

# CAPE ATLANTIC AREA ASC POLICY GUIDELINES

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# **CAPE ATLANTIC AREA SERVICE CONFERENCE OF NARCOTICS ANONYMOUS**

## **THE PURPOSE OF THE CAPE ATLANTIC AREA SERVICE OF NARCOTICS ANONYMOUS (A MISSION STATEMENT)**

An Area Service Conference is an Event; the coming together of representatives from every Group and representatives of every Committee that the Groups formed, to join in and work together for the common welfare of NA in a unified effort to help carry the message of recovery to the Addict that still suffers.

The Groups create and direct committees during the conference to perform services that are necessary or helpful to the Groups and NA as a whole. Each committee has its own mission and does the actual work to implement the directives.

The mission of the conference is to accomplish the following:

1. To support the common welfare of every Group within the Area and the unity of the Fellowship.
2. To create service boards or committee. The committee must be necessary or helpful, defining their purpose, provide them with the necessary resources, and keep them directly responsible to the Groups.
3. To be a forum where each committee can communicate directly with representatives from the Groups to receive support, direction, and approval.
4. To respond collectively to issues of concern or decisions that affects the Groups, other Areas, the Region, or NA as a whole.

## **GENERAL RULES OF ORDER**

Business Sessions of the CAASC will be conducted according to operating policy of the Cape-Atlantic Area Service Conference referring to CAASC Rules of Order if needed.

To insure that all information listed on the meeting list is current and accurate, all groups or meetings listed on our meeting list should have some type of representation, or communication on a monthly basis at the CAASC.

1. Regular Sessions will be held on the second Sunday of every month. It begins at 2:00 PM. All voting participants must register with the Admin. Secretary. It is at this time that quorum is determined and the written motions under new business are submitted via the secretary. The JAC meets prior to the CAASC on the same day.
2. The chairperson may call Special Sessions of the CAASC for a specified need or purpose. Special sessions are only to be called in an emergency to deal with an important problem, which cannot wait until a regularly scheduled session. Proper notification of all voting participants is required, an agenda must be presented and a quorum must be present and recorded with the secretary. The special session will follow the format of a regular session.

## CONDUCTING THE BUSINESS SESSION: GENERAL GUIDELINES

- A. **WORKSHOPS AND COMMITTEE MEETINGS BEFORE THE ASC**
1. The JAC meets directly before the regular monthly meeting of the CAASC or as the ASC chair directs.
  2. To better inform the GSR of policies and procedures, the ASC provides a GSR workshop, a learning opportunity, bi-monthly or as needed with the JAC on an alternative basis.
  3. The Policy Committee is combined with the JAC
- B. **ATTENDANCE OF ASC MEMMBERS OTHER THAN GSR'S**
- Any member of the ASC that misses an ASC meeting must send an alternate or vice chair with a written report. A Member of the ASC that misses two consecutive ASC meetings without sending a report with an alternate or vice chair or contacting the ASC Chair or Secretary, the member will lose their service position, and it will go up for election in the following month's minutes.
- ATTENDANCE OF ASC- GSR'S**
- If a designated representative of a group does not appear for three consecutive CAASC, JAC would appoint a member to visit the group to explore that group's intentions.
- C. **SEATING OF PARTICIPANTS**
1. The floor is that part of the meeting area, which is nearest and faces the Chair. The tables are reserved for the voting participants and their alternates as well as the other elected participants.
  2. The gallery is that portion of the meeting area directly behind and separated from the floor. All non-voting participants and guests are restricted to the gallery.
- D. **AGENDA** – An agenda of items to be acted upon or discussed in session is required. The Chair prepares the agenda, and it is included with the secretary's minutes.
- E. **CALL TO ORDER** – The Chair opens the CAASC session.
1. The Serenity Prayer
  2. The reading of the Twelve Traditions, and Twelve Concepts
  3. The reading of the CAASC Mission Statement
- F. **QUORUM CALL** – The secretary reads the list of registered voting participants and an attendance sheet is circulated. Late comers may appeal to the Chair for seating at this time. In determining a quorum, the number of voting participants present at quorum call or thereafter as determined by subsequent roll calls shall be a simple majority of registered voting participants.
- G. **SET TIME FOR ADJOURNMENT**
- H. **CIRCULATE SERVICE BULLETIN**
- I. **FIVE MINUTE TRADITION DISCUSSION**
- J. **FIVE MINUTE CONCEPT DISCUSSION**
- K. **FIVE MINUTE GSR DISSCUSSION**
- L. **THE READING OF THE MINUTES** – Ask the ASC members do they want the secretary minutes of the last session read. Copies of the minutes will have been distributed to all the Voting Participants, Admin. Comm., Committee Chairs, ASR and ASRA.
1. The Chair calls for corrections.
  2. The Chair calls for acceptance.
- M. **TREASURER'S REPORT** – The Treasurer reads the report of receipts and expenditures since the last CAASC session. Copies of the treasurer's report will have gone out with last month's minutes.
- N. **COMMITTEE REPORTS** – The various Standing Committees will report on the progress of their various commitments. Following the Standing Committees are Ad-Hoc and Select Committees.
1. A representative of the committee should read their report aloud on the area floor.
  2. All group ideas on carrying the NA message of recovery beyond an NA meeting should be taken to the appropriate committee.
  3. If a group has differences with our Board of Directors or a specific committee, it first must be brought to committee, or the JAC before it is entertained on the ASC Floor.
  4. That the BOD and all standing committees provide in their monthly reports an accounting of all income and expenditures in a line item format. Intent: To provide a monthly accountability to the Cape Atlantic Area.
- O. **ASR REPORT**

- P. BOD REPORT
- Q. GROUP REPORTS – A representative sent by the group will present the CAASC with a description of the state of their respective groups.
1. The Group representative should submit a written report to the secretary for inclusion in the minutes.
  2. Included at the end of the written report will be the Group rep mailing address so they can receive the minutes.
  3. All group ideas on carrying the NA message of recovery beyond an NA meeting should be taken to the appropriate committee.
  4. If a group has differences with our Board of Directors or a specific committee, the issue must be brought to the BOD, committee, or the JAC before it is entertained on the ASC floor.
- R. ACCEPTANCE OF NEW GROUPS – A group must be in existence for 30 days before being considered for acceptance into the CAASC and must follow the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- S. READING OF MOTIONS –
1. All group conscience motions (motions from a group) to the ASC don't need a second to be considered. All other motions need a second to be considered.
  2. All motions will be submitted with intent
  3. Once a motion either passes or fails that it only be reconsidered if there is more or new information pertaining to that motion.
  4. Any motion that passes or fails on the ASC floor cannot be brought back again for reconsideration for a minimum of ninety days.
  5. When changing (or referring to) existing policy in making new motions, the old or referred to policy should be included in the new motion.
  6. Two pros & cons can be present with all motions that are going in the minutes or back to the groups for conscience.
  7. All motions coming from a home group or committee should be handed in to secretary upon arrival to the ASC.
  8. The GSR'S may decide to commit any motion back to the Groups for a Group Conscience vote.
  9. All motions that change area, board, or committee policy should be committed to the Groups for a Group Conscience vote.
  10. Committee chairs may make or second motions but may not vote.
  11. The ASR may make or second motions but may not vote.
  12. ASC participants can motion to waive the ASC policy on the Area floor. (only members of the ASC that can make and second motions.)
- T. TEN-MINUTE CAUCUS – This time is for discussion and questions about motions read.
- U. VOTING PARTICIPANTS – GSR'S are the only voting participants of the CAASC
- V. VOTING PROCEDURES --
1. In matters of non-policy, the number of votes required for adoption shall be a majority of those voting participants' present and voting yea or nay.
  2. In matters of policy, the number of votes required for adoption shall be 2/3 of those voting participants present and voting yea or nay.
  3. When the number of abstentions on a vote are greater than the prevailing vote (yea or nay), the motion is tabled for 1 month
  4. Motions that were committed back to the Groups for Group Conscience should be discussed during the Group business Meeting or Group Conscience Meeting.
  5. Discussion will be limited on motions that went back to the Groups for Group Conscience, with the exception of new information pertaining to the motion.
  6. GSR'S are only accountable to their Group regarding participation at the ASC. The ASC cannot dictate the decisions of GSR'S.
- W. OLD BUSINESS – Old Business is any business of the CAASC that:
1. Has been tabled from a previous CAASC session
  2. Committee guidelines that was included in the previous month's minutes.
  3. Was unresolved at the previous ASC due to time limitations or lack of voting participants.
  4. Was committed to a committee, to the GSR'S, or to the Groups for a Group Conscience vote.

- X. NEW BUSINESS – New Business is any business that is brought before the ASC on the day of the regular session.
  - 1. Introduction of New Business
  - 2. Entertainment of motions
  - 3. Two Pros, Two Cons, further discussion
  - 4. The GSR’S may decide to commit any motion, back to the Groups for a Group Conscience vote.
  - 5. All motions that change area, board, or committee policy should be committed to the Groups for a Group Conscience vote.
  - 6. Resolution of motion
- Y. PROCEDURAL DEFINITIONS – To commit or refer
  - 1. To a specific committee
  - 2. To the Group or maker of motion
  - 3. To Groups for Group Conscience.
- Z. ELECTION PROCEDURES –
  - 1. All ASC positions that have only one nomination or volunteer, require a vote of confidence of a majority 51% attending GSR’S instead of being elected by acclamation.
  - 2. Any member who holds a position at this conference, who gives an irresponsible resignation, be given a 6-month time requirement before taking another commitment.
  - 3. Any committee chair missing three consecutive ASC’S shall have their commitment put up for election.
  - 4. All committee chairs and JAC positions shall go to the groups via the area minutes to inform the groups what positions are available for the groups’ info.
  - 5. All JAC positions up for election shall be held one month prior to completion of their terms to allow for a smooth transition of trusted servants.
  - 6. All members that serve in a one year commitment at ASC shall be ineligible for re-election for the same position for more than two consecutive terms. To insure rotation of trusted servants thereby allowing more members the opportunity to experience the rewards.
  - 7. All chairpersons of standing committees and the BOD should be a member of a Group in the Cape Atlantic Area
  - 8. To avoid conflict of interest, a Group Representative cannot hold another position at the Area Service Conference, except BOD member so there is no conflict of interest.
  - 9. To avoid conflict of interest, the ASC chairperson, the ASC Vice-chair, Treasurer, Secretary, ASR’S, and Committee Chairpersons cannot hold another position at the Area Service Conference, except BOD member so there is no conflict of interest.
  - 10. It shall be stated in an open forum and during the ‘open positions’ section of the ASC, that all service positions require total abstinence of MAT/ DRT.
- AA. MOVE TO RECESS OR ADJOURN – The Chair entertains motions to recess or adjourn.
- BB. 2nd TREASURER’S REOPORT
- CC. CLOSE OF SESSION
  - 1. Set time and place of next ASC
  - 2. Announcements
  - 3. Close

## **THE RESPONSIBILITIES OF THE CAASC COMMITTEES**

**ADMINISTRATIVE COMMITTEE** – The Administrative Committee coordinates the services that are offered to the member Groups through the CAASC. The members who are elected to serve on this committee are trusted servants who have usually served their home group and area and have gained the experience necessary to qualify them for these positions of trust.

The members of the Administrative Committee are the CAASC Chairperson, Vice Chairperson, Treasurer, and Secretary.

**JOINT ADMINISTRATIVE COMMITTEE** – The JAC is composed of the members of the Administrative Committee, as well as the Chairpersons of the Standing Committees, ASR and ASRA and the members of the BOD. This committee works to enhance communication and coordinate efforts within the various arms of the CAASC, providing a forum to develop possible solutions to problems within the CAASC.

### **PURPOSE:**

1. To enhance communications and coordination of efforts between all standing committees of the Cape Atlantic Area Service Conference.
2. To provide a forum to develop suggestions and possible solutions to area problems.
3. To facilitate the smooth transition of a committee when a new chair is elected.
4. To discuss budget development and review all budgets in January.

### **FUNCTION:**

1. This committee has no power of its own and exists to present its findings and / or recommendations to the ASC.
2. When the JAC meets to discuss financial affairs, the ASC treasurer will chair the meeting.
3. The JAC meets directly before the regular monthly meeting of the CAASC or as the ASC chair directs.
4. If a designated representative of a group does not appear for three consecutive CAASC, JAC would appoint a member to visit the group to explore that group's intentions.

**STANDING COMMITTEES** – The Standing Committees are sometimes referred to as subcommittees, although that is incorrect. These committees are formed for and when there is a specific need for them. More than a few good members are required to accomplish the work these committees perform. The work performed and the services rendered to the member groups by these committees are the reason for having an Area Service Conference. Most of the ideas, suggestions and literature presented at the World Service Conference are a direct result of area committee service work.

The Vice Chair, Treasurer, and Secretary of each committee are described within the individual committee's guidelines found in the appendices. They are elected in committee (except for the Convention Treasurer).

### **THE STANDING COMMITTEES OF THE CAASC ARE:**

1. Hospitals and Institutions Committee
2. Public Relations Committee
3. Activities and Entertainment Committee
4. Literature Review Committee
5. Convention Committee
6. Policy Committee
7. Literature Distribution Committee
8. Outreach Committee
9. Regional Committee Member

## **RESPONSIBILITIES OF ALL STANDING COMMITTEE CHAIRPERSONS**

1. The clean time requirements for service as a standing committee Chairperson is in the committees guidelines.
2. They are elected in session of the CAASC.
3. Committee chairs may make or second motions but may not vote.
4. All committees make an effort to move the committee meeting around the area the intent is to make committee meetings accessible to the area as a whole.
5. Chairpersons conduct the sessions of their respective committees and report monthly to the CAASC in writing.
6. The chairpersons are responsible for all committee correspondence and shall maintain communication with their respective regional committees.
7. Individual guidelines for the standing committees are included in the appendices.
8. The Chairperson of the A.S.C. must contact the Vice Chair when he/she can't make the ASC meeting. The ASC Chair misses two consecutive A.S.C.'S without sending a report with an alternate or vice chair they will lose their service position and it will go up for election in the following month's minutes.
9. All CAASC standing committees and the BOD submit budgets Jan. 1st every year to be approved by Group Rep's no later than March Area Service Conference. Fiscal year would begin in April and end in March the following year.
10. That the BOD and all standing committees provide in their monthly reports an accounting of all income and expenditures in a line item format. Intent: To provide a monthly means of accountability to the Cape Atlantic Area and to enhance a sense of trust in our trusted servants.
11. To direct all committees, subcommittees, boards and ASC Treasury all bank accounts monthly statements and any other financial correspondence are mailed to the PO Box 503, Somers Point, NJ 08244. Intent: To be more responsible with our corporation tax exempt status and continuation and more accountability to the groups we serve.

**AD-HOC COMMITTEES** – An Ad-Hoc Committee is a special committee elected by the voting participants of the CAASC, to perform specific tasks brought onto the floor of the conference. NOTE: Other than to report, the Ad-hoc has no voice in the assembly and is generally disbanded when their specific task has been completed.

**SELECT COMMITTEES** – A Select Committee is a special committee, selected by the Chairperson of the conference for the purpose of performing a specific task assigned by the chairperson of the conference. NOTE: Other than to report, the Select Committees have no voice in the assembly and are generally disbanded when their specific task has been completed.

## **BOARD OF DIRECTORS OF THE CAPE-ATLANTIC AREA (FORMERLY THE BOD OF THE ASO)**

**VISION STATEMENT:** The BOD is the financial and legal entity for the fellowship of Narcotics Anonymous in the Cape Atlantic Area. The BOD will take responsibility for and oversee all major or long-range financial and insurance matters. The BOD will be responsible for all legal matters pertaining to the Cape Atlantic Area, including the signing of contracts.

The BOD will come together in a spirit of unity and cooperation to help the groups carry our message of recovery. The BOD will always remain directly responsible to and take direction from the groups in the Cape Atlantic Area.

**MISSION STATEMENT:** The purpose of the BOD of the Cape Atlantic Area is to provide service and enhance the service committees' ability to better serve the groups and help make the NA message of recovery more available.

1. Provide a sufficient literature stockpile, and service as a literature distribution center for the Cape Atlantic Area, and the local fellowship.
2. Maintain a non-profit corporate tax status that covers the activities and events sponsored by the Cape Atlantic Area.

3. Provide insurance for the Cape Atlantic Area events.
4. Provide legal assistance for legal matters that affect Narcotics Anonymous in the Cape Atlantic Area.
5. Oversee the financial decisions of all area events that expenses exceed Five Hundred dollars (\$500.00).
6. Maintain a post office box and mailing address that may be used by the groups, committees, or boards of the Cape Atlantic Area.
7. Provide a meeting list of all meetings in Cape May County and Atlantic County. The meeting list is to be updated monthly.
8. Oversee any contract or agreement made by any committee or board. The BOD oversees all contracts, agreements, and purchases made by the Convention Committee.
9. The BOD will have the authority to delay decisions pertaining to all contracts, agreements, or purchases until they are approved by the Cape Atlantic Area.

### **INDIVIDUAL PARTICIPANTS DEFINED**

1. THE AREA SERVICE REPRESENTATIVE – The ASR is an experienced trusted servant whom the GSR’S have chosen to represent them at other levels of NA service.
2. THE ALTERNATE AREA SERVICE REPRESENTATIVE – The ASRA participates as the ASR in the event of the ASR’s absence.
3. THE GROUP SERVICE REPRESENTATIVES – The GSR’S are the trusted servants of the member groups.  
The GSR’S are the only voting participants of the ASC. GSR’S may make and second motions and submit written group reports for inclusion in the minutes at each ASC.
4. THE ALTERNATE GROUP SERVICE REPRESENTATIVE – The GSRA participates as the GSR in the event of the GSR’S absence.
5. THE MEMBER PARTICIPANTS – Any member of NA who resides in the Cape Atlantic Area may be heard in this assembly. These participants may petition the chair when they have a need to be heard. They may not make or second motions and have no vote in the assembly. Their experience and energy however, are much needed at the committee level and they should be encouraged to serve when and wherever they can.
6. NON-MEMBER PARTICIPANTS – The need occasionally arises for members of NA from other Areas to share their experience, strength and hope in NA service with the CAASC. These persons may petition the chair to be heard. They may not make or second motions and have no vote in the assembly.

### **RESPONSIBILITIES OF THE CAASC TRUSTED SERVANTS**

THE CONFERENCE CHAIRPERSON - The chairperson conducts all CAASC-NA sessions, maintaining order through the responsible enforcement of Robert’s Rules of Order, and area policy.

1. A thorough knowledge of Robert’s Rules and the Twelve Traditions of NA as well as the ability to maintain a productive, working atmosphere is a necessary prerequisite for the person who holds this position.
2. The minimum requirements for service as Administrative Chairperson are three years continuous clean time and the willingness and ability to serve for one full year.
3. The chairperson is responsible for all correspondence and sets the agenda for the next meeting of the CAASC-NA.
4. The chair is a member of the CAASC Policy Committee and is co-signatory of the CAASC-NA checking account.
5. The chair is elected in session of the CAASC.
6. The chair may also appoint GSR’S to chair area committees.
7. The area chair set meeting agenda and facilitate the business of ASC without bias or conscience only.
8. The ASC Chair of the CAASC is a BOD member automatically when elected.



THE CONFERENCE VICE-CHAIR – The vice-chair is a member of all standing committees and coordinates their function.

1. The minimum requirements for service as Admin Vice-chair is two years continuous clean time and the willingness and ability to serve as Vice Chair for one year, CAASC Chair for one year.
2. The vice-chair conducts the ASC sessions in the absence of the administrative chair.
3. The vice-chair is elected in session of the CAASC.
4. With a vote of confidence of the participants, the vice-chair will assume the position of chair after one year.
5. The chair, vice-chair and secretary of the CAASC are members of the CAASC policy committee.
6. The Vice Chair of the CAASC is a BOD member automatically when elected.

THE CONFERENCE TREASURER – The treasurer keeps track of all the financial transactions of the ASC, makes a monthly report of receipts and expenditures at each ASC session, prepares an annual financial report to the RSC and is responsible for the safekeeping of the area's funds.

1. The treasurer's report will be incorporated into the minutes of each CAASC regular session.
2. The administrative treasurer is elected in session of the CAASC.
3. The treasurer is the co-signatory of the CAASC checking account.
4. The treasurer is a member of the CAASC finance committee.
5. The minimum requirements for service as administrative treasurer are Five Years continuous clean time and the willingness and ability to serve for one full year.
6. The Treasurer of the CAASC is a BOD member automatically when elected.

#### THE TREASURERS RESPONSIBILITY FOR THE AREA BUDGET

1. All CAASC standing committees and the BOD submit budgets February 1st every year to be approved by GSR'S no later than March Area Service Conference. Fiscal year would begin in April and end in March the following year. Intent: To have a budget that is accountable and realistic.
2. That the Area establishes an escrow account of \$150 in place of the current budget of \$60 per month for the Public Relations Committee. Intent: The present budget limits the amount of presentations the committee can conduct at a time. By establishing an escrow account, the committee can draw enough literature to supply several presentations at a time, without fear of exceeding the present budget. This is not to say we will be drawing this amount on a monthly basis, but to be able to, should the need arise, without having to wait a month to bring a request back to Area.
3. To allot \$15,000 for Area Convention to be put in a separate convention bank account (separate from BOD) with three signers on the account: Convention Chair, Convention Treasurer, and BOD Treasurer.
4. To establish a combined \$50 per month budget for both the ASR & the ASR Alternate Intent: To reimburse expenses incurred for gas, tolls and copying cost, etc. (Select Committee Report from 1996: No vote mentioned in any minutes -not in March or April This would not be policy.)
5. To change committee monthly budgets to yearly budgets, to be disbursed as needed on a monthly basis. (Note from select committee in 1996: (Vote 5/2) Motion is listed as failed but does pass due to policy of 2/3 voting yea or nay.)
6. Provide Secretary a monthly budget of \$35 for stamps and envelopes. Intent: To remain self-supporting.
7. That the CAASC set up a Prudent Reserve for the Treasurer of \$6,100  
Intent: To ensure financial manageability.
8. That the BOD and all standing committees provide in their monthly reports an accounting of all income and expenditures in a line item format. Intent: To provide a monthly means of accountability to the Cape Atlantic Area and to enhance a sense of trust in our trusted servants.
9. To direct all committees, subcommittees, boards and ASC Treasury all bank accounts monthly statements and any other financial correspondence are mailed to the PO Box 503, Somers Point, NJ 08244. Intent: To be more responsible with our corporation tax exempt status and continuation and more accountability to the groups we serve.
10. To donate to the Regional Helpline \$166.00 every other month (\$83.00 per month)  
Intent; To maintain the CAASC responsibility for its part of the Helpline.
11. To donate to the Regional Service Conference \$270.00 every other month (\$135.00 per month)  
Intent: To maintain the CAASC 7th tradition responsibility to Region. Motion 10/12/14-1

**THE CONFERENCE SECRETARY** – The secretary records an accurate account of the proceedings of the CAASC and provides copies of the meeting minutes within ten working days to each GSR, the ASR and ASRA, each member of the administrative committee and each standing committee chair.

1. The secretary is a member of one other ASC committee.
2. The minimum requirements for service as administrative secretary are one year continuous clean time and the willingness and ability to serve for one full year.
3. A few other duties of the ASC secretary are to transcribe group reports word for word into the minutes, also included in the minutes will be a service bulletin and motion slips.

#### **THE SECRETARY'S RESPONSIBILITY FOR THE MINUTES**

1. The ASC Secretary will e-mail, and mail upon request of the GSR, minutes to all home groups GSR'S on a monthly basis - regardless if the group was represented or not represented at the ASC for the month. Intent: To insure that all home groups within the Cape Atlantic Area are informed of the business that is conducted at the ASC.
2. That the Area minutes as mailed to the GSR'S include only the material necessary for group business. Intent: To same time and money.
3. All motions are submitted with intent.
4. That motion slips be included in our minutes.
5. That any GSR, Committee Chairs or other Area servants notify secretary of an absence from an ASC meeting so that it can be noted as an excused absence. Also - call secretary during month if will miss upcoming ASC Intent: This would denote the difference between a responsible servant who cannot appear and a servant who is not performing responsibility of being present.
6. Provide Secretary a monthly budget of \$35 for stamps and envelopes. Intent: To remain self-supporting.
7. That all minutes be copied on both sides of paper. Intent: To reduce copying expense & reduce postage costs.
8. That the chair, vice-chair and secretary of the CAASC are members of the CAASC policy committee

**THE AREA SERVICE REPRESENTATIVE** – The ASR represents and speaks for the ASC at the New Jersey Regional Service Conference and at the functions of other ASC'S as directed by the CAASC. The primary responsibility of the ASR is to act as a channel for two-way communication between the ASC and the rest of the fellowship.

1. The minimum requirements for service as ASR are two years continuous clean time and the willingness and ability to serve for one full year.
2. The ASR attends all ASC sessions and as many group business meetings as possible.
3. The ASR participates in the NJRSC, representing the CAASC in the decision making process of NA as a whole.
4. The ASR communicates regularly with the RSC committee chairs.
5. The ASR works closely with the CAASC administrative committee and the committee chairs and is a source of guidance and information.
6. The ASR may make or second motions but may not vote.
7. The ASR is responsible for carrying a donation to the NJRSC.
8. The CAASC will provide copies of the WSC committee reports to each committee chair and Admin. Committee member on a regular basis.
9. To have the ASC provide the news lines and fellowship report to the groups of the CAA. Intent: To give the opportunity to our groups for the flow of information.

**THE ALTERNATE AREA SERVICE REPRESENTATIVE** – The ASRA should work as closely as possible with the ASR to insure training and information sharing is available to both of them. The ASRA should do everything that the ASR does. The ASRA attends the RSC for two years; the first as the alternate and the second as the ASR. minimum requirements for service as ASRA are one-year continuous clean time and the willingness and ability to serve for two years.

**THE PROXY AREA SERVICE REPRESENTATIVE** – The PAR is a last minute replacement for the ASR and ASRA to the RSC.

The PAR is elected in special session in the event the ASR or ASRA can attend the RSC.

This contingency plan is necessary to insure that the conscience of the CAASC is heard at the NJRSC. The minimum requirement to serve as PAR is one year continuous clean time.

**GENERAL SERVICE** is for any NA member who wishes to get involved. General service has contributed greatly to the growth of NA. Any elected position within the service structure is, by definition, general service. Committees are formed to meet our specific needs and are an integral part of general service. Some members feel that general service is “getting on with the business of Narcotics Anonymous” and wish to be a part of that effort. In order to function, NA needs active support – our support. Participate in functions, get involved in NA. The work is hard and often frustrating. Work hard anyway. Seek to serve whenever and wherever possible. The personal return will be ten-fold.

**PERSONAL SERVICE** – The members, the meeting, the groups provide what is frequently called personal service. This kind of service is based on one-to-one, addict-to-addict sharing of experience, strength and hope that is the foundation of our recovery. Sponsorship is personal service. It is at this level that we find personal identification with others with similar problems and experiences and the hope so necessary to continue. Here also is our first introduction to the Narcotics Anonymous program. The Twelfth Step is a matter of personal service and obviously the most important aspect of service. Without the Twelfth Step the program would wither and die. Personal service is an effort to carry the message of Narcotics Anonymous to the addict who still suffers. Every member of the fellowship has the responsibility to provide this kind of service. The most basic form of personal service is bringing a newcomer to an NA meeting. We have found that we can strengthen and maintain our own recovery when we offer this kind of service. Personal service can be any type of service in NA that does not have to do with an elected position. Making coffee and emptying ashtrays is personal service, as is sharing at a meeting and working the Twelfth Step.

## **REMOVAL OF TRUSTED SERVANTS**

Removal of Trusted Servants from the CAASC/ Applicable to all service commitments

A Trusted Servant may be removed from service to the CAASC for the following circumstances: In all situations, the Planning Committee must agree to 2/3 vote to motion brought at the Planning Meeting. The Planning Committee motion must go back to the Board of Directors for the BOD to take action. The Board of Directors must have a 2/3 vote to remove a trusted servant from the Cape/Atlantic Area Service Conference.

1. Negligence or failure to adequately perform duties under Guidelines. In this situation, and all situations, the Planning Committee must agree to a 2/3 vote to motion and that motion be brought to the BOD for action.
2. Misappropriation or misuse of funds (again, 2/3 vote to motion, required to go to the BOD)
3. Misrepresentation to outside 3rd party with intent to inappropriately bind (financially or legally) the Planning Committee (again, 2/3 vote to motion, required to go to the BOD).
4. Failure to attend two consecutive regularly scheduled Planning Meetings (automatic at the end of 2nd meeting) (again, 2/3 vote to motion, required to go to the BOD).
5. Relapse to the use of drugs. Automatic dismissal upon relapse.
6. The Cape/Atlantic Area Service Conference doesn't have the authority to remove a trusted servant from the Cape/Atlantic Area Service Conference (2/3 vote to motion, required to go to the BOD).

After dismissal of a trusted servant, the secretary should write a letter to the appropriate persons, Contracted vendors and outside entities (including those we have an ongoing, non-contracted business relationship with) regarding the termination revoking the person's authority to speak on behalf of and/or bind the Planning Committee to any new projects or purchases. The Treasurer or Assistant Treasurer should remove the name from the list of Signatory's as appropriate. The Committee may hold elections for replacements at the next regularly scheduled Planning Meeting with the Planning Vice-chair or the Sub-committee Vice-chair acting in the interim.

# Cape/Atlantic Area Service Conference - Rules of Order

## CAASC RULES OF ORDER:

The Cape/Atlantic Area Service Conference uses the ASC Policy and refers to the CAASC Rules of Order on a as need basis. Discussion sessions are typically held before each business session. The time for dialogue and debate is in these discussion sessions. Once the conference enters into a formal business session discussion and debate are very limited. Mutual trust and respect should be the basis for all decisions. In keeping with that spirit, the Cape/Atlantic Service Conference strives to base its decisions on a group conscience basis. These rules of order should be utilized in concert with the previous discussion on group conscience-based decision making.

In cases that are not adequately covered by these rules, the latest edition of Robert's Rules of Order, Newly Revised will be used. If there is a conflict or discrepancy, CAASC Policy takes precedence over Robert's. The conference uses a policy committee member to guide us in our efforts and to help us avoid getting into debates over process. The guiding principles of NA, including the Twelve Traditions for NA Service, are foundational in all our service efforts.

## CAASC RULES:

1. Each GSR has only one vote. GSR alternates are considered to be the same "member" as their respective GSR when acting as a participant.  
No member may speak on a motion more than once until others who wish to speak have had a chance to do so.
2. Members may speak for a maximum of three minutes each time they are recognized by the CAASC Chairperson. The CAASC Chairperson may extend the time limit when they believe such action is warranted. Otherwise, a motion to extend debate must be adopted in order to extend time limits.
3. Debate is limited to no more than three speakers in favor of and no more than three speakers opposed to any motion. Debate only occurs if necessary. The discussions about Chairperson may extend that number if they believe such action is warranted.
4. Every main motion must be presented in writing on a CAASC Motion Form. Motions and their intent should be stated in a clear and concise manner. The names of the members proposing and seconding the motion must be listed on the form. Motions presented by GSR'S representing a group conscience do not require a second. Motions must be submitted before the member speaks to the motion. When the motion has been introduced and seconded it will be displayed so that it is visible to all members. At that point, the motion belongs to the conference and must be disposed of in some manner.
5. Once a motion belongs to the conference, debate follows only if necessary and if the motion is debatable. Other motions, as appropriate, may be applied to the main motion and must be disposed of in some manner. Debate should focus on the merits of the motion and bring up points that were not made in the earlier discussion session. Members should speak to a motion only after being recognized by the CAASC Chairperson.
6. The conference may decide to replace or amend motions that have been presented based on prior discussions. When the motion is presented, the CAASC Chairperson may recognize any participant offering a replacement or amendment, or offer a suggestion to the conference. If supported by a majority of the conference, the replacement/amendment will be accepted. The CAASC Chairperson may interrupt this simplified process at any time they believe such action is warranted.

7. Adoption of Motions-
  - A. Unless otherwise stated in these rules, a majority present and voting in the affirmative is required to pass a motion.
  - B. To pass a motion on matters of policy, such as approval, removal or change of previously-adopted policy, or change to CAASC Rules of Order (or subsequent service document), affirmative votes are required of two-thirds of the registered members present and voting.
  - C. Regarding the addition of property of the CAASC Committees and BOD, deletion of property or the revision of the contents or nature of Trust Properties, only CAASC groups through their GSR'S may vote. To adopt, affirmative votes are required of two-thirds of the GSR'S recorded as present at the most recent roll call.
8. A quorum (the number of voting members who must be present in order to conduct business) for the CAASC is a majority of all eligible voting members.

#### VOTING:

After debate on a motion has ended, and motions that needed a group conscience have gone back to the groups for conscience, the conference decides the issue by a vote. The following rules apply to voting at the CAASC business sessions:

1. Voting occurs in one of the following three ways:
  - A. Voice vote - The CAASC Chairperson first asks if there are any objections to the motion. If none are voiced, the CAASC Chairperson declares that the motion passes by unanimous consent. If there is any objection, the CAASC Chairperson asks those in favor of the motion to respond by saying "aye", then asks those opposed to the motion to respond by saying "no", and then asks those abstaining to respond by saying "abstain." The CAASC Chairperson then announces if the motion was approved or rejected. When the result is announced, any member can challenge the accuracy of the CAASC Chairperson determination and request a standing or roll call vote. The facilitator will ask the body if that is what they wish and then announce A decision.
  - B. Standing vote - The CAASC Chairperson asks those in favor of the motion to stand and remain standing while their numbers are counted. Those in favor are then asked to be seated and the process is repeated for those in opposition, and then for those abstaining. Upon completion of the vote, the facilitator announces the number of votes in favor, the number of votes opposed, the number of abstentions, and then if the motion was approved or rejected.
  - C. Roll call vote - The CAASC Chairperson calls the name of each participant registered at the most recent roll call. When called, the participant responds by stating either "yes", "no", or "abstain." Participants who do not wish to participate in the vote may answer as present to be reflected in the record but to not affect the vote. After all responses are tabulated, the CAASC Chairperson announces the number of votes in favor, the number of votes opposed, the number of abstentions, and then if the motion was approved or rejected.
2. Voting generally takes place by voice, unless a request is made and approved by the conference for a standing or roll call vote. A majority of those present and voting is required to adopt a motion ordering a standing or roll call vote. The CAASC Chairperson may ask for a standing vote if a voice vote is unclear.
3. In a standing or roll call vote, participants may choose to not affect the decision at all by being present but not participating in the vote. This means that they will not be counted in the total of the vote for that motion and do not impact the decision. This differs from an abstention. An abstention does impact the outcome of a vote because it is effectively counted as not being in support of the motion.

4. A majority vote is more than half of the total voting body, and a two-thirds vote is at least two-thirds of the total voting body.
5. An adopted motion takes effect at the conclusion of the conference, unless otherwise stated in the motion.
6. Motions included in last month's minutes, and any amendments to those motions, are considered in the Old Business session. All other items are considered in the New Business session. An adopted amendment that significantly alters an Old Business motion could move the amended motion to the New Business session.
7. Only GSR'S are eligible to vote all motions.

#### MOTIONS COMMONLY USED BY THE CAASC:

The following is an alphabetized list of the most commonly used motions and some of their characteristics, along with an alphabetized chart of those motions further describing their use and characteristics. In order to allow Consensus Based Decision Making to be used as the basis for conference decisions, it is important to remember that these motions and rules are here only to help the body. The facilitator should be allowed to help the conference get through its business without the conference trying to use the following motions to complicate the proceedings.

A. Adjourn - The motion to adjourn ends the conference immediately upon approval. The motion would only be appropriate when the body is ready to end the conference.

B. Amend - This motion modifies the wording of a pending motion before that motion is acted upon. The motion to amend is not amendable and must be resolved before another amendment can be considered. In the spirit of consensus building, the facilitator may choose to allow other ideas to be discussed before the conference decides what they wish to act on.

C. Appeal the CAASC Chairperson- A motion to appeal, when seconded, directs the conference to make a decision regarding a ruling made by the facilitator. When this motion is seconded, the facilitator explains the rationale of the ruling and the maker of the motion explains the reason for the appeal. No further discussion is allowed. The motion is then stated so those voting in the affirmative uphold the CAASC Chairperson ruling and those voting in the negative uphold the appeal.

D. Commit or Refer to Committee - The motion to refer to committee allows the conference to ask for further study of a motion in lieu of a decision. Such matters would be referred to the World Board unless otherwise directed. Any further instructions, such as a deadline date for reporting back to the conference, must be included in the motion to commit.

E. Division of Question - Motions sometimes contains more than one part, and members may wish to vote separately on the various parts of a motion. A motion to divide the question should state how the original motion should be divided. If approved by majority vote, the various parts of the original motion are then acted upon individually.

F. Limit or Extend Debate - This motion means the conference can exercise special control over the total time of debate, the time each member will be allowed to speak, or the number of speakers allowed on any pending motion. This motion must indicate the manner in which debate is limited or extended.

G. Main Motion - This motion brings new business before the conference. Main motions may only be introduced when no other motions are pending.

H. Parliamentary Inquiry - This motion allows a member to ask the facilitator a question about parliamentary procedure or the rules of order. The facilitator's answer disposes of the motion.

I. Point of Information - A member may ask the facilitator, or another member through the facilitator, for information about the business under consideration. The information sought should be unrelated to parliamentary procedure or rules of order, but should be necessary or helpful to reaching a decision regarding the topic under consideration.

J. Point of Order- When a member believes the rules of the conference are being violated, a point of order can be raised. Normally, this is to call the facilitator's attention to an error that has occurred, usually inadvertently, and the matter is resolved by the facilitator's response. If the member disagrees with the facilitator's response, they may move to appeal the facilitator.

K. Postpone - If a member wishes to delay the decision of a motion before the conference to a later time, they may offer this motion. Reasons may include, for example: the motion needs more study before a vote, the conference is tired after a long day, or many concerned members are currently absent. The motion should specify a time to take the motion up again.

L Previous Question or Close Debate - This motion is used to close debate and bring the pending motion to an immediate vote. If this motion is approved by a two-thirds vote, the motion before the conference must be put to an immediate vote without further discussion.

M. Point of Privilege - This motion is used to gain the CAASC Chairperson attention if, for example, a member cannot hear the speakers, or if the room is uncomfortably warm or cold, or for any other reason unrelated to the merits of the motion. The issue is usually resolved by a response from the CAASC Chairperson. If not, members may move to appeal the CAASC Chairperson.

N. Recess - This motion allows for a short intermission in the conference's proceedings. This does not close the session. After the recess, business will be resumed where it was interrupted.

O. Reconsider - Sometimes information becomes available after a motion has been decided and a member believes that the new information would have affected their vote. The motion to reconsider permits the reintroduction of a motion previously disposed of, but only under certain circumstances. The person making the motion must have voted on the prevailing side, any action indicated in the approved motion must not have been implemented, and the motion must be introduced on the same or the next day as the original vote. If the motion is approved by a two-thirds majority, the original motion comes before the conference in the same form as before the original vote and is handled as though the vote had never been taken.

P. Suspend the Rules - When the conference wishes to do something during a meeting that would violate one or more of its own regular rules, it can adopt a motion to suspend the rules. The proposed action cannot be in conflict with any of NA'S guiding principles. Any suspension of the rules requires a two-thirds vote for approval.

# CAPE ATLANTIC AREA BOARD OF DIRECTORS GUIDELINES

UPDATED NOVEMBER 2015  
UPDATED MARCH 2020  
UPDATED MAY 2023

This body shall be known as the Board of Directors Cape Atlantic Area, and operate as the Non-Profit Corporation of the Cape Atlantic Area of Narcotics Anonymous.

## **PURPOSE**

The BOD is the financial and legal entity for the fellowship of Narcotics Anonymous in the Cape Atlantic Area. The BOD will take responsibility for and oversee all major or long-range financial and insurance matters. The BOD will be responsible for all legal matters pertaining to the Cape Atlantic Area including the signing of contracts.

The BOD will come together in a spirit of unity and cooperation to help the groups carry our message of recovery. The BOD will always remain directly responsible to and take direction from the groups in the Cape Atlantic Area.

## **FUNCTION**

The responsibility of the BOD of the Cape Atlantic Area is: To provide service and enhance the service committees ability to better serve the groups and help make the NA message of recovery more available.

1. Maintain storage facility for Cape/Atlantic Area.
2. Maintain a non-profit corporate tax status that covers the activities and events sponsored by the Cape Atlantic Area.
- 3 Provide insurance for the Cape Atlantic Area events.
4. Provide legal assistance for legal matters that affect Narcotics Anonymous in the Cape Atlantic Area.
5. Oversee and assist in financial decisions of all area events in which that expenses exceed Five Hundred dollars (\$500.00).
6. Maintain a post office box and mailing address that may be used by the group's committees or boards of the Cape Atlantic Area.
7. Maintain all credit accounts for the Cape/Atlantic Area, ie: Staples, storage, etc.
8. Oversee any contract or agreement made by any committee or board. The BOD oversees all contracts, agreements, and purchases made by the Convention Committee.
9. The BOD will have the authority, to delay decisions pertaining to all contract agreements or purchases until the Cape Atlantic Area reviews it.

Members of the BOD Must have a Narcotics Anonymous home group in the Cape Atlantic Area.

All members of the BOD are elected in session of the CAASC.

All member of the BOD have voting privileges except the person chairing the BOD meeting.



**MEMBERS OF THE BOD FOR THE CAPE ATLANTIC AREA**

1. Chairperson of the BOD
2. Vice Chairperson of the BOD
3. Secretary of the BOD
4. Treasurer of the BOD
5. Three experienced members of the Cape/ Atlantic Area
6. Web Site Coordinator
7. Meeting List Coordinator
8. Chairperson of the ASC
9. Vice Chairperson of the ASC
10. Secretary of the ASC
11. Treasurer of the ASC
12. Treasurer of the Convention Committee
13. Chairperson of the Convention Committee
14. Chairperson of the Hotel & Hospitality Committee
15. Chairperson of the Literature Distribution Committee.
16. Chairperson of the Policy Committee
17. Area Service Representative
18. Any member of NA can attend as a non-voting member.

**DUTIES AND RESPONSIBILITIES OF ALL BOARD MEMBERS**

1. Sign an undated letter of resignation.
2. Attend all scheduled board meetings.
3. Report any actions of negligence, fraud, and dishonesty to the full board.
4. Support and assist the BOD in fulfilling the responsibility listed in the purpose and responsibilities.
5. If a board member misses two consecutive board meetings without informing the board of the reason prior to the scheduled board meeting his or her position will be considered for reelection.
6. Any recommendation for office will be brought to the ASC.

**REQUIREMENTS FOR BOD MEMBERS**

**CHAIRPERSON**

1. 5 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT
2. 3 years service experience as a member of the CAASC
3. 2 year term

**VICE CHAIRPERSON**

1. 4 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT
2. 2 years service experience as a member of the CAASC
3. 2 year term

**TREASURER**

1. 5 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT
2. 2 years service experience as a member of the CAASC, and 2 years NA treasurer experience.
3. 2 year term

**SECRETARY**

1. 2 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT
2. 1 year service experience as a member of the CAASC
3. 1 year term

#### WEB SITE & MEETING LIST COORDINATOR

1. 3 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT
2. 2 year term

#### EXPERIENCED MEMBERS

1. Minimum of 3 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT
2. 1 year service as a member of the CAASC
3. 1 year term

### **DUTIES OF BOD MEMBERS**

#### **CHAIRPERSON**

1. Presides at BOD Committee meetings
2. Prepares an agenda
3. Strives to inform committee members of any sudden changes in meeting time or place.
4. Only votes in the event of a tie.
5. Coordinates with Convention committee in selecting a site for yearly convention.
6. Is primary liaison between BOD and Convention Committee.
7. Shall attend CAASC meetings, acting as a liaison between CAASC and BOD, and give a monthly report.
8. Is responsible to work with the Treasurer on all CAASC taxes and financial responsibilities.
9. The Chairperson of the BOD and the Treasurer is the liaison between the corporation and the accountant.

#### **VICE-CHAIRPERSON**

1. Will assume the responsibility of the Chairperson in the event of his/her absence.
2. Assists Chair in overall coordination.
3. Assist in coordinating with Convention committee in selecting a site for yearly convention.
4. Attend the CAASC.

#### **TREASURER**

The Treasurer of the BOD is responsible for overseeing all area finances. This includes being a third signer on all checking accounts. Each time there are changes in signers, it is the Treasurer's responsibility to oversee that change takes place with the bank. The Treasurer receives all bank statements and bank-related correspondence. It is then his/her responsibility to copy and forward that information to the appropriate area treasurer who handles that account. This is so that all original financial records are kept in the office. It is his/her responsibility to store those records in our area office, and to produce them by request of the area.

The Chairperson of the BOD and the Treasurer is the liaison between the corporation and the accountant. Having responsibility of the bank documents, it is necessary to forward these materials to our accountant to prepare our annual state and federal tax returns.

Upon completion of our annual tax returns, this information will be copied and included in our area's minutes. The necessary materials to be sent to the accountants are: bank statements for the entire year, copies of the check register from each account, and monthly financial reports done by the treasurer of each account. These are to be gathered and sent to our accountant as soon as possible after each year-end. Since we are a non-profit corporation, our taxes are due by May 15 of each year.

The Treasurer of the BOD is an active member of the BOD and has voting privileges. The Treasurer must attend all BOD meetings.

The Treasurer of the BOD will be asked to serve in the absence of the ASC Treasurer or the Convention Treasurer, or handle the checkbook in the absence of a Literature Distribution Chairperson.

TREASURERS of the Cape/Atlantic Area and the Cape/Atlantic Area Convention committee help the BOD Treasurer prepare the year-end financial records of the CAASA and the Convention Committee.

#### SECRETARY

1. Shall record minutes, make copies and distribute them at all BOD committee meetings.
2. Shall keep records and minutes for the year.
3. Handles all correspondence as directed by the chair.
4. Shall maintain an active voting member list (copy the actual sign-in sheet) and attach to the minutes.

#### WEB SITE & MEETING LIST COORDINATOR

1. To maintain and update the CAASC and the CAA Convention web sites.
2. To respond to all web site issues in a timely and effective manner.
3. Create and maintain an accurate and distributable meeting list for the Cape/ Atlantic Area.
4. Print and provide 50 meeting list per month to be distributed at ASC.
5. Verify any meeting changes with a trusted servant of the group affected.
6. Update the state wide meeting directory and the local meeting directory.

#### EXPERIENCED MEMBERS

1. Take care of the insurances needs of all the groups and committees in the Cape/Atlantic Area.
2. Active member of the Cape/Atlantic Area Literature Distribution Committee. Help with the selling, counting of literature. Help with the counting, banking of monies.
3. Become Acting chairperson of Cape/Atlantic Area standing committee that doesn't have a chairperson.

## **REMOVAL OF TRUSTED SERVANTS**

Removal of Trusted Servants from the CAASC/ Applicable to all service commitments

A Trusted Servant may be removed from service to the CAASC for the following circumstances: In all situations, the Planning Committee must agree to 2/3 vote to motion brought at the Planning Meeting. The Planning Committee motion must go back to the Board of Directors for the BOD to take action. The Board of Directors must have a 2/3 vote to remove a trusted servant from the Cape/Atlantic Area Service Conference.

1. Negligence or failure to adequately perform duties under Guidelines. In this situation, and all situations, the Planning Committee must agree to a 2/3 vote to motion and that motion be brought to the BOD for action.
2. Misappropriation or misuse of funds (again, 2/3 vote to motion, required to go to the BOD)
3. Misrepresentation to outside 3rd party with intent to inappropriately bind (financially or legally) the Planning Committee (again, 2/3 vote to motion, required to go to the BOD).
4. Failure to attend two consecutive regularly scheduled Planning Meetings (automatic at the end of 2nd meeting) (again, 2/3 vote to motion, required to go to the BOD).
5. Relapse to the use of drugs. Automatic dismissal upon relapse.
6. The Cape/Atlantic Area Service Conference doesn't have the authority to remove a trusted servant from the Cape/Atlantic Area Service Conference (2/3 vote to motion, required to go to the BOD).

After dismissal of a trusted servant, the secretary should write a letter to the appropriate persons, Contracted vendors and outside entities (including those we have an ongoing, non-contracted business relationship with) regarding the termination revoking the person's authority to speak on behalf of and/or bind the Planning Committee to any new projects or purchases. The Treasurer or Assistant Treasurer should remove the name from the list of Signatory's as appropriate. The Committee may hold elections for replacements at the next regularly scheduled Planning Meeting with the Planning Vice-chair or the Sub-committee Vice-chair acting in the interim.

# **CAPE ATLANTIC AREA CONVENTION COMMITTEE** **GUIDELINES**

UPDATED NOVEMBER 2015  
UPDATED MARCH 2020  
UPDATED MAY 2023

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**Purpose:**

The Cape/ Atlantic Convention is an annual event that brings our fellowship together for the purpose Of celebrating recovery in Narcotics Anonymous. Workshops and other activities are scheduled during the convention to encourage unity, fellowship and service among our members. This conventions is a function of the Cape/ Atlantic Area Service Conference, it should be guided by the 12 Steps and 12 Traditions of Narcotics Anonymous and reflect our purpose.

**"To carry the message to the addict who still suffers"**

**Definition:**

The Convention committee is a standing Committee of: and accountable, to the Cape/ Atlantic Area Service Conference. The name of the convention will be The Cape/ Atlantic Area Convention of Narcotics Anonymous "Pearl of Recovery."

**Composition:**

The Convention Committee is made up of NA members from throughout the Cape/Atlantic Area who participate in the planning and execution of the event. The Convention Committee consists of an administrative Committee (Chair, Vice Chair, Secretary, Treasurer and Assistant Treasurer) and Subcommittee Chairpersons (Arts and Graphics, Convention Information, Fundraising and Entertainment, Hotels and Hospitalities, Merchandising, Programming and Registration). The Committee as a whole is known as The Planning Committee.

**Elections:**

A meeting is called to elect trusted servant positions for the new Convention Committee. This meeting has been held the following month after the Convention. The Convention Chair or Vice Chair will preside over the meeting and follow the Electoral Procedure. All NA members who have attended (2) consecutive Planning Committee Meetings are eligible to vote .. It is the Chair's responsibility to keep the atmosphere focused on the 12 Steps and 12 Traditions of NA and these guidelines.

**Elections Procedure:**

The General Elections Meeting is typically held at the convention meeting the month following the convention. It is run by the Convention Chair or Vice-Chair. Elections of the Administrative Committee members, beginning with the Convention Chair, are followed by Sub-committee Chairs. The same process is used for Sub-committee and Vacant Position Elections during Subcommittee and Planning meetings with the Committee Chair presiding.

1. The requirements are read from the Guidelines by the Convention Chair. The outgoing Chair may present a brief description of the position.
2. Convention Chair asks for Nominations from the floor, and then asks for volunteers from the floor. Nominations need not be seconded, but must be accepted by Nominee.
3. Each Candidate briefly qualifies to the requirements.
4. The floor is opened to questions to the Candidates. Any NA member present may ask questions.
5. The Candidate(s) are asked to leave the room for discussion and pros/cons.
6. Simple majority wins the vote, abstentions are not counted. At the General Elections Meeting, all NA members who have attended (2) consecutive Planning Committee Meetings may vote with the exception of the Chair who votes only in the event of a tie. For elections held during Planning Committee Meetings, voting participants are defined by the Sub-Committee.
7. If "No" votes outweigh "Yes", then position is tabled to next meeting when another candidate may be available.

It is the Chairs' responsibility to carry out the elections in a spiritual fashion. If the Members present appear to have been "stacked" to manipulate a vote, the chair must first address the floor with the concern and/or adjourn meeting to speak to the Candidates. Alternatives might include rescheduling the remainder of the positions or postponing the election of a particular position.

Elections for vacant positions shall be announced to the fellowship prior to the next Planning meeting in order to attract Candidates. During the General Election meeting, an important item of business is to set the date of the first Planning Meeting. Commitments should run for a 12 month period beginning after the first meeting following the convention. The election of the Convention Chair and Treasurer must be confirmed by the CAASC at which time they also become members of the BOD.

### **Removal of Trusted Servants:**

A Trusted Servant may be removed from service to the Convention Planning Committee for the following circumstances: In all situations, the Planning Committee must agree to 2/3 vote to motion brought at the Planning Meeting. The Planning Committee motion must go back to the Board of Directors for the BOD to take action. The Board of Directors must have a 2/3 vote to remove a trusted servant from the Cape/Atlantic Area Convention Committee.

1. Negligence or failure to adequately perform duties under Guidelines. In this situation, the Planning Committee must agree to 2/3 vote to motion brought at the Convention Planning Meeting to go to the BOD for action.
2. Misappropriation or misuse of funds (again, 2/3 vote to motion required to go to the BOD)
3. Misrepresentation to outside 3rd party with intent to inappropriately bind (financially or legally) the Planning Committee (again 2/3 vote to motion required to go to the BOD).
4. Failure to attend two consecutive regularly scheduled Planning Meetings (automatic at the end of 2nd meeting) (again 2/3 vote to motion required to go to the BOD).
5. Relapse to the use of drugs. Automatic dismissal upon relapse.
6. The Cape/Atlantic Area Convention Committee doesn't have the authority to remove a trusted servant from the Cape/Atlantic Area Convention Committee 2/3 vote to motion required to go to the BOD.

After dismissal of a trusted servant, the secretary should write a letter to the appropriate persons, contracted vendors and outside entities (including those we have an ongoing, non-contracted business relationship with) regarding the termination revoking the person's authority to speak on behalf of and/or bind the Planning Committee to any new projects or purchases. The Treasurer or Assistant Treasurer should remove the name from the list of Signatory's as appropriate. The Committee may hold elections for replacements at the next regularly scheduled Planning Meeting with the Planning Vice-chair or the Sub-committee Vice-chair acting in the interim.

# Administrative Committee

## Purpose & Function:

This Committee is comprised of the Planning Chair, Vice Chair, Secretary, Treasurer and Assistant Treasurer. The Administrative Committee carries out the will of the Planning Committee. It holds separate, periodic meetings when deemed necessary by the Planning Chair or as directed by the Planning Committee. The Planning Chair presides over these meetings in accordance with the 12 Steps, 12 Traditions and these guidelines. Its function is to ensure that the various Sub-committees work together and assist those that may need guidance.

## Meeting frequency:

The Planning Committee should start meeting on a regular basis immediately after the elections. The Committee should meet monthly. At four months prior to the convention, the Committee should start a bi-weekly schedule. The Committee Chair may then choose to meet every week one or two months prior to the convention. It is the Chairperson's prerogative to increase or decrease meeting frequency based on their perception of the workload of the Committee. The Committee will meet immediately before (Thursday night or Friday morning), during (Saturday), and after (Sunday afternoon) the Convention. The Convention's closing meeting will be held the month following the Convention, with both the outgoing and incoming Members attending. Traditionally this has been the time that the outgoing committee members share their experience, strength and hope with the incoming members.

## Voting Procedure:

Meetings are conducted in an orderly manner and follow these guidelines. 50% of the voting members plus one, will be required for any vote to pass. The voting members are considered to be the Administrative committee members and all Sub-committee Chairs. In the absence of the Sub-committee Chair or Treasurer, Vice Chair and Assistant Treasurer, Respectively, carries the vote for that position. The Convention chair will vote only in the case of a tie. All voting Members will be any who attends (2) consecutive Planning Committee Meetings.

## Committee Reports:

Reports are to be submitted in writing to the Secretary at each Planning Meeting. Questions may be asked after the reading of the report. Motions should be included in reports and brought up again in new/old business as necessary.

## Meeting Agenda:

Meetings should always follow an agenda. Agendas should be made prior to the scheduled committee to allow for conducting the business in a smoother manner.

## Suggested Format:

- A) Open with a moment of silence followed by the serenity prayer.
- B) Reading of the Twelve Traditions of NA.
- C) Read and approve the minutes of the last meeting.
- D) Chairpersons report to the committee from the Convention Committee.
- E) Old business.
- F) New business.
- G) Review business to be covered at the next meeting.
- H) Closing Prayer.

In order to be a voting participant of the Planning committee one must have attended the previous Planning Committee meeting in order to have a vote at the present committee meeting.



### Planning Committee Chair

#### Requirements:

1. 5 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT
2. 2 years service in an elected Planning Committee position and must be elected by CAASC.
3. Chair Is appointed by the CAASC to be a member of the Board of Director's (BOD).

#### Responsibilities:

1. Functions as a member of the BOD with all of the privileges and responsibilities thereof on behalf of the Planning Committee.
2. Prepares agenda and presides over all Planning Committee Meetings.
3. Helps keep Convention Committee members, meetings, and activities focused on the principles of the 12 Steps, and 12 Traditions with the purpose of the Convention.
4. Assists in Sub-Committee budgeting and monitors fund flow to avoid excessive, unnecessary spending.
5. Allows the Sub-Committees to do their jobs while providing guidance and support. Sub-Committees should be given trust and encouragement to use their own judgment.
6. Stays informed of the activities of Sub-Committee through Sub-Committee meeting attendance or interaction with the planning Vice Chair.
7. Prevents important questions from being decided prematurely in order to foster understanding by the entire committee prior to action.
8. To actively seek guidance from current and prior Planning Committee members remaining open-minded to suggestions.
9. Functions as liaison between the Planning Committee and BOD and also between the Planning Committee and CAASC. Provides written reports to the BOD and the CAASC at their scheduled meeting times.
10. Is responsible to work with the Treasurer to finish the Convention Committee's financial responsibilities.
11. Chairs the Saturday Night Banquet.
12. Is responsible for keeping banners and other such material and supplies in safe keeping until convention weekend.

### Planning Committee Vice Chair

#### Requirements

1. 4 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT
2. 1 year of service in an elected Planning Committee position.

#### Responsibilities:

1. Acts as Chairperson with all privileges and responsibilities if Chair is unavailable or if Chair cannot fulfill their commitment. Serves as Chair until another chairperson is elected by the Planning Committee and the CAASC.
2. Supports the Sub-Committees and attends as many Sub-Committee meetings as possible.
3. Chairs Friday night opening meeting.

### Planning Committee Secretary

#### Requirements:

1. 9 months Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT with good typing and organizational skills.

#### Responsibilities:

1. Takes and keeps minutes of all Committee Meetings.
2. Receives Sub-Committee reports during Planning Meetings and includes them as attachments for distribution to Planning Committee members as scheduled by Planning Chair (no later than next scheduled meetings).
3. Maintains current list of Names, Addresses and Phone Numbers of Committee Members.
4. Provides additional sets of minutes on request.
5. Supplies minutes from the Convention Planning Committee to the CAASC.

#### Bidding Process:

If the Planning Committee agree that bids should be sought for outside services, the following method could be suggested.

1. Sub-Committees are to solicit bids from vendors. If Sub-Committee cannot find three bids, then convention planning committee may assist in soliciting bids for the Sub-Committees review.
2. Bids are to be opened at a Sub-Committee (or Planning) meeting.
3. Sub-Committee will review bids and select recommendation to the convention planning committee. Convention planning committee to review financial and legal aspects of recommendation, discuss with Sub-Committee and sign.

# Treasury Committee

## Treasurer

### Requirements:

1. 5 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT
2. Has demonstrated commitment in NA service.
3. Service experience with Convention Treasury fellowship Treasury.
4. Book-keeping or Accounting experience.
5. Willingness to be accessible to other Committee Members.
6. An understanding of the 12 Steps and 12 Traditions.
7. Must be elected as Treasurer by CAASC.
8. The Treasurer becomes a member of the Board of Directors.

### Responsibilities:

1. Opens and/or maintains the Bank Account for the Cape/ Atlantic Area Convention Committee two signatures are required for all checks.
2. Upon request, is available to assist with the preparation of sub-committee's budgets.
3. Submits written financial reports at all Committee Meetings and BOD Meetings to include the monthly bank statement.
4. When requested, provides a financial report to the Convention Chair for CAASC meeting writes all checks and is responsible for maintaining a file for all receipts for all payments.
5. Responsible for documenting all funds flow in and out of the Convention Committee.
6. With BOD Treasurers assistance, receives and accounts for all cash during the Convention weekend.
7. With BOD Treasurer Assistance, establishes a cash deposit plan for during and immediately following the Convention.
8. Prepare financial records for the preparation and filing of the tax return.
9. Within 60 days of the close of the Convention, submits a complete financial report to the Convention Committee, the BOD, and the CAASC.
10. Works with the incumbent in the process closing the books and starting the books for the coming year.
11. Serves as Treasurer until another Treasurer is elected by the Planning Committee and CAASC (5 years clean time requirement).

## Assistant Treasurer

Same requirements as Treasurer (4 year clean time) and operates as Trainee. In the event the Treasurer defaults on their Commitment, the Assistant Treasurer will serve as Treasurer until another treasurer is elected by the Planning Committee and CAASC. (5 years clean time requirement , not waivable) The Assistant may be presented to the CAASC for election to Treasurer and appointment to the BOD. The Assistant Treasurer has a vote at all Planning Committee meetings.

### Election of Officers:

The Chairperson is elected by the Convention Committee. All other officers should be elected by the Treasury Committee.

TREASURER - 5 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT  
ASSISTANT TREASURER - 4 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT  
SECRETARY- 6 months Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT

The Treasurer and Assistant Treasurer should all have a working knowledge of the Twelve Traditions of NA. and willingness to give time and resources. Active participation in N.A. is expected.

Duties of Officers:

CHAIRPERSON - Attends all Convention Committee meetings and communicates with other sub-committee chairpersons. Stays informed of other sub-committee activities. Chairs the Treasury committee meetings. Prepares the agenda prior to sub-committee meetings. Delegate's different tasks to committee members. Keeps activities within the principles of the Twelve Traditions of NA. and in accordance with the purpose of the convention. Votes in Treasury committee meetings only to break a tie.

VICE-CHAIRPERSON - Chairs the Treasury committee meetings in absence of the chairperson. Works closely with the chairperson in coordinating different tasks within the Treasury committee. Attends the Convention Committee meetings when chair is unable to.

SECRETARY - Keeps accurate minutes of all Treasury committee meetings. Makes copies of minutes of meetings and makes them available for distribution at the following committee meeting.

### **Sub-Committees**

There are (7) Sub-committees within the Convention Committee. More may be added by submitting an amendment to the guidelines to the CAASC.

Sub-committee meeting:

All sub-committee meetings should occur at regularly scheduled meeting time and public place and follow these guidelines. At the first Sub-committee meeting, Trusted Servants should be elected including a Vice Chair and Secretary. A Vice Chair's qualification should include clean time requirements and the ability to perform as Chair in their absence. Each Sub-committee should follow the policy on voting and attendance (see voting).

Meeting Agenda:

The Chair of the Sub-committee shall prepare the agenda for their meeting.  
Sub-committee Meetings

All sub-committee meetings should take place at a regularly scheduled time and place. At the first scheduled committee meeting trusted servants of the committee should be elected. These are: Vice-chairperson and Secretary.

Meetings should always follow an agenda. Agendas should be made prior to the scheduled committee to allow for conducting the business in a smoother manner.

#### Suggested Format:

- A) Open with a moment of silence followed by the serenity prayer.
- B) Reading of the Twelve Traditions of NA.
- C) Read and approve the minutes of the last meeting.
- D) Chairpersons report to the committee from the Convention Committee.
- E) Old business.
- F) New business.
- G) Review business to be covered at the next meeting.
- H) Closing Prayer: In order to be a voting participant of a Sub-committee one must have attended the previous sub-committee meeting in order to have a vote at the present committee.

#### Sub-Committee Chairs

##### Requirements:

- Merchandise- 3 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT
- Registration- 3 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT
- F & E Chairs - 3 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT
- Programming- 2 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT
- Hotel and Hospitality- 2 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT
- Arts & Graphics- 1 year Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT
- Convention Information- 1 year Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT

All are non-waivable and require experience within the respective sub-committee as a committee member or vice chair.

##### Responsibilities:

1. Attends all Planning Meetings and Convention related activities and events.
2. Schedule (time and place) all meetings for Sub-Committee. Provides information to Planning Committee for distribution to the fellowship. Notifies the Planning Chair and Vice Chair of any changes.
3. Prepares agenda for and presides over the Sub-Committee meetings in adherence to the 12 Steps, 12 Traditions, and Convention Committee "Purpose" Statement.
4. Prepares budget, if necessary, with the aid of Planning Committee Chair, Treasurer, and/or BOD. A budget is not a license to spend money irresponsibly.
5. Communicates needs and progress to Planning Committee in written reports at Planning Committee meetings.
6. To actively seek out members for inclusion and hold elections for positions within their committees during the Sub-Committee meetings.
7. Coordinates all activities relating to their Committees' definition, purpose, and function, as found in the Convention Committee Guidelines.
8. To actively seek out guidance from current and prior Planning Committee members remaining open-minded to suggestion.
9. Responsible for the archives of the Sub-Committee. The Sub-Committee Chair presents them to the Planning Committee Secretary in the Planning Committee Archives at the end of the year.

## Fundraising & Entertainment

### Purpose & Definition:

The Fundraising & Entertainment Committee raises fund to support the needs of the Convention Planning Committee. They raise these funds by planning various events, which would not only generate financial support, but also create awareness & unity for Area Convention. F &E should also plan entertainment during the Convention.

### Functions:

1. To check with various areas to schedule events and to set a calendar of events that would minimize conflict with other NA events ..
2. Secure facilities for events and make arrangements for whatever is needed to hold event (i.e. Food, DJ, supplies).
3. Work with Convention Information to be sure that events are listed in local and regional areas. Flyers should be made and distributed throughout the region.
4. Work with Merchandising Committee to try to make available Pre-Convention merchandise at all events.
5. Work with Registration Committee to have someone available at each event to register people for the Convention.
6. Work with Programming Committee when holding Speaker Jams.
7. Keep accurate records of all monies used to hold events, and to use forms to keep track of a) money spend, b) money raised, and c) profit from each event.
8. F&E will be supplied with seed money (amount to be determined by Planning Committee) to hold events. This seed money is to be deposited within 72 hours after each event with receipts and expense report.
9. F&E may hold raffles at planned events with prizes such and registration packages, jewelry, trips, and quilts to raise funds. (There will not be any 50/50 raffles held at any events).
10. Obtains bids for entertainment events at the Convention, such as dances, comedy shows, and DJ's. Makes recommendation to the Planning Committee for approval.
11. F&E will make arrangements for any decorations at tables for Convention Banquet.
12. Work with A&G to produce flyers for all events.

### Handling of all Funds:

Each time two hundred dollars (\$200.00) is collected, the funds are to be counted by two members of the F&E or two members of the Planning Committee. The funds are to turn over to the Treasurer of the convention committee within 48 hours of the event.

### Election of Officers:

The Chairperson is elected by the Convention Committee. All other officers should be elected by the F&E Sub-Committee.

CHAIRPERSON - 3 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT

VICE CHAIR - 2 year Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT

SECRETARY - 6 months Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT

The Chair, Vice-chair, and Secretary should all have a working knowledge of the Twelve Traditions of NA. and willingness to give time and resources. Active participation in N.A. is expected.

#### Duties of Officers:

**CHAIRPERSON** - Attends all Convention Committee meetings and communicates with other sub-committee chairpersons. Stays informed of other sub-committee activities. Chairs the subcommittee meetings. Prepares the agenda prior to sub-committee meetings. Delegate's different tasks to sub-committee members. Keeps activities within the principles of the Twelve Traditions of N .A. and in accordance with the purpose of the convention. Votes in sub-committee meetings only to break a tie.

**VICE-CHAIRPERSON** - Chairs the sub-committee meetings in absence of the chairperson. Works closely with the chairperson in coordinating different tasks within the sub-committee. Attends the Convention Committee meetings when chair is unable to.

**SECRETARY** - Keeps accurate minutes of all sub-committee meetings. Makes copies of minutes of meetings and makes them available for distribution at the following committee meeting.

#### Sub-committee Meetings:

All sub-committee meetings should take place at a regularly scheduled time and place. At the first scheduled committee meeting trusted servants of the committee should be elected (see election procedure p.2). These are: Vice-chairperson and Secretary.

#### Meeting Agenda:

Meetings should always follow an agenda. Agendas should be made prior to the scheduled committee to allow for conducting the business in a smoother manner.

#### Suggested Format:

- A) Open with a moment of silence followed by the serenity prayer.
- B) Reading of the Twelve Traditions of NA.
- C) Read and approve the minutes of the last meeting.
- D) Chairpersons report to the committee from the Convention Committee.
- E) Old business.
- F) New business.
- G) Review business to be covered at the next meeting.
- H) Closing Prayer.

In order to be a voting participant of the F&E Sub-committee one must have attended the previous sub-committee meeting in order to have a vote at the present committee.

#### Budget Items:

- 1) Donations to event sites (rent)
- 2) Flyers
- 3) Food, beverages, non- food items (cups, paper products, etc.)
- 4) Raffle baskets
- 5) DJ
- 6) Comedian

## ARTS & GRAPHICS

### Purpose & Definition:

The Arts and Graphics Sub-committee is responsible for providing artwork and all printed material for the Planning Committee.

### Functions:

1. To create artwork and other print materials at the direction of the planning committee.
2. To develop, together with the Planning Committee, an advance convention announcement flyer to precede the registration flyer. This may be done as soon as knowledge of the site and date are confirmed by contract.
3. To create flyer requesting artwork (logo and theme) from the fellowship for use at the convention. The ideas from the fellowship and those from the A&G Committee will be presented to the Planning Committee for review, selection and approval.
  - a) For definition: Theme is a written statement of the focus for the convention. Logo is the artistic rendering of the theme.
4. To work with other sub-committees to produce a flyer drawing attention to their meeting time and location in order to attract membership, example: " We need your help!.
5. All print materials and artwork should be proof read by at least two members prior to printing and distribution.
6. Items that may typically be requested would include artistic proposals for pre convention merchandise, flyers, banners and tickets for fundraisers and other committee ideas, aid in developing convention tickets for the convention weekend.
7. To work with H&H in displaying current and prior years' banners and signage (directional and informational) at the convention.
8. To announce and unveil the current years' banner at the opening meeting and/or ceremony.
9. To secure source for banner production.
10. Create and print badges for registration packages.
11. Planning Committee will approve all printed materials.
12. All printed materials to be reviewed by Planning Committee – “All audio or video materials to be shown at Convention or any Convention related events must be approved by the Planning Committee.”

### Election of Officers:

The Chairperson is elected by the Convention Committee. All other officers should be elected by the Arts & Graphics Sub-Committee.

CHAIRPERSON - 1 year Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT

VICE CHAIR - 9 months Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT

SECRETARY - 6 months Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT



The Chair, Vice-chair, and Secretary should all have a working knowledge of the Twelve Traditions of NA. and willingness to give time and resources. Active participation in N.A. is expected.

#### Duties of Officers:

**CHAIRPERSON** - Attends all Convention Committee meetings and communicates with other sub-committee chairpersons. Stays informed of other sub-committee activities. Chairs the subcommittee meetings. Prepares the agenda prior to sub-committee meetings. Delegate's different tasks to sub-committee members. Keeps activities within the principles of the Twelve Traditions of NA. and in accordance with the purpose of the convention. Votes in sub-committee meetings only to break a tie.

**VICE-CHAIRPERSON** - Chairs the sub-committee meetings in absence of the chairperson. Works closely with the chairperson in coordinating different tasks within the sub-committee. Attends the Convention Committee meetings when chair is unable to.

**SECRETARY** - Keeps accurate minutes of all sub-committee meetings. Makes copies of minutes of meetings and makes them available for distribution at the following committee meeting.

#### Sub-committee Meetings:

All sub-committee meetings should take place at a regularly scheduled time and place. At the first scheduled committee meeting trusted servants of the committee should be elected (see election procedures p.2). These are: Vice chairperson and Secretary.

#### Meeting Agenda:

Meetings should always follow an agenda. Agendas should be made prior to the scheduled committee to allow for conducting the business in a smoother manner.

#### Suggested Format:

- A) Open with a moment of silence followed by the serenity prayer.
- B) Reading of the Twelve Traditions of NA.
- C) Read and approve the minutes of the last meeting.
- D) Chairpersons report to the committee from the Convention Committee.
- E) Old business.
- F) New business.
- G) Review business to be covered at the next meeting.
- H) Closing Prayer.

In order to be a voting participant of the Arts & Graphics Sub-committee one must have attended the previous sub-committee meeting in order to have a vote at the present committee.

#### Budget Items:

1. Papers (for flyers, posters) markers, glue, tape, etc., and Ink for printers.
2. Any spending of monies by any sub-committees member must first be approved.

Receipts must be given to the Convention Committee Treasurer.

## Convention Information

### Purpose & Definition:

The Convention Information Sub-Committee collects and disseminates information concerning the Convention to the NA fellowship and any interested parties.

### Function:

1. Notifies NA World Services of the details of the convention and facilities, the posting of our information on their website and other World Services media which may be available to us.
2. Provides a phone number that may be monitored by a committee member for the purpose of responding to inquires.
3. Works with other Sub-committees to develop and distribute flyers and other information for convention related events.
4. Assist in distribution of convention registration flyers by:
  - a) Collecting the addresses of the ASC's and RSC's throughout the local fellowship in order to set up a reasonable distribution system for Convention Registration Flyers.
  - b) Ensuring that NJ ASC's receive Registration Flyers by supplying the NJRSC with a sufficient quantity.
  - c) Fulfilling any request that come in over the phone or from other media.
  - d) Attending, sending representatives or mailing flyers to as many conventions as possible.
5. Three months prior to the convention, CI sends out a letter inviting recovery institutions to the convention (see sample letter). A follow up call should be placed by the CI Chair to verify the receipt of the letter. A list should be generated with input from the Area H&I Chair and the prior years, CI Chair. The sample letter should include a cutoff date for response time 14 days prior to convention is a good suggestion.
6. Forwards number of responses from the institution mailings to the Registration Sub-committee.
7. Prepares a written statement and plan for how to handle members of the Press or Media should they attend the convention and inquire about us. It is suggested that the CI Chair contact the Cape Atlantic Area Public Relations Chair regarding this matter.
8. Collects and makes available local mass transit, taxi, restaurant and sightseeing information for distribution at convention. Will aid in arranging transportation options for committee guests (speakers, etc.) if asked to do so.
9. C.I. is provided (by programming) a location, with table and chairs, in the Hotel lobby or other highly visible area and may distribute convention packages to the invited institutions from this location
10. Works with Hospitalities to provide a Bulletin Board to allow members to post messages or flyers of upcoming NA events. Provides a table or other space for information that other Regions or Areas may have available for distribution at our convention. Ensures that the flyers represent NA activities and events.
11. Purchases I.P's and other NA materials for use and for distribution at the convention.
12. Acts as the welcoming committee together with Hospitalities
13. Prepares, conducts, collects and summarizes the Guest Survey if the Planning Committee approves its use. Prepares a report to the Planning Committee of the resulting data. The Survey Form and process should be reviewed by Planning Committee each year prior to implementation.
14. If the Committee desires to purchase Basic Texts or other literature for use at the Convention, they must notify the Literature Committee at least 2 months prior to the Convention.

#### Election of Officers:

The Chairperson is elected by the Convention Committee. All other officers should be elected by the Convention Information Sub-Committee.

CHAIRPERSON - 1 year Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT

VICE CHAIR - 9 months Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT

SECRETARY - 6 months Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT

The Chair, Vice-chair, and Secretary should all have a working knowledge of the Twelve Traditions of N.A. and willingness to give time and resources. Active participation in N.A. is expected.

#### Duties of Officers:

CHAIRPERSON - Attends all Convention Committee meetings and communicates with other sub-committee chairpersons. Stays informed of other sub-committee activities. Chairs the subcommittee meetings. Prepares the agenda prior to sub-committee meetings. Delegate's different tasks to sub-committee members. Keeps activities within the principles of the Twelve Traditions of N.A. and in accordance with the purpose of the convention. Votes in sub-committee meetings only to break a tie.

VICE-CHAIRPERSON - Chairs the sub-committee meetings in absence of the chairperson. Works closely with the chairperson in coordinating different tasks within the sub-committee. Attends the Convention Committee meetings when chair is unable to.

SECRETARY - Keeps accurate minutes of all sub-committee meetings. Makes copies of minutes of meetings and makes them available for distribution at the following committee meeting.

#### Sub-committee Meetings:

All sub-committee meetings should take place at a regularly scheduled time and place. At the first scheduled committee meeting trusted servants of the committee should be elected (see election procedure p.2). These are: Vice-chairperson and Secretary.

#### Meeting Agenda:

Meetings should always follow an agenda. Agendas should be made prior to the scheduled committee to allow for conducting the business in a smoother manner.

#### Suggested Format:

- A) Open with a moment of silence followed by the serenity prayer
- B) Reading of the Twelve Traditions of NA
- C) Read and approve the minutes of the last meeting
- D) Chairpersons report to the committee from the Convention Committee
- E) Old business
- F) New business
- G) Review business to be covered at the next meeting
- H) Closing Prayer

In order to be a voting participant of the Convention Information Sub-committee one must have attended the previous sub-committee meeting in order to have a vote at the present committee.

**Budget Items:**

1. Postage
2. Envelopes
3. Copies
4. Telephone Expenses

**Indigent Statement**

(how to deal with "those who have yet to register")

**The Issue:**

As stated in the Purpose and Definition of our Guidelines, the convention "is an annual event that brings our fellowship together for the purpose of celebrating recovery in Narcotics Anonymous". It goes on to say that it is to "encourage unity, fellowship and service among our members", and it ends with a statement regarding NA's primary purpose, "To carry the message to the addict who still suffers".

The question arises, how do we follow our purpose as stated in our guidelines when it comes to the member, or even the nonmember, suffering addict who shows up at the doors of our convention without the funds to fully register and participate in a function we are holding for them? In other words, how do we achieve balance between making money and helping those who claim to have insufficient funds? Many of us feel that turning away any addict is wrong.

Our Purpose and Definition can give us direction. In seeking such a solution, we are to be " ... guided by the 12 Steps and 12 Traditions ... ", Hence, we should look to the principles embodied in those documents for our solution.

**The Approach:**

We refer to them as "those who have yet to register", because that is what they are. They claim to be short on funds and want to attend our function. As a committee responsible to the fellowship and the facility, we can't allow individuals to attend our functions and utilize our rented space unless a registration badge of some type identifies them as being with our group. It's our job to help find a practical way to include them. Paid or not, we want to get them registered.

Typically, the committee has assigned the duties of "screening" and counseling to the Registration Chair and members of the BOT. When a committee member comes across one who has yet to register, they have guided them to the responsible member, preferably away from the registration table and crowds to avoid embarrassment, to be dealt with in a loving and caring way. In our guidelines, H&H has the responsibility to guide such addicts to the appropriate members.

We don't pretend to be able to give sound doctrine on how to handle each and every case where an addicts' lack of funds are concerned, but we can share some solutions that have worked for us in the past.

The Solution:

Essential to a solution would be humility, prudence, integrity and accountability. We should, stand fast on sound principle; to compromise, and to disagree without being disagreeable; to demonstrate the courage of [our] convictions, and to surrender." All of these should have their place in our solution.

When confronted with the uncomfortable situation where an individual does not have enough money, we have often employed the principle of compromise and have sometimes said, "What do you have that you could give?" and have accepted that in return for a basic or "partial" (as defined by current committee) package. This allows the individual the dignity of paying their own way, within their own means.

Members who cannot afford to pay full registration price will be asked to make any contribution they can and be given a badge and a program only.

Another solution would be to utilize the funds collected in the Newcomer Donation Fund. This would entail the use of a ledger account prior to the convention for accrual and a member at the registration table during the convention to keep a "real-time", current account of funds as they are donated and distributed in accordance with committee procedures. When this account is exhausted, newcomers can wait until the fund is replenished; use one of the aforementioned solutions or a blend of them. This would require the use of several, dedicated members with "treasurer-like" responsibilities to work in shifts so as to avoid fatigue.

We should stay away from the "dope fiend" mentality, thinking that they are just getting over on us, even if we see them buying up half our merchandise or dining well later on in the hotel restaurant. It is not our job to interrogate. If they claim to be short, we need to believe them for purposes of registration. If we employ the principles of honesty and humility, perhaps we can see a little of ourselves in them, make allowances and act with compassion and respect based on our own personal experience.

We should not be quick to judge, sentence and condemn another by turning them away or by simply handing them a meeting list, explaining that this is a fundraiser and informing them that they need to find a meeting. As committee members, we have accepted a term of service; they are our guests. Remember how warm and inviting it felt to be included? Remember how cold and harsh it felt to be excluded and turned away?

Neither should the pendulum swing to the other extreme where we "give it all away". Not many want to pay, and we have a responsibility (accountability) to those who did pay to do our best to keep the field level and criteria as fair and just as possible.

We find it difficult to give a step-by-step, "cookie cutter" approach to this dilemma. We feel that if the committees allow the principles mentioned above to work all will be well.

"In order to receive, we must be willing to give." Basic Text, pp. 102

"Good will is best exemplified in service; proper service is, 'Doing the right thing for the right reason.'" Basic Text, pp. ix

## Sample Letter to an Institution

To: (Name & Address of Recipient)

From: CAACNA

Convention Information or Registration Subcommittee

P.O. Box

City, State Zip

To Whom It May Concern:

The Cape/Atlantic Area Convention Committee would like to invite you and your clients to the Cape/Atlantic Area Convention of Narcotics Anonymous. Our annual convention is being held at (location of convention) on (date of convention).

Our convention information committee will supply attendees from your facility with a convention registration package. The convention registration package will include a name tag and a program. The name tag enables the attendees to attend all workshops. [*The charge is to be set by the committee, and is usually ten dollars*] The charge is ten dollars (\$10.00) per person attending the convention from your facility. We are not responsible for providing meals and or any admission charged entertainment. Food can be purchased at the hotel's restaurants.

If you are interested in attending, please contact our subcommittee chairperson to provide us with the number of persons that you will be bringing so that we can plan accordingly. We ask that you have one staff member per every six clients that will be attending. Any additional staff members will be asked to register for the convention.

Enclosed is a copy of our convention registration flyer. Please provide us with the number of attendees no later than one week before the convention.

Regards,

Convention Information Chair or  
Registration Chair  
(Chair's phone number)

## Hotels & Hospitalities

### Purpose & Definition:

Hospitalities serve as a highly visible welcoming committee and provides for security and orderly traffic flow. Hospitalities works closely with the other Sub-Committees and hotel staff to help provide a suitable atmosphere of fun and recovery for the guest of the convention.

### Functions:

1. Assembles a Sub-Committee sufficient to maintain the areas of the facility that are utilized by the Sub-committees. Frequent and ongoing communication is vital for the planning of smooth flow in heavy traffic areas.
2. Develops a Working relationship with facility staff becoming familiar with emergency protocol, smoking policy, facility damage control procedures and areas that are off limits to guests.
3. The Chair will request timely workshop, event and other sub-committee information from the other Chairs so as to plan accordingly. It is the responsibility of all sub-committees to communicate information when asked.
4. Provides personnel at entrances, intersections and other points as necessary to welcome guests, direct traffic and answer questions.
5. Advises guests as to the importance of registering and may restrict access to those who have yet to register, guiding them instead to the registration Area, the appropriate B.O.D. member or an appointed member of the Administrative Committee (Please refer to "indigent policy").
6. Secures the Hospitality Room and, in cooperation with F&E, establishes its hours of operation.
7. Provides traffic control at Registration Area, Merchandise Store, Banquet and other functions as necessary. May be called on to aid in the collection of tickets at paid events.
8. Provides security escort on extremely short notice from R.O.D. or Administrative Committee for money drops or merchandise transport.
9. Obtains hotel bids- Will obtain a minimum of three (3) proposals of prospective hotels within the Cape/ Atlantic Area eligible to accommodate conventions. These proposals will be submitted to the Convention Committee for approval.
10. Committee members will be identified by wearing disguising shirts, hats and/or ribbons as approved by Planning Committee.
11. Solicits bids for hand held communication devices and forwards recommendation to planning committee for approval. Distributes devices to Planning Committee members and BOD based on need.
12. Hotels usually give the Convention a certain number of complimentary rooms which can be used for the (3) main speakers and up to (1) guest speaker. These financial considerations should be taken into account when the budget is being drawn up in order to provide the Programming Sub-committee with an idea of available rooms.
13. H&H – After a facility has been approved for the upcoming Convention, H&H should arrange a meeting with facility representatives and Planning Committee chairs to be introduced to facility representatives. Facility should have names of all Committee/Sub-Committee Chairs. Intent: To allow fuller interaction by members of the Committee with the facility rather than just H&H sub-committee members.

#### Election of Officers:

The Chairperson is elected by the Convention Committee. All other officers should be elected by the Hotels and Hospitalities Sub-Committee.

CHAIRPERSON - 2 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT

VICE CHAIR -1 year Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT

SECRETARY - 6 months Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT

The Chair, Vice-chair, and Secretary should all have a working knowledge of the Twelve Traditions of NA. and willingness to give time and resources. Active participation in N.A. is expected.

#### Duties of Officers:

CHAIRPERSON - Attends all Convention Committee meetings and communicates with other sub-committee chairpersons. Stays informed of other sub-committee activities. Chairs the subcommittee meetings. Prepares the agenda prior to sub-committee meetings. Delegate's different tasks to sub-committee members. Keeps activities within the principles of the Twelve Traditions of NA. and in accordance with the purpose of the convention. Votes in sub-committee meetings only to break a tie.

VICE-CHAIRPERSON - Chairs the sub-committee meetings in absence of the chairperson. Works closely with the chairperson in coordinating different tasks within the sub-committee. Attends the Convention Committee meetings when chair is unable to.

SECRETARY - Keeps accurate minutes of all sub-committee meetings. Makes copies of minutes of meetings and makes them available for distribution at the following committee meeting.

#### Sub-committee Meetings:

All sub-committee meetings should take place at a regularly scheduled time and place. At the first scheduled committee meeting trusted servants of the committee should be elected (see election procedure p.2). These are: Vice-chairperson and Secretary.

#### Meeting Agenda:

Meetings should always follow an agenda. Agendas should be made prior to the scheduled committee to allow for conducting the business in a smoother manner.

#### Suggested Format:

- A) Open with a moment of silence followed by the serenity prayer.
- B) Reading of the Twelve Traditions of NA.
- C) Read and approve the minutes of the last meeting.
- D) Chairpersons report to the committee from the Convention Committee.
- E) Old business.
- F) New business.
- G) Review business to be covered at the next meeting.
- H) Closing Prayer.

In order to be a voting participant of the Hotels and Hospitalities Sub-committee one must have attended the previous sub-committee meeting in order to have a vote at the present committee.

#### Budget Items:

1. Shirts
2. Hats and/or Ribbons
3. Communication devices



# Programming

## Purpose & Definition:

The programming Sub-committee is responsible for developing the schedule and selections of speakers, workshops and events for the convention and all events related to the convention fundraisers etc. They allocate available hotel space to the various Subcommittees based on their needs.

## Functions:

1. Will distribute a flyer soliciting tapes for Main Speakers and other workshops.
2. Clean time requirements are: Main Speakers- (5) five years, Topic Workshop- (3) three years.
3. Should use prior convention Programs, programming chairpersons and NA literature (notably, "the Speaker portion of IP. #2) as a resource and guide for selection of workshop topics for approval by the Planning Committee.
4. Chair and vice chair should develop a working relationship with the hotel personnel. Should schedule as many on site committee meetings as possible for a clear working understanding of the facility.
5. Should conduct the walk through portion of the planning meetings that are held at the hotel in order to allocate available rooms and space to the sub-committee.
6. Should maintain close working relationship with the Planning Vice Chair and to inform other committees of progress and any changes that affect them.
7. Advice Hospitalities as to the quantity of communication devices needed for the Programming members
8. To Solicit three (3) bids from Taping companies and recommend the most appropriate to the planning Committee for approval (see "Bidding Process").
9. To develop (in cooperation with A&G) a written "Program" including the schedule of workshops and events to be included in the Registration Package (see "Bidding Process").
10. To develop formats for all assemblies and workshops. Schedule Chairs, Readers and other duties (clean-Time Countdown, State recognition, etc.) associated with the flow of the format.
11. Traditionally, the Saturday Night Main Assembly has included the following elements:
  - a. Opening by the Convention Committee Chair.
  - b. State, Region and/or Area Recognition.
  - c. Clean Time Countdown
  - d. Giving out of basic Texts or other NA Approved Literature to newcomers after the countdown.
  - e. Book and mug Exchange for most and least Clean-Time at each table.
  - f. Total Clean-Time.
  - g. An additional moment of silence for the predecessor and our deceased members.
  - h. Serenity Prayer.
  - i. The Six Readings (Who, What, How, Why, 12 Traditions, Anon. Stmt.).
  - j. Introduce the Main Speaker.
12. Committee members should be assigned the following duties regarding the status of the workshops:
  - a. Are the speakers and chairs present?
  - b. Does the Chair understand the Responsibility statement and the remainder of the format?
  - c. Are the Readings available, including the Anonymity Statement?
  - d. Are tapers present?
13. To set up tables and reserve Committee seating at the Banquet.
14. To recommend three speakers for the Opening, three speakers for Banquet and Closing Assemblies for approval by the Planning Committee. This is done by giving each Sub-committee Chair, including the Administrative Committee, a tape/ cd of each of the candidates for their review. Main speaker selections.
15. To staff a speaker sign in table at a visible location at the hotel and select replacements For those speakers who do not arrive on time.
16. Make hotel arrangements for out of town main (opening, banquet and/or closing)

speakers and supply names and other information to Registration and Hospitalities.

17. To communicate to Registration, the names of those receiving special registration package content and pricing (such as "Main" speakers). Each person will have a separate line listing the contents of their package and pricing for each.

18. Arranges for interpreters for the hearing impaired. Programming is charged with briefing and providing for the needs of the interpreters at the convention.

19. Hotels usually give the Convention a certain number of complimentary rooms which can be used for the (3) main speakers. These financial considerations should be taken into account when the budget is being drawn up in order to provide the Programming Sub-committee with an idea of available rooms.

#### Election of Officers:

The Chairperson is elected by the Convention Committee. All other officers should be elected by the Programming Sub-Committee.

CHAIRPERSON - 2 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT

VICE CHAIR - 1 year Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT

SECRETARY - 6 months Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT

The Chair, Vice-chair, and Secretary should all have a working knowledge of the Twelve Traditions of NA. and willingness to give time and resources. Active participation in N.A. is expected.

#### Duties of Officers:

CHAIRPERSON - Attends all Convention Committee meetings and communicates with other sub-committee chairpersons. Stays informed of other sub-committee activities. Chairs the subcommittee meetings. Prepares the agenda prior to sub-committee meetings. Delegate's different tasks to sub-committee members. Keeps activities within the principles of the Twelve Traditions of NA and in accordance with the purpose of the convention. Votes in sub-committee meetings only to break a tie.

VICE-CHAIRPERSON - Chairs the sub-committee meetings in absence of the chairperson. Works closely with the chairperson in coordinating different tasks within the sub-committee. Attends the Convention Committee meetings when chair is unable to.

SECRETARY - Keeps accurate minutes of all sub-committee meetings. Makes copies of minutes of meetings and makes them available for distribution at the following committee meeting.

#### Sub-committee Meetings:

All sub-committee meetings should take place at a regularly scheduled time and place. At the first scheduled committee meeting trusted servants of the committee should be elected (see election procedure p.2). These are: Vice-chairperson and Secretary.

#### Meeting Agenda:

Meetings should always follow an agenda. Agendas should be made prior to the scheduled committee to allow for conducting the business in a smoother manner.

Suggested Format:

- A) Open with a moment of silence followed by the serenity prayer.
- B) Reading of the Twelve Traditions of NA.
- C) Read and approve the minutes of the last meeting.
- D) Chairpersons report to the committee from the Convention Committee.
- E) Old business.
- F) New business.
- G) Review business to be covered at the next meeting.
- H) Closing Prayer.

In order to be a voting participant of the Programming Sub-committee one must have attended the previous sub-committee meeting in order to have a vote at the present committee.

Budget Items:

- 1. Tapes
- 2. Three main speakers only (Friday opening speaker, Saturday night banquet speaker, and Sunday morning spiritual speaker) will be given registration packages, meals to include Saturday dinner, and Sunday morning breakfast, and a hotel room per speaker for Friday and Saturday night.
- 3. Phone
- 4. Postage
- 5. Copies
- 6. The three main speakers travel expenses is not to exceed a total of \$1200.00  
(to be used only when needed)

## Merchandise

### Purpose & Definition:

The Merchandising Sub-Committee is responsible for raising funds by selling convention merchandise and convention memorabilia to offset convention expenses. The Merchandise Sub-Committee is the only committee that can order merchandise for resale.

### Functions:

1. Works with Arts & Graphics Sub-Committee on ideas for merchandise and artwork to be used for merchandise. All artwork and merchandise must be approved via motion by planning committee.
2. Plans for purchase of all merchandise to be used for pre-convention sales after approval of planning committee.
3. Secures (3) bids for merchandise to be sold at convention and advises the planning committee of recommendation for vendors to be used.
4. Keeps accurate records of purchases and sales of merchandise and running inventory.
5. Convention merchandise may be sold at recovery meetings if requested by the group and approved by the Planning Committee.
6. Chair deposits money raised within 72 hours of event.
7. Will set hours of operation and location of room to be used by Merchandise Committee in conjunction with Hotel & Hospitality. They will also equip and staff the Merchandise room during all hours of operation.
8. Will advise the planning committee of recommendations of any other vendors to sell specialty items during the convention.
9. Contracts with outside vendors must be approved and signed by the members of BOD. Contracts will include terms allowing the committee to inventory items vendor makes available for sell or vendor may make starting and ending inventory amounts available.

### Handling of all Funds:

Each time one thousand dollars (\$1000.00) is collected, the funds are to be counted by the Merchandise chair, a member of the Merchandise Committee, and Treasurer of the Planning Committee. The funds are to turn over to the Treasurer of the Convention Committee.

### Election of Officers:

The Chairperson is elected by the Convention Committee. All other officers should be elected by the Merchandise Sub-Committee.

CHAIRPERSON - 3 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT

VICE CHAIR - 2 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT

SECRETARY - 6 months Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT

The Chair, Vice-chair, and Secretary should all have a working knowledge of the Twelve Traditions of NA. and willingness to give time and resources. Active participation in N.A. is expected.

#### Duties of Officers:

**CHAIRPERSON** - Attends all Convention Committee meetings and communicates with other sub-committee chairpersons. Stays informed of other sub-committee activities. Chairs the subcommittee meetings. Prepares the agenda prior to sub-committee meetings. Delegate's different tasks to sub-committee members. Keeps activities within the principles of the Twelve Traditions of NA. and in accordance with the purpose of the convention. Votes in sub-committee meetings only to break a tie.

**VICE-CHAIRPERSON** - Chairs the sub-committee meetings in absence of the chairperson. Works closely with the chairperson in coordinating different tasks within the sub-committee. Attends the Convention Committee meetings when chair is unable to.

**SECRETARY** - Keeps accurate minutes of all sub-committee meetings. Makes copies of minutes of meetings and makes them available for distribution at the following committee meeting.

#### Sub-committee Meetings:

All sub-committee meetings should take place at a regularly scheduled time and place. At the first scheduled committee meeting trusted servants of the committee should be elected (see election procedure p.2). These are: Vice-chairperson and Secretary.

#### Meeting Agenda:

Meetings should always follow an agenda. Agendas should be made prior to the scheduled committee to allow for conducting the business in a smoother manner.

#### Suggested Format:

- A) Open with a moment of silence followed by the serenity prayer.
- B) Reading of the Twelve Traditions of NA.
- C) Read and approve the minutes of the last meeting.
- D) Chairpersons report to the committee from the Convention Committee.
- E) Old business.
- F) New business.
- G) Review business to be covered at the next meeting.
- H) Closing Prayer.

In order to be a voting participant of the Merchandise Sub-committee one must have attended the previous sub-committee meeting in order to have a vote at the present committee.

# Registration

## Purpose & Definition:

The Registration Sub-Committee is responsible for all matters relating to registering before and during the convention.

## Functions:

1. To obtain a Post Office Box and check at least weekly. Keys to be held by Registration Chair and Planning Chair or Vice Chair.
2. To suggest to Planning Committee pricing for registration and events to be held at the convention, in cooperation with F&E. Final approval will rest with the Planning Committee.
3. To develop, together with Arts & Graphics, proposals for registration flyers inclusive of:
  - a. Scheduled events and pricing (sources - F&E, Programming & Planning Committee Chair)
  - b. A brief statement regarding the question "Why Register?" (Source - Planning Committee Chair)
  - c. Hotel address, contact information, room rates, reservation cut-off dates, etc. (sources - H&H & Planning Committee Chair)
  - d. Directions to Hotel and Event site ("from" North, South, East and West as necessary) (sources - H&H and CI)
  - e. Listing of Trusted Servant phone numbers for informational purposes (as deemed necessary by Planning Committee) (sources - Planning Committee Chair)
  - f. Payment terms, cut-off dates and terms and Payee information, i.e., "Make all checks payable to CAACC" and provide address of P.O. Box .(sources Planning Committee Chair)
  - g. Section for registrant information (preferably detachable and mail able) including special needs. (Sources - A&G)
  - h. Other items as deemed necessary by Planning Committee.
- h. Registration/Treasury – All Registration Forms must be accompanied by payment and must be processed directly through the Registration Committee. No Registration monies will be accepted directly by the Treasurer except from the Registration Committee.
4. To provide for and staff a registration table at fundraisers and events as directed by Planning Committee.
5. To set up books (a spreadsheet journal, ledger accounts, etc.) together with Treasurer, for registrant information. Spreadsheet column information should include names, addresses, phone numbers, total received and a breakdown as to the selections made by registrants.
6. To keep Planning Committee informed as to receipts of pre-registrations and mail numbered confirmation cards. This includes informing CI and H&H of any special needs for registrants [blindness, deafness, other physical handicap, vegetarian diet ].
7. To turn all payments in to Treasurer at next Planning Meeting for deposit.
8. To propose registration package contents and secure (3) bids from vendor for presentation to Planning Committee.
9. To obtain cash registers (Minimum of 3, with 2 drawers each) to be used at convention or other events and is responsible for safe keeping if purchased or while under rent or lease. At least three members (Registration Chair, Planning Chair or Vice Chair & Treasurer) should be instructed in cash register operation and programming.
10. To draft on-site registration form (see example) approved by B.O.D.
11. To provide Programming with hours of operation subject to Planning Committee approval.
12. To be familiar with Indigent Policy.

13. To obtain information from CI Chair regarding invited institutions. If necessary and to provide a single point for storage, space may be provided at Registration Table for C.I to dispense packages to invited guests.
14. To obtain information from F&E and Programming regarding registration package winners, recipients and those will receive a reduced rate, if any.
15. To work with Treasurer in making periodic cash pick ups as needed by Registration Chair or as required and to obtain receipts for money turned over from the Registration Table for deposit.

#### Handling of all Funds:

Each time one thousand dollars (\$1000.00) is collected, the funds are to be counted by the Registration Chair, a member of the Registration Committee, and Treasurer of the Planning Committee. The funds are to turn over to the Treasurer of the Convention Committee.

#### Election of Officers:

The Chairperson is elected by the Convention Committee. All other officers should be elected by the Registration Sub-Committee.

- CHAIRPERSON - 3 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT
- VICE CHAIR - 2 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT
- SECRETARY - 6 months Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT

The Chair, Vice-chair, and Secretary should all have a working knowledge of the Twelve Traditions of NA., and willingness to give time and resources. Active participation in N.A. is expected.

#### Duties of Officers:

CHAIRPERSON - Attends all Convention Committee meetings and communicates with other sub-committee chairpersons. Stays informed of other sub-committee activities. Chairs the subcommittee meetings. Prepares the agenda prior to sub-committee meetings. Delegate's different tasks to sub-committee members. Keeps activities within the principles of the Twelve Traditions of NA. and in accordance with the purpose of the convention. Votes in sub-committee meetings only to break a tie.

VICE-CHAIRPERSON - Chairs the sub-committee meetings in absence of the chairperson. Works closely with the chairperson in coordinating different tasks within the sub-committee. Attends the Convention Committee meetings when chair is unable to.

SECRETARY - Keeps accurate minutes of all sub-committee meetings. Makes copies of minutes of meetings and makes them available for distribution at the following committee meeting.

#### Sub-committee Meetings:

All sub-committee meetings should take place at a regularly scheduled time and place. At the first scheduled committee meeting trusted servants of the committee should be elected (see voting procedure p.2). These are: Vice-chairperson and Secretary.

#### Meeting Agenda:

Meetings should always follow an agenda. Agendas should be made prior to the scheduled committee to allow for conducting the business in a smoother manner.

Suggested Format:

- A) Open with a moment of silence followed by the serenity prayer.
- B) Reading of the Twelve Traditions of NA.
- C) Read and approve the minutes of the last meeting.
- D) Chairpersons report to the committee from the Convention Committee.
- E) Old business.
- F) New business.
- G) Review business to be covered at the next meeting.
- H) Closing Prayer.

In order to be a voting participant of the Registration Sub-committee one must have attended the previous sub-committee meeting in order to have a vote at the present committee.

Budget Items:

- 1. P.O. Box.
- 2. Postage, envelopes, copies and supplies
- 3. Cash Registers
- 4. Cash receipt books and journals
- 5. Packages
- 6. Registration Flyers
- 7. Pre- Registration Limited Edition Merchandise (for Pre-registration packages)
- 8. Telephone



# FINANCIAL

## Introduction:

The CAASC annual convention is the largest single fundraising activity that occurs within the Area. The convention committee's Treasurer will be handling large sums of money. The guidelines set forth in this section are based on experience of past committee treasurers and are to be used by all Cape/ Atlantic Convention Committees. These have been established to help the Convention Committee function effectively, insure financial credibility and remain directly responsible to those they serve; the NA fellowship in Cape Atlantic Area.

## Funding:

The primary source of funding is seed money provided by the CAASC. This seed money is typically rolled over from the previous Convention Committee prior to the donation to CAASC and the close of their books. The amount of the seed money is approved by the CAASC and is currently \$15,000.00.

## Secondary Funding:

1. Registration fees paid by members attending the Convention. Pre-Registrations should be encouraged at all levels and activities.
2. Fundraising activities and events to include but not limited to dances, speaker jams, dinners, brunches, raffles, etc. Fundraisers are to be planned by the F&E Sub-committee and approved at a scheduled Planning Meeting. F&E may also reach out and schedule events with areas and groups within the region.
3. Pre-convention merchandise. It is the decision of the Planning Committee (If the amount to purchase and the amount in current inventory exceeds \$1000.00, or if a written contract would arise with members signatures, BOD approval is required) to determine the amount of merchandise, if any, to be purchased for sale prior to the convention. Merchandise may be sold at fundraising events and other fellowship functions. Convention merchandise may be sold at recovery meetings if requested by the group and approved by the Planning Committee.
4. Under no circumstances will 7th Tradition funds ever be used for convention activities.

## The Treasury Records (Books):

The Treasurer is responsible for the Committees records or "books". These items would include the following:

1. The check register
2. The journal
3. The ledger

The treasurer should have the books available to present at all Planning Committee Meeting and will make them available at the request of the CAASC.

It is recommended that the Treasurer work with the prior Treasurer in setting up and maintaining the books.

There is no limit to the amount of accounts to be held in the Ledger. Some typical examples of Income and Expenses are as follows:

1. Income
2. Fundraising proceeds
3. Registration money
4. Merchandise sales
5. Banquet and Brunch
6. Ticket sales

The Bank Account:

The CAASC Convention Committee has incorporated itself under The Board Of Directors of the Cape/Atlantic Area. (CAASO of NJ, Inc.) Only one bank account is to be used for convention business.

There will be three authorized signatures on the bank account. One will be the Treasurer. The other three signatory should be chosen from the following:

- The Convention Chair
- The Convention Vice Chair
- The Convention Treasurer
- The BOD Treasurer

Before the Convention:

Once elected and confirmed by the CAASC, the Treasurer should start the books immediately. The bank account signatures should be updated. It may be necessary to complete new signature cards and a corporate resolution provided by the bank. They may require a copy of the corporation's Articles of incorporation and its By-Laws. The BOD Chair and prior Treasurer are keepers of these documents. The BOD may entrust the BOD Secretary to temporarily archive these, but their safekeeping is still the responsibility of the BOD Chair.

Incoming funds should be counted and recorded by the Treasurer with receipts being provided. The Treasurer must deposit all funds into the bank within 72 hours of receipt.

Disbursements should take place only at Planning Meeting by direction of the Convention Committee per motion or by receipt submitted for budgeted items.

Sub-committee budgets and spending:

With Convention Chair and Treasurer Assistance, the Sub-committees should submit budgets for projected expenses as soon as possible. Prior convention minutes are a good source of information. The board of Trustees must review and approve all budgets.

Those committees requiring budgets are:

1. CI
2. H&H
3. Programming
4. Registration
5. A&G
6. F&E

Refer to the Sub-committee section for items included in budgets.

Budgets should also include a proposed time line (estimate) as to when the funds will be needed. No Sub-committee funds should be disbursed until its' budget is approved, unless approved by motion at a Planning meeting.

Once approved, budgeted funds may be disbursed upon presentation of a receipt to the Treasurer.

If an advance is requested, it must be approved by motion (accompanied by an estimate) at Planning.

#### Non budgeted Sub-committee spending:

The Planning Committee should make all financial decisions during Planning Meeting. There are to be no monetary transactions between Sub-committees. All money is to be turned in to the Treasurer.

The Convention Subcommittees will submit proposed budgets, including costs for any special event related merchandise, for each scheduled event to the Planning Committee for approval. Once approved funds may be disbursed as seed money. After the event, (in a form received from the Treasurer) an expense report will be submitted with receipts for expenses, and all proceeds and start-up funds.

#### Change Fund:

All disbursements prior to convention will be made by check to assure an audit trail. Petty Cash, or change funds, should only be used during the activities where goods, tickets or admission are sold. Pricing all products at even dollar points will eliminate the need for coin change funds. Petty Cash will be retrieved as needed or at the close of each activity in accordance with stated money pick-up procedures.

All disbursements over fifty dollars (\$50.00) must be done by check.

#### Returned Check Policy:

The Registration Sub-committee maintains files of all registration forms submitted including the registrants name, address, and phone number. If a check is returned, the Treasurers will notify the Registration Chair to pull the appropriate form from the active file and place it in a "default" file.

The Treasurer and Registration Chair will contact the maker to advise of the returned check and arrange plans for restitution.

A \$30.00 (or, current fee levied by bank) charge will be added for every check that is returned, each time it is returned, with no exception.

Restitution will be allowed in the form of cash or money order.

If default occurs prior to the convention, the Registration Chair will not allow the registrant entrance to the convention until the Treasurer has verified receipt of funds.

If restitution is not made, the registration information will be maintained in a "Bad Debt" file to be monitored by the Convention Committee. No future checks will be accepted from that party.

The Convention Committee will forward a written request for restitution to all "Bad Debt" files. The Convention Committee will determine any further action.

#### Remaining Bills and Committee Reimbursements:

The Planning Committee should meet no later than two weeks after the convention. All committees requiring reimbursement should bring all necessary receipts to this meeting. The committee should meet at least monthly until all business is finalized.

#### The Tax Return:

A Federal Tax Return must be filed on the 15th day of the 4th month following fiscal year end. The appropriate reports must also be filed with the State of NJ. It is the responsibility of the BOD and its Chair to see that all necessary forms have been filed and to keep up to date on current requirements under State and Federal Statute. The BOD assumes responsibility to hire a competent Tax Accountant, monitoring their progress through the filing of the appropriate documents. The BOD Treasurer will provide CAASC with all Tax Returns for archives. The Secretary will also maintain copies of all past Tax Returns in case of audit.

#### Tax Exemption:

The CAASO of NJ, Inc. is a not for profit, tax exempt organization. This means we are exempt from Federal Income Tax and State Sales and Income Taxes. The treasurer and BOD. Is the keeper of the Tax ID Number.

#### Handling Monies During the Convention:

##### Cash:

The Treasurer with BOD assistance must deposit all money in the local bank (the "night drop" bank) immediately following the convention. Cash should not be left in a Hotel account with the agreement that the Hotel will forward the funds via a Hotel check. If the Hotel takes issue with us after the convention, they would be in a position to delay the transfer of funds.

The Planning Committee should assure that a safe deposit box and secure counting room are available for the safekeeping of the funds. At no time should the collected funds be deposited in the Hotel or Facility's account. The Treasurer and at least one Trusted Servant, usually the Planning Chair, will count all funds and receipt the source Trusted Servant in their presence. The Planning Chair will decide who will be responsible for primary and secondary coverage, working in shifts to avoid fatigue. For security, the Planning Chair may employ the services of Hospitalities as escort or may choose to operate alone (to avoid drawing attention to money transfers within the hotel), as the situation requires. Transaction log sheets should be used at all points during the money transfer to the safe deposit box and bank. The Treasurer is responsible for knowing the financial status at all times throughout the weekend. At the end of the convention, all funds should be turned into the Treasurer.

##### Pick-up Procedure:

The Convention Committee will execute all money pick-ups during the convention. It is necessary that one of those be the Treasurer or Assistant Treasurer if at all possible. The count of the transfer from the Sub-committee to the Pick-up Team will be witnessed by the particular Subcommittee Chair or Vice Chair and confirmed by those three individuals on a log sheet or some other predetermined written proof of transfer.

##### Deposits:

It is necessary for the BOD and Treasurer to plan in advance the method used to deposit convention proceeds. A suggestion is to secure a local "night drop" and discuss procedures with a local bank.

Spending during the Convention:

The Planning Committee should make every effort to anticipate any and all spending that could be required during the convention. If necessary, spending decisions during the convention should be made by a vote. Prior to the convention weekend, plans for settlement of the Hotel bill should be discussed with Hotel management. Due to the large amounts of cash on hand, it is suggested that the Hotel bill be paid in cash and the amount receipted.

When payments are made to vendors in cash, the cash count given to the vendor should be verified by the appropriate committee chair and/or two members of the Administrative Committee. Vendor will then verify count by signing a receipt or invoice as to the amount received. All three parties should sign the document verifying the transfer funds.

Merchandise and Registration for Convention members:

Special “staff/trusted servant” or t-shirts to wear during the convention will be paid for by individual committee members. Shirts can be purchased at cost if desired.

Convention committee members will pay pre-registration price.

# LITERATURE DISTRIBUTION COMMITTEE GUIDELINES

APPROVED 5/20/09  
UPDATED NOVEMBER 2015  
UPDATED MARCH 2020  
UPDATED MAY 2023

## **POSITIONS AND REQUIREMENTS**

### Chairperson:

1. Clean time Requirement: 3 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT.
2. Position is elected at Cape Atlantic Area Service Conference.
3. Length of service: 1 year
4. Must attend monthly CAASC meeting
5. Must be a member of a home group in the Cape Atlantic Area

### Vice-Chairperson:

1. Clean time Requirement: 2 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT.
2. Position is elected at Cape Atlantic Area Service Conference.
3. Length of service: 1 year
4. Must attend monthly CAASC meeting
5. Must be a member of a home group in the Cape Atlantic Area

### Treasurer:

1. Lit Distribution Committee Treasurer or Lit Dist. Committee Chairperson
2. Clean time Requirement: 3 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT.
3. Position is elected at Cape Atlantic Area Service Conference.
4. Must be a member of a home group in the Cape Atlantic Area
5. Keep record of all funds and make deposits
6. Give monthly financial report to ASC.

### Member:

1. Clean time Requirement: none
2. You are a member when you say you are.
3. Length of service: not applicable
4. Must attend monthly CAASC meeting
5. Assists Chairperson / Vice-Chairperson in sale of literature at monthly CAASC meetings.

## **DUTIES**

### Chairperson:

1. Responsible to set up and sell literature at monthly CAASC meetings
2. Responsible for purchasing literature using the most cost-effective means (i.e.: volume discounts)
3. Works together with the Treasurer to submit a monthly report to the CAASC Secretary for inclusion in the minutes. This report must contain beginning balance plus all sales listed by group, less all expenses, totaling ending balance. This report must be submitted by the following month (i.e. March's report must be submitted at the April CAASC meeting)
4. Responsible for an annual inventory of all literature held (must be submitted to BOD Treasurer at end of fiscal year 12/31 to be used for annual tax returns) This inventory is valued at the area's current selling prices.

### Vice-Chairperson:

1. Learns position of Chairperson
2. Serves in absence of Chairperson at monthly CAASC meetings

### Treasurer:

1. Keep record of all funds and make deposits
2. Give monthly financial report to Chairperson/ASC.
3. Help count and keep track of all literature

# LITERATURE REVIEW COMMITTEE GUIDELINES

UPDATED NOVEMBER 2015

UPDATED MARCH 2020

UPDATED MAY 2023

## **DEFINITION AND PURPOSE:**

The CAASC Literature Review Committee is a volunteer group of recovering addicts from the Cape Atlantic Area fellowship of N.A. This committee is directly responsible to the of the WLC works in progress with regards to their priority list. This committee serves the fellowship of N.A. as a whole, by carrying the written message of recovery to the fellowship and the addicts who still suffers. This committee recognizes and adhere to, where applicable, the policies and guidelines of the WLC.

## **FUNCTIONS:**

1. To serve as a communication link between the CAASL, the NJRLC, and WLC.
2. To review, input, submit, and receive review form, approval form, and approved NA literature; Also, to create original input for proposed literature projects. This committee does not work as individual, but only as a group 'this committee strives for unanimous decisions.
3. To hold at least two meetings a month
4. The functions of this committee should be reflective of the principles of NA.

## **REQUIREMENTS AND DUTIES**

Chairperson:

1. The chair is elected by the CAASCNA
2. Term of service is for one year
3. Minimum one year Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT.
4. Must have a working knowledge of the 12 Step and 12 Traditions of N.A
5. Presides over the regular meetings of tile committee, and sets the agenda \_
6. Distributes N.A. review and approval form literature to member the committee.
7. Has the responsibility of being the communication link between this committee and the area.
8. Establishes and maintains the revolving fund with CAASC treasurer.

Vice Chairperson:

1. The vice chair is elected in committee and assumed the responsibilities of the Chair person in the absence of the chairperson.
2. Term of service is for one year
3. Minimum one year Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT.
4. Must have a working knowledge of the 12 Steps and 12 Traditions of N.A.
5. Is responsible for the order of the day.

Secretary:

1. A secretary is elected in committee to record pertinent information. A secretary pro tem will be appointed by chair in the absence of the secretary.

Structure of the Committee:

1. Any interested member of the Cape Atlantic Area may become a member of this committee.
2. Committee meetings are open to any member of NA.
3. The meetings operate as an open forum, but only members of the committee may vote.
4. Voting membership is established for any Cape Atlantic Area member by attending two meetings on a month or regular basis.
5. In the event that a committee member misses three consecutive meetings his or her membership will have to be reestablished.

Responsibility of the Committee Members:

1. Any member of the committee may give input on review and input literature they have read.
2. Every member of the committee who receives literature from the chairperson is required to review that literature and return it to the chairperson.



# POLICY COMMITTEE GUIDELINES

UPDATED NOVEMBER 2015  
UPDATED MARCH 2020  
UPDATED MAY 2023

## **PURPOSE:**

To be a source of accurate information about the operating procedures within and directly responsible to the CAASC-NA.

## **FUNCTION:**

1. To keep an accurate account of policy within the Cape-Atlantic Area.
2. To update and revise the operating policy of the CAASC-NA when necessary.
3. To present proposed area policy in the form of a motion, seconded by a GSR.
  - a. This is usually for a specific reason and is committed to committee by the CAASC Administrative Committee Chair.

## **MEMBERSHIP:**

1. Any member within the CAA with the willingness to serve and the desire to be a part of.
2. The CAASC-NA JAC; included in the JAC are all the CAASC Committee Chairs, the ASR and ASRA as well as the Administrative Committee.

## **REQUIREMENTS AND DUTIES**

### **CHAIR:**

1. One year Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT. and the willingness and ability to serve for one year.
2. A working knowledge of the Twelve Steps and Twelve Traditions of NA.
3. To attend all scheduled sessions of the CAASC, as well as all JAC meetings and is a member of the JAC.

### **VICE-CHAIR:**

1. Six months Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT. and the willingness and ability to serve for two years.
2. To perform all of the duties of the Chair in absence of the Chair.
3. To assume the position of Chair upon completion of the existing chairs' term and election by the GSR'S within the CAASC.

### **SECRETARY:**

1. Twenty-Four hours Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT. and the willingness to serve for one year.
2. To keep an accurate account of Policy Committee meetings.
3. To work closely with the other Policy Committee members.

### **MISCELLANEOUS:**

1. A budget is not necessary. When funds are needed the Policy Committee will submit a motion to the CAASC.

# PUBLIC RELATIONS COMMITTEE GUIDELINES

REVISED 9-2011  
UPDATED NOVEMBER 2015  
UPDATED MARCH 2020  
UPDATED MAY 2023

## **PURPOSE:**

To develop and implement techniques to inform the public that Narcotics Anonymous offers recovery from the disease of addiction. All activities shall be carried out in accordance with the 12 Steps and 12 Traditions of NA.

GEOGRAPHIC BOUNDARIES: Cape May and Atlantic counties.

## **FUNCTIONS AND RESPONSIBILITIES:**

1. To open and maintain lines of communication:
  - a. Between Narcotics Anonymous and the public.
  - b. Between the Area Service Committee and Narcotics Anonymous Members.
2. To respond to all requests for Information in a timely and effective manner.
3. To ascertain all requests are handled at the appropriate level of service.

## **MEETINGS:**

The Public Relations Committee will meet at a place designated by the Chair.

## **VOTING PROCEDURE:**

1. The following may vote:
  - a. Any member of NA attending their second consecutive PI subcommittee meeting.
  - b. Any previous voting PI member who misses 2 or more consecutive meetings may not vote until their 2nd consecutive meeting.
2. CAASC Vice Chairperson.

## **REQUIREMENTS:**

All positions require the following unless otherwise stated:

1. The stated duration of continuous abstinence from all mind and mood altering substances.
2. A working knowledge of the 12 Steps and 12 Traditions of NA.
3. A willingness to serve.
4. Suggested clean time:
  - Chairperson: 1 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT.
  - Vice Chairperson: 1 years Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT.
  - Secretary: six months: Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT.
  - Treasurer: six months : Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT.

**DUTIES:**

All duties are for one year.

**Chairperson:**

1. Arranges and presides over subcommittee meetings.
2. Responsible for PI correspondence to and from CAASCNA
3. Represent CAASC at regional PI conferences.
4. Responsible for PI correspondence may delegate responsibility to a committee member.
5. Tends to archives.

**Vice chairperson:**

1. Works with task committee within the subcommittee and coordinates their activities.
2. Assumes role of chairperson in his or her absence.

**Secretary:**

1. Records minutes of subcommittee meetings
2. Gives Secretary's report.

**Treasurer:**

1. Responsible for control and flow of all literature & Pass out presentations.
2. Accounts for money for literature order, 7<sup>th</sup> tradition and rent
3. Attends ASC to purchase literature.

**REMOVAL OF TRUSTED SERVANTS:**

1. Relapse
2. Voluntary resignation
3. Missing two or more consecutive meetings without reasonable CAUSE•
4. Motion to remove carried by two thirds majority by closed ballot.
5. Chairperson can only be removed by the CAASC but the subcommittee can make a written motion of dismissal to the CAASC.

**TASK COMMITTEES:**

Task committees will be formed to accomplish certain tasks.

Final projects completed by the task committee must be approved by the PI subcommittee. Task committees will be dissolved when the task is completed.

**FINANCES:**

1. The Public Relations subcommittee has a monthly budget of \$150.00/ \$1800.00 per year.
2. Funding for presentations and projects comes from the CAASC.
3. A 7th Tradition pays for rent of the meeting space.

**POLICY:**

All policy of the CAASC applies to the Public Relations Subcommittee.

**PUBLIC RELATIONS PRESENTATIONS:**

All requests for speaking engagement shall be responded to by the chairperson within 48 hours, telling the requesting party that the matter will be brought before the PI subcommittee and decided upon within 8 days. The chairperson cannot commit to a speaking engagement without committee approval.

**CONTINGENCY PLAN:**

1. Respond to requests within 48 hours.
2. Confirm: Date, time, place, contact person (name and phone number), audience type and size, purpose and length of presentation.
3. Contact and schedule speakers (see speaker selection guidelines)
4. Forty-eight hours prior to the presentation confirm all arrangements.
5. Arrive 30-45 minutes early.
6. Dress well.
7. Set up and man literature table.
8. Review presentation.
9. Give presentation.
10. Stay in group at literature table after presentation.
11. Help clean up.

**LITERATURE DISPLAY:**

<u>Quantity</u>	<u>Item</u>
1	White book, English
1	White Book Spanish
1	IP: 1,2,5,6,7,8,9,11,12,13,14,16,19,20,22,23
1	Posters: Steps- Traditions- Serenity Prayer- Gratitude
1	Basic Text
1	Key tags: Welcome, 30, 60, 90 days, 6, 9 months, 1year, 1 year medallion
1	PSA for preview (optional)

**SPEAKER REQUIREMENTS:**

1. All speakers must have one year of continuous abstinence from all mind or mood altering substances.
2. All speakers have attended a presentation preparation meeting.
3. All speakers understand they are representing Narcotics Anonymous, not their personal recovery.

**SPEAKER SELECTION:**

1. Three people are suggested:
  - a. Speaker with two years clean
  - b. Speaker with one year clean
  - c. MC with six months clean
2. Speakers should be compatible with audience:  
General: open-age 25 or older preferred  
Professional: open-age 25 or older preferred  
Youth: age 25 or younger preferred.

**MEETING FORMAT:**

Welcome everyone to our presentation of Narcotics Anonymous, sponsored by the Cape Atlantic Area Public Relations Committee in cooperation with \_\_\_\_\_.

My name is \_\_\_\_\_ and I am an addict.

The purpose of this presentation is to familiarize you with Narcotics Anonymous has to offer: recovery from the disease of addiction. Our message is simple: An addict, any addict with the desire to stop using can stop using, lose the desire to use and find a new way of life through Narcotics Anonymous.

Narcotics Anonymous is worldwide fellowships of recovering addicts, who help each other stay clean. NA was founded in 1953. There are 58,000 meetings a week in 134 countries. Today there are meeting daily in New Jersey and more than 65 meetings in our area of service, which is Cape May and Atlantic counties.

In this presentation, we will read and discuss some of our literature to better acquaint you with our program. We will finish with a question and answer session. Any opinions you hear are those of the speaker and not necessarily those of NA as a whole.

Before I bring up the first speaker, I would like to say a few words about anonymity. We remain an anonymous fellowship so that addicts who seek recovery in NA may be confident that their anonymity will be protected. Personal anonymity at the public level remains an important spiritual principle, reinforcing the-humility necessary for ongoing recovery. Thank you for respecting that when you leave here tonight.

I would like to introduce our first speaker.

We will try to answer any questions you have in reference to the fellowship of Narcotics Anonymous. (Keep answers in line with readings and views of Narcotics Anonymous not your own personal belief.)

In closing, we would like to thank you for participating. Some literature is available and order forms from the Cape Atlantic Area Service Office.

We again ask that the anonymity of the speakers be respected.

Narcotics Anonymous is fully self supporting through the contributions of its members. If you don't need the literature that you've been given, please turn it in so that someone else may use it.

# ACTIVITIES AND ENTERTAINMENT COMMITTEE

UPDATED NOVEMBER 2015

UPDATED MARCH 2020

UPDATED MAY 2023

## **PURPOSE:**

1. To carry the message of recovery through activities and entertainment events which promote unity and fellowship.
2. This is a service committee which is at all times responsible to the home groups of the CAASC.
3. The purpose of the A&E subcommittee is not to raise funds but rather use its budget to cover the costs of the activity or entertainment so all may participate without regard to cost.

## **FUNCTION:**

1. To plan activities and various other entertainment to be held within the Cape-Atlantic Area throughout the year.
2. To assist the groups in the Cape-Atlantic Area with Home Group functions when requested to do so and whenever possible.

## **MEMBERSHIP:**

Any NA member within the Cape-Atlantic Area with the willingness to serve and the desire to be part of is eligible to be a member of the A&E Committee.

## **REQUIREMENTS AND DUTIES**

All terms are for one year.

Chairperson:

1. Two (2) years: Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT, and the willingness and ability to serve for one year.
2. Working knowledge of the Twelve Steps and Traditions of NA.
3. Chairs the committee meetings and oversees all committee activities.
4. Attends all scheduled sessions of the CAASC and submits report regarding A&E activities.

Vice-Chairperson:

1. One (1) year Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT, and the willingness and ability to serve for one year.
2. Working knowledge of the Twelve Steps and Traditions of NA.
3. Assists the Chair with overseeing the committee's activities.
4. Performs all the duties of the Chairperson in the absence of the Chairperson.
5. Assumes the position of Chair upon completion of the existing Chair's term and election by the GSR's within the CAASC.

Secretary:

1. Ninety (90) days : Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT, and the willingness and ability to serve for one year.
2. To keep an accurate account of A&E Committee meetings.

## **VOTING PROCEDURE:**

1. Any NA member attending their second consecutive A&E meeting may vote.
2. Chairperson votes in a tie or calls for further discussion.
3. Simple majority decides the vote. Abstentions are a non-vote, neither yes nor no.

**FINANCES:**

1. The A&E subcommittee has a yearly budget from the Cape-Atlantic Area Service Conference of \$1,600.00
2. Financial assistance to Home Groups should be based on need, on a case by case basis, approved by the voting GSR's at Area Service and shall not exceed \$250.00 per event.

**MISCELLANEOUS:**

1. A&E has traditionally tried to schedule events such as dances, dinners or other activities around holidays which can be particularly difficult for recovering addicts.
2. A&E traditionally does not charge a fee for participation in its activities or events in order to allow all to participate.

# HOSPITAL & INSTITUTIONS COMMITTEE

## GUIDELINES

UPDATED NOVEMBER 2015

UPDATED MARCH 2020

UPDATED MAY 2023

### **PURPOSE:**

1. The Cape Atlantic Area Hospital & Institutions committee is a service board of volunteer members of N.A. existing for the express purpose of carrying the N.A. message of recovery to addicts, who are unable to attend regular N.A. meetings.
2. To effectively carry the N.A. message to the inmates, patients, and residents, we must be aware of the regulations of the institutions within which we serve while adhering to these guidelines, the 12 Steps and the 12 Traditions of N.A.
3. This is a service committee which is at all times responsible to the C.A.A.S.C. We shall maintain effective liaison and cooperation with that conference.

### **FUNCTION:**

1. To conduct at least one business meeting each month.
2. To serve as a communications link between local H&I meetings and H&I committees at the area, regional and world levels of service.
3. To serve as a distribution point for N.A. literature to addicts who attend our H&I presentations.
4. To conduct monthly workshops on relevant topics.

### **STRUCTURE OF THE COMMITTEE:**

1. Elected committee officers – The H&I committee shall consist of a Chairperson, Vice Chairperson, Secretary, Literature Distribution persons, Panel Chairs, a workshop subcommittee and other committee members. All officers with the exception of the Chairperson are to be elected by a majority vote of the H&I Committee members. The Chairperson will be elected by the C.A.A. S. C. in regular session.
2. Voting Members – The voting members of the C.A.A.S.C. H&I Committee will be all Panel members, Panel Chairs and Vice Chairs and the elected officers of the C.A.A.S.C. H&I Committee. The C.A.A.S.C. H&I Committee Chair will vote only in the event of a tie vote, and only to break that tie.
3. Participation – Only the members described in section B., above, may make or second motions or speak pro or con to a question. Any interested party, however, at the invitation of the Chair, may address the committee.
4. H&I Workshop Subcommittee – This committee of the C.A.A.S.C. H&I Committee shall consist of any member of N.A. who wishes to participate. Its regular members are the Panel Chairs, H&I committee members and the officers of the H&I committee. The Subcommittee shall conduct its workshops monthly. The H&I Committee Chairperson chairs this subcommittee.
5. Ad-Hoc or Select Committees may be formed when a need for them arises.



## **QUALIFICATIONS AND RESPONSIBILITIES OF OFFICERS:**

Chairperson – Requires one year Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT, and the willingness and ability to serve for one year.

The Chairperson's responsibilities are:

1. To bring before the general meeting of the committee such matters as should be acted upon by them by presenting each member a written agenda at each committee meeting.
2. To carry out the policies of the committee.
3. To ensure that the traditions of Narcotics Anonymous are at all time upheld.
4. To sit on all panels whenever possible.
5. To report monthly to the C.A.A.S.C. on the status of the H&I commitments in the area.
6. To assume the temporary position of Panel Chairperson in the event that a Panel Chair resigns, is absent, or is removed.
7. To oversee the monthly H&I workshops.
8. To act as a go between for the information link between the Region and the Area.

Vice Chairperson – Requires one year Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT, and the willingness and ability to serve for one year.

The Vice Chairperson's responsibilities are:

1. To assume the responsibilities of the Chairperson in the event of their absence.
2. To help coordinate new Panels.
3. To sit on all Panels whenever possible.
4. To assume the temporary position of Panel Chairperson in the event that a Panel Chair resigns, is absent, or is removed.

Secretary – Requires six months Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT, and the willingness and ability to serve for one year.

The Secretary's responsibilities are:

1. To keep an accurate set of minutes of all meetings, and distribute copies to all committee members prior to the next committee meeting.
2. To coordinate correspondence between the H&I Committee and the Institutions whose clients we serve.
3. To keep records of all committee members including current addresses and telephone numbers of all panel members.
4. To maintain a record of the rules and regulations of all institutions within which we serve.
5. To maintain a list of N.A. members who are qualified to serve on H&I panels.

Panel Chairperson – Requires one year Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT, and the willingness and ability to serve for one year.

A Panel Chair's responsibilities are:

1. Coordination of attendance and responsibilities of the Panel members.
2. To instruct the Panel members and guest speakers on institutional requirements, regulations and these guidelines covering H&I meetings.
3. To provide updated panel lists to the H&I Committee Secretary.
4. To submit a monthly written and oral report to the H&I Committee on:
  - a. Status of the Panel (attendance, etc.).
  - b. Literature needs.
  - c. Any problems encountered by the Panel.
5. To order literature monthly from the A.S.O. on the forms provided.
6. Can administer a workshop with a minimum of 90 days as a current Panel Chairperson.

Panel Vice Chair – Requires one year Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT, and the willingness and ability to serve for one year.

A Panel Vice Chair's responsibilities are:

1. To assume the responsibilities of the Panel Chair whenever and wherever needed.

Panel Member – Requires six months Clean time defined by CAASC as total abstinence including abstinence from MAT/DRT, and the willingness and ability to serve on the panel for one year.

The Panel members responsibilities are:

1. To be familiar with the H&I Committee Guidelines and the regulations of the institution In which they serve.
2. To attend that institutional meeting at least monthly. If unable to attend any meeting Within that institution, to contact the Panel Chair far in advance to permit the Panel to make other arrangements.
3. To attend at least one H&I Workshop per year.

Guest Speaker – An N.A. member with six months clean, the willingness and ability to serve, attendance of at least one H&I Workshop per year, and a clear N.A. message.

Observer – An N.A. member who has attended a workshop may attend an H&I Presentation with 90 days clean. An observer may not participate in the presentation nor are they a Panel Member. They are there to observe and learn, not participate.

Literature Distribution Person – Requires ninety days clean time and the willingness and ability to serve for one year.

The Literature Distribution Person's responsibilities are:

1. To attend the regular monthly H&I Committee meeting
2. To order literature for every monthly meeting of the C.A.A.S.C. through the H&I Chair or Vice Chair at the regular monthly H&I Committee meeting through a literature order form.
3. To collect all literature order forms from each representative of each presentation at The H&I Committee meeting and fill out each order.
4. To calculate what each presentation is receiving on a monthly basis.
5. To total up all outgoing literature order forms monies and submit this information to the H&I Committee Chair or Vice Chair along with the monthly H&I literature order.
6. H&I Committee has a yearly budget of \$3,000.00 from the Cape/Atlantic Area Service Conference.

#### **FINANCES:**

1. The H & I subcommittee has a yearly budget from the Cape Atlantic Area of \$3000.

#### **GENERAL INFORMATION:**

- A. Any member of the H&I Committee is automatically and immediately disqualified from further H&I activity of any nature upon loss of their clean time, but may regain eligibility when they again meet the listed requirements.
- B. Any member not adhering to these guidelines or to any others which may be added in the future, or who fails to abide by the rules and regulations of the institution within which they serve, shall be subject to an H&I Committee review, which may result in disqualification from further service on this committee.
- C. No H&I Presentation regularly conducted under the auspices of this committee shall be held in any institution except under the direct supervision of a Panel Chair elected by this committee (H&I Chair or Vice Chair may appoint or delegate a one-time Substitute Panel Chair when the need arises).
- D. No member of this committee will involve themselves with any other activity at any institution in which this committee serves to avoid possible conflict and subsequent damage to our relationship with the inmate, patient or client.
- E. The working ability and privilege of this committee to carry the message inside the institution must not be compromised. No member will interfere with our use any influence in any institution, court or hospital, nor with any judge, doctor, parole or probation officer, nor shall he or she make any comments or promises regarding employment, parole, probation or medical treatment or problems. We are neither doctors nor counselors. We carry on the message of Narcotics Anonymous.
- F. The length of clean time required by each institution is to be rigidly upheld by all panel chairs, members and guest speakers.

- G. N.A. experience, strength, hope, principles and N.A. general information are to be the main topics of any N.A. presentation conducted at any institution within which this committee serves. All speakers and panel members must strictly comply with these guidelines and the institutional regulations confining their talks solely to N.A. recovery.
- H. All personal information requested by the institution must be given and must be accurate. This information is to be used solely to gain clearance into this institution and access to the addicts we wish to serve.
- I. When and H&I Panel or an institution in which one of our panels serves is in violation of any of the traditions of our committee guidelines, a Review Committee will be appointed to review the problems and submit possible solutions to the H&I committee, who will decide what action will be taken.
- J. Two or more members of the H&I committee/NA must attend all H&I presentations that's taken in institutions, jails, or facilities.
- K. Any elected officer (Panel Chairperson, Vice Chairperson, etc) that misses 2 consecutive H&I business meetings forfeits their responsibilities and position.
- L. Any Panel member that misses 2 consecutive H&I commitments without reason forfeits their responsibilities and position.

**C.A.A.S.C. – H&I COMMITTEE'S Do's and Don'ts for H&I Work**

**DO:**

- 1. Make directories of outside meetings available to residents.
- 2. Clarify the institutions rules with anyone you bring in
- 3. Start and end on time.
- 4. Try to get residents involved, especially in long term facilities (i.e., secretary, literature person, set up room, etc.)
- 5. Obey all dress codes.
- 6. Exercise common sense and respect for the facility.
- 7. Keep the staff aware of your whereabouts at all times.
- 8. Follow all security regulations at all times.
- 9. Screen all perspective panel members and guests carefully.

**DON'T:**

- 1. Break another person's anonymity or tell their story.
- 2. Get involved in discussions about an inmate's guilt or innocence.
- 3. Debate any issues involving institutional rules or regulations.
- 4. Debate which drugs are acceptable. N.A. is a program of complete abstinence from all mood and mind altering substances.
- 5. Discuss conditions within the institution or opinions about staff members.
- 6. Give or accept gifts.
- 7. Carry excessive cash or wear expensive or flashy jewelry.
- 8. Show favoritism to any inmate, patient/resident.
- 9. Carry mail in or out of the institution.
- 10. Give out any other person's address or telephone number.
- 11. No member of the H&I committee/NA are to take a presentation in an institution, jail, or facility alone.

# Out-Reach Committee

UPDATED MARCH 2020  
UPDATED MAY 2023

## **STRUCTURE OF THE OUT-REACH COMMITTEE:**

- 1.Out-Reach committee consist of two groups, the Administrative Committee and General Membership.
- 2.The Administrative Committee will include the Chairperson, Vice Chairperson, Secretary and elected or appointed committee coordinators or representatives, as deemed necessary by the Out-Reach Committee.
3. The General Membership will consist of any individual who attends two consecutive Out-reach committee meetings.

Administrative Committee Election Procedure:

- 1.The Chairperson is nominated and elected at the CAASC.
- 2.For procedure see CAASC Policy & Guidelines.
- 3.The Vice Chairperson will be elected in the Out-Reach Committee meeting.
- 4.The Secretary will be elected in the Out-Reach committee meeting.
- 5.All other elected or appointed positions will be elected in the Out-Reach Committee meeting.

## **ELECTION AND VOTING PROCEDURE OF THE COMMITTEE:**

- 1.All officers with the exception of the Chairperson are to be elected by a majority vote of the Out-Reach Committee members. The Chairperson will be elected by the C.A.A.S. C. in regular session.
- 2.Voting Members – The voting members of the C.A.A.S.C. Out-Reach Committee will be all members that attend two consecutive Out-Reach Committee meetings. The C.A.A.S.C. Out-Reach Committee Chair will vote only in the event of a tie vote, and only to break that tie.
- 3.Participation – Only the members described in section B., above, may make or second motions or speak pro or con to a question. Any interested party, however, at the invitation of the Chair, may address the committee.
4. Out-Reach Subcommittee – This committee of the C.A.A.S.C. Out-Reach Committee shall consist of any member of N.A. who wishes to participate. Its regular members of the Out-Reach Committee members and the officers of the Out-Reach Committee. The Subcommittee shall conduct its workshops monthly. The Out- Reach Committee Chairperson chairs this subcommittee.
- 5.Ad-Hoc or Select Committees may be formed when a need for them arises.  
Any problems encountered by the Sub-Committee.

## **QUALIFICATIONS AND RESPONSIBILITIES OF OFFICERS:**

Chairperson – Requires 3 years clean and the willingness and ability to serve for two years.

The Chairperson's responsibilities are:

- 1.To bring before the general meeting of the committee such matters that should be acted upon by them by presenting each member a written agenda at each committee meeting.
- 2.To carry out the policies of the committee.
- 3.To ensure that the traditions of Narcotics Anonymous are at all time upheld.
- 4.To sit on all sub-committees whenever possible.
- 5.To report monthly to the C.A.A.S.C. on the status of the Out-Reach commitments in the area.
- 6.To oversee the monthly Meeting.
- 7.To act as a go between for the information link between the Region and the Area.
- 8.The Out Reach Chairperson is a voting member of the CAASC-BOD

Vice Chairperson – Requires 2 years clean and the willingness and ability to serve for one year.

The Vice Chairperson's responsibilities are:

- 1.To assume the responsibilities of the Chairperson in the event of their absence.
- 2.To help coordinate new Sub-Committees.
- 3.To sit on all Sub-Committees whenever possible.

Secretary – Requires 1 year clean and the willingness and ability to serve for one year.

The Secretary's responsibilities are:

- 1.To keep an accurate set of minutes of all meetings, and distribute copies to all committee members prior to the next committee meeting.
  - 2.To coordinate correspondence between the Out-reach Committee, Out-Reach members, and Sub-Committee members.
  - 3.To keep records of all committee members including current addresses and telephone numbers.
  - 4.To maintain a record of the rules and regulations of all institutions within which we serve.
  - 5.To maintain a list of N.A. members who are qualified to serve in institutions we serve.
- Sub-Committee Chairperson– Requires one year clean and the willingness and ability to serve to task of committee finished.

A Sub-Committee Chair's responsibility are:

- 1.Coordination of attendance and responsibilities of the Sub-Committee members.
- 2.To instruct the Sub-Committee members of institutional requirements, regulations and guidelines covering Out-Reach Committee meetings.
- 3.To provide updated Sub-Committee members lists to the Out-Reach Committee Secretary.
- 4.To submit a monthly written and oral report to the Out-Reach Committee on:  
Status of the Sub-Committee (attendance, etc.).  
Literature needs.

#### **FINANCES:**

- 1.The Outreach Committee has a monthly budget of \$25.00/ \$300.00 per year.

#### **GENERAL INFORMATION**

Any member of the Out-Reach Committee is automatically and immediately disqualified from further Out-Reach activity of any nature upon loss of their clean time, but may regain eligibility when they again meet the listed requirements.

Any member not adhering to these guidelines or to any others which may be added in the future, or who fails to abide by the rules and regulations of the institution within which they serve, shall be subject to Out-Reach Committee review, which may result in disqualification from further service on the Out-Reach Committee.

## **THE TWELVE STEPS OF NARCOTICS ANONYMOUS**

1. We admitted we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God as we understood Him.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all of these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continue to take personal inventory and when we were wrong we promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts and to practice these principles in all our affairs.

## **THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS**

1. Our common welfare should come first; personal recovery depends on N.A. unity.
2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups of N.A. as a whole.
5. Each group has but one primary purpose; to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. N.A., as such, ought never to be organized, but we may create service boards or committees directly responsible to those they serve.
10. N.A. has no opinion on outside issues; hence the N.A. name ought never to 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.

## **NEW JERSEY REGIONAL HELPLINE**

1-800-992-0401