administration Subcommittee meeting.

6. Attend the monthly Regional Service Committee meeting.
7. Fills in for the ASR if he/she is absent or for any reason unable to complete his/her term of office.
8. Automatically moves into ASR position at the completion of his/her term.

Please note with the ASRA moving into the ASR position. This position has a 2 year term.

### **Recording Secretary**

1. Must have a minimum of 1 year clean time.
2. Must know how to type.
3. Attends the monthly Area Service Committee Meeting.
4. Must have prior service experience such as Group Secretary, Treasurer, GSR/GSRA or Subcommittee member.
5. Must have a working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of NA.
6. Takes minutes, transcribes from tape recorder and duplicate for Area officers.
7. Maintain Area files and archives. These files are to be kept in the South City Area office only. Collect all subcommittee monthly meeting minutes for SCA archives.
8. Records group reports given by GSRs at the Area Service Committee meeting such as donations to the Area, Literature purchase and status of the group.
9. Copies all material to be distributed to GSRs at the Area meeting.
10. Will furnish minutes to the ASC meeting to the ASR before the following RSC meeting.
11. Will furnish minutes to the ASC meeting to the Area Chairperson and Area Co-Chairperson two ( 2 ) weeks prior to the next ASC meeting.
12. Will list Area officers, GSRs, GSRAs and members separately in the ASC meeting minutes.
13. Read minutes of last ASC meetings to GSRs for approval.
14. Shall keep a continuing roster of monthly attendance at the ASC meeting and inform Area when a group has not been represented in two consecutive months.
15. Attends the monthly Policy & Administration meeting.
16. All chairpersons should give Area secretary their report no later than four ( 4 ) days

prior to the ASC so they can be added tot he minutes. ( motion 5/13/97 )

17. Can only vote on issues brought to the Area floor.

18. Cannot vote on election of officers.

### **Corresponding Secretary**

1. Must have a minimum of 1 year clean time.
2. Must know how to type.
3. Must have prior service experience such as Group Secretary, Treasurer, GSR/GSRA or subcommittee member.
4. Must have a working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of NA.
5. Attends the monthly Area Service Committee meeting.
6. Attends the monthly Area Policy & Administration Subcommittee meeting.
7. Will be responsible for recording monthly ASC meeting and turning tape over to recording Secretary to transcribe and copy.
8. Records minutes of Policy & Administration Subcommittee. Transcribes and copies for distribution at monthly Policy & Administration Subcommittee meeting.
9. Types and keeps policy of South City Area Service Committee current.
10. Automatically moves into recording secretary position when his/her term is up.
11. Reads minutes of last Policy & Administration Subommittee meeting for approval by subcommittee.
12. Can only vote on issues brought to the Area floor.
13. Cannot vote on election of Area officers.

### **Policy & Administration Chairperson**

1. Must have a minimum of 2 years clean time.
2. Attends the monthly Area Service Committee Meeting.
3. Must have prior service experience such as Group
4. Must have knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of NA.

5. Must have knowledge of Roberts Rule of Order as adopted by the WSC.
6. Arranges an Agenda and Presides over the monthly Policy & Administration Subcommittee meeting.
7. Presides over the quarterly audit of the Treasurer's Records.
8. Can only vote on issues brought to the Area floor.
9. Cannot vote on Election on Area officers.

#### **Group Service Representative ( GSR )**

1. Elected in group meeting in accordance with the format of the group.
2. Attends the monthly South City Area Service Committee meeting.
3. Attends all GSR Learning Days.
4. Provides a Status Report of the Area to their group along with a complete Treasurer's Report and Literature Report.
5. Brings to the Area floor any emergency situations involving literature.
6. Votes on all issues brought to the Area floor.
7. Votes on all Area officer elections.
8. Keeps their groups informed on all upcoming events In Narcotics Anonymous and in South City Area by reading the **Hot Sheet** and flyers in every meeting.
9. Speaks their Group conscience ( or acts with a vote of confidence) for their Group at the South City Area Service Committee meeting.
10. Brings to the Area floor any Group problems and complaints that could not be resolved in their Groups, especially violations of the Traditions that effect NA as a whole.
11. After taking a group conscience, responsible for making donation at the monthly Area Service Committee meeting on behalf of the group.

#### **Section IV**

#### **SUBCOMMITTEES**

##### **POLICY & ADMINISTRATION SUBCOMMITTEE ( P & A )**

Policy & Administration ( P & A ) meeting every month the Sunday following the Area meeting from 5:00pm until 7:15pm.

P & A periodically review existing Policy to determine if revisions and/or updates have been made by the Corresponding secretary.

### Quarterly Audits the Treasurer's Records.

All P & A Subcommittee receive a copy of the Guide to Local Service which is to be purchased from the P & A monthly budget and passed on to their successors. ( See #18 of South City Area Service Committee Policy ).

Chairperson misses two consecutive Area Meetings and Policy & Administration meetings without any other representation such as the Policy & Administration Co-Chair, At the third ASC meeting there will be an election for another P & A Chair.

Election of P&A Chairperson is held in November. Chairperson is elected/nominated on Area floor. Any member who meets the necessary requirements can be nominated. Once elected, new officer takes office in December. The term of office is one year and Chairperson can only succeed him/herself once.

Chairperson must give verbal Subcommittee report as previously stated in no. 13 ( page 5) of South City Area service Committee Policy.

Chairperson should give Area Secretary the report 4 days Prior to the ASC so they can be added to minutes. ( motion added to policy **(5/13/97)** ).

Up to \$50.00 should be made available to this Subcommittee on a monthly basis if necessary.

Review all contracts between SCA and vendors **(2/97)**

Review all policy changing motions in Policy & Administration subcommittee prior to vote.

### **HOSPITALS AND INSTITUTIONS SUBCOMMITTEE**

H & I meets the last Tuesday of every month from 7:30PM until 9:30PM.

H & I receives 1,000 information pamphlets, numbers 1 & 23 per month. ( amended 1/00 )

H & I is solely supported by the South City Area Service Committee.

H & I receives 600 Regional Directories from the Literature subcommittee ( 1/00 )

Up to \$100.00 should be made available to this subcommittee on a monthly basis. **If necessary.**

If H & I is in need of funds over the above mentioned \$100.00, they must submit a written proposal and it must be submitted to ASC one month in advance.

Any functions requiring the handling/collecting of money, must be coordinated with the Recreation & Activity Subcommittee.

### **Chairperson Must Have:**

1. Must have a minimum of 2 years clean time.
2. Prior service experience on this Subcommittee.
3. Working knowledge of the Twelve Steps, Twelve traditions and the Twelve Concepts.

If the Chairperson misses two consecutive Area Service subcommittee, Regional or Policy & Administration meeting without other representation such as Co-Chairperson, at the third ASC meeting an election will be held a new Chairperson.

H & I Chairperson must submit complete written minutes of Subcommittee meeting to the Corresponding Secretary for the Area archives at each monthly ASC meeting.

Chairperson must be selected/nominated on the Area floor. Any member who meets the requirements of Chairperson may be nominated. Elections are held in November of each year. New Chairperson assumes all responsibilities of that office in December. ( 4/98 ) Term for H & I chairperson is for one year and Chairperson can only succeed him/herself once.

Chairperson must attend the monthly Policy & Administration Subcommittee and the Area Service Committee meetings.

Chairperson must give a verbal Subcommittee report as previous stated in no. 31 ( page 5 ) of South City Area Service Committee Policy. Chairperson should give Area Secretary the report 4 days prior to the ASC so they can be added to minutes. **( motion added to policy 5/13/97).**

Chairperson only votes on issues brought to the floor.

### **PUBLIC INFORMATION SUBCOMMITTEE – ( PI )**

Meets every 3<sup>rd</sup> Tuesday of the month from 6:00 pm until 7:30 pm. **( 2/00**

Public Information is responsible for handling all speaking engagements with the public.

Up to \$50.00 should be made available to this subcommittee, **IF NECESSARY.**

If Public Information is in need of funds over the above ,mentioned \$50.00, they are to submit a written proposal one month in advance.

Any functions requiring handling/collecting of money are to be coordinated with the Recreation and Activities Subcommittee.

Must do a presentation to the proposed facility before any new meeting can be started.

**PUBLIC INFORMATION CHAIRPERSON MUST HAVE:**

A minimum of 2 years clean time.

Prior experience as a member of this subcommittee and have the ability to work with non-addicts.

A working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of NA.

If Chairperson misses two consecutive Area Service Subcommittee meeting without other representation such as Co-Chairperson, at the third ASC meeting an election will be held to elect a new Chairperson.

PI Chairperson must submit complete written minutes of Subcommittee meeting to the Corresponding Secretary and Area archives at each ASC meeting.

Chairperson must be selected/nominated on the Area floor. Any member who meets the requirements of Chairperson may be nominated. Elections are held in November of each year. New Chairperson assumes all responsibilities of that office in December. Term for PI Chairperson is for one year and Chairperson can only succeed him/herself once.

Chairperson must attend the monthly P & A Subcommittee and the Area Service Committee meeting.

Chairperson must give a verbal Subcommittee report as previously in no. 31 ( page 5 ) of South City Area Service Committee Policy. Chairperson should give Area Secretary the report 4 days prior to the ASC so they can be added to minutes. ( **motion added policy 5/13/97** ).

Chairperson only votes on issues brought to the Area floor.

**Telephone Line Coordinator**

Telephone line coordinator is directly responsible to the PI subcommittee and SCA.

Telephone line coordinator

Must have a minimum of 1 year clean time

Acts as liaison to the Regional Help Lone in order to service the South City Area.

Maintain an accurate index card file with names and current telephone

numbers of South City Area members who attend meeting regularly and are willing to make 12 step calls.

Contact South City Area members and request that they make 12 step calls in order to assist suffering addicts to make a meeting.

Telephone line coordinator is elected within the PI subcommittee.

Will be given a monthly allowance of \$25.00 for the purchase of supplies and telephone expenses.

Attends PI monthly subcommittee meeting.

Regular progress reports will be included in the PI reports to the Area.

### **RECREATION AND ACTIVITIES SUBCOMMITTEE ( R & A )**

Meets every third Tuesday of the month from 7:00pm to 7:00pm.

Up to \$500.00 will be made available to this subcommittee each month for rent & DJ for monthly social.

If R&A is in need of funds over the above mentioned \$500.00, a written proposal must be submitted to the Area Service Committee one month in advance.

All tickets from events must be numbered and accounted for and returned to Area Service Committee by Co-Treasurer.

Any functions requiring handling/collecting of money are to be coordinated with the Recreation and Activities subcommittee.

Present all bids/contracts to Policy and Administration for review. ( see 16# XI )

SCA will fund Holiday Marathon at the cost of \$400.00 ( 12/96 )

#### **Chairperson must have:**

1. A minimum of 2 years clean time.
2. Prior experience as a member of this subcommittee.
3. A working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts

If Chairperson misses two consecutive Area Service Subcommittee meeting without other representation such as Co-Chairperson, at the third ASC meeting an election will be held to elect a new Chairperson.

Recreation & Activity Chairperson must submit complete written minutes of Subcommittee meeting to the Recording secretary and Area Archives at each ASC meeting.

Chairperson must be selected/nominated on the Area floor. Any member who meets the requirements of Chairperson may be nominated. Elections are held In November of each year. New Chairperson assumes all responsibilities of that office In December. Term for PI Chairperson is for one year and Chairperson can only succeed him/herself once.

Chairperson must give a verbal and written Subcommittee report each month at the Area Service meeting. Chairperson should give Area Secretary the report 4 days prior to the ASC so they can be added to minutes. ( **motion added policy 5/13/97** ).

Chairperson only votes on issues brought to the Area floor.

### **LITERATURE SUBCOMMITTEE**

Meets every third Tuesday of the month from 7:30pm until 9:30pm.

Only the Literature Subcommittee Chairperson can obtain literature on credit from the Chicago Service Office.

Literature Subcommittee has no preset limit on the amount of funds available to purchase literature. ( See no 38 of South City Area Service Committee Policy )

Up to \$50.00 will be made available to this Subcommittee on a monthly basis for supplies ( A receipt must be provided ) This subcommittee should also receive funds, as needed, to print literature forms ( A receipt must be provided ).

Literature orders for Group will be paid for during the ASC meeting and distributed at the end of the ASC meeting and distributed at the end of the ASC meeting.

New groups will be allowed a \$35.00 literature loan. This money is to be paid back in a timely manner.

Literature Subcommittee will be responsible for collecting all literature loans.

#### **Chairperson must have:**

A minimum of 2 years clean time.

Prior experience as a member of this subcommittee

A working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of NA.

The literature Chairperson's phone number will be made available to all GSRs for the purpose of ordering special items.

Literature Subcommittee is responsible for collecting funds from the purchase of literature at the ASC meeting and turning it over to the

Treasurer, along with all order forms and/or receipts. All transactions must be balanced at the end of each ASC meeting.

Only money orders shall be accepted for the purchase of literature, **NO PERSONAL CHECKS. THERE ARE NO EXCEPTIONS.**

If Chairperson misses two consecutive Area Service Subcommittee meeting without other representation such as Co-Chairperson, at the third ASC meeting an election will be held to elect a new Chairperson.

Chairperson must submit complete written minutes of subcommittee meeting to the Recording Secretary and Area archives at each ASC meeting. Chairperson should give Area Secretary the report 4 days prior to the ASC so they can be added to the minutes. **(motion add to policy 5/13/97 )**

Chairperson must be selected/nominated on the Area floor. Any member who meets the requirements of Chairperson may be nominated. Elections are held in November of each year. New Chairperson assumes all responsibilities of that office in December. Term for Literature Chairperson is for one year and Chairperson can only succeed him/herself once.

Chairperson must attend the monthly P & A Subcommittee meeting.

Chairperson must give a verbal and written subcommittee report each month at the Area Service Committee meeting.

Chairperson only votes on issues brought to the Area floor.

### **SOUTH CITY AREA HOT SHEET COORDINATOR**

Must have a minimum of 1 year clean time. Is elected at the Literature Subcommittee meeting.

Must have access to a computer.

Working in conjunction with the Literature Subcommittee volunteers. Coordinator is responsible for compiling, typing and copying the South City Area Narcotics Anonymous Hot Sheet. The Hotsheet Coordinator report to and receives direction from the Literature Subcommittee.

Hotsheet is to include information about NA related events, meetings in need of support along with an announcement of any new meetings. Hot Sheet should always include NA clarity statement.

Coordinator is responsible for putting the name of any member owing money to South City Area in the Hot Sheet. Only after this information has brought before the GSRs and approved.

Hot Sheet is to be distributed each month at the Area service Committee meeting.

\$50.00 should be made available to the coordinator, as needed, to cover the cost of expenses. A receipt must be provided to the Treasurer of South City Area.

Coordinator must have a working knowledge of the Twelve Steps, Twelve Traditions and the twelve Concepts of NA along with the willingness to serve.

Report to Literature Subcommittee for Hot Sheet review.

### **GUIDELINES FOR SOUTH CITY AREA NEWSLETTER**

The South City Area Newsletter was created to produce, maintain and improve the newsletter entitled " **Keeping in Touch**". "**Keeping in Touch**" is a vehicle for communication of events, opinions, struggles of a group, committee reports and personal stories. Any addict may submit an article in it's original form and said article must be consistent with the **Basic Text**.

#### **MOTTO:**

In keeping with our 1st tradition, this newsletter will be an open forum for issues affecting South City Area. However, when presenting controversial issues, the emphasis will be on the solution and not the problem--- harmony, not discord. It is the desire that the message of one addict helping another and that of Narcotics Anonymous be achieved.

#### **SOUTH CITY AREA NEWSLETTER SUBCOMMITTEE**

Subcommittee is directly responsible to and receives guidance from South City Area and the Literature Subcommittee.

Membership is open to any addict who has the willingness to serve.

Subcommittee can only submit articles for print when there are not enough articles sufficient to print Newsletter.

Coordinator is responsible for submitting written minutes of all Subcommittee meetings to Corresponding secretary for Area archives each month at the ASC meeting. The minutes should include but not limited to discussion held between members of this subcommittee for the purpose of completing the Monthly Newsletter.

Newsletter must be reviewed by two members and the Literature Subcommittee, designated by the Chairperson of the Area, before it can be printed.

#### **Newsletter Coordinator must have:**

A minimum of 2 years clean time and is elected at the Literature Subcommittee

# **APPENDIX A**

## **ORIENTATION OF NEW GSRS**

A Group Service Representative (GSR) is first in line of communication between a group and Narcotics Anonymous (NA) as a whole: They are the links that bind the groups together in the performance of our primary purpose. It is their responsibility to keep a group informed and to express a group's conscience in all matters. In other words, they are, in fact, the Voice of their group. Electing GSRs who will take an active part in the business of NA is probably the most important thing we can do to improve the unity of the Fellowship. Active representation, more than any other thing, can strengthen the ties that bind us together and promote our common welfare.

The GSRs speak for their groups at Area Service Committee meetings. They take part in the planning and implementation of any functions which affect the members of their groups. As a result of their participation, they can keep their groups informed about what is happening in NA. Members of a group should always be able to go to their representative and find out about activities, other groups, how our NA service structure works, the Twelve Traditions, and how they can become more involved.

*A Temporary Working Guide  
to our Service Structure, p. 3*

## **AMENDMENTS TO SCA POLICY**

Editorial Note: All SCA policy motions that have been carried will be listed on the following pages to prevent language changes, replacements or deletions in SCA Policy. Only the Amendments will need to be retyped annually.

Date Carried: 3/10/98

South City Area freezes all money going to the CSO until we find out they are working in our better interest and stop support.

Date Carried: 2/8/2000

The last sentence in Section V - H&I XIII, PI XI, R&A XII, and Literature XII is deleted. It is outdated and not feasible, because of the large size of SCA. Each area subcommittee makes copies of their monthly reports from their budgets.