

River Coast Area Service Committee Policy

Revised: August 2024

Article I NAME

Section 1. The name of this committee shall be the River Coast Area Service Committee (RCASC).

Article II DEFINITION AND PURPOSE

Section 1. The purpose of this committee shall be to administer and coordinate the activities common to the welfare of Narcotics Anonymous groups and subcommittees within the boundaries of River Coast Area. To support the needs of these groups the subcommittees and the Florida Regional Service Committee of Narcotics Anonymous; and to foster unity.

Section 2. The River Coast Area includes all Hernando County Florida.

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 Twelve Traditions of NA.

Section 2. An NA group may become a member of the RCASC by attending an RCASC meeting. New groups may carry a vote after attending two consecutive ASC meetings.

Section 3. Any group in the RCASC can have their group conscience carried to an RCASC meeting on paper in case the group GSR or Alt 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 for two consecutive months. If, on the third consecutive month the group still does not have a representation by a GSR or Alt GSR, the group will lose its membership. The group may reestablish membership IAW Article 111 Section 2.

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 is the order of responsibilities in lieu of absences or vacancies.

Section 2. These officers and all Subcommittee Chairpersons shall be elected annually by the RCANA groups. GSR's and present elected officers may make nominations to be seconded by any GSR.

Section 3. No individual shall serve more than two consecutive terms in the same position.

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 person a newly elected position. Impeachment may occur when an elected officer or Sub Committee Chairperson misses two consecutive meetings or otherwise fails to perform their duties. A letter will be sent by the RCASC stating the charges. The person will then have thirty days to make a rebuttal. Failure to reply or rebut charges of impeachment within thirty days will be regarded as a resignation of the person's 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. This vote is by ballot which is "understood to be secret" under Roberts Rules of Order.

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

Section 6. Nominations are to be solicited in June and July with annual elections in August. Newly elected officers and Sub Committee Chairpersons shall assume positions effective at the RCASC meeting in September. Members must be present to accept a nomination and may accept more than one nomination.

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

Section 8. The submission of qualifications, in writing, is required for all ASC Positions and Sub Committee Chairpersons.

ARTICLE V DUTIES OF OFFICERS

Section 1. The Chairperson shall make 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 all 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 all Chair duties or if it becomes vacant. The Vice-Chair also assumes any vacant Subcommittee Chair positions until a special election can be held. If a group misses two consecutive RCASC meetings it is the duty of the Vice Chair to contact the group and inform them that their RCASC membership may be terminated if they do not send representation. Requirements for Vice-Chairperson shall be the same as Chairperson.

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 them and the Agenda to GSR's, Officers and Subcommittee Chairpersons within ten days of the next RCASC meeting. The Secretary keeps current registration of home groups, maintains files and archives. There is a minimum of one year continuous abstinence from all drugs required.

Section 4. The Alternate Secretary will perform the duties of the Secretary in their absence. Requirements are the same as the Secretary.

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 co-signer on the RCASC bank account. The Treasurer will also deposit all funds collected within twenty four hours of the ASC meeting. 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. They are 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, Alt Treasurer, two admin officers and at least one GSR.

Section 6. The Alternate Treasurer will perform the duties of the Treasurer in their absence. Requirements are the same as the Treasurer.

Section 7. The RCM 1 attends all RCASC and RSC meetings, conveys the group conscience of the RCASC to RSC, provides guidance and information to RCASC, 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 continued abstinence from drugs required.

Section 8. RCM 2 is to become familiar with all duties of RCM 1 to perform them in the event of absence or vacancy. They are to attend all RCASC and RSC meetings. Requirements are the same as RCM 1.

Section 9. The Literature Distribution Officer (LDO) shall maintain and distribute a stock of NA 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. The LDO will prepare group orders for the monthly RCASC meeting. All orders are to be filled by the end of ASC 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 member's upon request. Area meeting lists are free of charge and are to be updated quarterly by the Helpline subcommittee and distributed by the LDO. Literature inventory levels should be established time to time with the approval of the RCASC. There is a minimum of one year continuous abstinence from all drugs required.

Section 10. The Alternate LDO will serve and perform the duties of the LDO in their absence. Requirements are the same as the LDO.

Article VI MEETINGS

Section 1. The RCASC shall meet monthly at a designated time and place. 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 go back to the home groups for approval before being changed.

Section 2. Attendance and discussion at ASC are welcome for anyone during the open floor. Any GSR, Subcommittee Chair or RCASC officer may make a motion, during new business, which must be seconded by a GSR.

Section 3. Voting on all RCASC motions will be by GSRs on a one vote per group basis.

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

Section 5. New meetings shall be put on our meeting list, helpline info and in PR after 90 days and attend two consecutive RCASC meetings.

Section 6. When a new meeting is started and RCASC provides a starter kit, the GSR of that group is responsible for returning that kit if the group fails to thrive.

ARTICLE VII Fund Flow

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-month operating expenses. The prudent reserve shall be recalculated in January of each year. It shall be calculated as follows: The previous year's total expenses divided by twelve, and multiplied by two. Excess funds will be forwarded to the Florida RSC in March, May, July and September of each year.

Section 3. Motions requiring new expenditures of more than \$500 must go to the groups for approval. All other motions may be voted on by GSRs.

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

Section 5. Funds are to be available for RCM1 and 2 to attend RSC meetings as follows: one hotel room night (at regional rates) and up to \$60 travel expenses if the RSC meeting is over two hours' drive away; \$30 if less. The RCASC will pay for 2 rooms (one for males and one for females) for one night each at the Regional rate for H&I, PR, and Helpline Chair to attend RSC. These rooms will be included in the 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 room (male and female) for one night for GSRs to attend the GSR assembly.

Article VIII Subcommittees

Section 1. RCASC Subcommittees are Policy, H&I, PR, activities Helpline and Literature.

Section 2. All Subcommittees created by RCASC shall be accountable to RCASC in carrying out their duties.

Section 3. Subcommittee Chairpersons shall be elected annually, with other ASC members, by home groups. All other Subcommittee positions will be elected within the subcommittee(s).

Section 4. The Policy Subcommittee shall keep a log of all ASC Policy related decisions.

Section 5. Subcommittees are to submit a proposed annual budget in June to be voted on by groups and effective in August.

Section 6. Subcommittees, with the assistance of Policy, shall have a detailed policy of their own. Separate from ASC general policy. Subcommittees shall not make any policy that conflicts with ASC policy.

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

Section 8. The Helpline and PR Subcommittee shall be forever autonomous from one another.

ARTICLE IX Amendments

Section 1. Any group may propose amendments, upon consultation with the Policy subcommittee, to the RCASC Policy at regular ASC meeting by submitting a motion in writing. The motion shall be voted on at the next ASC meeting. A two thirds majority vote is required for an amendment to be passed.

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

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

Section 4. Motions may be withdrawn by the motion maker, prior to the vote.

Article X Special Provisions

Section 1. Special Provisions may be adopted in the event of extenuating circumstances. All votes under this section must pass by three quarters of GSRs present.

QUALIFICATIONS AND RESPONSIBILITIES OF SUBCOMMITTEES

EXISTING SUBCOMMITTEES

Policy

Activities

Hospitals and Institutions

Public Relations

Helpline

GENERAL QUALIFICATIONS FOR CHAIRPERSON

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.