

ACTIVE SASC POLICY 2025

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THE PURPOSE AND FUNCTION OF THE SERVICE UNITS OF NARCOTICS ANONYMOUS (NA)

The primary purpose of an NA group is “to carry the message to the addict who still suffers” by providing a setting for identification and recovery where an addict can come for help if they have a desire to stop using.

The purpose of an Area Service Committee (ASC) is to be supportive of the NA Group and its primary purpose by associating the Group with the other groups locally and by helping the group deal with its day-to-day problems and needs.

The purpose of the Regional Service Committee (RSC) is to be supportive of its Area and Groups and the primary purpose by linking together its Areas and Groups within the Region; by helping Areas and Groups deal with their basic problems and needs; and by encouraging the growth of the fellowship.

The purpose of the World Board is to ensure the continuation and growth of NA by seeking new and better ways to carry the message to the addict who still suffers; by seeking to ensure the maintenance of the Twelve Traditions; and by dealing with those issues, both within and outside the fellowship, which affects its continuation and growth.

The purpose of the World Service Conference (WSC) is to be supportive of the fellowship, and to define and implement policies of NA. The WSC does this by joining Members, Groups, Areas, and Regions of NA into a united fellowship; by dealing with the problems and needs of the fellowship; and by actively encouraging the primary purpose and growth of NA.

Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA 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 a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA 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. NA, 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 NA 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.

Twelve Concepts of Narcotics Anonymous

1. To fulfill our fellowship's 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 the 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.

RULES OF ORDER

On the following pages, you'll find a simple set of rules of order. They have been adapted from *Robert's Rules of Order, Newly Revised*, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some detail from *Robert's Rules*; to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative. In countries where *Robert's Rules of Order* are not in common use and where some other body of parliamentary rules are more commonly used by deliberate assemblies, service committees may want to consider adopting these rules so that they conform to those commonly in use in their own lands.

DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from *Robert's Rules of Order*. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time, and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit from its content.

DEBATE, LIMITS

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

MOTIONS

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are *main motions* and *parliamentary motions*.

MAIN MOTIONS

A *motion* is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, “I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms.” The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions.

Every motion requires second-the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chair, says, “I second that.” If nobody seconds a motion, the chair will say, “The motion dies for lack of a second.” This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to another business.

Once a motion has been made, the chairperson may rule it *out of order*. A motion may be ruled out of order for any one of several reasons: the motion goes against the committee’s standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the point in the meeting at which it is made. *Robert’s Rules of Order* can be consulted for more specific examples of motions, which are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may *appeal* that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to another business.

PARLIAMENTARY MOTIONS

Parliamentary motions can be best understood as “sub-motions” made during debate on a main motion that affects that motion in some way. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed below.

1. Motion to AMEND.

SIMPLE majority
required. Is
DEBATABLE.

This is perhaps the most used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, “*I move to amend the motion...*” and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the

merits of the main motion (as amended if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken, and the body moves on to the next item of business.

If an amendment is offered and the people making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended. This is called making a *friendly amendment*.

2. Motion to address the PREVIOUS QUESTION. TWO-THIRDS majority required.

Is NOT DEBATABLE.

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, “*I call for the question,*” or “*I move the previous question.*” It is another way of saying, “I move that debate stop right now and that we vote immediately.” This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote “no” to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.

3. Motion to TABLE.

SIMPLE majority required. Is NOT DEBATABLE.

One way of disposing of a motion that is not ready for a vote is to *table* it. This is done by saying, “*I move we table this motion until such-and-such a date/meeting.*” This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues the motion itself. If it passes, the committee moves on to its next item of business. The motion tabled will be included in the committee agenda on the date specified.

4. Motion to REMOVE FROM THE TABLE.

SIMPLE majority required. Is NOT DEBATABLE.

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, “I move to remove from the table the motion to such-and-such.” If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

5. Motion to REFER.

SIMPLE majority required. Is DEBATABLE.

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, “*I move to refer the motion to the such-and-such subcommittee.*” If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it.

The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what has come up at the next meeting of the full committee.

6. Motions to RECONSIDER or RESCIND. MAJORITY required varies.

Is DEBATABLE.

Sometimes a member feels that the motion the committee has passed will prove harmful. That member can move to either *reconsider* (reopen for debate and voting) or *rescind* (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind:

- The motion must have been passed in either the last or the current meeting.
- The members making the motion must have information on the issue that was not available in the original debate on the motion.
- The member must have been with the winning side in the original vote.

These limits are set to protect the committee from having to reconsider again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.

The motion to reconsider requires a simple majority.

The decision to rescind requires a simple majority, if committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-third majority.

7. Request to WITHDRAW A MOTION.

UNANIMOUS CONSENT required. Is NOT DEBATABLE.

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn, and the body moves on.

8. Offering a SUBSTITUTE MOTION.

SIMPLE majority required. Is DEBATABLE.

A *substitute motion* is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

9. Motion to ADJOURN.

SIMPLE majority required. Is NOT DEBATABLE.

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously, frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

OTHER PROCEDURES

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

Order of the day

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, “*I call for the order of the day.*” This means, “I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda.” This does not require a second, is not debatable, and does not even *require* a vote—the chairperson is obligated to enforce the request unless two-thirds of the body tells the chair otherwise.

Points of information

If a committee member needs certain information before deciding about a motion at hand, that member can say at any time to the chairperson, "*Point of information.*" This means, "I have a question to ask," *not* "I have information to offer." One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

Point of order

If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, "*Point of order.*" The chairperson then says, "What is your point of order?" The member then asks the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says, "Your point is well taken" and restates the appropriate rule. If the chair does not agree, the chair says, "Overruled." This decision, like all others, can be appealed.

Point of appeal

Any time the chair decides that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "*I appeal the decision of the chair.*" If the appeal is seconded, the chair then asks, "On what grounds do you appeal my decision?" The members state the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chairperson.

Parliamentary inquiry

If a committee member wants to do something but doesn't know how it fits in with the rules of order, all that member must do is ask. At any time, a member may simply say out loud, "*Point of parliamentary inquiry.*" The chairperson must immediately recognize the member so that person may ask how to do such-and- such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

Point of personal privilege

If the smoke is getting too heavy for you, the air conditioner or heater is too high, or if there is too much noise in the room, you can ask if something is done about it. If the matter is urgent, you may interrupt the proceedings by saying, "*Point of personal privilege;*" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chair will accommodate you.

VOTING PROCEDURES

There are several ways that votes can be taken. The most used method is the *show of hands*. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chairperson should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

These are only brief notes on rules of order for business meetings. For further information, see *Robert's Rules of Order—Newly Revised*.

THE AREA SERVICE COMMITTEE

The Area Service Committee (ASC) is the “workhorse” of the service structure; ASCs are ultimately responsible to the NA Groups they serve. Most of the hands-on work delivering NA services to the groups in the Susquehanna Area occurs through the Susquehanna Area Service Committee (SASC). These services include:

- Hospitals and Institutions meetings to reach institutionalized addicts in need of what we have to offer.
- Public Relations and Outreach to provide schedules, communication, support for groups, presentations, directories, announcements, and other efforts to help direct people to NA.
- Phone line services to help addicts find meetings and other help.
- NA Literature is provided for groups and individuals.
- Special Events provide activities for addicts to increase unity and make connections between area and members.
- Website Subcommittee develops and maintains the online presence of the Susquehanna Area of Narcotics Anonymous
- Policy Subcommittee serves an important role within the NA service structure by helping guide, maintain, and clarify the group’s policies and procedures. ([est. 10/17](#))

The delivery of these services requires a certain degree of organization. Because the primary purpose of the NA Group is to carry the message to the Addict who still suffers, there needs to be, according to the ninth tradition, “a committee, directly responsible to those they serve” created to deliver these services. Hence, the SASC was created to serve the NA Groups in the Susquehanna Area.

Each NA Group in an Area sends Group Service Representatives (GSR’s) to serve on the ASC. While maintaining final responsibility and authority for the groups’ decisions, the groups delegate authority to the GSR’s and through them, in the ASC, for the necessary work to get done.

In addition to the GSR’s, according to the “A Guide to Local Services” certain Administrative Officers and Subcommittees can be established to carry out the duties of the ASC and to adopt the “A Guide to Local Service” for the use by the Susquehanna Area establishing new policy. ASAC has created and will hold regular yearly elections for the following positions:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Alternate Treasurer
- Regional Committee Member (RCM)
- Alternate Regional Committee Member (Alt RCM)

- Subcommittee Chairperson
- **Mentor**

Any SASC Administrative Officer missing more than three (3) consecutive months, they will be asked to resign.

The Fourth Concept states, “Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.” Within this concept, certain attributes are spelled out to look for in our trusted servants.

They include:

- Willingness “to extend their time and energy in the diligent service of others”
- Knowledge of the 12 steps, 12 traditions, and 12 concepts, including the spiritual principles. These include honesty, open-mindedness, willingness, integrity, and humility.
- Communication and organizational skills.

The concept further states that “In some positions trusted servants need specific skills in order to act as effective leaders” and the following are the qualifications and duties of your Administrative Officers:

Administrative Officers

SASC Chairperson

- Suggested 2 years clean time
- One year commitment
- Responsible for conducting committee meetings
- Preparing Agenda for ASC meeting
- SASC Chairperson must report to the PR Subcommittee if the GSR of any home group has been absent for 3 or more consecutive SASC meetings (10/03)
- SASC Chairperson can call an emergency meeting, if necessary, with a one-week notice.
- SASC Chairperson is responsible for seeing that the guidelines are updated every two years (11/03)

- As SASC guidelines are written, when elected SASC Chairperson cannot be the GSR of any home group (10/03)
- Various administrative duties as directed by ASC
- SASC Chairperson will have no opinion on issues before the ASC

SASC Vice Chairperson

- Suggested 1-year clean time
- 2-year commitment (1 year as Vice Chair, and 1 year as Chairperson *if elected*)
- Assists subcommittees in dispute resolution
- Works with subcommittees in preparation of subcommittee guidelines and budget proposals
- Assists SASC Chairperson in managing committee meetings
- Conducts ASC meetings in absence of Chairperson
- SASC Vice Chairperson must attend a minimum of 3 subcommittee meetings per month
- When a subcommittee has no Chairperson or Vice Chairperson, the SASC Vice Chairperson steps in and they assume the position until the position can be filled
- SASC Vice Chairperson must give a written report, which includes the status of each subcommittee attended that month. This report will appear in the SASC minutes.
- Assumes the duties of the secretary in his/her absence (11/03)
- As SASC guidelines are written, once elected cannot be a GSR of a home group
- As directed by ASC
- SASC Vice Chairperson will have no opinion on issues before the ASC

SASC Secretary

- Suggested 1-year clean time
- 1 year commitment
- Manages all committee paperwork
- Takes clear, accurate minutes of Area Committee Meetings
- Regularly updates log of ASC policy actions (should be under Policy responsibilities?)
- Distributed updated versions of policy actions to all area committee participants
- Keeps updated list of all participants email addresses
- The secretary will no longer print out copies of the minutes. Minutes will be made available via email and may be printed from the website (07/25)
- SASC Secretary will update and retype the SASC guidelines when necessary (should be under Policy responsibilities?)
- New meetings: Name, Time and Address will be added to the SASC minutes under the heading “New Meeting” (? Date of Motion)
- Post the monthly minutes one week after Area to the Area website (04/15)
- As directed by ASC

SASC Treasurer

- 3-year clean time requirement
- 1 year commitment
- Experience in business, bookkeeping, or a successful group treasurer is very helpful
- Should be gainfully employed (11/03)
- Accept and verify literature revenue from Literature Order Form (11/03)
- Receives all contributions from groups. No cash will be submitted to the Treasurer for literature donations (08/09)
- Administers the ASC checking account
- Pays the ASC rent, reimburses administrative officers and subcommittee chairpersons for their budgeted expenses (11/03)
- Reports on financial condition of the ASC at each meeting
- SASC treasurer will not reimburse monies without a receipt
- SASC treasurer will only accept money orders for the exact amount
- SASC treasurer will deposit all money orders within 2-3 working days of ASC (3/03)
- Reconciliation of bank statements each month (08/09)
- Prepares an annual budget for the ASC
- As directed by ASC

SASC Alternate Treasurer

- Suggested 2-year clean time (11/03)
- 2-year commitment (1 year as Alternate Treasurer and 1 year as Treasurer *if elected*)
- Experience in business, accounting, bookkeeping, or as a successful group treasurer is very helpful
- Assists treasurer in monthly duties (see treasurer duties)
- Conducts all duties of the treasurer in the absence of the treasurer
- As directed by ASC

Regional Committee Member (RCM)

- Suggested 3-year clean time
- 1 year commitment
- Should be familiar with the fundamentals of service in our fellowship, published service materials, and bulletins put out by WSO
- Serves at contact between NA regional and local services
- Should study reports from the ASC for the purpose of passing our ASC's experience to others at RSC

- Helps to coordinate service forums throughout the region
- RCM keeps the ASC in touch with the region by providing information on activities and functions throughout the region, reports relevant to subcommittee affairs, and important information issues being discussed at various levels of service
- RCM must attend all RSC meetings
- RCM must provide SASC with regional schedule as soon as possible after RSC meetings
- As directed by ASC

Regional Committee Member II (RCM II)

- Suggested 3-year clean time
- 2-year commitment (1 year as RCM II, and 1 year as RCM *if elected*)
- Should be familiar with the fundamentals of service in our fellowship, published service manuals, and bulletins put out by WSO
- Serves as contact between NA region and local services
- Should study the reports from ASC to be able to pass our experience to others at RSC
- Helps to coordinate service forums throughout the region
- RCM II keeps the ASC in touch with Region by providing information on activities and functions throughout the region, reporting relevant subcommittee affairs and important information issues being discussed at various levels of service
- Conducts the duties of the RCM in the absence of the RCM (see all duties of the RCM)
- As directed by ASC

Mentor

- Suggested 3-year clean time
- 1-year previous experience as GSR
- Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of service
- Prior experience with a Regional Committee meeting
- Should be working steps with a Sponsor in NA
- Mentor will provide new GSR's a copy of the Area Policy, which outlines GSR responsibilities, budget information, voting procedures and other operating procedures as they pertain to the ASC
- If the homegroup has not equipped its' GSR with a "Guide to Local Services", new GSR's should include one in the next literature order. This will be the property of the home group and should be passed on to each new GSR. We refer to the "Guide to Local Services" in matters not covered in the Susquehanna Area Policy "*Handbook for Trusted Servants*"
- Mentor will explain quorums, voting, motions, budget and how policy is formed and implemented.

- Mentor will focus on conveying the importance of attending all ASC meetings from beginning to end. Voting takes place at the end of the meeting and GSRs must be present to accomplish a true group conscience
- Mentor will express the importance that the GSRs understand what it means to carry the Group Conscience. Personal opinions and beliefs have no place in ASC. Personal opinions and beliefs will be carried out at the homegroup level during its Group Conscience
- Mentor will review GSR responsibilities including attending regional meetings (off months are optional) and should be present at all learning days facilitated by ASC. Regional learning days and workshops are great places to gain experience, strength and hope from other areas
- Mentor will explain the importance of taking notes during ASC to properly report back to its homegroup the operations, motions and other business conducted at the ASC meeting. Communication is the sole responsibility of the GSR

As stated previously, the principles that underline all SASC delivery of services to the NA groups in the Susquehanna area are the 12 traditions and the 12 concepts. There is a need for some additional policies and guidelines that must be in place for our ASC meetings to run smoothly. The monthly meeting is the event at which the area service committee, acting as a body, hears from the GSR's about the groups they represent. Administrative officers and subcommittee chairpersons present progress or status reports and the areas business are conducted in this meeting are open to anyone. The meeting is run according to the sample of "Roberts Rules of Order". SASC has adopted certain policies to efficiently and effectively conduct these meetings.

The following are those policies:

Budget:

- Prudent reserve is \$3150.00 (9/17). All funds over \$3150.00 will be donated to region
- SASC Administrative Officers who should be in the SASC bank account (if they meet the bank requirements) are the current SASC Chairperson, Vice Chairperson, Treasurer and Vice Treasurer
- There is no vote necessary for usual expenses, not to exceed \$25.00 (with receipts) for Administrative Committee expenses (i.e., coffee, bank service charges, etc.)
- **The established budget for the secretary is \$80.00 per month. This is for printing, copying and mailing of the minutes each month. This budget is reviewed annually (11/03)**
- All financial information is to be supplied to the Treasurer at the beginning of the SASC meeting (checks needed, receipts being turned in, GSR literature forms w/group donation,

etc.) Cut off time for literature orders to be accepted by the Treasurer is 7:30pm. Any literature turned in after 7:30pm will not be accepted, processed or filled.

- Deposits of funds collected at ASC must be deposited in the ASC bank account within 2-3 working days of the ASC meeting (03/03)
- There is no vote necessary for the Treasurer to write checks to restock literature to the quota established by the Literature Subcommittee, unless doing so would put ASC funds under the prudent reserve (10/03)
- Literature's monthly restock budget is \$2000.00. (04/25)
- SASC will keep a current insurance policy to cover Homegroups, and Events. Premiums will be paid annually. (07/16)
- Automatic renewal of the ASC Post Office Box without GSR approval every September (10/03)
- Hospital & Institutions will have a budget of \$175.00 monthly, with a breakdown of \$150.00 for literature and \$25.00 for mailing and copies (04/13)
- Public Relations will have a budget of \$150.00 (10/19) monthly for flyers, literature, racks, IP's or other NA literature.
- SASC will no longer purchase the CAR. It is available for download at NA.org. (10/19)
- The RCM will be reimbursed for attending the MARLCNA annually (travel expenses, entrance fees, and lodging for one night) (01/07)
- The Susquehanna ASC will donate five (5) Basic Text Books to three (3) facilities on behalf of H&I. The facilities are CARC, HCDC and the Women's Jail. The donation will be as follows: 5 in March, July, and November, respectively. (10/18) As of 2025, the cost is \$195.00.
- RCM'S and Subcommittee Chairs will be reimbursed 30 cents per mile, round-trip for attending RSC meetings. (08/15)
- The ASC will fund \$400, twice annually, to Special Events for the Area Picnic and Holiday Marathon, should the ASC budget allow. Any money not spent on the events will be returned to the Area by Special Events. (11/15)

Voting:

- "Robert's Rules of Order", adopted by SASC, provides the basis for procedure that is not otherwise detailed in the guidelines ("A Guide to Local Service" pgs. 107-114)
- Every main motion must be presented in writing and contain the name of the group/subcommittee proposing and seconding the motion, as does the amendment to the motion
- There shall be a limit on the number of speakers on any motion. No more than three (3) in favor and three (3) in opposition
- No member may speak on a motion more than once, unless the others desiring to speak on the matter have exercised their opportunity
- There shall be a limit on debate by any member. No individual may speak longer than three (3) minutes on a motion for each time recognized by the chair
- Fifty percent (50%) of voting GSRs would need to be present at ASC for a vote that would change policy to take place (10/03)

- If no voting GSR/ALT is present for two (2) consecutive months, the group is not counted toward the quorum. Once a voting member shows that group, voting is allowed and the group counted toward quorum for that month (01/14)
- Any person being voted into an Administrative Officer's or Subcommittees Chairperson's position, must leave the room while the vote takes place, regardless of the number of people running for that position
- All GSRs and Administrative Officers should stay until SASC meeting is over
- Nominations and elections are split into two separate months. Nominations are accepted in June and elections held in July annually to allow groups to review the nominations before voting. This will allow a true group conscience
- New groups may vote at SASC the month following their joining SASC (03/97)
- Any motion tabled more than twice is dead and for that motion to be considered, it must be resubmitted

Group Service Representative (GSR)

- GSRs should remain at SASC from beginning to end
- GSRs may also hold elected positions, except that of Chair or Vice Chairperson. However, they may not hold more than one elected position while still a GSR. Holding more than one position of any type should be avoided whenever possible. It is suggested to each GSR be a member of at least one subcommittee (10/03)
- Only a GSR or a GSR Alternate may vote; however, anyone may participate in discussion of issues
- All new groups shall receive a "Welcome Pack", including a "Basic Text", a "It Works How and Why", a "Just for Today", "A Guide to Local Services", a set of readings and five (5) of the following IPs – "Welcome to NA", "Am I an Addict", "Sponsorship", "Triangle of Self Obsession" and "Self-Acceptance" (11/03) In addition, the group will receive (2) white key tags and (1) of each of the colored keys tags. (03/19)
- Each Group shall receive a copy of SASC's GSR Handbook, whenever needed. This will be provided by SASC

Miscellaneous Policies and Guidelines

- SASC should start promptly at 7pm and end promptly at 9pm. Extensions must be granted through a motion and voted procedure
- When Susquehanna Literature orders new schedules printed, they should include the World and Regional internet addresses somewhere on the cover. (? Motion date?)
- To be shown on the meeting list, all home groups needing support are to be underlined (10/10)

The SASC has established the following Subcommittees and has assigned specific duties to all Subcommittee Chairpersons as follows:

Subcommittees and their responsibilities

- **Hospitals and Institutions (H&I)** – Responsible for taking meetings into hospitals and institutions where access to outside meetings are limited
- **Literature** - Responsible for making sure literature is available to SASC for groups and certain Subcommittees
- **Public Relations (PR)** - Responsible for getting information about NA to the public. To serve as communication and support to isolated, struggling, or new groups and to update the SASC meeting schedule
- **Phone Line** – Responsible to fill positions on the regional hot line so that addicts can find meetings and other NA resources
- **Special Events** - Responsible for events, (i.e., dances, picnics, dinners, as well as helping facilitate workshops. Hold “Holiday and Anniversary events” annually, etc.
- **Ad HOC Committees** – These are temporary committees which can be formed for the purpose of accomplishing any number of tasks
- **Policy Subcommittee** - *Considers input that affects SASC policy, deliberates to create, and suggests changes or amendments to established policy to provide clarity to the Area.*

Responsibilities

- Each Subcommittee Chairperson will keep, update and provide SASC specific guidelines annually for the committee they serve, and be submitted to GSRs for their approval. Approved guidelines will be submitted to the Secretary to copy for each home group
- Each Subcommittee Chairperson will submit a written report to the SASC, detailing the specifics of what is happening in the Subcommittee
- Each Subcommittee Chairperson will be responsible for calling, arranging agenda items and for conducting monthly meetings
- All Subcommittees must request approval from SASC before conducting activities, even routine activities, if they involve funds over \$20.00
- It is suggested that Subcommittee Chairpersons have a minimum of two (2) years clean
- Subcommittee Chairpersons and Vice Chairpersons must attend Regional Service Committee meetings (RSC)

- Each Subcommittee Chairpersons are responsible for maintaining Subcommittee files and archives
- Subcommittee Chairpersons are responsible **to pass archives** to the succeeding Chairperson
- A Subcommittee Chairperson may present a motion to the SASC from their Subcommittee, which must be seconded by the GSR or another subcommittee member
- To be a Subcommittee Chairperson, that person must have six (6) months prior service experience
- Subcommittee Chairpersons must be voted in by ASC. All other Subcommittee positions will be voted on by the subcommittee
- Subcommittees will meet each month at area service at 6 pm
- Updated Subcommittee guidelines shall be **completed annually and submitted to the Web Chair to post to the website.**

These committees help provide services to the NA Groups in our area. These Subcommittees are delegated authority and are provided with a budget to carry out their mission. The general duties can be found in more detail in your “A Guide to Local Service” pages 53-59