



**SOUTH SUBURBAN  
POLICY AND PROCEDURES**

**JANUARY 2010**

## **SPIRTUAL GUIDANCE**

- A. THAT SSAC SHALL NOT MAKE ANY MOTION OR TAKE ANY ACTION THAT CONFLICTS WITH THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS.
  
- B. THE SSAC SHALL COMPLY IN ALL ACTIONS WITH THE FOLLOWING DOCUMENTS IN PRECESSION:
  - 1. THE TWELVE TRADITIONS OR NARCOTICS ANONYMOUS.
  
  - 2. THE TEMPORARY WORKING GUIDE, THE SERVICE STRUCTURE AND ITS SUCCESSORS.
  
  - 3. THE CURRENT PUBLICATIONS OF ALL NA HANDBOOKS.
  
  - 4. (02-13-91) SSAC RULES OF ORDER.

## GENERAL POLICIES & PROCEDURES

- 04-17-98 THAT THE ASC SECRETARY PASS AROUND A FORM THAT THE GSR, OFFICERS, SUB-COMMITTEE CHAIRPERSON AND ALL MEMBERS CAN WRITE THEIR NAMES, ADDRESS, AND PHONE NUMBERS AND THE MEETING THEY REPRESENT (IF ANY), TO HAVE A CURRENT MAILING LIST FOR ALL PERSONS INCLUDED ON THE LIST. **(AND THIS LIST MUST BE KEPT CONFIDENTIAL!)** (AMENDS MOTION 10-09-87)
- 07-1-97 THAT WE LOCK THE OUTSIDE DOOR TO THE CHURCH DURING AREA MEETING. WE CAN UNLOCK THE DOOR DURING BREAK.
- 03-08-96 THAT THE SOUTH SUBURBAN AREA MAY LIST ALL NA MEETINGS IN THE MEETING DIRECTORY.  
(AMENDS MOTION 12-14-90)
- 11-23-93 TO HAVE A MEETING LISTED OR REINSTATED INTO OUR S.S.A. DIRECTORY, IT IS TO BE STABLE & REPRESENTED THE MINIMUM OF 3 MONTHS CONTINUOUSLY.
- 05-14-92 ALL MOTIONS BROUGHT TO SSASC POLICY PACKET MUST BE BROUGHT TO A REGULAR SSASC MEETING FOR APPROVAL BY A MAJORITY OF THE GSR'S PRESENT.
- 09-13-91 ALL COMPLETED MOTION FORMS TO BE RETURNED TO THE CHAIRPERSON PRIOR TO THE START OF NEW BUSINESS.  
(AMENDED TO MOTIONS 8-9-91 & 2-10-89)
- 03-08-07 ANY CHANGES TO THE POLICY PACKET MUST COME TO THE AREA POLICY MEETING FIRST. THEN THE MOTION WILL BE BROUGHT TO THE SSA MEETING FOR APPROVAL BY A 2/3 VOTE OF THE GSR'S PRESENT.
- 06-14-91 IT SHOULD BE STATED IN MEETINGS THAT THE PHONE LIST IS FOR PERSONAL USE ONLY, AND NOT TO BE GIVEN TO ANY LAW ENFORCEMENT FACILITY OR PERSON.
- 06-08-90 THAT THE ASC ADOPT A "MEETING THAT NEED SUPPORT LIST" THAT INCLUDES DAY, TIME, AND LOCATION OF MEETING (TO BE INCLUDED IN THE MONTHLY MINUTES).
- 04-14-89 ALL FLYERS TO BE APPROVED ARE TO BE PLACED IN A SPECIFIC AREA OF THE MEETING PLACE FOR ALL GSR'S TO LOOK AT PRIOR TO BEING VOTED ON.

## GENERAL POLICY & PROCEDURES

- 11-07-04 CHANGE THE READINGS IN THE BEGINNING TO THE 12 CONCEPTS & 12 TRADITIONS.
- 03-10-89 DISCUSSIONING MOTIONS WILL BE LIMITED TO QUESTIONS FOR CLARITY, THEN TWO PRO'S AND TWO CONS'.
- 02-10-89 THE MOTIONS BEING PRESENTED FOR A VOTE AT THE WORLD SERVICE CONFERENCE (AGENDA REPORT) WILL BE PRESENTED TO THE AREA ONE MONTH PRIOR TO TALLYING VOTE.
- 11-11-88 THE SEVENTH TRADITION DONATION WILL BE TAKEN BEFORE THE FIRST BREAK.
- 09-09-88 IF A GROUP IS NOT REPRESENTED FOR 6 MONTHS AFTER RECEIVING A " LETTER OF CONCERN " THAT GROUP'S NAME WILL BE REMOVED FROM THE ROLL CALL AT THE ASC.
- 08-12-88 WHEN REPRESENTING MORE THAN ONE MEETING A G.S.R. WILL ONLY CARRY ONE VOTE.
- 06-10-88 THE AD- HOC COMMITTEES MAY BE FORMED TO CARRY OUT SPECIFIC FUNCTIONS AS NEEDED, BY A SIMPLE MAJORITY VOTE OF ALL G.S.R.'S PRESENT AT THE ASC MEETING.
- 06-10-88 ANY CONCERN MEMBER OF NA MAY SERVE ON AN AD-HOC COMMITTEE.
- 01-08-88 THAT ALL FLYERS NOT PREVIOUSLY APPROVED WILL, BE APPROVED BY A SIMPLE MAJORITY VOTE OF G.S.R.'S IN ATTENDANCE AT THE ASC MEETING.
- 01-08-88 IF A FLYER IS NOT APPROVED THROUGH A SUB-COMMITTEE THAT THREE AREA OFFICERS OR A SIMPLE MAJORITY OF G.S.R.'S IN ATTENDANCE AT THE ASC MEETING, AT LEAST FOUR WEEKS BEFORE A FUNCTION, THE FLYER WILL NOT BE APPROVED FOR CIRCULATION.
- 11-13-87 THAT ALL ASC OFFICERS AND SUB-COMMITTEE CHAIR- PERSONS CAN MAKE MOTIONS.

## **GENERAL POLICIES & PROCEDURES**

- 11-13-87 SHOULD ANY GROUP NOT BE REPRESENTED FOR TWO CONSECUTIVE MONTHS AT THE ASC, THREE MEMBERS (I.E.OFFICERS, SUB-COMMITTEE CHAIRPERSON, and G.S.R.?)ARE ASKED TO VISIT THE GROUP AND HAND THEM A ‘LETTER OF CONCERN’ AND AID THEM IN ANY WAY POSSIBLE.
- 08-07-87 THAT THE SOUTH SUBURBAN AREA HAVE NO GEOGRAPHICAL BOUNDARIES.

## **SUB-COMMITTEE & OFFICERS ELECTIONS**

- 05-10-02 THAT ALL SUB-COMMITTEE CHAIRPERSONS HAVE A MINIMUM OF TWO YEARS CONTINUOUS ABSTINENCE FROM ALL DRUGS. (AMENDS MOTION 02-10-89)
- 05-10-02 THAT THE CO-SECRETARY HAVE A MINIMUM OF ONE YEAR CONTINUOUS ABSTINENCE FROM ALL DRUGS.(AMENDS MOTION 02-10-89)
- 05-10-02 THAT THE CO-TREASURER HAS A MINIMUM OF FOUR YEARS CONTINUOUS ABSTINENCE FROM ALL DRUGS.(AMENDS MOTION 02-10-89)
- 11-08-01 THAT IN THE YEAR 2002 ELECTIONS, A NEW POSITION OF ACTIVITIES CO-CHAIR BE CREATED. IT WOULD BE A TWO YEAR COMMITMENT WITH THE CO-CHAIR BECOMING THE CHAIRPERSON OF ACTIVITIES DURING THE SECOND YEAR.
- 09-13-01 WHEN READING QUALIFICATIONS FOR EACH OF THE A.S.C. SERVICE POSITIONS, IT WILL BE MADE KNOWN THAT CHAIRPERSONS AND OFFICERS HAVE ADDITIONAL COMMITMENTS TO WHICH THEY ARE TO ATTEND OR TO SEND A REPRESENTATIVE .THESE ARE: ATTENDING THEIR RELATED MONTHLY REGIONAL SUB-COMMITTEE MEETINGS , OUR AREA,S MEETING AND OUR AREA’S, P&A MEETINGS. ANY CONCERNED MEMBER MAY ATTEND. (AMENDMENT TO MOTION 06-10-88 & 05-10-91)

## ELECTIONS

- 01-08-98 THAT ALL NEWLY ELECTED OFFICERS WILL BEGIN THEIR TERM OF OFFICE IMMEDIATELY FOLLOWING THE JANUARY ASC MEETING. AND ALL NEWLY ELECTED AND OLD OFFICERS ATTEND THE P&A MEETING FOLLOWING THE ELECTIONS TO TURN OVER ALL MONEY AND INFORMATION. (AMENDMENT TO MOTION 4-10-92)
- 01-08-98 ALL NA MEMBERS PRESENT MAY BE ELIGIBLE TO VOTE AT ALL INTERIM ELECTION. (AMENDMENT TO MOTION 3-8-96)
- 01-08-98 A SERVICE MEMBER WILL BE REMOVED FROM THEIR POSITION IN THE EVENT OF THEIR LOSS OF ABSTINENCE FROM ALL DRUGS AS DEFINED BY NA.
- 01-08-98 A SERVICE MEMBER MAY BE REMOVED FROM THEIR POSITION FOR NON-COMPLIANCE. MAJORITY VOTE IS REQUIRED FOR REMOVAL. NON-COMPLIANCE INCLUDES, BUT IS NOT LIMITED TO:  
A. NON-FULFILLMENT OF DUTIES OF THEIR POSITION.  
B. NON-ATTENDANCE AT TWO ASC MEETINGS WITHOUT PRIOR NOTIFICATION OF ASC CHAIRPERSON OR OTHER OFFICER.  
(AMENDMENT TO MOTION 5-11-90)
- 08-13-93 THAT DURING ANY & ALL ELECTIONS IS HELD AT ASC MEETING, A BRIEF TIME BE ALLOWED FOR QUESTIONS & ANSWERS. TO BE ASKED BY INDIVIDUAL MEMBERS OR THROUGH THE ASC CHAIRPERSON.
- 11-13-92 JANUARY ELECTIONS WILL BE ANNOUNCE AT ALL NA MEETINGS (ALSO A FLYER TO BE DISTRIBUTED) APPROXIMATELY ONE MONTH BEFORE ELECTIONS ARE HELD. (AMENDMENT TO MOTION 10-13-89)
- 08-14-92 THAT ELECTIONS FOR ALL OFFICERS BE HELD YEARLY, FROM JANUARY TO JANUARY, WITH EXCEPTION OF CHAIRPERSON AND AREA SERVICE REPRESENTATIVE. THESE POSITIONS ARE FILLED AUTOMATICALLY. (AMENDMENT TO MOTION 12-12 86)

## ELECTIONS

- 03-13-92      STARTING IN JANUARY 1993 THE AREA CO- CHAIR POSITION WILL BECOME A TWO YEAR COMMITMENT.THE FIRST YEAR AS CO-CHAIR AND THE SECOND AS AREA CHAIR.
- 12-14-90      THAT THE SSASC NOMINATE ONE OR MORE QUALIFIED MEMBERS DURING THE REGULAR JANUARY ELECTION WHO'S NAMES WILL BE SUBMITTED TO THE CRSC MEETING FOR NOMINATION TO THE BOARD OF DIRECTORS OF THE CHICAGO SERVICE OFFICE MEMBER POOL.
- 05-11-90      IN CASE OF REMOVAL OR RESIGNATION FROM A SERVICE POSITION, WHICH DOES NOT PROVIDE AN AUTOMATIC SUCCESSOR, AN INTERIM SERVICE MEMBER MAY BE APPOINTED BY THE ASC CHAIRPERSON TO SERVE UNTIL THE INTERIM ELECTION TAKES PLACE.
- 04-13-90      THAT ONCE AN ELECTION IS ANNOUNCED, THE ELECTION MUST TAKE PLACE.
- 04-13-90      THAT ASC OFFICERS & SUB-COMMITTEE CHAIRPERSONS CANNOT RESIGN THEIR POSITIONS TO RUN FOR ANOTHER ASC POSITION DURING INTERIM ELECTION.
- 01 08-88      THE GENERAL ELECTIONS BE HELD BEFORE THE JANUARY ASC MEETING.
- 01-08-88      SHOULD AN ELECTED ASC POSITION BECOME VACANT DURING THE TERM YEAR, INTERIM ELECTION WILL BE ANNOUNCED AT ALL AREA NA MEETINGS ONE MONTH PRIOR TO INTERIM.
- 01-08-88      WHEN AN OFFICER OR CHAIRPERSON MISSES AN ASC MEETING WITHOUT PRIOR NOTIFICATION, THE CHAIRPERSON WILL CONTACT THE OFFICER. IF THAT OFFICER MISSES A SECOND ASC MEETING WITHOUT PRIOR NOTIFICATION, A VOTE OF GSR'S WILL BE TAKEN DETERMINING WHETHER THAT OFFICER WILL RETAIN HIS/HER POSITION. THE VOTE WILL BE HELD IN NEW BUSINESS.
- 12-12-86      THAT WHEN VOTING IN THE YEARLY ELECTION, A SIMPLE MAJORITY WILL PASS THE VOTE.

**SUB-COMMITTEE & OFFICERS**  
**GENERAL**

- 02-10-95 FLYERS ARE SAVED FOR THE ARCHIVES FOR ONLY TWO YEARS. THIS WILL BE FROM JANUARY TO JANUARY.
- 10-08-93 FOLLOWING EVERY SSASC MEETING IT IS THE RESPONSIBILITY OF THE CHAIRPERSON TO ENSURE THAT THE NECESSARY CHECKS ARE SIGNED BEFORE LEAVING, OR MAKE SURE THE CO-CHAIR WILL STAY FOR THIS REASON.
- 04-19-93 AREA OFFICERS ARE TO BE DEFINED AS CHAIRPERSON, VICE CHAIRPERSON, SECRETARY, VICE SECRETARY, TREASURER, VICE TREASURER, AREA SERVICE REPRESENTATIVE & AREA SERVICE REPRESENTATIVE ALTERNATE.
- 04-13-90 TO DEFINE "ARCHIVES" AS FOLLOWS:  
1. SSASC MONTHLY MINUTES.  
2. SSASC POLICIES  
3. SSASC FLYERS  
4. COPY OF OFFICERS & CHAIRPERSONS PHONE NUMBERS & ADDRESSES.  
5. MONTHLY SUB-COMMITTEE REPORTS FOR TWO YEARS (JANUARY TO JANUARY)
- 01-13-89 THAT ALL SUB-COMMITTEE CHAIRPERSONS & OFFICERS SUCCEEDING THEMSELVES RETURN PETTY CASH TO THE TREASURER SO IT MAY BE REDISPersed.
- 12-09-88 THAT THE AREA WILL PROVIDE A "TEMPORARY WORKING GUIDE TO THE SERVICE STRUCTURE" TO ALL OFFICERS & SUB-COMMITTEE CHAIRPERSONS UPON ELECTIONS OF SUCH TO OFFICE.
- 12-11-87 ALL SUB-COMMITTEE HEADS & R.C.M. SUBMIT A WRITTEN REPORT TO THE SECRETARY OF THE AREA.

**SUB-COMMITTEE & OFFICERS**  
**SECRETARY**

- 09-08-95 ANY GSR/GSRA/REP WHO COMES TO THE SSA MEETING AFTER ROLL CALL IS TAKEN ,MUST WAIT UNTIL THE MEETING BREAKS TO REPORT THE GROUP STATUS TO THE SECRETARY.

**SECRETARY**

- 02-10-95 ALL NA RELATED FLYERS OR INFORMATIONAL PAPERS APPROVED AT THE REGIONAL LEVEL WILL BE DISTRIBUTED AT AREA REGARDLESS IF IT HAS THE LOGO, AND WITHOUT A VOTE OF APPROVAL.
- 03-13-92 THAT THE MINUTES FROM THE PREVIOUS MONTH BE ON THE TABLE FOR THE GSR'S TO PICK UP AND RETURN TO THE GROUP
- 11-11-88 THE SECRETARY IS ALLOCATED \$60.00 PETTY CASH DUE TO THE LARGE MAILING LIST. (AMENDMENT TO MOTION 9-11-87 & 2-12—88)
- 01-08-88 THAT THE SECRETARY SEND A COPY OF THE ASC MINUTES TO THE CHICAGO SERVICE OFFICE.
- 12-11-87 IT'S THE AREA SECRETARY'S RESPONSIBILITY TO DELEGATE OR OBTAIN SUPPLIES AND MAINTAIN THEM.
- 05-12-06 PRODUCE A SUB-COMMITTEE DIRECTORY OF MEETING TIMES & DATES.

**REGIONAL COMMITTEE MEMBER**  
**(R.C.M.)**

- 11-13-87 THAT THE R.C.M. IS ALLOCATED \$30.00 PETTY CASH AND TO BE REPLENISHED AS RECEIPTS ARE TURNED IN TO THE TREASURER.

**REGIONAL COMMITTEE MEMBER ALTERNATE**  
**(R.C.M.A.)**

- 01-09-98 THAT THE R.C.M.A. MUST ATTEND A MINIMUM OF 6 REGULAR MEETINGS IN THEIR ONE YEAR TERM. WITH AT LEAST 3 WITHIN THE FIRST 6 MONTHS OF THE POSITION OR BE REMOVED FOR NON-COMPLIANCE SUB-COMMITTEE & OFFICERS.

## TREASURER

- 02-12-99 THE ASC CHAIRPERSON AND ANY TWO OFFICERS AUDIT THE AREA TREASURY, ACTIVITIES, MERCHANDISE, AND LITERATURE IN JUNE AND DECEMBER OF EACH FISCAL YEAR. (AMENDS MOTION 02-08-88)
- 09-13-95 ALL MOTIONS CONCERNING DISPENSING AREA FUNDS WILL BE VOTED ON IN NEW BUSINESS AFTER VERBAL CONFIRMATION OF AVAILABLE FUNDS.
- 06-09-95 TO HAVE TWO OFFICERS MAKE THE DEPOSIT IMMEDIATELY AFTER AREA EVERY MONTH.
- 10-08-93 THAT THE TWO OFFICERS WHO ARE CHOSEN TO AUDIT THE TREASURER BE SUBJECT TO AREA'S APPROVAL.
- 10-08-93 THE TREASURER WILL MAIL THE REGIONAL DONATION DIRECTLY TO THE C.S.O.
- 10-08-93 ALL MONEY WILL BE ISSUED IN CHECK FORM AT THE POLICY & ADMINISTRATION EXCEPT RENT & LITERATURE. APPROVED FUNDS TO BE ALLOCATED AT THE AREA SERVICE MEETING WILL BE IN CHECK FORM.
- 08-13-93 ANYONE NEEDING REIMBURSEMENT FOR PURCHASES MUST HAVE A CASH RECEIPT. THE PAYOUT MUST BE APPROVED BY A MAJORITY VOTE OF G.S.R.'S PRESENT AT THE A.S.C. MEETING.
- 11-09-90 THE SSACS ACCEPT THE OPTION ALLOWING AREA'S TO USE THE C.S.O. TO OPEN & MAINTAIN THEIR ACCOUNTS.
- 04-14-89 THAT THE A.S.C. TREASURER HOLD A MINIMUM PRUDENT RESERVE OF \$1000.00. (AMENDMENT 10-8-09)
- 04-14-89 THAT AFTER MONTHLY A.S.C. EXPENDITURES IS MET ALL FUNDS EXCEEDING \$1500.00 WILL BE DONATED TO THE REGION. (AMENDMENT 10-8-09)
- 12-09-88 THAT AS OF JANUARY 1989 THE A.S.C. CHAIRPERSON A.S.C. CO-CHAIRPERSON & A.S.C. TREASURER EXCLUSIVELY WILL BE THE CO-SIGNERS OF THE A.S.C. BANK ACCOUNT.
- 07-08-88 THE A.S.C.TREASURY WILL NOT ACCEPT PERSONAL CHECKS.

**SUB-COMMITTEE & OFFICERS**  
**LITERATURE**

- 09-13-01 THAT NEW GROUP STARTER KITS INCLUDE THE FOLLOWING: ONE OF EACH I.P.'S #10, 18, 149, & FIVE EACH OF THE REST, TEN WHITE BOOKS, TEN OF EACH MEETING DIRECTORY, ONE JUST FOR TODAY, ONE BASIC TEXT, FIVE WHITE NEWCOMER KEYTAGS GROUP READINGS & ANY NEW I.P. THAT COMES OUT. (AMENDS MOTIONS 11-10-00, 01-08-88, 04-10-92, 10-14-88, 10-13-03 & 05-12-05).
- 02-11-00 THAT THE LITERATURE SUB-COMMITTEE BE ALLOCATED \$150.00 PETTY CASH & REPLENISHED AS RECIEPTS ARE TURNED IN TO THE TREASURER (AMENDS 09-11-87).
- 08-14-98 NO LITERATURE FORMS WILL BE ACCEPTED AFTER ALL THE GROUP DONATIONS ARE COLLECTED. ALSO NO AREA DONATIONS WILL BE TAKEN AFTER LITERATURE PAYMENTS HAVE STARTED.
- 02-14-92 THAT THE SOUTH SUBURBAN AREA STARTS CARRYING I.P. #15 AND P.I. AND THE NA MEMBER.”
- 11-13-87 THE LITERATURE SUB-COMMITTEE HAVE A “GROUPS TREASURER RECORD” AVAILABLE TO ALL GROUPS.
- 09-11-87 THAT THE LITERATURE SUB-COMMITTEE TALLIES DOLLARS SOLD TO COMPARE AGAINST TREASURERS REPORT TO CREATE A CHECK & BALANCE SYSTEM.

**SUB-COMMITTEE AND OFFICERS**  
**MERCHANDISE**

- 02-12-99 THAT MERCHANDISE PROCEEDS (BEING ANY MONEY OVER \$150.00 PRUDENT RESERVE) WILL BE DEPOSITED, THE SAME NIGHT AS ACTIVITIES FUNCTIONS AND THAT A DESIGNATED OFFICER IS THERE AT THE END OF THE FUNCTION TO DEPOSIT THE MONEY WITH THE ACTIVITIES SUB-COMMITTEE AND OFFICER.
- 02-14-92 THAT THE SOUTH SUBURBAN AREA FORMS A NEW SUB-COMMITTEE CALLED THE “MERCHANDISE SUB-COMMITTEE”.

## **MERCHANDISE**

- 02-14-92 MERCHANDISE SUB-COMMITTEE RESERVES THE RIGHT TO MAINTAIN A \$1000.00 INVENTORY CEILING TO BE REPLENISHED WITH RECEIPTS THROUGH AREA ALLOCATIONS OR THROUGH MERCHANDISE SALES AS NEEDED. ALL OTHER PROCEEDS FROM SALES WILL BE DONATED TO AREA. (AMENDED 7-8-04)

## **SUB-COMMITTEE AND OFFICERS POLICY & ADMINISTRATION**

- 02-08-98 \$30.00 PETTY CASH BE ALLOCATED TO P & A CHAIRPERSON AND REPLENISH AS RECEIPTS ARE TURNED IN.
- 02-04-94 THE CO-CHAIRPERSON SHALL BE THE CHAIRPERSON OF THE SSASC POLICY & ADMINISTRATION SUB-COMMITTEE. THE SUGGESTED CLEAN TIME FOR THIS POSITION IS 2 YEARS.
- 08-14-92 GSR GUIDELINES WILL BE ISSUED TO ALL NEW GSR'S. STOCKPILE OF 20 GUIDELINES WILL BE MAINTAINED BY, AND DISTRIBUTED BY THE POLICY & ADMINISTRATION CHAIRPERSON.
- 11-13-87 THAT ARCHIVES WILL BE KEPT BY P & A CHAIRPERSON AND THE AREA SECRETARY.

## **PUBLIC RELATIONS**

- 09-13-01 THAT P.R. BE ALLICATED A STOCK PILE OF 200 EACH I.P. NUMBERS 1,5,7,13,6,22, AND 200 MEETING DIRECTORIES PLUS 5 BASIC TEXTS AND 5 IT WORKS HOW AND WHY, AN TO ALLOW THE PI CHAIR TO MOVE OUR PO BOX CLOSER TO THEIR HOME. (AMENDS MOTIONS 08-19-93, 02-12-88, & 04-10-92)
- 02-12-88 THAT \$50.00 PETTY CASH WILL BE ALLOCATED TO P.I. SUB-COMMITTEE FOR SUPPLIES TO BE REPLENISHED AS RECEIPTS ARE TURNED IN TO THE TREASURER.
- 09-08-05 SSA DONATE 10 SOFT COVER STEP WORKING GUIDES TO BE DISTRIBUTED TO JAIL INMATES EACH MONTH.

## ACTIVITIES

- 10-11-02 THAT THE LITERATURE SUB-COMMITTEE WILL DONATE 2 BASIC TEXTS, 2 JUST FOR TODAYS, 2 STEP WORKING GUIDES, 2 BASIC JOURNALS AND 2 BOOK COVERS TO ACTIVITIES FOR DOOR PRIZES AT EACH FUNCTION.
- 09-13-01 THAT THE SOUTH SUBURBAN AREA ACTIVITIES SUB-COMMITTEE TAPE RECORD SPEAKERS AT OUR AREA'S FUNCTIONS WITH THEIR PERMISSION OF COURSE. (AMENDS MOTION 10-14-94).
- 02-09-01 THAT THE ACTIVITIES CHAIRPERSON MAKES A DEPOSIT TO THE BANK OF ANYTHING IN THE EXCESS OF THE PRUDENT RESERVE OF \$550.00 AFTER THE ACTIVITIES FUNCTION, AND HAS ANOTHER AREA OFFICER ACCOMPANIES HIM/HER (PERSUANT TO AREA POLICY).(AMENDED 12-11-03)
- 09-10-99 THAT THE ACTIVITIES SUB-COMMITTEE WILLBE ALLOCATED A \$550.00 PRUDENT RESERVE (AMENDS MOTION 02-14-92).
- 03-09-06 ONLY FREE RAFFLES ARE ALLOWED.
- 11-10-98 THAT THE ASC OFFICER DESIGNATED TO VALIDATE PROCEEDS & MAKE A DEPOSIT AFTER A FUNCTION WILL BE DETERMINED AT THE ASC MEETING PRIOR TO FUNCTION.
- 01-08-88 THERE WILL BE A DEPOSIT SLIP & A DEPOSIT POUCH AVAILABLE TO THE ACTIVITIES SUB -COMMITTEE PRIOR TO A FUNCTION.
- 01-08-88 THAT THE ASC TREASURER, ASC CO-TREASURER,OR A DESIGNATED ASC OFFICERS BE IN ATTENDANCE AT THE END OF A FUNCTION TO VALIDATE PROCEEDS & WILL MAKE THE DEPOSIT WITH AN ACTIVITIES SUB-COMMITTEE OFFICER.

## HOSPITALS & INSTITUTIONS

- 02-07-02 THAT H & I SHOULD HAVE A STOCKPILE OF 250 SOUTH SUBURBAN DIRECTORIES, 250 CHICAGOLAND DIRECTORIES, 40 WHITE BOOKS AND 200 OF EACH I.P. NUMBERS 1,7,11,13,16,22 & 23 AND THAT THE AREA DONATE H & I HANDBOKS AND BASIC TEXTS AS NEEDED FOR THE H & I CHAIRPERSONS.  
(AMENDMENT TO MOTION 03-08-91, 02-08-91, 08-10-90, 09-8-89, 02-12-88, 10-09-87, 9-7-04 & 3-10-05. )

### **HOSPITAL & INSTITUTIONS**

06-08-90 THAT H & I BE GIVEN \$25.00 PETTY CASH MONTHLY AND REPLENISH AS RECEIPTS ARE TURNED IN.

### **POST OFFICE BOX**

02-04-90 THAT POST OFFICE BOX IS PAID BY JUNE 30 AND DECEMBER 30 BY THE RESIDING LITERATURE OR PI CHAIRPERSON.

10-14-88 THAT P.R. AND LITERATURE CHAIRPERSONS HOLD THE KEY TO THE POST OFFICE BOX (AS WELL AS THE ONE VOLUNTEER).

06-10-88 THAT WE HAVE A VOLUNTEER AND WE ACCOMMODATE HIM/HER WITH A POST OFFICE BOX THAT IS CONVENIENTLY LOCATED TO PICK UP MAIL FOR THE ASC.

02-12-88 THAT THE ASC RENT A POST OFFICE BOX.