

# Essex – Kent Area Service Guidelines

## Article I

### Name

The name of this service body shall be the “ESSEX – KENT Area Service Committee” of Narcotics Anonymous, herein after called the A.S.C. or the E.K.A.S.C.

## Article II

### Service Area:

The designated Service Area of this A.S.C. shall be determined by but not limited to the geographical location of the Narcotics Anonymous Groups in counties within the Essex-Kent Area in the province of Ontario, Canada, and that are seated with the committee.

## Article III

### Purpose:

The purpose of the E.S.A.S.C. shall be to encourage unity, co-operation, and communication among the N.A. Groups within the Service Area, the Ontario Region, and the World Service Office (W.S.O.). Also to provide an opportunity for those groups to express their conscience through the N.A. Service structure.

## Article IV

### Functions:

#### Section A: General

The general function of the E.K.A.S.C. is to administer business and co-ordinate activities common to the groups and sub-committees comprising its membership, in accordance with the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous. To carry the message to the addict who still suffers.

#### Section B: Specific

Specific functions shall include, but are not limited to, the following within the N.A. fellowship and the community:

1. To co-ordinate the distribution of N.A. Literature and meeting lists.
2. To create sub-committees to respond to needs as they arise.
3. To help its member groups deal with their basic situations and needs.
4. To facilitate the communication of information to and from the groups.
5. To provide information and guidance to members and groups of the fellowship.
6. To hold regular, monthly business meetings.
7. To hold service workshops and learning days.
8. To encourage and support the planning and implementation of social functions, conferences, and to maintain self-support throughout the N.A. fellowship.
9. To ensure accountability of all sub-committees to the E.K.A.S.C. and the E.K.A.S.C. to the fellowship.
10. To be a communication link between its members, groups and the rest of Narcotics Anonymous (W.S.O. and the Ontario Region).
11. To develop and conduct “Outreach” efforts to isolated groups that are members of the E.K.A.S.C.
12. To maintain a Narcotics Anonymous Phone Line (Help Line).
13. To perform an annual review of these Policies and Guidelines, to be conducted by the Area Chairperson, the Alternate Area Chairperson, the Area Secretary and the Alternate Area Secretary.
14. To maintain support throughout the Essex-Kent Area (i.e. Chatham) by holding one (1) E.K.A.S.C. meeting a year in another location.
15. To start and maintain an Essex-Kent Area Web Page.
16. To co-ordinate a local monthly newsletter for distribution in the Essex-Kent Area.
17. All area literature and merchandise will have area logo on it.

## Article V

### Members:

#### Section A: Group Service Representatives (G.S.R.'s)

1. The G.S.R.'s of home groups are to be seated at the E.K.A.S.C. monthly meetings. Or in the absence of the G.S.R., the Alternate G.S.R. or the group's appointed representative shall be the only voting member from their individual group.
2. No G.S.R. or Alternate G.S.R. (in the absence of the G.S.R.) shall represent more than one group at a time.
3. No group shall be represented by more than one (1) G.S.R. or Alternate G.S.R. at one time.

#### Section B: Area Service Committee Officers (A.S.C.)

1. A.S.C. Chairperson
2. Alternate A.S.C. Chairperson
3. Secretary
4. Alternate Secretary
5. Treasurer
6. Alternate Treasurer
7. Regional Committee Member (R.C.M.)
8. Alternate Regional Committee Member
9. Sub-Committee Chairpersons (Article XI, Section D: Job Descriptions for Individual Sub-Committees)

#### Section C: Subcommittee Chairpersons

Members elected or appointed to serve as sub-committee chairpersons shall be voting members of the E.K.A.S.C. G.S.R.'s who are also elected or appointed to serve as Sub-Committee Chairpersons, shall vote only as G.S.R.'s. This includes:

1. Standing Sub-Committee Chairpersons.
2. Ad-Hoc Sub-Committee Chairpersons.

## Article VI

#### Section A: References

This E.K.A.S.C. shall comply in all its actions with the following documents:

1. The Twelve Traditions and Twelve Steps of Narcotics Anonymous.
2. The current publication of the E.K.A.S.C. policies and guidelines.
3. The E.K.A.S.C. group conscience.
4. Guide to Local Services in Narcotics Anonymous, 2002 Version.
5. The current editions of all Narcotics Anonymous Service Manuals and other hand books.
6. The Twelve Concepts for Narcotics Anonymous Service.
7. Parliamentary procedure based on the World Service Committee (W.S.O.) Rules of Order (A.k.a. Roberts Rules of Order).

#### Section B: Meetings

The E.K.A.S.C. shall hold regular business meetings currently on the last Saturday of each and every month at 10:00am, unless otherwise voted on by the A.S.C.; with the possible exception of holidays and the yearly rotational meeting. The current meeting location as voted by the E.K.A.S.C. is located at 1240 Pierre Ave. in Windsor, Ontario.

##### 1. Special/Emergency Area Service Committee Meetings.

In order to call a special/emergency area service committee meeting the following stipulations do apply:

- a. Any E.K.A.S.C. member may call a special/emergency meeting by notifying the E.K.A.S.C. Secretary in writing of the exact intent for the meeting. The Secretary will then pool all the G.S.R.'s included in the quorum as of the previous E.K.A.S.C. meeting to see if 51% or more are in agreement. If this requirement is met, then the E.K.A.S.C. Secretary informs the E.K.A.S.C. Chairperson, who then arranges the date and time of the special/emergency meeting to be held A.S.A.P.

- b. Written or verbal notice stating the specific reason for the special meeting is to be given to all the E.K.A.S.C. members at least Seven (7) Days in advance (when possible).
  - c. The Special/Emergency Area Meeting is limited to dealing only with the business stated in the notice.
  - d. There will be no change of the permanent regularly scheduled monthly meeting times or locations without home groups first voting on the changes.
2. All E.K.A.S.C. Meetings and E.K.A.S.C. Special/Emergency Meetings are open for observation to the NA Fellowship as a whole.
- a. The E.K.A.S.C. shall select the site for the annual rotational meeting by a simple majority vote and announce the location as far in advance as possible.

### **Section C: Seating of Groups**

1. To be ‘Seated’ as a voting participant of the E.K.A.S.C. the group seeking the seat will provide a written report including the following:
  - a. The registration of the group with the W.S.O (form available on-line na.org)
  - b. The name of the G.S.R. and/or Alt. G.S.R. elected by the group.
  - c. New groups will gain voting privileges after 90 Days (or 3 E.K.A.S.C. meetings) before having voting privileges.
  - d. A home group “G.S.R. Report” is to be handed to the E.K.A.S.C. Secretary, every month (when attended), for the area minutes and archiving purposes.
  - e. A home group is dropped from the voting quorum after missing two (2) consecutive E.K.A.S.C. meetings.
  - f. A home group however becomes a part of the voting quorum at the next meeting they attend.

## **Article VII**

### **Voting**

#### **Section A: Voting Policy**

1. Voting on all E.K.A.S.C. motions and elections shall be done on a one (1) group/sub-committee one vote per person system.
2. After being seated by the E.K.A.S.C. a sub-committee shall have voting privileges upon attending their first E.K.A.S.C. meeting.
3. All votes are counted from the established quorum.
4. Quorum is established as being one half (1/2) plus one (+1) of eligible voting members of the previous E.K.A.S.C. meeting.
5. A simple majority shall be defined as one half (1/2) plus one (+ 1) of the established quorum.
6. A quorum shall not be declared established with less than a simple majority of the eligible voting members present.
7. A simple majority of the established quorum is required to pass a motion unless otherwise stated in these Policies and Guidelines.

#### **Section B: Non-Voting Policy**

1. Non-Voting participants at the E.K.A.S.C. meeting are the elected members and any visiting members of the N.A. Fellowship.
2. Only on being recognized by the E.K.A.S.C. Chairperson they can debated, question, enter, or second motions and nominations, present reports, present personal points of privilege, call for points of order and query from the E.K.A.S.C. Chairperson.
3. To have nominees re-nominated in case of a failed election.

#### **Section C: Motions**

1. Any member of the voting E.K.A.S.C. may make a motion or participate in any discussion.
2. All motions shall be submitted in writing with the intent and financial impact clearly stated.
3. No motion shall be discussed, voted upon, or brought back to the home groups for a “Group Conscience” if the maker or the seconder is not present at that E.K.A.S.C. meeting.

4. All seconds shall be made by a voting member of the E.K.A.S.C.
5. Motions may be amended at any time by the maker. A motion amended in this manner shall be seconded by a voting member of the E.K.A.S.C.
6. No member shall speak on a motion more than once, unless others desiring to speak on the motion have exercised the opportunity.
7. All N.A. members in attendance at the E.K.A.S.C. meeting shall have the right to participate in the discussions of motions, having first been recognized by the E.K.A.S.C. Chairperson.
8. In the event of a tie the E.K.A.S.C. Chairperson will declare the motion defeated after addressing the No's and the abstentions.
9. A motion cannot be re-introduce for six (6) months after having been defeated.
10. All motion forms must be filled in completely, or they will be returned to those submitting the form for correction.

**Section D: Deferring Motions for a “Group Conscience”**

1. A voting member of the committee may make a motion during the discussion of the question to defer it back to the home groups in the Essex-Kent Area, should they determine it will directly affect the groups in the Essex-Kent Area.
2. Voting on a motion to defer shall take place in accordance with Section A, B and C of this Article.
3. A simple vote of the established quorum is required to carry such a motion.
4. A motion to defer will be allowed on the floor one (1) time only. If defeated, the motion to defer shall not be reconsidered.
5. A motion deferred in this manner shall be dealt with under Old Business at the next E.K.A.S.C. meeting.

**Article VIII**

**Elections of the E.K.A.S.C. Officers**

**Section A: Requirements for Election**

1. The suggested clean-time required for all E.K.A.S.C. officers and their Alternates at the time of election shall be:
 

a. Chairperson	3 Years
b. Alternate Chairperson	2 Years
c. Secretary	1 Year
d. Alternate Secretary	6 Months
e. Treasurer	2 Years
f. Alternate Treasurer	2 Years
g. Regional Committee Member (RCM)	3 Years
h. Alternate R.C.M.	2 Years
i. Area Convention Service Representative (A.C.S.R.)	1 Year
j. Alternate A.C.S.R.	6 Months
k. Sub-Committee Chairperson	2 Years
l. All members handling N.A. funds	1 Year
m. AD HOC Committee Chairperson	2 Years
2. The waving of clean-time will require a ninety percent (90%) vote of support.
3. The E.K.A.S.C. officers shall have the willingness and desire to serve the time with the resources necessary to do the job. Including but not limited to, previously fulfilled service experience in Narcotics Anonymous. A good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of N.A. Service. As well as reference materials listed in Article VI Sec. A.

**Section B: Nominations**

1. Nominations for all executive positions shall take place at the October and November E.K.A.S.C. meeting, and elections shall take place as the last order of new business in December. All sub-committees will have their nominations in April and May, with elections at the June E.K.A.S.C. meeting. Nominations for In From the Cold chair will take place in January and February with elections in March.

2. Nominations for the A.C.S.R. shall take place in March and April with elections in May.
3. Any qualified voting member of the E.K.A.S.C. may nominate a qualified individual for any A.S.C. position.
4. Each nomination shall be seconded by a qualified voting member of the E.K.A.S.C.
5. All nominees must be present to either accept or decline their nomination.
6. Upon acceptance, each nominee shall state his or her qualifications for serving the N.A. Fellowship. (State clean time, past experience in N.A., and why they can and want to serve in this position). A written copy of their "Service Resume" must also be given to the E.K.A.S.C. Secretary for archiving purposes and for the E.K.A.S.C. meeting minutes. This also applies to any member standing for a second term.
7. All E.K.A.S.C. members shall be given the opportunity to question the nominees and voice their objections (if any) concerning the nominee and the position. With the prospective nominee in attendance.
8. Notice of elections shall go out to the Essex-Kent Area fellowship to be announced at group meetings (or any other means possible) at least two (2) months in advance.
9. All nominations whether "Annual" or "Fill Vacancy" shall go back to the home groups for voting. Annual Elections for 2 months and Fill Vacancies for one month.

## **Section C: Voting**

### **a. Secret Ballot**

1. Voting for all E.K.A.S.C. positions and dismissals shall be done by paper ballot.
2. A majority vote of the established quorum, as defined in Article VII of these Policies and Guidelines, is required to elect all E.K.A.S.C. officers.
3. Two (2) non-voting members do the tallying of the votes.
4. Election results shall not be announced or published by number.
5. The E.K.A.S.C. Chairperson will announce the results
6. Where there are more than two (2) nominees a vote is taken and repeated until a single nominee receives the majority support of the established quorum.
7. Where no single nominee receives the support of a clear majority, the nominee who receives the least votes is excluded from the ballot prior to each subsequent vote.
8. In the case of only one nominee a vote is still taken. If a majority of the established quorum is not achieved the position remains open for further nominations.

### **b. Voice Roll Call**

1. All G.S.R.'s will be called and asked to verbally cast their vote
2. These votes will be recorded and published.
3. To be used to amend the E.K.A.S.C. Policies and Guidelines.
4. For issues where "Home Group Conscience" has been sought.

### **c. Show of Hands**

1. Voting will be conducted in this manner for routine business.
2. The count will be recorded and the motion declared carried or defeated.

## **Section D: Assumption of Duties**

1. Newly elected officers shall assume their duties immediately following the E.K.A.S.C. meeting at which they had been elected.
2. Newly elected E.K.A.S.C. Chairperson or Alternate Chairperson, who are currently serving as a G.S.R., are responsible to resign from their G.S.R. position prior to the next E.K.A.S.C. meeting.

## **Section E: Term of Office**

1. No E.K.A.S.C. officer shall be elected to more than one (1) E.K.A.S.C. position at one (1) time, except as an Ad-Hoc sub-committee chairperson.
2. All E.K.A.S.C. officers shall be elected to serve for a term of no more than one (1) year.
3. No E.K.A.S.C. officer shall serve more than two (2) consecutive terms in the same position, unless otherwise voted on by the E.K.A.S.C. with at least a ninety percent (90%) majority vote of the established quorum.

4. Interim officers shall be elected as required. Their term of office shall be for the remainder of the predecessor's term and shall conclude in January, May or July whichever should apply (Article VIII, Sec. B par #1 of these policies and guidelines).

## **Article IX**

### **Dismissal of E.K.A.S.C. Officers**

#### **Section A: General**

1. An E.K.A.S.C. officer may be dismissed from their position for non-compliance.  
Non-Compliance includes, but is not limited to:
  - a. Loss of abstinence, or clean time.
  - b. Gross neglect of duties and responsibilities
  - c. Inability to perform their duties.
  - d. Two consecutive absences of regular E.K.A.S.C. or sub-committee meetings without sending a written report.
  - e. Any four (4) absences from the E.K.A.S.C. or sub-committee meetings in a fiscal year.
  - f. By agreement of a two thirds (2/3) of the established quorum of the voting members of the E.K.A.S.C.
  - g. Refusal to comply with W.S.O literature as listed in Article VI: Sec. A, and these policies and guidelines.
2. A written motion for dismissal with due cause stated must be entered, seconded and filed with the EKASC Chairperson. The officer must be notified in writing and shall have the opportunity to give an explanation before any vote is taken.
3. Voting for dismissal will be done by secret ballot.
4. A Six Month Suspension will be in effect for an officer who resigns or is dismissed from a position, except when that resignation is tendered to fill another position.

#### **Section B: Resignations**

1. An E.K.A.S.C. officer may resign at any time.
2. All resignations are recognized when submitted in writing to the E.K.A.S.C. Chairperson.
3. A copy of written resignation shall be given to area secretary for archiving purposes.
4. In order to maintain continuity of service and reasonable transition, it is suggested that the resignation is to be submitted to the E.K.A.S.C. at least one (1) regular E.K.A.S.C. meeting prior to the resignation (when possible). Under special circumstances officers may be asked to stay on until the position they are resigning from is filled.
5. Any E.K.A.S.C. officers resigning their position before the term is completed, without providing an adequate written explanation, shall not be eligible for nomination to any E.K.A.S.C. position for a period of six (6) months.

## **Article X**

### **Duties and Responsibilities of Committee Members**

#### **Section A: Group Service Representative (G.S.R.)**

1. To provide information to their home group members about the decisions and actions of the E.K.A.S.C., and the N.A. service structure in general. Also in how to become involved in N.A. service.
2. To register their home group with the E.K.A.S.C. Secretary and with the World Service Office (W.S.O.).
3. Is responsible to attend all regularly scheduled E.K.A.S.C. monthly meetings.
4. Responsible for getting monthly EKASC minutes from the area secretary.
5. Is responsible to attend all home group monthly business meetings.
6. To provide "G.S.R. Reports" to the E.K.A.S.C. Secretary, for the purpose of archiving and printing in the E.K.A.S.C. monthly minutes.
7. To carry group contributions and literature orders to the E.K.A.S.C. Treasurer and Literature Committee, to be paid by cheque or money order (when possible).
8. To represent their group conscience when proposing, discussing and voting on motions brought to the E.K.A.S.C., and to act on behalf of the group with the absence of group conscience (to be a trusted servant of your home group).

9. To know your “Welcome Package” information and these E.K.A.S.C. Policies and Guidelines, as these will help you in performing your job as G.S.R.

#### **Section B: Alternate G.S.R.**

1. To work closely with their G.S.R. and help them with all duties and responsibilities of the position.
2. Is responsible to attend all regular monthly meetings of the E.K.A.S.C.
3. Is responsible to attend all home group monthly business meetings.
4. To be their groups’ voting member at the E.K.A.S.C. meeting, in the absence of the G.S.R.
5. To become familiar with and have good working knowledge of the E.K.A.S.C. Policies and Guidelines and the “G.S.R. Welcome Package”.

#### **Section C: E.K.A.S.C. Chairperson**

1. Is responsible to attend all E.K.A.S.C. meetings at all times.
2. Call the E.K.A.S.C. meeting to order at the appointed time, and maintain order during committee procedures.
3. To preside at all meetings as per sample W.S.O. Rules of Order, also known as “Roberts Rules of Order and to the N.A. Guide to Local Service, the 2002 version.
4. To maintain an active communication between the E.K.A.S.C., the E.K.A.S.C. Sub-committees and home group GSR’s.
5. To present oral reports on matters that concern sub-committees & home groups.
6. To formulate and agenda for each E.K.A.S.C. meeting, and provide a monthly written report.
7. To be one (1) of the four (4) co-signers of the E.K.A.S.C. general funds bank account, with the Alternate Chairperson, the Treasurer and the Literature Chairperson.
8. To be absolutely fair as the mediator of the E.K.A.S.C. business meetings, and to protect the committee from obviously frivolous and dilatory motions.
9. To submit an annual report each year in December.
10. To review and update, with the secretary, the current E.K.A.S.C. policies and guidelines to insure they reflect all motions that have been passed; which will affect the policies and guidelines for the next year (see Article IV Sec B par. #13).
11. To refrain from discussing a motion while presiding, unless requested to do so by a member of the E.K.A.S.C. (when this occurs, the Alternate Chairperson or R.C.M. will preside over the meeting until after the motion is dealt with.)
12. To become familiar with and have good working knowledge of the E.K.A.S.C. policies and guidelines and all reference material (See Article VI, Section A: References).

#### **Section D: Alternate Chairperson.**

1. Is responsible to attend all E.K.A.S.C. meetings at all times.
2. To co-ordinate all sub-committee functions
3. To perform the duties of the Chairperson if the Chairperson is absent or when the Chairperson is requested by a member of the E.K.A.S.C. to take part in the discussion of a motion.
4. To act as interim Chairperson if the Chairperson is unable to complete the term.
5. To serve as one (1) of the four (4) signing officers of the E.K.A.S.C. general funds bank account.
6. Serve as parliamentarian of the E.K.A.S.C. meetings.
7. To serve and restate all motions before they are voted on.
8. Assist the sub-committees when that sub-committee chairperson is absent or cannot complete the term.
9. To become familiar with and have good working knowledge of the E.K.A.S.C. policies and guidelines and all reference material (See Article VI, Section A: References).

#### **Section E: E.K.A.S.C. Secretary**

1. Is responsible to attend all E.K.A.S.C. meetings at all times.
2. Is responsible to submit monthly written reports to the E.K.A.S.C.

3. Is responsible to submit a yearly budget for the EKASC each December.
4. To draft and make draft only the business at hand in the hard copy of minutes and submit the minutes in whole to the web servant to be published online for all E.K.A.S.C. voting members within fourteen (14) days of the following EKASC monthly meeting:
  - a. All members of the A.S.C. as defined in Article V of these policies and guidelines.
  - b. Regional Committee Member and the Alternate R.C.M.
  - c. Neighboring A.S.C.'s upon request when the budget permits.
5. To take accurate minutes of the E.K.A.S.C. meetings.
6. To mail out the monthly minutes to the county or to any other voting member by request no later than 14 days before upcoming area meeting. In addition complete minutes shall be posted on-line.
7. To assume responsibility for documenting all changes in the E.K.A.S.C. minutes.
8. To be responsible for files and archives of the E.K.A.S.C. Secretary, Literature Chair and Treasurer for 7 years.
9. To maintain a current list of telephone numbers of all E.K.A.S.C. members (anyone that is seated and has a vote at the E.K.A.S.C. business meetings).
10. Prepare letters, etc. for the Administrative Officers of the E.K.A.S.C.
11. Is responsible to add a separate sheet to the monthly printed minutes. This sheet will contain any accumulated P&G changes throughout the calendar year.
12. To review and update the E.K.A.S.C. policies and guidelines that reflect all motions that have been passed which will affect the guidelines over the next year. This review should take place in January of each year with both the Alternate Secretary and Area Chairperson.
13. To become familiar with and have good working knowledge of the E.K.A.S.C. policies and guidelines and all reference material (See Article VI, Section A: References).
14. To check the Area's P.O. Box weekly.

#### **Section F: Alternate Secretary**

1. Is responsible to attend all E.K.A.S.C. meeting at all times.
2. To perform the duties of the Secretary in the event of their absence.
3. To act as an interim secretary if the term cannot be completed by the secretary.
4. Assist the secretary when & where possible.
5. To help review and update the policies and guidelines that reflect all motions that have been passed which will affect the guidelines over the next year, with both secretary and area chairperson.
6. To become familiar with and have good working knowledge of the E.K.A.S.C. policies and guidelines and all reference material (See Article VI, Section A: References).

#### **Section G: E.K.A.S.C. Treasurer**

1. Must attend all E.K.A.S.C. meetings at all times.
2. Act as the custodian of the E.K.A.S.C. general funds bank account.
3. To be one (1) of the four (4) co-singers of the E.K.A.S.C. general funds bank account along with the Chairperson, Alt. Chairperson and the Literature Chairperson.
4. To submit financial reports at E.K.A.S.C. monthly meetings.
5. To submit yearly budget for the December EKASC meeting.
6. Keep an updated and accurate record of all E.K.A.S.C. transactions.
7. Collect all E.K.A.S.C. contributions.
8. To submit a financial summary of the previous year and a budget proposal of administrative expenses for review annually in January.
9. The Treasurer must sign every cheque.
10. To become familiar with and have good working knowledge of the E.K.A.S.C. policies and guidelines and all reference material (See Article VI, Section A: References).
11. Receipts are provided for literature and contributions at area when money is turned in.



### **Section H: Alternate Treasurer**

1. Is responsible to attend all E.K.A.S.C. meetings at all times.
2. To perform the duties of the Treasurer in the event of an absence or when the Treasurer can't complete the term.
3. Assist the Treasurer when & where possible.
4. To become familiar with and have good working knowledge of the E.K.A.S.C. policies and guidelines and all reference material (See Article VI, Section A: References).

### **Section I: E.K.A.S.C. Regional Committee Member (R.C.M.)**

1. Is responsible to attend all E.K.A.S.C. meetings at all times.
2. Attend as many E.K.A.S.C. sub-committee meetings and activities as possible.
3. Is responsible to submit monthly written reports to the E.K.A.S.C.
4. Maintain active communication between our area and region (O.R.S.C.).
5. To provide reports on projects, progress, and problems to and from Region.
6. Attend all quarterly Regional Service Committee meetings.
7. Report on the World Service Conference agenda, in particular motions requiring the E.K.A.S.C. area and/or group conscience.
8. To be a voting member of the E.K.A.S.C.
9. Is responsible to submit yearly budget at December EKASC meeting.
10. To provide the E.K.A.S.C. with W.S.O. reports and Regional reports.
11. To be available to act as a resource for Group Service Representatives (G.S.R.'s).
12. To become familiar with and have good working knowledge of the Ontario Regional Service Committee (O.R.S.C.) policies and guidelines, also all reference material (See Article VI, Section A: References).
13. The R.C.M. will receive \$0.10/km when using their personal vehicle to travel to the Regional Committee Meetings.
14. To provide current and up to date information concerning meeting directory changes

### **Section J: Alternate Regional Committee Member (Alt. R.C.M.)**

1. Is responsible to attend all E.K.A.S.C. meetings at all times.
2. Perform the duties of the R.C.M. in the event of an absence or if they can't complete the term.
3. Attend all quarterly Ontario Regional Service Committee (O.R.S.C.) meetings.
4. To assist the R.C.M. when & where possible.
5. Attend as many E.K.A.S.C. sub-committee meetings and activities as possible.
6. To become familiar with and have good working knowledge of the Ontario Regional Service Committee (O.R.S.C.) policies and guidelines, also all reference material (See Article VI, Section A: References).

### **Section K: Area Convention Service Representative (A.C.S.R.)**

1. Is responsible to attend all E.K.A.S.C. meetings at all times.
2. The ACSR does not have to attend every ORCNA Core Meeting if it is not possible. This can be reviewed and changed by vote yearly.
3. To bring the E.K.A.S.C.'s input, concerns, and conscience to and from the Core meetings.
4. To submit monthly written reports to the E.K.A.S.C.
5. Maintain communication between the O.R.C.N.A. Core committee and the E.K.A.S.C.
6. To help boost enthusiasm in our Essex-Kent area for the yearly convention.
7. To be a voting member of the E.K.A.S.C.
8. Is responsible to submit a yearly budget at May E.K.A.S.C. meeting.
9. To become familiar with and have good working knowledge with the Ontario Regional Convention of N.A. policies and guidelines, the E.K.A.S.C. policies and guidelines, also all reference material (See Article VI, Section A: References).

10. If financially necessary the A.C.S.R. may fulfill their position electronically rather than travel to the O.R.C.N.A. Core Meetings. This issue can be readdressed yearly, and changed by vote, depending on the area's financial state.
11. ACSR will receive \$0.10/km when using their personal vehicle to travel to the O.R.C.N.A. Core Meetings.

**Section L: Alternate Area Convention Service Representative (Alt. A.C.S.R.)**

1. Is responsible to attend all E.K.A.S.C. meetings at all times.
2. To perform the duties of the A.C.S.R. in the event of an absence or can't complete the term.
3. Assist the A.C.S.R. when possible.
4. To become familiar with and have good working knowledge with the Ontario Regional Convention of N.A. policies and guidelines, the E.K.A.S.C. policies and guidelines, also all reference material (See Article VI, Section A).

**Section M: Sub-Committee Chairperson**

1. Is responsible to attend all E.K.A.S.C. meetings.
2. Is responsible to attend all regular meetings of their respective committees.
3. Perform such duties as defined in their sub-committee guidelines and in accordance with the "Guide to Local Service, 2002 version".
4. To maintain active communication with the E.K.A.S.C. and the parallel Regional Service Committees.
5. Contact the Alternate chairperson if they cannot attend their regular Sub-committee meeting or EKASC meeting. And may send written report with Alt. Chair for EKASC meetings.
6. Present regular written and financial reports to the E.K.A.S.C.
7. Is responsible to submit a yearly budget at December E.K.A.S.C. meeting.
8. Votes only in the case of a tie at the sub-committee business meetings (see R.R.O.).
9. To be a voting member of the E.K.A.S.C.
10. To become familiar with and have good working knowledge of the E.K.A.S.C. policies and guidelines and the Guide to Local Service, 2002 version, as well as all reference material (See Article VI, Section A)

**Article XI**

**Sub-Committees**

**Section A: Sub-Committee Chairperson**

1. To preside over all their perspective committee meetings when possible.
2. Co-ordinates and is responsible for all work done by the sub-committees.
3. Formulate an agenda for each business meeting.
4. To be impartial as a mediator of committee business.
5. Prepares a budget with the Sub-committee, to be submitted at the December E.K.A.S.C. Meeting, for the approval of the E.K.A.S.C. for the upcoming year.
6. To maintain the archives of the sub-committee.
7. To also be in accordance of Article X, Section M.

**Section B: Dismissal**

1. The sub-committee chairperson is an officer of the E.K.A.S.C. and may be dismissed only by the E.K.A.S.C. as per the policies and guidelines. As these chair people are voted in at the E.K.A.S.C. meetings.

**Section C: Standing Sub-Committee**

1. The A.S.C. shall establish standing sub-committees to carry out specific tasks necessary to achieve its functions only after such needs are identified by an Ad-hoc sub-committee.
2. Standing sub-committees may include, but are not limited to: Administration, Public Information (P.I.), Hospitals and Institutions (H&I), Policy, Literature, Conventions, Activities, Merchandise, Newsletter, Special Events, etc.
3. Motions and voting to form standing sub-committees shall take place in accordance with Article VII of these policies and guidelines.
4. A two thirds (2/3) majority vote of the established quorum is required to form a standing sub-committee.

5. Chairpersons for these sub-committees are considered E.K.A.S.C. officers and shall be elected in the manner prescribed under Article VII of these policies and guidelines.
6. Nominations for Chairpersons of a standing sub-committee shall be open to any qualified N.A. member from within the Essex-Kent Area.
7. Is responsible to have verbal & written resume for archiving with the EKASC Secretary.
8. Subsequent officers of each standing sub-committee shall be elected by the sub-committee membership.
9. Anyone is able to attend any Sub-Committee meeting, even if not a voting member. To discuss concerns about or to the sub-committee.
10. Each standing sub-committee of the E.K.A.S.C. shall follow these guidelines of clean-time and voting procedures set out here. With Article VI, Section A of these policies and guidelines.
11. Sub-Committee meetings and locations shall be set by the sub-committee group conscience.

## **Section D: Job Description for Individual Sub-Committees**

### **D-1: *Hospitals and Institutions Sub-Committee (H&I)***

1. The members of this sub-committee are responsible to attend two (2) consecutive H&I meetings to hold a vote.
2. The H&I sub-committee exists solely for the purpose of carrying the Narcotics Anonymous message of recovery into the hospitals, institutions and anywhere an addict cannot attend a regular meeting.
3. To have workshops or learning days when needed.
4. We at all times are responsible to respect the rules and regulations of the facilities we visit.
5. To conduct regular monthly business meetings.
6. To inform and encourage the E.K.A.S.C. and fellowship of the services being provided by the H&I sub-committee.
7. To coordinate and maintain cooperation with the Public Information Sub-committee for their initiation of new facilities that are interested in spreading the N.A. message to those who cannot attend a regular meeting.
8. The sub-committee members are responsible to have good working knowledge of the specific job description (found in A Guide to Local Service and W.S.O. information), these E.K.A.S.C. policies and guidelines and any other Narcotics Anonymous approved material.

### **D-2: *Public Information Sub-Committee (P.I.)***

1. The members of this sub-committee are responsible to attend two (2) consecutive P.I. meetings to hold a vote.
2. The purpose of the P.I. Sub-committee is to inform the community of the availability of recovery in the Essex-Kent Area.
3. To fulfill that purpose through the distribution of meeting list, information pamphlets, fliers and public announcements via. Radio, newsprint, and/or television.
4. To staff and maintain the E.K.A. Help Line, for the still suffering addict trying to find support, by sharing experience, strength and hope, and to provide community support to non-addicts by information regarding meetings.
5. To conduct regular monthly business meetings.
6. When out of town members staff the phone line a \$10.00 phone card will be provided.
7. To have workshops or learning days when needed.
8. The chair will have any passwords and access information in order to maintain updated meeting information on the regional website.
9. To support under attended meetings, new meetings, and any other support the Essex-Kent Area or N.A. as a whole needs to provide regular meetings.
10. To initiate contact with new facilities in co-ordination and co-operation with the Hospitals and Institution Subcommittee.
11. The committee is responsible to update meeting list information when required, and coordinate with the literature committee which will assist with editing and arrange for printing.
12. The sub-committee members are responsible to have good working knowledge of the specific job descriptions (found in A Guide to Local Service and W.S.O. information), these E.K.A.S.C. policies and guidelines and any other Narcotics Anonymous approved material.

### **D-3: Literature Sub-Committee**

1. The members of this sub-committee are responsible to attend two (2) consecutive Literature meetings to hold a vote.
2. To maintain an adequate supply of N.A. Literature to meet the needs of the local E.K.A.S.C. fellowship.
3. To conduct regular monthly business meetings (if needed).
4. To make and stock literature order forms so they are available to the Essex-Kent Area Home Groups.
5. To copy and distribute the Essex-Kent Area Meeting Lists to home groups.
6. All area literature and merchandise will have area logo on it.
7. Literature stock has been approved for increase from \$750 to \$850.00.
8. Home group literature orders shall be placed at the EKASC monthly and picked up the following monthly business meeting.
9. In case of an unforeseen interruption in literature supplies from Region, groups may purchase literature from the area literature stock.
10. This committee is responsible to coordinate with the P.I. Committee in editing and arranging for the printing and distribution of new meeting lists.
11. New meeting lists are to be printed when stock drops below 500, the amount printed will currently not exceed 1500.
12. The sub-committee chair is responsible to have good working knowledge of the specific job descriptions (found in A Guide to Local Service and W.S.O. information) and these E.K.A.S.C. policies and guidelines and any other Narcotics Anonymous approved material.

### **D-4: Merchandising Sub-Committee)**

1. The members of this sub-committee are responsible to attend two (2) consecutive Merchandising meetings to hold a vote.
2. The purpose of the Merchandising Sub-committee is to carry the message of recovery and to generate funds to assist in carrying the message of recover to the addict who still suffers through merchandise sold.
3. To conduct regular monthly business meetings.
4. To ensure that the accountability of this Sub-committee to the E.K.A.S.C. and the fellowship is maintained.
5. The sub-committee members are responsible to have good working knowledge of the specific job descriptions (found in A Guide to Local Service and W.S.O. information) and these E.K.A.S.C. policies and guidelines.

### **D-5: Newsletter Sub-Committee**

1. The members of this sub-committee are responsible to attend two (2) consecutive Newsletter meetings to hold a vote.
2. The purpose of the Newsletter Sub-committee is to publish a monthly newsletter and distribute to the E.K.A.S.C. fellowship and Community (when possible).
3. The Newsletter Sub-committee takes input (personal stories, letter, poems, etc.), but does not necessarily reflect the view of the Essex-Kent Area Narcotics Anonymous as a whole.
4. To conduct regular monthly business meetings.
5. The sub-committee members are responsible to have good working knowledge of the specific job descriptions (found in A Guide to Local Service and W.S.O. information) and these E.K.A.S.C. policies and guidelines.

### **D-6: Activities Sub-Committee**

1. The members of this sub-committee are responsible to attend two (2) consecutive Activities meetings to hold a vote.
2. The purpose of the Activities Sub-Committee is to hold functions where recovering addicts can join together in fun and fellowship outside of regular meetings.
3. The Activities Sub-Committee welcomes any suggestions and ideas for any upcoming N.A. activities.
4. To conduct regular monthly business meetings.
5. The Activities Sub-committee will decide what day (Fri, Sat, or Sun) the monthly activity will be held.
6. The sub-committee members are responsible to have good working knowledge of the specific job descriptions (found in A Guide to Local Service and W.S.O. information) and these E.K.A.S.C. policies and guidelines.

**D-7: Outreach Sub-Committee**

1. The members of this sub-committee are responsible to attend two (2) consecutive Outreach Meetings to hold a vote.
2. The purpose of the Outreach Sub-Committee is to serve as the outstretched hand of the E.K.A.S.C. to isolated groups and addicts. They make sure that no group or addict has to “go it alone” if at all possible.
3. The Outreach Sub-Committee performs its duties via phone, mail and car as well as through other resources made possible by the Essex-Kent Area Fellowship.
4. To conduct regular monthly business meetings.
5. The sub-committee members are responsible to have good working knowledge of the specific job descriptions (found in A Guide to Local Service and W.S.O. information), these E.K.A.S.C. policies and guidelines and all reference material listed in Article VI, Sec: A.

**D-8: Ad-Hoc Sub-Committee**

1. Ad-hoc Sub-committee shall be formed when deemed necessary by the E.K.A.S.C.
2. Motions and voting, to form an Ad-Hoc Sub-Committee, shall take place in accordance with Article VII of these policies and guidelines.
3. A two thirds (2/3) majority vote of the established quorum is required to form an Ad-Hoc Sub-Committee.
4. The E.K.A.S.C. Chairperson shall appoint any N.A. member to be Chairperson of an Ad-Hoc Sub-Committee.
5. Subsequent officers of each Ad-Hoc Sub-Committee shall be elected by the Ad-Hoc Sub-Committee when needed.
6. To hold business meetings (when needed).
7. To hold workshops and learning days for the E.K.A.S.C. fellowship.
8. The sub-committee members must have good working knowledge of the specific job descriptions (found in A Guide to Local Service and W.S.O. information) and these E.K.A.S.C. policies and guidelines.

**D-9: Webservant Sub-Committee**

1. The members of this sub-committee are responsible to attend two (2) consecutive Webservant Subcommittee Meetings to hold a vote.
2. The purpose of the Webservant and its committee are to provide current activities, current email and important announcements within the Essex-Kent Area of Narcotics Anonymous and NA as a whole.
3. Maintain basic operations of the website; such as uptime, email transmission, bulletin board posting and general inquiries.
4. Assist other E.K.A.S.C. sub-committees (i.e. H&I, P.I. etc...) in maintaining a presence on the “World Wide Web” via the E.K.A.S.C. website.
5. Maintain communication between the E.K.A.S.C. and the Ontario Regional Web Servant.
6. The Essex-Kent area Web servant is responsible for the procurement of website domain (<http://essexkentna.org>), registration, maintenance and renewal of such domain.
7. The Essex-Kent Area Web Servant is responsible for the security of all sensitive data such as usernames, passwords, contact information and technical support information. Such information shall be submitted to archives in both electronic format and hard copy format on a semi-annual basis. Unless relevant changes dictate a greater frequency.
8. The Essex-Kent Area Web Servant is responsible for investigating and choosing a vendor to host the E.K.A.S.C. Website. However final approval rests with the E.K.A.S.C. for distribution of funds.
9. The sub-committee members must have good working knowledge of the specific job descriptions (found in A Guide to Local Service and W.S.O. information), these E.K.A.S.C. policies and guidelines and all reference material listed in Article VI, Sec: A

**D-10: In From the Cold Sub-Committee**

1. The members of this sub-committee are responsible to attend two (2) consecutive In From the Cold (ITFC) meetings to hold a vote.

2. The purpose of the IFTC Sub-committee is to carry the message of recovery and help the still suffering addict during the holiday times in December.
3. To conduct regular monthly business meetings.
4. To ensure that the accountability of this Sub-committee to the E.K.A.S.C. and the fellowship is maintained.
5. The sub-committee members are responsible to have good working knowledge of the specific job descriptions (found in A Guide to Local Service and W.S.O. information) and these E.K.A.S.C. policies and guidelines.

## **Article XII**

### **E.K.A.S.C. Finances**

#### **Section A: General**

1. The E.K.A.S.C. fellowship shall be self-supporting through donations made by N.A. groups, revenue from literature sales, and other fund raising sub-committees and activities.
2. All monies for the EKASC shall be deposited into the general bank account fund (147-5000437) by the Area Treasurer, Alt. Treasurer, or the Activities, Literature, Merchandise, Sub-Committee Chairpersons. Or by a prearranged EKASC member meeting clean time requirements. These deposits shall be completed by the Monday after the money is received. All deposit slips shall be reported via. Email or phone to the EKASC Treasurer and all hard copies are to be given to the EKASC Treasure no later than six (6) days before the next EKASC monthly meeting.
3. All revenues accumulated from these sources will be maintained in a general fund bank account, with separate bookkeeping of individual Sub-committee funds (in and out).
4. Any contributions made to area go to the E.K.A.S.C.
5. There are to be four (4) co-singers on the E.K.A.S.C. general funds bank account with the Chairperson, Alt. Chairperson, Treasurer and the Literature Chairperson.
6. The E.K.A.S.C. Treasurer shall deposit all revenues upon receipt. Or no later than stated in Article XII Sec: A para 2
7. All non-budgeted expenditures must be approved by a majority vote of the E.K.A.S.C.
8. Reimbursement of expenditures without receipts or proof of payment, can be made only when substantiated satisfactorily by the presiding E.K.A.S.C. Treasurer.
9. Normally, all expenditures shall be paid by cheque or money order.
10. All cheques have to be signed by the E.K.A.S.C. Treasurer and at least one (1) other authorized co-signer.
11. After the completion of a term in office, the former officer shall remove his/her name from all E.K.A.S.C. accounts within fourteen (14) days.
12. Money remaining after the completion of monthly business that is in excess of the area's prudent reserve shall be forwarded to the Regional Sub-Committee as per Article XII Section B: par 2.

#### **Section B: Prudent Reserve and Fund Flow**

1. In order to be financially prudent the E.K.A.S.C. shall not accumulate a prudent reserve in the excess of \$3453.22. This amount covers all existing floats and sub-committee budgets.
2. Any funds in excess of this reserve after the completion of new business shall be forwarded to the next level of service (R.S.C.). This amount will be calculated following the last E.K.A.S.C. meeting before each R.S.C. meeting.
3. The amount of the prudent reserve shall be reviewed in January of each year; and when deemed necessary by the E.K.A.S.C. Administrative body.

#### **Section C: Budgets**

1. Budget estimates for recurring expenses will be developed by the E.K.A.S.C. Administrative Officers. Subcommittee Chairpersons are to submit their budgets to the E.K.A.S.C. for approval in December of each year.
2. Funds for these expenses shall not require repeated approval by the E.K.A.S.C., unless they exceed the amounts approved in the budget.
3. These expenditures shall be reflected in the monthly "Treasurer's Report".
4. If no budget is submitted, funds will be allocated on a "First Come, First Serve" basis, after budgetary requirements are met.

5. The Activities Sub-Committee has the right to use ticket sale moneys for all events if the cost of the event exceeds their monthly budget. They must notify the E.K.A.S.C. in advance of doing so.

#### **Section D: Dissolution**

1. No part of the net funds of the E.K.A.S.C. shall be used to the benefit of any member(s) or individual(s).
2. The assets of the Sub-committee, upon dissolution, shall be dispensed to the next level of service, after ninety (90) days. As per Article XII Section B: par 2.

#### **Section E: Audits and Reviews**

1. An annual audit shall be conducted each January by the E.K.A.S.C. Administrative Officers, under the direction of the E.K.A.S.C. Treasurer.
2. Periodic financial reviews can be called and conducted, at any time by the E.K.A.S.C. Administrative Officers and or Sub-Committee Chairs. Such reviews will exclude the E.K.A.S.C. Treasurer and will be conducted as outlined in the "Treasurer's Handbook" page 15 "Suggested Procedures for Auditing".

### **Article XIII**

#### **Amending Formula**

##### **Section A: Motions to Amend These Guidelines**

1. Motions to amend these policies and guidelines shall be submitted under new business at a regular scheduled E.K.A.S.C. meeting. With the intent clearly stated.
2. The maker of the motion is responsible to be present to make a motion about the current policies and guidelines. But the seconder does not require being present at the E.K.A.S.C. meeting.
3. Discussion on the motion shall only take place after it has been seconded by a voting member of the E.K.A.S.C.

##### **Section B: Voting on Motions to Amend These Guidelines**

1. Voting shall take place in accordance with Article VII of these policies and guidelines.
2. A two thirds (2/3) majority vote of the established quorum is required to carry such a motion.

**Updated: January 2018**