

**NORTH by NORTHWEST AREA
Of
NARCOTICS ANONYMOUS
AREA GUIDELINES**



Updated August 20, 2007

TABLE OF CONTENTS

SERVICE PRAYER

SECTION I : A. THE AREA SERVICE COMMITTEE

B. MEMBERSHIP / PHONELINE / MEETING SCHEDULE

SECTION II: PURPOSE OF THE NXNW AREA SERVICE COMMITTEE

SECTION III : THE TWELVE TRADITIONS OF NA

SECTION IV : THE TWELVE CONCEPTS OF NA SERVICE

SECTION V : MEETING TIMES AND LOCATION

SECTION VI : ASC MEETING FORMAT

FORMAT A: REGULAR AGENDA

FORMAT B: ELECTIONS AGENDA

SECTION VII : MEETING AGENDA

SECTION VIII : QUORUM

SECTION IX : VOTING

SECTION X : MOTIONS

SECTION XI : DEBATE, DISCUSSIONS AND CONSENSUS

SECTION XII : NOMINATIONS AND ELECTIONS OF OFFICERS AND

SUB-COMMITTEE CHAIRS

SECTION XIII : RESIGNATION AND IMPEACHMENT

SECTION XIV : QUALIFICATIONS, DUTIES AND RESPONSIBILITIES

OF AREA TRUSTED SERVANTS

SECTION XV : STANDING SUB-COMMITTEES

HOSPITALS AND INSTITUTIONS (H & I)

LITERATURE SUB-COMMITTEE

PUBLIC INFORMATION (PI) AND PHONE LINE

ACTIVITIES SUB-COMMITTEE

POLICY SUB-COMMITTEE

ADMINISTRATIVE SUB-COMMITTEE

SECTION XVI : FINANCIAL AUDIT

SECTION XVII : THEFT OF FUNDS / BAD CHECK POLICY

SECTION XVIII : DEACTIVATION OF A STANDING SUB-COMMITTEE

SECTION XIX : SPECIAL SESSIONS OF THE NXNW ASC

SECTION XX : DISRUPTIVE BEHAVIOR

SECTION XXI : FUND FLOW AND FISCAL POLICY

DONATIONS FROM NA GROUPS

PROFIT FROM LITERATURE SALES

PROFIT FROM AREA ACTIVITIES

INSUFFICIENT FUNDING

EXCESS FUNDING

SECTION XXII : ATTACHMENTS

1. NXNW AREA THEFT POLICY LETTER

SECTION XXIII : HOSPITALS & INSTITUTIONS GUIDELINES

SECTION XXIV : PUBLIC INFORMATION GUIDELINES

SERVICE PRAYER

"GOD, GRANT US THE KNOWLEDGE THAT WE MAY ACT ACCORDING TO YOUR DIVINE PRECEPTS. INSTILL IN US A SENSE OF YOUR PURPOSE, MAKE US SERVANTS OF YOUR WILL AND GRANT US A BOND OF SELFLESSNESS THAT THIS MAY TRULY BE YOUR WORK, NOT OURS, SO THAT NO ADDICT, ANYWHERE, NEED DIE FROM THE HORRORS OF ADDICTION."

AS ADAPTED FROM THE INTRODUCTION SECTION IN OUR BASIC TEXT.

SECTION I **THE NXNW AREA SERVICE COMMITTEE**

THE NORTH BY NORTHWEST AREA SERVICE COMMITTEE (NXNWASC) CONSISTS OF ITS MEMBER GROUPS THROUGH THEIR TRUSTED SERVANTS: GSR's (GROUP SERVICE REPRESENTATIVES), ALTERNATE GSR's, AREA OFFICERS, SUB-COMMITTEE CHAIRPERSONS AND/ OR COORDINATORS AND VICE CHAIRPERSONS. IT MEETS REGULARLY TO SERVE THE SPECIFIC NEEDS OF ITS MEMBER GROUPS.

SECTION II **PURPOSE OF NXNW AREA SERVICE COMMITTEE**

THE PURPOSE OF THE NXNW AREA SERVICE COMMITTEE IS TO SUPPORT THE NA GROUPS IN THE NXNW AREA WITH THEIR PRIMARY PURPOSE, PROVIDE A FORUM FOR THEM WITHIN THIS AREA TO HELP THE GROUPS WITH THEIR UNIQUE NEEDS AND SITUATIONS, AND TO ENCOURAGE THE GROWTH OF THE FELLOWSHIP.

OUR NINTH TRADITION STATES:

"NA AS SUCH OUGHT NEVER BE ORGANIZED, BUT WE MAY CREATE SERVICE BORDS OF COMMITTEES DIRECTLY RESPONSIBLE TO THOSE THEY SERVE."

SECTION III

TWELVE TRADITIONS OF NA

WE KEEP WHAT WE HAVE ONLY WITH VIGILANCE, AND JUST AS FREEDOM FOR THE INDIVIDUAL COMES FROM THE TWELVE STEPS, FREEDOM FOR THE GROUPS SPRINGS FROM OUR TRADITIONS. AS LONG AS THE TIES THAT BIND US TOGETHER ARE STRONGER THAN THOSE THAT WILL TEAR US APART, ALL WILL BE WELL.

- 1. OUR COMMON WELFARE SHOULD COME FIRST; PERSONAL RECOVERY DEPENDS ON NA UNITY.**
- 2. FOR OUR GROUP PURPOSE THERE IS BUT ONE ULTIMATE AUTHORITY-- A LOVING GOD AS HE MAY EXPRESS HIMSELF IN OUR GROUP CONSCIENCE. OUR LEADERS ARE BUT TRUSTED SERVANTS, THEY DO NOT GOVERN.**
- 3. THE ONLY REQUIREMENT FOR MEMBERSHIP IS A DESIRE TO STOP USING.**
- 4. EACH GROUP SHOULD REMAIN AUTONOMOUS, EXCEPT IN MATTERS AFFECTING OTHER GROUPS OR NA AS A WHOLE.**
- 5. EACH GROUP HAS BUT ONE PRIMARY PURPOSE--TO CARRY THE MESSAGE TO THE ADDICT WHO STILL SUFFERS.**
- 6. AN NA GROUP OUGHT NEVER ENDORSE, FINANCE OR LEND THE NA NAME TO ANY RELATED FACILITY OR OUTSIDE ENTERPRISE, LEST PROBLEMS OF MONEY, PROPERTY OR PRESTIGE DIVERT US FROM OUR PRIMARY PURPOSE.**
- 7. EVERY NA GROUP OUGHT TO BE FULLY SELF-SUPPORTING, DECLINING OUTSIDE CONTRIBUTIONS.**
- 8. NARCOTICS ANONYMOUS SHOULD REMAIN FOREVER NON-PROFESSIONAL, BUT OUR SERVICE CENTERS MAY EMPLOY SPECIAL WORKERS.**
- 9. NA, AS SUCH OUGHT NEVER BE ORGANIZED, BUT WE MAY CREATE SERVICE BOARDS OR COMMITTEES DIRECTLY RESPONSIBLE TO THOSE THEY SERVE.**
- 10. NARCOTICS ANONYMOUS HAS NO OPINION ON OUTSIDE ISSUES, HENCE THE NA NAME OUGHT NEVER 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 FILM.**
- 12. ANONYMITY IS THE SPIRITUAL FOUNDATION OF ALL OUR TRADITIONS, EVER REMINDING US TO PLACE PRINCIPLES BEFORE PERSONALITIES.**

SECTION IV

TWELVE CONCEPTS OF NA SERVICE

- 1. TO FULFILL OUR FELLOWSHIP'S PRIMARY PURPOSE, THE NA GROUPS HAVE JOINED TOGETHER TO CREATE A STRUCTURE WHICH DEVELOPS, COORDINATES, AND MAINTAINS SERVICES ON BEHALF OF NA AS A WHOLE.**
- 2. THE FINAL RESPONSIBILITY AND AUTHORITY FOR NA SERVICES REST WITH THE NA GROUPS.**
- 3. THE NA GROUPS DELEGATE TO THE SERVICE STRUCTURE THE AUTHORITY NECESSARY TO FULFILL THE RESPONSIBILITIES ASSIGNED TO IT.**
- 4. EFFECTIVE LEADERSHIP IS HIGHLY VALUED IN NARCOTICS ANONYMOUS. LEADERSHIP QUALITIES SHOULD BE CAREFULLY CONSIDERED WHEN SELECTING TRUSTED SERVANTS.**
- 5. FOR EACH RESPONSIBILITY ASSIGNED TO THE SERVICE STRUCTURE, A SINGLE POINT OF DECISION AND ACCOUNTABILITY SHOULD BE CLEARLY DEFINED.**
- 6. GROUP CONSCIENCE IS THE SPIRITUAL MEANS BY WHICH WE INVITE A LOVING GOD TO INFLUENCE OUR DECISIONS.**
- 7. ALL MEMBERS OF A SERVICE BODY BEAR SUBSTANTIAL RESPONSIBILITY FOR THAT BODY'S DECISIONS AND SHOULD BE ALLOWED TO FULLY PARTICIPATE IN ITS DECISION-MAKING PROCESS.**
- 8. OUR SERVICE STRUCTURE DEPENDS ON THE INTEGRITY AND EFFECTIVENESS OF OUR COMMUNICATIONS.**
- 9. ALL ELEMENTS OF OUR SERVICE STRUCTURE HAVE THE RESPONSIBILITY TO CAREFULLY CONSIDER ALL VIEWPOINTS IN THEIR DECISION-MAKING PROCESSES.**
- 10. ANY NA MEMBER OF A SERVICE BODY CAN PETITION THAT BODY FOR THE REDRESS OF A PERSONAL GRIEVANCE, WITHOUT FEAR OF REPRISAL.**
- 11. NA FUNDS ARE TO BE USED TO FURTHER OUR PRIMARY PURPOSE, AND MUST BE MANAGED RESPONSIBLY.**
- 12. IN KEEPING WITH THE SPIRITUAL NATURE OF NARCOTICS ANONYMOUS, OUR STRUCTURE SHOULD ALWAYS BE ONE OF SERVICE. NEVER OF GOVERNMENT.**

SECTION V
MEETING TIMES AND LOCATION

1. THE NXNW ASC WILL MEET ON THE THIRD TUESDAY OF EVERY MONTH.
2. THE MEETING SHALL BEGIN AT 6:30 P.M. AND END BY 9:00 P.M.
3. THE NXNW AREA SERVICE COMMITTEE SHALL MEET AT THE ESTABLISHED LOCATION.
4. IF THE MEETING DATE, TIME OR PLACE MUST BE CHANGED IT WILL BE ANNOUNCED AT THE PREVIOUS MONTHS MEETING.
5. IF PRIOR TO THE ASC MEETING THE NEED ARISES TO CHANGE THE TIME OR LOCATION, THE CHAIRPERSON WILL NOTIFY ALL GSR's, OFFICERS SUB-COMMITTEE CHAIRPERSONS AND/OR COORDINATORS BY TELEPHONE AS SOON AS POSSIBLE OF THE SCHEDULING CHANGE. THE CHANGES WILL ALSO BE POSTED ON THE PHONELINE.
6. A NOTICE OF THE MEETING BEING RESCHEDULED IS TO BE POSTED AT THE ORIGINAL LOCATION OF THE ASC MEETING.

SECTION VI

ASC MEETING FORMAT

THE NXNW ASC IS A MAX. OF 2 1/2 HOUR MEETING CONDUCTED ON THE DATE OUTLINED IN SECTION V. THE FOLLOWING ARE THE SUGESSTED MEETING FORMATS (AS CHOSEN BY THE ASC CHARIPERSON)

FORMAT A: REGULAR AGENDA

1. CALL TO ORDER
 - A. MOMENT OF SILENCE FOR THE ADDICT STILL SUFFERING FOLLOWED BY THE SERENITY PRAYER.
 - B. SERVICE PRAYER FROM INTRODUCTION SECTION OF OUR BASIC TEXT.
 - C. PURPOSE OF AREA SERVICE AND CONSENSUS STATEMENT.
 - D. TWELVE CONCEPTS FOR NA SERVICE.
 - E. TWELVE TRADITIONS OF NA.
2. QUORUM CALL AND CIRCULATION OF SIGN IN SHEET.
3. SECRETARY'S REPORT
 - A. APPROVAL OF MINUTES
4. CHAIRPERSONS REPORT
5. STANDING SUB-COMMITTEE REPORTS
 - A. HOSPITALS AND INSTITUTIONS (H & I)
 - B. PUBLIC INFORMATION (PI) / PHONELINE
 - C. ACTIVITIES SUB-COMMITTEE
 - D. LITERATURE SUB-COMMITTEE
6. REGIONAL COMMITTEE MEMBER (RCM) REPORT
7. AD-HOC SUB-COMMITTEE REPORT (WHEN APPLICABLE)
8. INITIAL TREASURER'S REPORT

9. GROUP SERVICE REPRESENTATIVE (GSR) REPORTS
10. OPEN FORUM (20 MINUTES MAX.)
11. OLD BUSINESS
12. NEW BUSINESS, INCLUDING DISCUSSION ITEMS FOR
CONCENSUS
13. APPROVAL OF FUNDS FOR DISBURSEMENT
14. FINAL TREASURER'S REPORT
15. ADJOURN MEETING WITH THE "WE" VERSION OF THE THIRD
STEP PRAYER.

FORMAT B: ELECTIONS AGENDA

1. CALL TO ORDER
 - A. MOMENT OF SILENCE FOR THE ADDICT STILL SUFFERING
FOLLOWED BY THE SERENITY PRAYER.
 - B. SERVICE PRAYER FROM INTRODUCTION SECTION OF OUR
BASIC TEXT.
 - C. PURPOSE OF AREA SERVICE AND CONSENSUS STATEMENT.
 - D. TWELVE CONCEPTS FOR NA SERVICE.
 - E. TWELVE TRADITIONS OF NA.
2. QUORUM CALL AND CIRCULATION OF SIGN IN SHEET.
3. SECRETARY'S REPORT
 - A. APPROVAL OF MINUTES
4. CHAIRPERSONS REPORT - ADDITIONS TO AGENDA (GSR's
SUBMITS REPORTS AND WRITE ANNOUNCEMENTS ON
ANNOUNCEMENT SHEET.
5. OLD BUSINESS
6. STANDING SUB-COMMITTEE REPORTS
 - A. HOSPITALS AND INSTITUTIONS (H & I)
 - B. PUBLIC INFORMATION (PI) / PHONELINE

- C. ACTIVITIES SUB-COMMITTEE
- D. LITERATURE SUB-COMMITTEE
- 7. REGIONAL COMMITTEE MEMBER (RCM) REPORT
- 8. AD-HOC SUB-COMMITTEE REPORT (WHEN APPLICABLE)
- 9. INITIAL TREASURER'S REPORT
- 10. ELECTION OF AREA OFFICERS, AS REQUIRED
- 11. REGIONAL COMMITTEE MEMBER (RCM) NOMINATIONS BY
GROUP CONSCIENCE AS REQUIRED
- 12. OPEN FORUM (IF TIME PERMITS)
- 13. NEW BUSINESS (SECRETARY READS LOCAL NA
ANNOUNCEMENTS)
- 14. APPROVAL OF FUNDS FOR DISBURSEMENT
- 15. FINAL TREASURER'S REPORT
- 16. ADJOURN MEETING WITH THE "WE" VERSION OF THE THIRD
STEP PRAYER.

SECTION VII

MEETING AGENDA

1. THE CHAIRPERSON WILL SET AND ANNOUNCE THE AGENDA FOR THE ASC. THE CHAIRPERSON WILL USE ONE OF THE FORMATS IN SECTION VI AS NEEDED.
2. ANY GSR, OFFICER OR SUB-COMMITTEE CHAIRPERSON MAY REQUEST AN ITEM BE PUT ON THE AGENDA BY SUBMITTING THE REQUEST IN WRITING TO THE CHAIRPERSON PRIOR TO THE ASC MEETING.
3. ANY GSR, ASC OFFICER OR SUB-COMMITTEE CHAIRPERSON MAY VERBALLY REQUEST AN ITEM BE ADDED TO THE AGENDA AT THE START OF THE ASC MEETING.

4. AGENDA ITEMS SUBMITTED IN WRITING TAKE PRECEDENCE OVER AGENDA ITEMS SUBMITTED VERBALLY.

SECTION VIII

QUORUM

1. AN OFFICIAL QUORUM MUST BE ESTABLISHED TO VOTE ON ISSUES.
2. OFFICIAL QUORUM IS ONE MORE THAN HALF OF THE ACTIVELY PARTICIPATING GROUPS. FOR EXAMPLE, 10 "ACTIVE" GROUPS NEEDS 6 ELIGIBLE REPRESENTATIVES FOR A QUORUM.
3. A NON-PARTICIPATING GROUP IS ONE THAT HAS NOT BEEN REPRESENTED BY AN ELIGIBLE TRUSTED SERVANT OF THE GROUP FOR 3 CONSECUTIVE MEETINGS. IT WOULD BE AT THE THIRD MEETING THE GROUP WOULD NOT BE CONSIDERED FOR A QUORUM, OR IF THE GROUP HAS REQUESTED TO BE REMOVED FROM ACTIVE PARTICIPATION. THE ASC SECRETARY WILL MAINTAIN A LIST OF PARTICIPATING AND NON-PARTICIPATING GROUPS TO ESTABLISH A QUORUM.
4. IF NO OFFICIAL QUORUM HAS BEEN ESTABLISHED BY 10 MINUTES AFTER STARTING TIME OF THE MEETING, THE MEETING MAY COMMENCE BY CONDUCTING BUSINESS NOT REQUIRING A VOTE.
5. IF NECESSARY, A SECOND AND FINAL QUORUM CALL WILL BE MADE PRIOR TO CONDUCTING BUSINESS AFTER THE START OF THE MEETING. IF A QUORUM CANNOT BE ESTABLISHED BY THIS SECOND CALL FOR QUORUM, THE MEETING WILL CONTINUE WITH BUSINESS NOT REQUIRING A VOTE.
6. ONCE A QUORUM HAS BEEN ESTABLISHED, ITEMS NEEDING A VOTE MAY BE CONDUCTED. ONLY AN ELEIGIBLE VOTING ALTERNATE CAN

BE CONSIDERED FOR A QUORUM IN THE ABSENCE OF AN ELECTED GSR FOR A GROUP.

7. IF ELIGIBLE VOTING MEMBERS LEAVE THE MEETING BEFORE ALL BUSINESS HAS BEEN CONDUCTED, THUS DISSOLVING THE QUORUM, NORMAL BUSINESS REQUIRING A VOTE WILL BE CONDUCTED IN THEIR ABSENCE; WITH THE EXCEPTION OF MATTERS AFFECTING ASC POLICY AND ELECTIONS. TWO-THIRDS OF THE ORIGINAL QUORUM MUST REMAIN TO VOTE ON MATTERS AFFECTING ASC POLICY AND ELECTIONS.

SECTION IX

VOTING

1. VOTING ELIGIBILITY
 - A) THE GSR OR ALTERNATE GSR OR GROUP DESIGNATED REPRESENTATIVE.
 - B) THE ASC CHAIRPERSON WILL ONLY VOTE IN THE CASE OF A TIE.
2. VOTING ON REPORTS, ASC POLICY AND SERVICE STRUCTURE
 - A) ASC OFFICER REPORTS AND GENERAL COMMITTEE BUSINESS WILL PASS WITH A CONSENSUS.
 - B) ALL MATTERS AFFECTING ASC POLICY WILL PASS WITH TWO-THIRDS MAJORITY OF THE VOTING QUORUM.
 - C) ELECTION AND MONEY MATTERS WILL PASS WITH SIMPLE MAJORITY.
 - D) ALL PARTICIPATING MEMBERS OF THE ASC MAY VOTE TO ACCEPT TREASURER AND SECRETARY REPORTS AND TO ADJOURN THE MEETING.
3. ONE INDIVIDUAL MAY NOT VOTE FOR TWO GROUPS

4. OFFICERS AND SUB-COMMITTEE CHAIROERSONS MAY REPORT ON A GROUP'S STATUS

5. CRITERIA FOR SIMPLE MAJORITY AND TWO-THIRDS MAJORITY VOTING

A) A SIMPLE MAJORITY IS DETERMINED AS ONE MORE THE HALF OF THE QUORUM. ALL FRACTIONS ARE ROUNDED DOWN IN CONSIDERING HALF THE QUORUM. A QUORUM OF 10 REPRESATIVES HAS A SIMPLE MAJORITY OF 6 YEAS (10 DIVIDED BY 2 EQUALS 5. ADD 1 EQUALS 6). FOR A QUORUM OF REPRESENTATIVES, THE SIMPLE MAJORITY IS 8. (13 DIVIDED BY 2 EQUALS 6.5, ROUNDED DOWN TO 6. THEN ADD 1 EQUALS 7.)

B) A TWO-THIRDS MAJORITY IS DETERMINED AS TWO-THIRDS OF THE QUORUM AS DETERMINED IN THE FOLLOWING FORMULA. ALL FRACTIONS WILL BE ROUNDED UP TO NEXT WHOLE NUMBER. A QUORUM OF 10 REPRESENTTIVES HAS A TWO-THIRDS MAJORITY OF 7 (10 MULTIPLIED BY .66, EQUALS TO 6.66, ROUNDED UP TO THE NEXT WHOLE NUMBER WHICH IS 7.) FOR A QURUM OF 13 REPRESENTATIVES, THE TWO-THIRDS MAJORITY IS 9 (13 MULTIPLIED BY .66, EQUALS TO 8.58, ROUNDED UP TO THE NEXT WHOLE NUMBER, WHICH IS 9).

6. ABSTENTION VOTING: A GROUP REPRESENTATIVE MAY CHOOSE TO VOTE IN ABSTENTION FOR A VARIETY OF REASONS. IT MUST BE UNDERSTOOD THAT IN ALL VOTES, AN ABSTENTION AFFECTS THE OUTCOME. BELOW IS AN EXPLANATION OF HOW AN ABSTENTION VOTE AFFECTS MOTIONS AT THE ASC.

A. SIMPLE MAJORITY - A VOTE OF ABSTENTION ON A QUESTION BEFORE THE ASC REQUIRING A SIMPLE MAJORITY WILL NOT BE COUNTED AS A VOTE AGAINST THE QUESTION ON THE FLOOR. FOR EXAMPLE, THE RESULTING VOTE FOR A QUORUM OF 10 REPRESENTATIVES IS 4 YEAS, 2 NAYS AND 4

ABSTENTIONS. THIS RESULT AS A VOTE OF APPROVAL ON THE QUESTION BEFORE THE ASC. THIS IS BECAUSE A SIMPLE MAJORITY VOTE WAS REACHED OF THE REMAINING REPRESENTATIVES (THE SIMPLE MAJORITY OF 6 VOTER IS 4).

B. TWO-THIRDS MAJORITY - A VOTE OF ABSTENTION ON A QUESTION BEFORE THE ASC REQUIRING A TWO-THIRDS MAJORITY WILL BE CONSIDERED AS VOTE AGAINST THE QUESTION BEFORE THE ASC. USING THESAME NUMBERS AS IN THE EXAMPLE ABOVE IN 6A, THE MOTION WOULD FAIL BECAUSE THE REQUIRED 7 YAES WAS NOT ACHIEVED (4 YEAS, 2 NAYS AND 4 ABSTENTIONS).

C. REGARDLESS OF ITS EFFECT ON A VOTE, AN ABSTENTION WILL BE RECORDED AS AN ABSTENTION IN THE ASC MEETING MINUTES.

SECTION X

MOTIONS

A MOTION IS THE METHOD BY WHICH POLICY, MATTERS OF MONEY AND ELECTIONS ARE DECIDED BY THE ASC. THE FOLLOWING ARE THE GUIDELINES FOR ITS USE:

1. GSR's SUB-COMMITTEE CHAIRPERSONS, AND OFFICERS OF THE ASC (EXCEPT) THE CHAIRPERSON) ARE THE ONLY MEMBERS OF THE MEETING ALLOWED TO SUBMT A MOTION TO THE FLOOR. ONLY A GSR MAY SECOND A MOTION.
2. ALL MOTIONS ARE DEBATABLE EXCEPT MOTIONS TO ACCEPT THE TREASURER AND SECRETARY REPORTS
3. ALL MOTIONS EXCEPT THOSE TO APPROVE THE REPORTS WILL BE WRITTEN AND GIVEN TO THE SECRETARY ON THE APPROVED FORM.

4. VERBAL MOTIONS MAY BE ACCEPTED AT THE DISCRETION OF THE ASC CHAIRPERSON. THE MAKER IS REQUIRED ALONG WITH THW ASC CHAIRPERSON AND THE ASC SECRETARY TO FILL OUT AN APPROVED MOTION FORM TO ASSURE ACCURACY OF RECORDS.
5. ONLY THE MEMBER SUBMITTING THE MOTION, WITH THE CONSENT OF THE MEMBER WHO SECONDED THE MOTION, MAY RETRACT A MOTION.
6. THERE WILL BE ONLY ONE MOTION PER MEETING TO RESCIND THE INTENT OR ACTION OF A PREVIOUSLY APPROVED MOTION.
7. MOTIONS SUBMITTED PRIOR TO THE ASC MEETING WOULD HAVE PRIORITY OVER OTHER MOTIONS SUBMITTED DURING THE MEETING. TAHT MEANS THAT A MOTION PREVIOUSLY SUBMITTED ON A PARTICULAR ACTION BY THE ASC WILL BE CONSIDERED FIRST.

SECTION XI

DEBATE, DISCUSSIONS & CONSENSUS

TO AVOID CONFUSION AND REDUCE THE AMOUNT OF TIME SPENT ON ASC BUSINESS, THE FOLLOWING GUIDELINES HAVE BEEN ADOPTED. THEY ARE MEANT TO GUIDE THE CHAIRPERSON IN EXECUTING THE AGENDA AND ARE NOT TO BE A DEVICE TO SERVE THE INTEREST OF THE INDIVIDUAL.

1. THE DIFFERENCE BETWEEN DISCUSSION AND DEBATE IS AS FOLLOWS:
DISSCUSSION IS THAT WHICH TAKES PLACE WHEN THERE IS NO MOTION ON THE FLOOR. DEBATE IS THAT WHICH FOLLOWS A MOTION THAT HAS BEEN SECONDED BUT BEFORE A VOTE IS TAKEN.
2. CONSENSUS IS A COMPROMISE, A SETTLEMENT OF DIFFERENCES BY MUTUAL ADJUSTMENT OR MODIFICATION OF OPPOSING CLAIMS.

3. EVERY NA MEMBER WHO ATTEND THE MEETING MAY SPEAK ON THE FLOOR IN A DISCUSSION AND A CONSENSUS. ONLY MEMBERS OF THE ASC MAY DEBATE A MOTION. A MEMBER WITH EXPERIENCE OR INFORMATION REGARDING THE ISSUE BEING ADDRESSED WILL HAVE PRECEDENCE OVER THE ORDER OF SPEAKERS.
4. DISCUSSION OR CONSENSUS WILL OCCUR AT TIMES SUCH AS IN OLD BUSINESS, NEW BUSINESS, THE AREA REPRESENTATIVE REPORTS AND THE AND THE SUB-COMMITTEE REPORTS. THE CHAIRPERSON WILL AT HIS/HER DISCRETION LEAD, INTERPRET THESE GUIDELINES AND CLOSE THE DISCUSSION AT HAND. THE GUIDELINES ON DISCUSSION AND CONSENSUS ARE AS FOLLOWS:
 - A. ANY NA MEMBER MAY PARTICIPATE IN DISCUSSIONS AND CONSENSUS.
 - B. EACH PARTICIPANT MAY MAKE TWO STATEMENTS AND ASK ONE QUESTION ON AN ISSUE.
 - C. ANY MEMBER WHO HAS HAD THE FLOOR ONCE DURING A DISCUSSION MAY NOT HAVE IT AGAIN WHILE THE SAME ISSUE IS BEING DISCUSSED, EXCEPT FOR A POINT OF CLARIFICATION, IF THERE IS ANY MEMBER WHO HAS NOT HAD A CHANCE TO SPEAK YET. ONCE EVERYONE WHO DESIRES A TURN HAS HAD A CHANCE TO SPEAK, THEN MEMBERS MAY SEEK THE FLOOR A SECOND TIME.
 - D. A PARTICIPANT MAY APPEAL TO THE CHAIRPERSON TO CONTINUE THE DISSCUSSION. IT WOULD BE UP TO THE CHAIRPERSON TO EITHER CONTINUE THE DISSCUSSION, SUGGEST THAT A MOTION BE MADE TO EITHER ADDRESS THE ISSUE AT HAND OR TABLE IT UNTIL THE NEXT ASC MEETING. THE GSRs MAY OVERRIDE THE CHAIRPERSON'S DECISION BY A TWO-THIRD MAJORITY VOTE.

E. THE CHAIRPERSON WILL NOT RECONIZE A MOTION UNTIL THE CHAIR HAS DETERMINED THAT THE GUIDELINES FOR DISCUSSION HAVE BEEN MET IN HIS/HER JUDGEMENT.

5. THE LIMITS ON DEBATE ARE AS FOLLOWS:

A. EACH MEMBER IN THE DEBATE WILL BE GIVEN ONE MINUTE LIMIT TO ADDRESS THE MOTION BEING DEBATED.

B. THE MEMBER WHO MADE THE MOTION MAY HAVE A FINAL APPEAL BEFORE THE VOTE IS TAKEN.

C. THERE ARE ONLY THREE PROS AND THREE CONS CONSIDERED FOR EACH MOTION.

D. ANY MEMBER WHO HAS HAD THE FLOOR ONCE DURING A DEBATE HAVING GIVEN A PRO OR CON TO A MOTION MAY NOT HAVE THE FLOOR WHILE THE SAME ISSUE IS BEING DEBATED, IF THERE IS ANY MEMBER WHO HAS NOT HAD A CHANCE TO SPEAK YET. ONCE THE LIMITS OF THE DEBATE HAS BEEN MET OR NO FURTHER DEBATE IS DESIRED BY THE ASC, THE CHAIRPERSON WILL RESTATE THE MOTION AND CALL FOR A VOTE.

E. QUESTIONS PERTINENT TO THE MOTION AND ITS CONTENT DIRECTED TO THE CHAIRPERSON, THE MEMBER MAKING THE MOTION OR THE OTHER PERSON PRESENT AT THE MEETING WOULD BE LIMITED TO THREE QUESTIONS BEFORE THE VOTE IS TAKEN.

F. AFTER THESE CONDITIONS HAVE BEEN MET, THE SECRETARY WILL RESTAT THE MOTION AND THE CHAIRPERSON WILL ASK FOR A VOTE BY THE VOTING MEMBERS.

SECTION XII
NOMINATIONS AND ELECTIONS OF OFFICERS
AND SUB-COMITTEE CHAIRS

1. IN AUGUST NOMINATIONS FOR ASC OFFICERS AND THE STANDING SUB-COMMITTEE CHAIRPERSONS SHOULD BE SOLICITED FROM THE GROUPS BY "GROUP CONSCIENCE".
2. THE CHAIRPERSON SHALL READ THE SUGGESTED MINIMUM QUALIFICATIONS AND THE RESPONSIBILITIES FOR EACH POSITION FROM THE APPROVED ASC GUIDELINES AT EACH MEETING AS NEEDED.
3. IN SEPTEMBER NOMINATIONS WILL BE BROUGHT TO THE ASC MEETING.
4. AFTER THE SECRETARY HAS RECORDED ALL THE NOMINATIONS FROM THE GSRs, THE CHAIRPERSON WILL ASK FOR NOMINATIONS FROM THE FLOOR. THOSE NOMINATIONS WILL BE ADDED TO THE LIST.
5. THE CHAIRPERSON WILL THEN MOVE TO CLOSE THE NOMINATIONS, WHICH MUST BE SECONDED BY THE GSRs.
6. THE CHAIRPERSON WILL THEN CALLFOR THE NOMINEES TO STAT THEIR QUALIFICATIONS FOR EACH POSITION. THIS IS THE TIME TO ASK THE NOMINEES ANY QUESTIONS.

SECTION XIII
RESIGNATION & IMPEACHMENT

1. VOLUNTARY RESIGNATION
 - A. GIVEN IN WITING TO THE ASC CHAIRPERSON IN ADVANCE OF THE NEXT ASC MEETING.
2. IMPEACHMENT : A PERSON MAY BE IMPEACHED IF;

- A. RELAPSE DURING TERM OF SERVICE. MANDATORY REMOVAL FROM TRUSTED SERVANT POSITION.
- B. FAILURE TO PERFORM DUTIES AND RESPONSIBILITIES.
- C. BREACH OF THE TRADITIONS, THE CONCEPTS, OR ANY UNETHICAL CONDUCT INCONSISTENT WITH THE ROLE OF A "TRUSTED SERVANTS"
- D. ANY ASC OFFICER OR STANDING SUB-COMMITTEE CHAIRPERSON MISSING OR FAILING TO SUBMIT A WRITTEN REPORT FOR OVE THAN TWO ASC MEETINGS TERM.

3. IMPEACHMENT PROCEDURES

A. ITEMS (2B,2C AND 2D) REPRESENT PREREQUISITES FOR IMPEACHMENT. THEY ARE NOT INTENDED TO MEAN IMPEACHMENT IS NECESSARY OR REQUIRED IN EACH CASE THAT THESE CONDITIONS EXIST. THEY ARE MEANT TO BE A GUIDE FOR GROUP CONSCIENCE WHEN IMPEACHMENT PROCEEDINGS ARE INITIATED.

B. TO BEGIN IMPEACHMENT, A MOTION STATING INTENT WITH DUE CAUSE SHOULD BE GIVEN TO THE ASC CHAIRPERSON AT LEAST SEVEN DAYS BEFORE THE ASC MEETING.

C. THE ASC CHAIRPERSON WILL INFORM THE OFFICER OR STANDING SUB-COMMITTEE CHAIRPERSON NAMED FOR IMPEACHMENT IN MOTION BEFORE THE MEETING, IF POSSIBLE.

D. THE RESPONDENT IS GIVEN TIME FOR REBUTTAL (IF SO DESIRED, NOT LASTING MORE THAN TEN MINUTES). THIS WOULD BE FOR GSRs TO ASK QUESTIONS OF THE RESPONDENT.

E. THE RESPONDENT IS THEN ASKED TO LEAVE THE ROOM SO THE GSRs MAY DEBATE THE MERITS OF THE MOTION FREELY.

F. THE CHAIRPERSON GUIDES THE DEBATE AND WILL MOVE TO CLOSE THE DISCUSSION AND TAKE A VOTE ON THE MOTION TO IMPEACH.

G. A CLOSED BALLOT IS TAKEN. A TWO-THIRDS MAJORITY VOTE IS NEEDED TO IMPEACH. THE SECRETARY WILL ANNOUNCE THE RESULTS.

SECTION XIV
QUALIFICATION, DUTIES AND RESPONSIBILITIES OF
AREA TRUSTED SERVANTS

AREA MEMBERS

THE NORTH BY NORTHWEST AREA CONSISTS OF ITS MEMBER GROUPS THROUGH THEIR TRUSTED SERVANTS: GSRs, (GROUP SERVICE REPRESENTATIVES) ALTERNATE GSRs, AREA OFFICERS, SUBCOMMITTEE CHAIRPERSONS AND/OR COORDINATORS, AND VICE CHAIRPERSONS.

THE FOLLOWING IS A BRIEF DESCRIPTION OF THE DUTIES, RESPONSIBILITIES AND QUALIFICATIONS OF POSITIONS IN THIS AREA. FOR FURTHER INFORMATION REFER TO THE GUIDE TO LOCAL SERVICE.

A. GSR (GROUP SERVICE REPRESENTATIVE)

DUTIES

1. SERVES AS A COMMUNICATION LINK BETWEEN HIS/HER GROUP, OTHER GROUPS AND THE NA FELLOWSHIP AS A WHOLE.
2. RESPONSIBLE TO TAKE PART IN ALL DECISIONS MADE BY THE ASC.
3. TO TAKE NOTES AND MINUTES AT ALL ASC MEETINGS. TO TAKE NOTES ON ALL MOTIONS GOING BACK TO THE GROUP.

QUALIFICATIONS

ALL REQUIREMENTS SUGGESTED BY THEIR RESPECTIVE HOME GROUP.

B. ALTERNATE GSR DUTIES

1. SAME AS GSR

QUALIFICATIONS

ALL REQUIREMENTS SUGGESTED BY THAT MEMBERS HOME GROUP.

C. LITERATURE COORDINATOR DUTIES

1. COMPILES LITERATURE ORDER TO WORLD SERVICE OFFICE FOR THE PURCHASE OF LITERATURE FOR THE AREA IN A TIMELY MANNER, SO THAT THE LITERATURE IS PROVIDED TO THE AREA AT OR BEFORE ASC.
2. ARRANGES FOR DELIVERY AND STORAGE OF LITERATURE, UNLESS STORAGE IS PROVIDED BY ASC.
3. SELLS AND/OR DISTRIBUTES LITERATURE AT TIMES APPROVED BY THE ASC. MAY NOT ACCEPT CASH. ONLY MONEY ORDERS OR GROUP CHECKING ACCOUNT CHECKS.
4. PROVIDES LITERATURE ORDER FORMS TO INDIVIDUALS PURCHASING LITERATURE.
5. MAINTAINS CONTACT WITH THE WORLD SERVICE OFFICE IN ORDER TO KEEP APPRISED OF LITERATURE FOR FELLOWSHIP REVIEW AND ANY CHANGES IN COSTS.
6. COORDINATES AND CONDUCTS MEETINGS FOR LITERATURE REVIEW SEPARATE FROM ASC WHEN NEW LITERATURE IS PROVIDED FOR FELLOWSHIP REVIEW.

7. INSURES THE ASC IS AWARE OF ANY NEW LITERATURE AVAILABLE FOR PURCHASE.
8. CONDUCTS AN ANNUAL INVENTORY OF ALL LITERATURE ON HAND PRIOR TO NEW LITERATURE COORDINATOR BEING PLACED INTO OFFICE.
9. ATTENDS ASC MONTHLY.
10. WORKS WITH AREA TREASURER TO ENSURE LITERATURE PURCHASES ARE FISCALLY RESPONSIBLE.

QUALIFICATIONS

1. WILLINGNESS, TIME AND RESOURCES TO SERVE.
2. ONE (1) YEAR TERM COMMITMENT.
3. THREE (3) YEARS CONTINUOUS ABSTINENCE.
4. ONE (1) YEAR PRIOR SERVICE AT THE GROUP OR AREA LEVEL.
5. HAS AN N.A. SPONSOR.
6. HAS AN N.A. HOME GROUP IN THE NORTH BY NORTHWEST AREA.
7. HAS BEEN A RESIDENT OF LAS VEGAS FOR MORE THAN ONE (1) YEAR.
8. HAS KNOWLEDGE OF THE TWELVE STEPS AND TRADITIONS THROUGH APPLICATION.
9. HAS EXPERIENCE IN BALANCING A CHECKBOOK AND PERSONAL RESPONSIBILITY IN PAYING BILLS.
10. MUST SIGN THE WRITTEN "THEFT POLICY".
11. AGREE TO RESIGN UPON RELAPSE OR INABILITY TO PERFORM DUTIES AS DESCRIBED IN THE GUIDELINES.

D. PHONELINE COORDINATOR

DUTIES

1. MUST UPDATE AND MAINTAIN TELEPHONE INFORMATION SERVICE FOR THE AREA, WHICH HELPS ADDICTS AND OTHERS IN THE COMMUNITY FIND HELP IN N.A. QUICKLY AND EASILY.
2. MUST BE ABLE TO NEGOTIATE CONTRACTS FOR PHONELINE SERVICES AND MUST PRESENT TWO (2) BIDS AND A RECOMMENDATION FOR A CONTRACT APPROVAL OF ALL ITEMS OR SERVICES THAT ARE CONTRACTED FOR THE ASC PHONELINE SERVICE, UNLESS THE ASC HAS A COMPANY PREVIOUSLY PROVIDING THIS SERVICE, AND IS SATISFIED WITH THE COST AND QUALITY OF THE PREVIOUS YEARS SERVICE.
3. MUST ATTEND ASC MONTHLY AND PRESENT A WRITTEN AND ORAL REPORT OF ANY PROBLEMS OR CHANGES TO THE PHONELINE.
4. MUST DEVELOP AND/OR IMPLEMENT PHONELINE ORIENTATION GUIDELINES AND ADMINISTER A PHONELINE ORIENTATION TO ALL N.A. MEMBERS WANTING TO BE OF SERVICE AS A PHONELINE VOLUNTEER, IF THE PHONELINE IS ANSWERED BY VOLUNTEERS.
5. MUST SUBMIT AN ANNUAL BUDGET IN THE MONTH DESIGNATED BY THE ASC. THIS BUDGET MUST ITEMIZE ALL EXPENSES INTO A MONTHLY FIGURE.
6. MUST ANSWER ANY QUESTIONS PERTAINING TO HIS/HER ACTIONS AS PHONELINE COORDINATOR IF CONFRONTED BY THIS BODY OR ANY N.A. MEMBER AT ASC.

QUALIFICATIONS

1. WILLINGNESS, TIME AND RESOURCES TO SERVE.
2. TWO (2) YEARS CONTINUOUS ABSTINENCE.

3. ONE (1) YEAR PRIOR SERVICE AT THE AREA LEVEL.
4. HAS AN N.A. SPONSOR.
5. HAS AN N.A. HOMEGROUP IN THE NORTH BY NORTHWEST AREA.
6. HAS KNOWLEDGE OF THE TWELVE STEPS AND TRADITION THROUGH APPLICATION.
7. ONE (1) YEAR TERM COMMITMENT.
8. HAS BEEN A RESIDENT OF LAS VEGAS FOR MORE THAN ONE (1) YEAR.
9. AGREE TO RESIGN UPON RELAPSE OR INABILITY TO PERFORM DUTIES AS DESCRIBED IN THE GUIDELINES.

E. AD-HOC CHAIRPERSON

DUTIES

1. APPOINTED BY THE ASC CHAIRPERSON, MUST FULFILL THE OBJECTIVES OF THE ASC AS DIRECTED BY THE CHAIRPERSON OR THE VICE-CHAIRPERSON.
2. IS RESPONSIBLE FOR APPOINTING ADDITIONAL COMMITTEE MEMBERS, IF NEEDED TO COMPLETE THE ASSIGNED TASKS.
3. MUST ATTEND ALL ASC MEETINGS AND PRESENT AN ORAL AND WRITTEN REPORT ON THE COMMITTEES PROGRESS.
4. MUST ANSWER ANY QUESTIONS PERTAINING TO HIS/HER COMMITTEE IF CONFRONTED BY THIS BODY OR ANY N.A. MEMBER AT ASC UNTIL THE COMMITTEE IS DISSOLVED.

QUALIFICATIONS

1. WILLINGNESS, TIME AND RESOURCES TO SERVE.
2. FOUR (4) YEARS CONTINUOUS ABSTINENCE.
3. HAS AN N.A. SPONSOR.
4. HAS AN N.A. HOMEGROUP IN THE NORTH BY NORTHWEST AREA.

5. HAS KNOWLEDGE OF THE TWELVE STEPS AND TRADITIONS THROUGH APPLICATION.
6. MUST BE WILLING TO SERVE UNTIL THE COMMITTEE IS DISSOLVED.
7. AGREE TO RESIGN UPON RELAPSE OR INABILITY TO PERFORM DUTIES AS DESCRIBED IN THE GUIDELINES.

AREA OFFICERS

A. ASC SECRETARY

DUTIES

1. TO TAKE ATTENDANCE AT ASC OF ALL AREA OFFICERS, GSRs, SUB-COMMITTEE CHAIRPERSONS AND/OR COORDINATORS.
2. TO RECORD ACCURATE MINUTES OF MOTIONS AND REPORTS DISCUSSED ON THE ASC FLOOR.
3. RESPONSIBLE FOR PREPARING AND SUPPLYING ACCURATE MINUTES TO ALL AREA OFFICERS AND AREA MEMBERS AT ASC.
4. RESPONSIBLE FOR SAFE GUARDING A KEY TO THE AREA P.O. BOX.
5. ATTENDS ALL ASC MEETINGS.

QUALIFICATIONS

1. WILLINGNESS, TIME AND RESOURCES TO SERVE.
2. TWO (2) YEARS CONTINUOUS ABSTINENCE.
3. ONE (1) YEAR TERM COMMITMENT.
4. HAS AN N.A. SPONSOR.
5. HAS AN HOME GROUP IN THE NORTH BY NORTHWEST AREA.
6. HAS KNOWLEDGE OF THE TWELVE STEPS AND TRADITIONS THROUGH APPLICATION.
7. MAY NOT HOLD ANY OTHER VOTING POSITION ON THE ASC FLOOR.
8. AGREE TO RESIGN UPON RELAPSE OR INABILITY TO PERFORM DUTIES AS DESCRIBED IN THE GUIDELINES.

B. ASC TREASURER

DUTIES

1. MUST ATTEND ALL ASC MEETINGS AND PRESENT AN ORAL AND WRITTEN REPORT.

2. BE A CUSTODIAN OF AREA FUNDS AND CHECKBOOK.
3. DEPOSIT GROUP FUNDS WITHIN 3 BUSINESS DAYS OF RECEIPT.
4. MAKE A REPORT OF RECEIPT AND DISPERSEMENTS AT EACH ASC.
5. MAINTAIN TOTALS OF GROUP DONATIONS BY CURRENT MONTH AND Y-TO-D (YEAR TO DATE).
6. MAY NOT ACCEPT CASH. MONEY ORDERS OR GROUP BANKING ACCOUNT CHECKS ARE THE ONLY FORM OF TENDER ACCEPTED.
7. ISSUE A RECEIPT FOR GROUP DONATIONS AND/OR LITERATURE ORDERS.
8. PERFORM MONTHLY BANK RECONCILIATION.
9. MAY ACCEPT FUNDS ONLY AT ASC DESIGNATED TIMES INCLUDING ASC.
10. ENSURE THAT ALL CHECKS ISSUED HAVEN TWO (2) SIGNATURES AND OBTAIN INITIALS OF SIGNERS ON CHECK STUB.
11. MAKE SURE ALL PAYMENTS HAVE APPROPRIATE SUPPORTING DOCUMENTS. (RECEIPT, INVOICE, STATEMENTS ETC.)
12. ISSUE CHECKS ONLY BY AUTHORIZATION OF THE AREA.
13. ANSWER ANY QUESTIONS PERTAINING TO HIS/HER ACTIONS AS TREASURER IF CONFRONTED BY THIS BODY OR ANY N.A. MEMBER AT ASC.
14. AGREE TO SIGN THE WRITTEN "THEFT POLICY".
15. RESPONSIBLE FOR SAFE GUARDING OF A KEY TO THE AREA P.O. BOX.
16. RESPONSIBLE TO OBTAIN ALL MAIL FROM THE P.O. BOX WITHIN SEVEN (7) DAYS OF EACH ASC AND PRESENT BILLS AT THAT ASC FOR AUTHORIZATION OF PAYMENT.

QUALIFICATIONS

1. WILLINGNESS, TIME AND RESOURCES TO SERVE.
2. FIVE (5) YEARS CONTINUOUS ABSTINENCE.

3. HAS AN N.A. SPONSOR.
4. HAS AN HOME GROUP IN THE NORTH BY NORTHWEST AREA.
5. HAS BEEN A RESIDENT OF LAS VEGAS FOR MORE THAN ONE (1) YEAR.
6. ONE (1) YEAR TERM COMMITMENT.
7. BE FINANCIALLY RESPONSIBLE AND GOOD AT MANAGING HIS/HER PERSONAL FINANCES.
8. AGREE TO RESIGN UPON RELAPSE OR INABILITY TO PERFORM DUTIES AS DESCRIBED IN THE GUIDELINES.
9. HAS KNOWLEDGE OF THE TWELVE STEPS, TRADITIONS AND CONCEPTS THROUGH APPLICATION.
10. MUST HAVE TWO (1) YEARS OF PRIOR SERVICE ON THE AREA LEVEL.

C. RCM (REGIONAL COMMITTEE MEMBER)

DUTIES

1. ATTENDS ALL ASC MEETINGS.
2. ATTENDS ALL RSC MEETINGS AND REGIONAL ASSEMBLIES.
3. CHAIRS THE POLICY SUB-COMMITTEE WHEN NECESSARY.
4. CHAIRS THE ASC MEETING IN THE ABSENCE OF THE CHAIRPERSON AND VICE-CHAIRPERSON.
5. CONDUCTS GSR WORKSHOPS AS NEEDED.
6. SUBMITS A WRITTEN AND ORAL REPORT TO ASC AND RSC.
7. INCLUDES RSC MEETING MINUTES WITH THE REPORT TO ASC
8. ORIENTS NEW GSRs TO THE ASC POLICY AND GUIDELINES.
9. TRAINS RCM ALTERNATE.
10. MEMBER OF THE ADMINISTRATIVE SUB-COMMITTEE WHEN REQUIRED.

QUALIFICATIONS

1. WILLINGNESS, TIME AND RESOURCES TO SERVE.

2. SEVEN (7) YEARS CONTINUOUS ABSTINENCE.
3. HAS AN N.A. SPONSOR.
4. HAS AN HOMEGROUP IN THE NORTH BY NORTHWEST AREA.
5. HAS BEEN A RESIDENT OF LAS VEGAS FOR MORE THAN ONE (1) YEAR.
6. HAS KNOWLEDGE OF THE TWELVE STEPS, TRADITIONS AND CONCEPTS THROUGH APPLICATION.
7. MUST HAVE TWO (2) YEARS OF PRIOR SERVICE ON THE AREA LEVEL.
8. TWO (2) YEAR TERM COMMITMENT. 1ST YEAR AS ALTERNATE RCM, 2ND YEAR AS RCM.
9. AGREE TO RESIGN UPON RELAPSE OR INABILITY TO PERFORM DUTIES AS DESCRIBED IN THE GUIDELINES.

D. VICE CHAIRPERSON

DUTIES

1. ASSISTS THE CHAIRPERSON IN CARRYING OUT HIS OR HER DUTIES.
2. ASSUMES DUTIES OF CHAIRPERSON IN HIS/HER ABSENCE, REMOVAL OR RESIGNATION.
3. CO-SIGNER OF ASC CHECKING ACCOUNT.
4. MUST SIGN THE WRITTEN "THEFT POLICY".
5. ATTEND ALL ASC MEETINGS.
6. SUBMIT AN ORAL AND WRITTEN REPORT TO ASC.

QUALIFICATIONS

1. WILLINGNESS, TIME AND RESOURCES TO SERVE.
2. FOUR (4) YEARS CONTINUOUS ABSTINENCE.
3. HAS AN N.A. SPONSOR.
4. HAS AN HOMEGROUP IN THE NORTH BY NORTHWEST AREA.
5. HAS BEEN A RESIDENT OF LAS VEGAS MORE THAN ONE (1) YEAR.

6. HAS KNOWLEDGE OF THE TWELVE STEPS, TRADITIONS AND CONCEPTS THROUGH APPLICATION.
7. TWO (2) YEAR TERM COMMITMENT. 1ST YEAR AS VICE-CHAIRPERSON, 2ND YEAR AS CHAIRPERSON.
8. AN UNDERSTANDING OF THE AREA POLICIES AND GUIDELINES.
9. WILLINGNESS TO RESIGN ALL OTHER ELECTED POSTIONS AT AREA AND REGIONAL LEVELS OF SERVICE.
10. AGREE TO RESIGN UPON RELAPSE OR INABILITY TO PERFORM DUTIES AS DESCRIBED IN THE GUIDELINES.
11. MUST HAVE TWO (2) YEARS OF PRIOR SERVICE ON THE AREA LEVEL.

E. CHAIRPERSON

DUTIES

1. RESPONSIBLE FOR CONDUCTING COMMITTEE MEETINGS, PREPARING THE AGENDA AND VARIOUS ADMINISTRATIVE DUTIES.
2. ASSURES ASC MEETING STARTS ON TIME AND ENDS AT THE COMPLETION OF BUSINESS OR END OF MEETING PERIOD.
3. EXECUTES THE MEETING AGENDA.
4. MUST SIGN THE WRITTEN "THEFT POLICY".
5. ATTEND ALL ASC MEETINGS.
6. SUBMIT AN ORAL AND WRITTEN REPORT TO ASC.
7. RESPONSIBLE FOR SAFE GUARDING A KEY TO THE AREA P.O. BOX.
8. CO-SIGNER OF ASC CHECKING ACCOUNT.

QUALIFICATIONS

1. WILLINGNESS, TIME AND RESOURCES TO SERVE.
2. FOUR (4) YEARS CONTINUOUS ABSTINENCE.
3. HAS AN N.A. SPONSOR.

4. HAS AN HOMEGROUP IN THE NORTH BY NORTHWEST AREA.
5. HAS BEEN A RESIDENT OF LAS VEGAS MORE THAN ONE (1) YEAR.
6. HAS KNOWLEDGE OF THE TWELVE STEPS, TRADITIONS AND CONCEPTS THROUGH APPLICATION.
7. TWO (1) YEAR TERM COMMITMENT.
8. AN UNDERSTANDING OF THE AREA POLICIES AND GUIDELINES.
9. AGREE TO RESIGN UPON RELAPSE OR INABILITY TO PERFORM DUTIES AS DESCRIBED IN THE GUIDELINES.
10. MUST HAVE TWO (2) YEARS OF PRIOR SERVICE ON THE AREA LEVEL.

SECTION XV

STANDING SUB-COMMITTEES

IN ORDER TO MINIMIZE TIME SPENT IN DEBATE AT THE ASC MEETING, A SYSTEM OF SUB-COMMITTEES ARE USED. STANDING SUB-COMMITTEES ARE FORMED TO FULFILL THE RESPONSIBILITIES AND TASKS OF THE ASC AS THE GROUPS DICTATE THEM. THE INITIATION AND FINALIZATION OF THEIR PROJECTS TAKES PLACE AT THE ASC MEETING. EACH SUB-COMMITTEE IS ACCOUNTABLE TO THE ASC.

HOSPITALS AND INSTITUTIONS SUB-COMMITTEE (H & I)

GUIDELINES ARE TO BE DEVELOPED BY THE SUB-COMMITTEE AT THE TIME THE COMMITTEE IS FORMED AND INCORPORATED INTO THE AREA GUIDELINES. (SEE ENCLOSED GUIDELINES)

LITERATURE SUB-COMMITTEE

GUIDELINES ARE TO BE DEVELOPED BY THE SUB-COMMITTEE AT THE TIME THE COMMITTEE IS FORMED AND INCORPORATED INTO THE AREA GUIDELINES.

PUBLIC INFORMATION AND PHONELINE SUB-COMMITTEE

GUIDELINES ARE TO BE DEVELOPED BY THE SUB-COMMITTEE AT THE TIME THE COMMITTEE IS FORMED AND INCORPORATED INTO THE AREA GUIDELINES. (SEE ENCLOSED GUIDELINES)

ACTIVITIES SUB-COMMITTEE

GUIDELINES ARE TO BE DEVELOPED BY THE SUB-COMMITTEE AT THE TIME THE COMMITTEE IS FORMED AND INCORPORATED INTO THE AREA GUIDELINES.

POLICY SUB-COMMITTEE (IF REFERRED TO)

THIS SUB-COMMITTEE IS CONCERNED WITH THOSE MATTERS, WHICH ARE THE POLICY OF THE ASC. THE GENERAL POLICIES OF NARCOTICS ANONYMOUS ARE EXPRESSLY STATED IN THE TRADITIONS; HOWEVER, THE APPLICATION OF THESE TRADITIONS WITHIN OUR AREA IS THE CONCERN OF THIS SUB-COMMITTEE. THIS SUB-COMMITTEE ALSO STUDIES AND MAKES RECOMMENDATIONS ON ASC POLICY AS DIRECTED BY THE ASC.

- A. THE SUB-COMMITTEE CHAIRPERSON WILL SUBMIT A WRITTEN REPORT OF ALL SUB-COMMITTEE ACTIVITY, AND PROGRESS AT EACH ASC MEETING.

- B. THE SUB-COMMITTEE WILL HOLD AN ANNUAL REVIEW OF THE POLICIES IN DECEMBER (AFTER THE SECRETARY UPDATES IT).
- C. THE RCM WILL CHAIR THIS SUB-COMMITTEE.

ADMINISTRATIVE SUB-COMMITTEE

- A. ITS PURPOSE IS TO FACILITATE THE ADMINISTRATIVE DUTIES FOR THE ASC AND ITS OFFICERS.
- B. THE SUB-COMMITTEE SHALL CONSISTS OF THE OFFICERS OF THE ASC, THE RCM AND TWO SELECTED GSRs. GSRs TO BE SELECTED AT THE ASC MEETING AS NEEDED.
- C. THE SUB-COMMITTEE IS RESPONSIBLE FOR RECOVERING STOLEN FUNDS AND/OR BAD CHECKS
- D. SEEKS TO MEDIATE CONFLICTS BETWEEN GROUPS AND/OR INDIVIDUALS OF NA
- E. THE SUB-COMMITTEE CONDUCTS BUSINESS BETWEEN MEETINGS AS DIRECTED BY THE GSRs
- F. THE SUB-COMMITTEE CONDUCTS ANNUAL AND NON-PERIODIC AUDITS OF THE FINANCIAL RECORDS FOT THE ASC AND STANDING SUB-COMMITTEES.

SECTION XVI **FINANCIAL AUDIT**

- A. FINANCIAL REVIEW (CONDUCTED BY THE ADMINISTRATIVE SUB-COMMITTEE
- B. THE ASC ADMIN SUB-COMMITTEE WILL CONDUCT ANY FINANCIAL REVIEW.
- C. IT IS RECOMMENDED THAT NO MORE THAN 24 HOURS NOTICE BE GIVEN BEFORE FINAL REVIEW.

- D. THOSE CONDUCTING THE REVIEW MUST TAKE PHYSICAL POSSESSION OF ALL RECORDS, STATEMENTS, INVENTORY AND PETTY CASH FROM THE TREASURER OR OTHER RESPONSIBLE TRUSTED SERVANT.
- E. THE TREASURER OR RESPONSIBLE TRUSTED SERVANT SHOULD BE AVAILABLE TO THE REVIEW SUB-COMMITTEE IN ORDER TO ASSIST AND ANSWER QUESTIONS IF NECESSARY.
- F. A FINANCIAL REVIEW SHOULD BE SEEN AS A TOOL THAT MAY PREVENT A MINOR ERROR FROM BECOMING A MAJOR ON. **IT IS NOT INTENDED TO BE AN INQUISITION!**
- G. FINANCIAL REVIEWS SHOULD NOT BE PREDICTABLE BUT SHOULD BE VARIED AS TO TIME AND PLACE.

SECTION XVII

THEFT OF FUNDS/BAD CHECK POLICY

THE ADMINISTRATIVE SUB-COMMITTEE SHALL BE GUIDED BY SPIRITUAL PRINCIPALS OF RECOVERY AND SHALL ALLOW EVERY MEMBER AN OPPORTUNITY TO BEHAVE RESPONSIBLY IN DIFFICULT SITUATIONS AND MAKE AMENDS. THE RECOVERY OF FUNDS IS ONLY PART OF A PROCESS THAT SHALL INCLUDE HEALING FOR ALL THOSE INVOLVED. THIS POLICY SHALL BE A GUIDELINE TO ENCOURAGE A PROCESS THAT IS BOTH RESPONSIBLE AND SPIRITUAL, TAKING STEPS OF INCREASING SEVERITY SHOULD THEY PROVE NECESSARY. BECAUSE OF THE CONTROVERSIES THAT SURROUND THIS ISSUE THE WORLD SERVICE BOARD OF TRUSTEES BULLETIN #30, JUNE 1996 "THEFT OF NA FUNDS" HAS BEEN INCLUDED AS AN ATTACHMENT TO THE ASC POLICY FOR GUIDANCE.

1. THE ADMINISTRATIVE SUB-COMMITTEE SHALL BE RESPONSIBLE FOR RECOVERY OF THEFT AND/OR BAD CHECKS.

2. WHEN A PERSON HAS WRITTEN A BAD CHECK, THE ASC TREASURER WILL NOTIFY HIM OR HER AND GIVE THAT PERSON A LETTER (SEE ATTACHED). A SEVEN DAY PERIOD WILL BE GIVEN TO MAKE THE CHECK GOOD AND PAY THE BANK CHARGES BEFORE THE PROCEDURED BELOW ARE INITIATED. THE CHAIRPERSON SHALL BE NOTIFIED IF THE FUNDS ARE NOT REPAID WITHIN THIS PERIOD OF SEVEN DAYS.
3. IN THE CASE OF THEFT OF FUNDS, THE ASC CHAIRPERSON WILL BE NOTIFIED IMMEDIATELY, THE FOLLOWING STEPS WILL BE TAKEN TO PROTET THE FELLOWSHIP'S MONEY, AND TO ENCOURAGE THE PERSON INVOLVED TO ACT RESPONSIBLY.
4. THE ASC CHAIRPERSON SHALL CONVENE THE ADMINISTRATIVE SUB-COMMITTEE TO EVALUATE THE SITUATION AND A SUB-COMMITTEE MEMBER WILL BE DESIGNATED TO MEET WITH THE PERSON TO SET UP A PAYMENT PLAN AND SECURE A PROMISSORY NOTE.
5. THE ASC TREASURER WILL KEEP TRACK OF THE PAYMENTS AND INCLUDDE THEM IN THE MONTHLY TREASURER'S REPORT.
6. IF PAYMENT IS NOT RECEIVED AS AGREED, THE ASC TREASURER SHALL NOTIFY THE ASC CHAIRPERSON. THE SUB-COMMITTEEE SHALL MEET AS NEEDED TO MONITOR THE SITUATION AND ACT TO RECOVER THE FUNDS. ALL EFFORTS SHALL BE MADE TO HELP THE INDIVIDUAL ACT RESPONSIBLY. HOWEVER, THE SUB-COMMITTEE AS A LAST RESORT MAY INITIATE LEGAL PROCEEDINGS IF NECESSARY.
7. IF A PERSON HAS STOLEN NA FUNDS OR HAS WRITTEN A BAD CHECK THAT HAS GONE TO THE ADMINISTRATIVE SUB-COMMITTEE, THAT PERSON WILL NOT BE ALLOWED TO SERVE IN POSITIONS OF HANDLING MONEY. NOR WILL THIS PERSON BE ALLOWED TO WRITE CHECKS TO ASC FOR A PERIOD OF ONE YEAR AFTER REPAYMENT OF FUNDS.

8. THE ADMINISTRATIVE SUB-COMMITTEE MAY NOTIFY GSRs, ASC SUB-COMMITTEE CHAIRPERSONS OR OTHER NA SERVICE COMMITTEES OF THESE ACTIONS AS DEEMED NECESSARY TO PROTECT NA AND THE INDIVIDUAL IN QUESTION.

SECTION XVIII

DEACTIVATION OF A STANDING SUB-COMMITTEE

TO DEACTIVATE AN ACTIVE STANDING SUB-COMMITTEE, THE SUB-COMMITTEE ITSELF MUST HAVE A GSR SUBMIT A MOTION TO DO SO. THE MOTION MUST BE SECONDED AND TAKEN TO THE GROUPS FOR THEIR CONSCIENCE ON THE QUESTION. THE MOTION IS THEN BROUGHT UP AS NEW BUSINESS AT THE NEXT ASC MEETING. THE MOTION TO DEACTIVATE MUST BE APPROVED BY A TWO-THIRDS MAJORITY OF THE VOTING QUORUM. THE SUB-COMMITTEE WOULD THEN BE CONSIDERED INACTIVE.

SECTION XIX

SPECIAL SESSION OF THE ASC

TO HOLD A SPECIAL SESSION OF THE ASC, A PETITION IS SUBMITTED TO THE ASC CHAIRPERSON. DUE CAUSE SHALL BE DETERMINED BY THE ASC CHAIRPERSON. THE CHAIRPERSON WILL CONTACT THE GSRs EXPLAINING THE PETITION AND CONDUCT A VOTE WHICH 4/5THS APPROVAL IS NEEDED TO HOLD A SPECIAL SESSION. THE CHAIRPERSON WILL SET THE LOCATION, DATE AND TIME THAT IS REASONABLE AND PRUDENT.

SECTION XX

DISRUPTIVE BEHAVIOR

IN THE EVENT OF VIOLENCE, VERBAL THREATS OR OTHER BEHAVIOR DURING THE COURSE OF THE ASC MEETING THAT SERIOUSLY THREATENS THE RESPECT AND SAFETY OF THE ASC MEMBERS, THE CHAIRPERSON MAY CHOOSE TO ADJOURN THE ASC MEETING. THE GSRs MAY OVERRIDE THIS DECISION BY A TWO-THIRDS MAJORITY VOTE IF A GSR OBJECTS TO THE DECISION.

THE ADMINISTRATIVE SUB-COMMITTEE WILL MEET AS SOON AS POSSIBLE TO DECIDE A COURSE OF ACTION TO:

- A. REMEDY THE SITUATION THAT CAUSED THE DISRUPTION.
- B. DECIDE IF A SPECIAL MEETING OF THE ASC SHOULD BE HELD TO COMPLETE BUSINESS NOT DONE BECAUSE OF THE DISRUPTION.

SECTION XXI

FUND FLOW AND FISCAL POLICY

THE INTENT OF THIS "FUND FLOW AND FISCAL POLICY" IS TO FACILITATE THE SPIRITUAL OBLIGATION OF FUNDING RECOGNIZED LEVELS OF NA SERVICE BY THE SEVENTH TRADITION OF THE NA GROUPS. IT ALSO SERVES TO GUIDE THE ASC IN THE HANDLING OF FUNDS OTHER THAN DIRECT DONATIONS FROM THE NA GROUPS IT SERVES. THE POLICY IS DIVIDED INTO THE FOLLOWING CATEGORIES.

1. DONATIONS FROM THE NA GROUPS
2. PROFITS FROM LITERATURE SALES
3. PROFITS FROM AREA ACTIVITIES

DONATIONS FROM THE NA GROUPS

WITH THE PASSAGE OF THE "GUIDE TO LOCAL SERVICE" AND THE PHAMPLET ENTITLED "SELF SUPPORT, PRINCIPLE AND PRACTICE, THE ASC PROPOSES THE FOLLOWING TO FACILITATE THESE CONCEPTS OF FUND FLOW WITHIN THE NXNW AREA.

THE NXNW ASC WILL SERVE AS THE COLLECTION AND DISTRIBUTION POINT OF SEVENTH TRADITION DONATIONS TO RECOGNIZED LEVELS OF SERVICE ON BEHALF OF THE NA GROUPS IT SERVES.

THIS MEANS THAT THE DONATION OF AN NA GROUP TO THE ASC WILL FIRST BE DIVIDED AND THEN DISTRIBUTED TO THE AREA, REGION AND WORLD LEVELS OF SERVICE. THE "FORMULA" FOR THIS DIVISION WILL BE AS FOLLOWS AND MADE AT THE TIME THE FUNDS ARE RECEIVED:

1. SUFFICIENT FUNDS TO COVER ALL BUDGETED EXPENSES WILL BE AVAILABLE TO THE AREA SERVICE COMMITTEE AND AN AREA SEED FUND WILL BE ESTABLISHED BY THE AREA AND MAINTAINED AT ALL TIMES .
2. FIFTY PERCENT WILL BE GIVE TO THE REGIONAL SERVICE COMMITTEE.
3. FIFTY PERCENT WILL BE GIVEN TO THE WORLD SERVICE CONFERENCE.
4. THE ASC TREASURER WILL COLLECT, REPORT AND DISTRIBUTE SEVENTH TRADITION FUNDS RECEIVED FROM THE NA GROUPS OF THE AREA AT EACH ASC MEETING.

PROFIT FROM LITERATURE SALES

THE PROFIT FROM LITERATURE SALES IS INTENDEN FOR THE RE-SUPPLY OF LITERATURE FOR THE GROUPS IN THE AREA, RECOUPING THE COSTS OF SHIPPING AND ADMINISTRATIVE COSTS ASSOCIATED WITH LITERATURE SALES.

PROFIT FROM AREA ACTIVITIES

ACTIVITIES THAT GENERATE FUNDS GREATER THAN EXPENDED WILL BE RETURNED TO THE ASC FOR ITS USE TO CONTINUE ITS SUPPORT OF THE NA GROUPS.

FUND RAISING ACTIVITIES FOR SPECIFIC PURPOSES (AS SANCTIONED BY THE ASC) SHOULD BE SEPARATE FROM THE ASC RESOURCES WHEN CONSIDERING AVAILABLE FUNDING FOR AREA ACTIVITIES OR PROJECTS.

INSUFFICIENT FUNDING

IF THE ASC DETERMINES THAT THERE IS A PROFOUND LACK OF SUFFICIENT FUNDING TO CONTINUE BASIC SERVICES, THEN EFFORTS AT COST CUTTING AND DIRECT FUND RAISING WILL BE THE PREFERRED SOLUTION. (BASIC SERVICES ARE THOSE SERVICES ESSENTIAL FOR CARRYING THE MESSAGE SUCH AS THE PHONELINE, LITERATURE SALES, BASIC H& I AND PI ACTIVITIES, OR FELLOWSHIP SERVICES SUCH AS RCM PARTICIPATION AT REGIONAL MEETING OR CAR WORKSHOPS). THE ASC SHOULD NOT LOOK TO THE SEVENTH TRADITION THAT IS DISTRIBUTED ON BEHALF OF THE GROUPS FOR MAKE UP SHORTFALLS OF FUNDING. IT MUST BE REMEMBERED THAT THE INTENT TO COLLECT AND DISTRIBUTE SEVENTH TRADITION FUNDS IS TO AFFORD THE GROUP THE CONVIENCE AND ACCOUNTABILITY FOR FUNDING ALL LEVELS OF SERVICE *FROM THE GROUP*.

EXCESS FUNDING

AT TIMES, IT MAY APPEAR THAT THERE IS AN EXCESS OF FUNDS OVER AND ABOVE THE PROPOSED YEARLY BUDGET FOR THE ASC.

CAREFULE PLANNING WILL DETERMINE IF THERE IS TRULY AN EXCESS AND THAT IT IS A SPIRITUAL NECESSITY TO ADD THESE FUNDS TO THE GROUPS' DONATIONS TO OTHER LEVELS OF NA SERVICE. A PROJECTION OF

ACTIVITIES AND FELLOWSHIP NEEDS SHOULD BE USED IN DETERMINING THIS QUESTION, BASED ON THE ANNUAL BUDGET.

***THIS ENDS THE NORTH BY NORTHWEST AREA SERVICE GUIDELINE AND
POLICY DOCUMENT***

SECTION XXII **ATTACHMENTS**

1. NXNW AREA THEFT POLICY LETTER

THEFT POLICY

ANY CHAIRPERSON, VICE-CHAIRPERSON, STANDING MEMBER, APPOINTED MEMBER, OR SANCTIONED MEMBER OF THE NXNW AREA WHO KNOWINGLY OR WILLFULLY MISAPPROPRIATES AREA FUNDS WILL BE CONSIDERED RESIGNED FROM THEIR AREA POSITION. MISAPPROPRIATIONS MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

1. DEPOSITING MONIES IN AN UNAUTHORIZED ACCOUNT.
2. ACCEPTING CASH, CHECKS, OR MONEY ORDERS, IN A WAY THAT WAS NOT PREVIOUSLY APPROVED BY THE AREA SERVICE COMMITTEE.
3. **SPENDING ASC FUNDS FOR UNAUTHORIZED PURPOSES.**
4. **EMBEZZLEMENT**
5. CONVERTING LITERATURE AND/OR PROPERTY PURCHASED BY THE ASC FOR PERSONAL USE WITHOUT FIRST PURCHASING THE SAME.

WHEN A SUSPICION OF MISAPPROPRIATION OCCURS, THE CHAIRPERSON MUST FOLLOW THE GUIDELINES SET FORTH IN SECTION XVII - THEFT OF FUNDS/BAD CHECK POLICY. WITH A SIMPLE MAJORITY VOTE, THE AREA COMMITTEE MAY DO ONE OR MORE OF THE FOLLOWING:

1. DISMISS THE ALLEGATION
2. ALLOW FOR RETRIBUTION
3. **REMOVAL FROM THE AREA POSITION**
4. **CLOSE AREA ACCOUNTS**

IF THE AREA COMMITTEE DETERMINES THE MISAPPROPRIATION IS A THEFT AND THE AMOUNT OF THE MISAPPROPRIATION IS CONSIDERED A FELONY, THE COMMITTEE MUST FILE CHARGES FOR PROSECUTION.

ANY AREA MEMBER OR AREA MEMBER OF A SANCTIONED EVENT WHO HANDLES MONEY, CREDIT CARDS, MONEY ORDERS, OR WHO HAS ACCESS TO AREA BANK ACCOUNTS MUST SIGN

THIS THEFT POLICY ON AN ANNUAL BASIS. THIS DOCUMENT WILL BE KEPT ON FILE WITH THE AREA SECRETARY FOR UP TO THREE (3) YEARS AFTER FULFILLING HIS/HER POSITION.

THE FOLLOWING LANGUAGE WILL BE ADDED TO A SEPARATE PAGE AND EXECUTED BY ALL MEMBERS OF THE AREA COMMITTEE AND ANY AREA MEMBER OF A SANCTIONED EVENT.

MY SIGNATURE INDICATES THAT I HAVE READ AND UNDERSTAND THE NXNW AREA THEFT POLICY AND AGREE TO FOLLOW THE PROCEDURES AND POLICIES FOR HANDLING NA FUNDS OUTLINED IN THIS DOCUMENT.

NAME (PLEASE PRINT)

AREA POSITION

SIGNATURE

DATE

PLEASE REFER TO THE 11TH CONCEPT WHICH STATES THAT NA FUNDS ARE TO BE USED TO FURTHER OUR PRIMARY PURPOSE, AND MUST BE MANAGED RESPONSIBLY.

SECTION XXII
HOSPITALS & INSITUTIONS GUILDELINES

SEE DOWNLOAD ATTACHMENT ON WEBSITE
www.NxNwana.org

SECTION XXIV
PUBLIC INFORMATION GUILDINES

SEE DOWNLOAD ATTACHMENT ON WEBSITE
www.NxNwana.org

THEFT POLICY ACKNOWLEDGEMENT

MY SIGNATURE INDICATES THAT I HAVE READ AND UNDERSTAND THE NXNW AREA THEFT POLICY AND AGREE TO FOLLOW THE PROCEDURES AND POLICIES FOR HANDLING NA FUNDS OUTLINED IN THIS DOCUMENT.

NAME (PLEASE PRINT)

AREA POSITION

SIGNATURE

DATE

PLEASE REFER TO THE 11TH CONCEPT WHICH STATES THAT NA FUNDS ARE TO BE USED TO FURTHER OUR PRIMARY PURPOSE, AND MUST BE MANAGED RESPONSIBLY.