

**RIVERCOAST AREA SERVICE COMMITTEE POLICY**

Revised as of March 1, 2014

ARTICLE I. NAME

The name of this committee shall be the River Coast Area Service Committee (herein after referred to RCASC).

ARTICLE II. DEFINITION AND PURPOSE

Section 1. The RCASC is a group comprised of elected representatives of Narcotics Anonymous Groups, elected area officers, subcommittee representatives, and interested NA members whose primary purpose is to “carry the message to the addict who still suffers”.

Section 2. The River Coast Area includes Hernando County.

Section 3. The purpose of the RCASC shall be the administration and coordination of Narcotics Anonymous business and activities common to the various Groups comprising its membership. It shall do so in accordance with the Twelve Traditions of Narcotics Anonymous so that “no addict need die without having a chance to find a better way of life”.

ARTICLE III. MEMBERSHIP

Section 1. An NA group is a meeting which occurs regularly at a specified place and time, follows the Twelve Steps and the Twelve Traditions of NA.

Section 2. An NA group may become a member of the RCASC by attending an RCASC meeting. A new group does not carry a vote at the first RCASC meeting attended. The group must register with NA World Services (NAWS). Confirmation of registration is to be submitted to the RCASC secretary as soon as possible.

Section 3. Any group in the RCASC can have their group conscience carried to an RCASC meeting on paper in case the group GSR and Alternate GSR can't be there. Written votes are to be submitted to the RCASC secretary prior to the end of roll call, in order to be counted. A group may only submit written votes and GSR reports in writing for two consecutive months. If, on the third consecutive month the group still does not have representation by a GSR or

Alternate GSR, the group will lose its membership in the RCASC. The group can reestablish membership via compliance with Article III, Section 2.

Section 4. An NA group will lose its RCASC membership upon its third absence from the RCASC meeting. Readmission procedure will follow Article III, Section 2.

Section 5. GSR packets are to include literature order forms, motion slips, GSR reports, group update forms and RCASC Policy packets.

#### ARTICLE IV. OFFICERS/ELECTIONS/VOTING

Section 1. The administrative committee shall consist of a Chairperson, Vice-Chairperson, Secretary, Treasurer, Regional Committee Member 1 (RCM 1), and Regional Committee Member 2 (RCM 2). The order listed above is the order of responsibilities in lieu of absences or vacancies.

Section 2. These officers shall be elected annually from the actives persons in the fellowship within the RCASC. Current GSRs and present elected officers shall make nominations to be seconded by any GSR. Officers shall be elected by a majority of voting members attending the meeting.

Section 3. No individual shall serve more than two consecutive terms in the same position. An individual CAN hold more than one RCASC position but may exercise only ONE vote.

Section 4. Officers may be removed from office for non-compliance after thirty days due notification by the RCASC and upon a majority vote of GSRs present. Any officer resigning from or dismissed from office prior to completion of that term must wait three months to resume RCASC involvement. The only exception is when the person resigning intends to perform a newly elected position. Impeachment can occur when an elected officer or Subcommittee Chairperson misses two consecutive meetings, or otherwise fails to perform his or her duties. A letter will be sent by the RCASC stating the charges. The officer will then have thirty days to make a rebuttal. Failure to reply or rebut charges of impeachment within thirty days will be regarded as de facto resignation of the individuals RCASC position. If a rebuttal is made, impeachment will be determined by a vote at the next RCASC meeting. A two thirds majority is required to uphold articles of impeachment. The vote is by CLOSED BALLOT.

Section 5. Interim Officers may be elected as required. The term of office shall be for the predecessors' term of office and shall conclude at the next annual election.

Section 6. Nominations are to be solicited in June and annual elections shall be held in July. Newly elected officers shall assume positions effective at the RCASC meeting in September. Members must be present to accept a nomination. A member can accept more than one nomination.

Section 7. To resign an RCASC position, please submit a letter of resignation to the Chairperson prior to the RCASC meeting.

Section 8. The submission of qualifications in writing is required for all RCASC positions.

#### ARTICLE V. DUTIES OF OFFICERS

Section 1. The Chairperson shall arrange the agenda for and preside over the RCASC meeting and shall only vote in the event of a tie. The Chairperson may not enter motions or join in discussions. There is a minimum of three years continuous abstinence from drugs and one year in committee service.

Section 2. The Vice-Chairperson coordinates all Subcommittee ASC business and facilitates the Fellowship Development meeting. In the absence of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson. The Vice-Chairperson may assume the Chairperson's duties if that position becomes vacant. The Vice-Chairperson also assumes any vacant Subcommittee Chairperson positions until special elections can be held. If a group misses two consecutive RCASC meeting it is the duty of the Vice-Chairperson to contact the group and inform them that their RCASC membership may be terminated if they do not send representation. Requirements for Vice-Chairperson include a minimum of two years continued abstinence from drugs.

Section 3. The Secretary shall prepare accurate minutes of each RCASC meeting, collect group and Sub-Committee reports for inclusion in minutes, type and distribute copies of the minutes and RCASC agenda to GSRs, Officers and Sub-Committee Chairperson within ten days of the next RCASC meeting. The Secretary keeps current registration of home groups, maintains files, archives and current registration with NAWS and the Florida Regional Committee, assists the Chairperson and Subcommittees with general correspondence and prepares ballots for elections. There is a minimum one year continuous abstinence from drugs required.

Section 4. The Alternate Secretary will perform the duties of the Secretary in his or her absence. There is a minimum of one year continuous abstinence from all drugs required and a willingness to serve for two years.

Section 5. The Treasurer shall make a report of contributions and expenditures at each RCASC meeting, an annual report at the end of the calendar year, and act as a co-signer on the RCASC bank account. The Treasurer will also deposit all funds collected within twenty-four hours. The Treasurer will keep accurate records of allocated funds and make disbursements of funds in the form of a check when appropriate. The Treasurer is responsible for all campout monies. The Treasurer is to use the Treasurers' Handbook from NAWS, and to keep a hard-copy of all records/receipts. There is a minimum of three years continuous abstinence from drugs required. The RCASC will perform an annual audit between the October and November RCASC meeting. This audit is to be performed by the Treasurer, Alternate Treasurer, two administrative officers and one GSR.

Section 6. Alternate Treasurer will serve and perform the duties of the Treasurer in his or her absence. There is a minimum of two years abstinence from all drugs required and a willingness to serve for two years.

Section 7. The RCM 1 attends all RCASC and RSC meetings, conveys the group conscience of the RCASC to RSC when appropriate, provides guidance and information to the RCASC and its groups and GSRs, attends as many Subcommittee meetings and activities as possible, participates in any activities of the FRSC and may serve on a regional subcommittee. The RCM 1 will hold a GSR workshop in April and October. Policy review is to be a component of this workshop. There is a minimum of three years continuous abstinence from drugs required.

Section 8. The RCM 2 is to become familiar with the duties of the RCM 1 so they can perform those duties in the event of absence or vacancy of RCM 1. The RCM 2 attends all RCASC and RSC meetings. There is a minimum of two years continued abstinence from drugs required.

Section 9. The Literature Distribution Officer (LDO) shall maintain and distribute a stock of Narcotics Anonymous approved literature. The LDO will work closely with the Treasurer preparing literature orders and reports of distribution, and will provide an itemized inventory upon request of the RCASC. The LDO will submit a report to the RCASC monthly. The LDO is responsible for transporting literature to and from the RCASC meetings and will store the literature between meetings. The LDO will prepare group orders for the monthly RCASC meetings. All orders are to be filled by the end of RCASC meetings when available. Payments for literature are to be made directly to the Treasurer. The LDO will provide literature order forms to the GSRs and other members upon request. Area meeting lists are free of charge and are to be updated quarterly by the Helpline Sub-Committee and distributed by the LDO. Literature inventory levels should be established from time to time with the approval of the RCASC. There is a minimum of one year continued abstinence from drugs required.

Section 10. The Alternate LDO will serve and perform the duties of the LDO in his or her absence. There is a minimum of nine months continued abstinence from drugs and a willingness to serve for two years required.

Section 11. In accordance with our Fourth Tradition, all home groups are autonomous, however, there are suggested guidelines for GSRs:

1. Willingness and a desire to serve for one year.
2. One year continued abstinence from drugs.
3. Active participation in the group they serve
4. Knowledge of our Twelve Steps, Twelve Traditions, and Twelve Concepts.
5. A GSR should be familiar with RCASC policy.
6. Attend all RCASC meetings.
7. Donate 7<sup>th</sup> Tradition money to the Treasurer, obtain group literature.
8. Include in GSR reports anything the group wants reflected in the minutes.
9. Place literature orders one month prior to need of literature.
10. The GSR is responsible to return unused Starter Kits.

Section 12. Suggested guidelines for Alternate GSR:

1. In case of absence of GSR, the Alternate GSR will perform his or her duties.
2. Suggested minimum of nine months continued abstinence from drugs.
3. Willingness and desire to serve for two years.
4. Active in the group they serve.
5. Knowledge of the Twelve Steps and the Twelve Traditions.
6. Familiarity with RCASC policy.

## ARTICLE VI. MEETINGS

Section 1. The RCASC shall meet at least once a month. All permanent location changes for RCASC, Fellowship Development and Subcommittee meetings must first be voted on at the RCASC or the affected Subcommittee meeting; then must go back to the home groups for a final vote before location is changed.

Section 2. Attendance and discussion at meetings is welcomed for anyone during open floor comments. Any GSR, Subcommittee Chairperson or officer from RCASC in attendance may make a motion to be seconded by a GSR.

Section 3. Voting on all RCASC motions will be by GSRs on a one-vote-per-group basis, with the Chairperson voting in the event of a tie.

Section 4. A quorum for the transaction of business at RCASC meetings shall be established by the GSRs present. Quorum is one more than half of the registered groups GSRs.

Section 5. New meetings shall be put on our meeting list, Helpline info, and in PR after they have been in existence for ninety days, register with NAWS, and attend three consecutive RCASC meetings.

Section 6. All groups just starting up in the River Coast Area who have registered with NAWS are to receive a starter kit to include: One set of reading cards, ten each of white, orange and green key tags, five each of red, blue, and yellow key tags, three each of moonglow, grey and black key tags, ten white books and ten each of selected IPs.

Section 7. When a new meeting is initiated and RCASC provides a starter kit, the GSR of that group is responsible for returning that starter kit if the group fails to thrive.

## ARTICLE VII FUNDS

Section 1. All funds accumulated from groups and all other NA sources shall be maintained in an RCASC bank account subject to disbursement for paying RCASC obligations. The signature of the Treasurer shall be required for all disbursements in addition to one of the Administrative officers. All RCASC disbursements are to be made in the form of a check. There will be a minimum of two years continued abstinence from drugs for any member to receive money from the RCASC.

Section 2. The RCASC shall maintain a prudent reserve of two months operating expenses. The prudent reserve shall be recalculated in January of each year. The prudent reserve shall be calculated as follows: The previous year's total expenses divided by twelve, then multiplied by two. Funds in excess of the prudent reserve will be forwarded to the Florida RSC in March, May, July, and September of each year.

Section 3. Motions requiring new monetary expenditures in excess of \$300.00 must go to the home groups for approval. Expenditures less than \$300.00 must be voted for by a majority of GSRs present.

Section 4. No group, individual, or subcommittee may accept merchandise on behalf of RCASC unless that merchandise has been paid for in full.

Section 5. Funds are to be available for RCM1/RCM2 to attend RSC meetings as follows: One hotel room night (at Regional rates) and up to \$60.00 travel expenses if the RSC meeting is over two hours away; \$30.00 travel expenses if it is less than two hours away. The RCASC will

pay for two rooms (one male, one female) for one night each at the Regional rate in order for H&I, PR, and Helpline Chairpersons to attend RSC. These rooms will be included in RCASC annual budget.

Section 6. The Treasurer is to be responsible for all campout monies. These monies are to be held in a separate account to be used exclusively for the campout.

Section 7. RCASC is to pay for two rooms (one male, one female) for one night for GSRs to attend the GSR assembly.

Section 8. All Sub-Committees will submit an annual budget in February to be approved by RCASC.

Section 9. RCASC shall maintain a prudent reserve of \$2500.00 exclusively for campout expenses. These funds are to be maintained in a separate account.

Section 10. RCASC shall maintain a prudent reserve of \$2500.00 exclusively for use as campout operating expenses. These funds are to be maintained in a separate checking account.

#### ARTICLE VIII. SUB-COMMITTEES

Section 1. All subcommittees created by RCASC shall be accountable to RCASC in carrying out their assigned duties.

Section 2. All subcommittee Chairpersons shall be elected annually by a majority vote of the GSRs attending the ASC meeting. Article IV, Sec. 2, 4, and 8, shall be applicable to the Subcommittee Chairpersons. Subcommittee Chairpersons are permitted to make nominations to their own Sub-Committee Chair position.

Section 3. The Policy Subcommittee is to keep a log of all ASC Policy related decisions.

Section 4. All Subcommittee Chairpersons need to highlight what they want reflected in the ASC minutes.

Section 5. All Subcommittees and Administrative committees are to submit a proposed annual budget in February to be voted on by the groups.

Section 6. RCASC policy is to include all guidelines for the subcommittees.

Section 7. RSASC archives created in 2006 are stored at the Florida Regional Service Offices located in Lakeland, FL. The archives consist of past minutes, flyers, and other RCASC related documents.

Section 8. The Helpline and PR Sub-Committees shall be forever autonomous from one another.

#### ARTICLE IX Amendments

Section 1. Any group may propose amendments to the RCASC Policy at regular ASC meetings by submitting the proposal in writing. The proposal shall be voted on at the next ASC meeting. A two-thirds majority vote of the GSRs present is required for an amendment to be adopted.

Section 2. An amendment to the Policy shall be effective immediately upon adoption unless otherwise stipulated.

Section 3. In all areas not covered by this Policy, the Twelve Traditions, the NA Guide To Service Structure, and Roberts Rules of Order, in that order, shall have the authority to settle all questions of procedure.

#### ARTICLE X. SPECIAL PROVISIONS

Section 1. Special Provisions may be adopted in the event of extenuating circumstances.

### **QUALIFICATIONS AND RESPONSIBILITIES OF THE SUB-COMMITTEES**

#### EXISTING SUB-COMMITTEES

- Policy Subcommittee
- Activities Subcommittee
- Hospitals and Institutions Subcommittee
- Public Relations Subcommittee
- Helpline Subcommittee

#### GENERAL QUALIFICATIONS FOR CHAIRPERSON

- A willingness and desire to serve.
- Active for at least one year in the service structure of NA.
- Has demonstrated a working knowledge of the structure of that Subcommittee.
- The time and resources needed to complete their duties.



- Knowledge of the Twelve Traditions of NA.
- Knowledge of the service structure of NA.
- Abstinance of all drugs as suggested by the Subcommittee's guidelines.
- It is required that H&I, Policy, and Public Relations Subcommittee chairpersons attend regular Subcommittee meetings.