

Extreme Northern Area of Narcotics Anonymous
P.O. Box 465, Rocky Face, GA 30740
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www.naena.org

Introduction:

The Extreme Northern Area Service Committee, (ENANA) is a service committee comprised of Narcotics Anonymous groups that are bound and guided by the 12 Traditions, the 12 Concepts for NA Service, and The Guide to Local Service in Narcotics Anonymous, and was created to develop, coordinate, and maintain the services that may be required by the ENANA groups to help further our primary purpose. ENANA Service Committee (ASC) shall be conducted the third Sunday of every month.

ASC Boundaries:

The following counties are within the Extreme Northern Area boundaries, but we will accept any group that wishes to participate: Dade, Catoosa, Whitfield, Murray, Fannin, Gilmer, Pickens, Gordon, Walker, and Chattooga.

ASC Administrative Committee:

• **Chairperson: 1 Year term**

Presides over all Area Service Committee Meetings in a fair and impartial manner. Keeps discussion focused on the topic within a reasonable time frame. Submits a report at the final ASC of their term during Old Business which includes the number of groups and meetings in the Area and the average group attendance at ASC meetings. The report should also include the Area's strengths, weaknesses, significant accomplishments over the past year, and any problem situations currently facing the Area.

• **Vice-Chair: 1 Year term**

Assists and observes Chair in order to assume their responsibility at the end of their term. Serves as Chair in their absence. Assists the Treasurer in the absence of an Alternate Treasurer.

• **Secretary: 1 Year term**

Records minutes at the ASC and distributes them to the groups within two (2) weeks of the date of the ASC meeting, including subcommittee and group reports and any other pertinent documents; via email, Facebook, and Google Drive accessible via www.naena.org. Provides blank copies of the Group Report form, Service Resume Form, Motion Forms, and Expense Reports for the GSR at the ASC.

• **Alternate Secretary: 1 Year term**

Assists and observes Secretary in order to assume their responsibility at the end of their term. Serves as secretary in their absence.

• **Treasurer: 2 Year term**

Responsible for all ASC funds. Receives donations of groups at ASC meeting, pays necessary expenses and deposits all ASC funds within 48 hours. The Treasurer shall provide copies monthly of a group contribution record, a copy of the check register showing last transaction and balance from prior approved report and all transactions to date, paid receipts, and a copy of the most recent bank statement. Maintains and Records all digital Money transfer accounts. Maintains and checks the Area P.O. Box. Elected in the alternate year with Alternate Treasurer.

• **Alternate Treasurer: 2 Year term**

Assists and observes Treasurer in order to assume their responsibility at the end of their term. Serves as treasurer in their absence. Elected in the alternate year with Treasurer

- **Regional Committee Member (RCM): 2 Year term**

Attends Regional Service Committee (RSC) based on the financial ability of the ASC the month prior to the RSC. Reports information received from RSC monthly. Submits a report at the end of their term which will include major accomplishments during their term, significant changes to RSC Policy, events held, changes in literature, and the relationship between our ASC with the RSC. Prepares RCMA to assume this position at the end of their term. Elected in the alternate year with RCMA

- **Regional Committee Member Alternate (RCMA): 2 Year term**

Assists and observes RCM in order to assume their responsibility at the end of their term. Serves as RCM in their absence. Elected in the alternate year with RCM

Subcommittees of the ASC:

- **Public Relations (PR): 1 Year term**

Conducts a monthly PR committee meeting and submits a monthly report at the ASC. Submits an annual budget no later than three (3) months from the start of their term. Attends RSC based on the financial ability of the ASC the month prior to RSC. A request must be submitted in their monthly report given at the ASC in order to be reimbursed. The PR Chairperson will provide an end of term report that includes monthly expenses and accomplishments during their term. The Chairperson shall provide the ASC with a nomination of successor at the January ASC when possible. PR will keep one Group Starter Kit on hand for new groups that join the ENANA. Public Relations is responsible for providing a literature order to the ASC monthly for approval and obtaining their own literature. Follow and maintain the policy in place and submit all policy changes to the ASC for approval.

- **Hospitals & Institutions (H&I): 1 Year term**

Conducts a monthly H&I committee meeting and submits a monthly report at the ASC. Submits an annual budget no later than three (3) months from the start of their term. Attends RSC based on the financial ability of the ASC the month prior to RSC. A request must be submitted in their monthly report given at the ASC in order to be reimbursed. The H&I Chairperson will provide an end of term report that includes monthly expenses and accomplishments during their term. The Chairperson shall provide the ASC with a nomination of successor at the January ASC when possible. H&I is responsible for providing a literature order to the ASC monthly for approval and obtaining their own literature. Follow and maintain the policy in place and submit all policy changes to the ASC for approval.

- **Activities Committee: 1 Year term**

Conducts a monthly Activities committee meeting and submits a monthly report at the ASC. Chairperson shall Poll all groups in the ASC for suggested activities at least once per term, submit a projected annual calendar of activities and an annual budget no later than three (3) months from the start of their term, Follow and maintain the policy in place and submit all policy changes to the ASC for approval. The Chairperson will provide an end of term report that includes monthly expenses and accomplishments during their term. The Chairperson shall provide the ASC with a nomination of successor at the January ASC when possible.

Financial Guidelines for the ASC:

· Travel and Expense Reimbursement:

- Reimbursement will be made to the RCM, PR representative, and the H & I representative for attending the RSC as follows: will be reimbursed for 1 night hotel stay for each RCM, RCMA, PR, and H&I Chair up to \$125 per night– the RCM may request additional night to attend H&I/PR as needed in the absence of PR/H&I Chair attendance and mileage in the amount of \$.30 per mile round trip between points of local departure and destination only. A travel expense report must be turned in to the ASC with a receipt for hotel stay and any other approved expenses attached.
- Anyone requesting reimbursement from ASC funds must provide receipts along with an Expense Report to the Treasurer.

General:

- The Treasurer, Alternate Treasurer, and one (1) additional NA member with a minimum of four (4) years of clean time, which is determined by the GSRs, will be placed on the signature card of the ASC checking account. If either the Treasurer or Alternate Treasurer position is vacant, the GSRs will appoint an NA member with a minimum of four (4) years of clean time to be listed on the signature card instead.
- Approved budgets will be included in an Annual ASC Budget to be prepared by the Treasurer and presented to the ASC in February.
- Any expenses in excess of an approved budget will require that a motion be submitted to the ASC with relevant documentation and passed by the ASC prior to reimbursement. ▪ The ASC will maintain an operating expense amount equal to one month's expenses.
- A motion submitted that affects policy must go back to Home Groups for approval.

ASC Meeting and Voting Procedure:

Quorum shall be established as majority of the active groups at the ASC. A majority vote of all active groups is required to pass a motion. A group is considered active at the start of New Business at their 2nd consecutive ASC. A group is considered inactive after missing their second consecutive ASC. The ASC will accept a Group Proxy for ASC attendance and voting provided the GSR contacts the Chairperson or Vice Chair with notification of a Group Proxy prior to the ASC.

Nominations and Elections:

The ASC will take nominations for trusted servant positions in January and be taken back to the groups for a vote. Elections will take place in February, and new terms will begin in March of each year. Vacant positions will be filled in the same manner, beginning in the month of a nomination. A majority vote of active groups is required for all nominations and elections. All election voting shall be conducted by written ballot.

Removal of Trusted Servants:

Trusted Servants may resign at any time during their term. It is suggested that a written letter of resignation be presented to the ASC prior to, or at the time of resignation. Area Trusted Servants may be removed from office for any of the following reasons:

- Relapse
- Excessive absence without prior notice, such as being absent for two (2) consecutive ASC meetings without prior notification or being habitually absent without just cause.
- Neglect of duties
- Disregard for Area Conscience
- Disregard for the Guiding Documents
- Misuse of funds
- Falsification of financial reports
- Any act of theft or violence

Procedure for Removal from Office:

Request of resignation or notice of impending removal from office must be presented to the ASC in the form of a motion and accompanied by supporting facts and documentation to be considered. The Trusted Servant in question will be notified in writing by an Administrative Committee member fourteen days prior to the impending action. At the ASC, the motion is presented, including supporting facts and documentation to be considered. The person so charged will be given an opportunity to address the ASC. If there is no resignation and the motion stands, others may address the ASC with relevant information that will be included when the motion and all facts and documentation is sent to the groups for a vote. The GSRs present at the ASC will determine if Trusted Servant should be temporarily suspended from their duties until the votes are counted at the next ASC. Removal requires a majority vote of active groups at the ASC and the vote will be conducted by secret ballot.

ASC Policy:

The Outgoing Chair, Vice Chair and Secretary shall coordinate together in the month of January to compile all Motion information that changed the ASC Policy into 1 document and add it to the current policy for group approval. This document shall be submitted for group approval at every February ASC to be returned for use in the new fiscal year.