Port City Area

of

Narcotics Anonymous

Policy and Procedures Manual

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Article I - Name

The name of this committee shall be the Port City Area of Narcotics Anonymous, hereinafter referred to as PCANA.

Article II - Service Area

This service area shall include the following South Carolina counties: Charleston, Berkeley, and Dorchester County. PCANA Area Service Committee (PCASC) welcomes groups from other counties who may wish to join the PCANA. This includes Zoom and Virtual Meetings.

Article III - Purpose

This committee shall administer and coordinate the activities common to the welfare of Narcotics Anonymous groups within the boundaries of the PCANA to foster unity. For these policies, "Narcotics Anonymous groups" shall be defined in the Guide to Local Services in Narcotics Anonymous (GTLS).

Article IV- Participants

A. This committee shall have four (4) classes of participants:
   1. Group Service Representatives. (GSRs).
   2. Administrative Committee Members (Chairperson, Vice-chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member (RCM) and the Regional Committee Member Alternate (RCMA).
   3. Subcommittee Chairpersons and vice-Chairpersons
   4. General Members.

B. Voting Participants:
   1. The voting participants of the committee shall be the GSR's or, in the GSR's absence, the alternate GSR, of each NA group within the PCANA. For the purpose of these policies, the term GSR shall be defined as a home group member whom the group conscious designates to be their representative at the PCANA ASC.
   2. Administrative subcommittee members and subcommittee chairpersons, or their designated alternate, will be included in voting on housekeeping issues only.
   3. In the case of a tied vote, the chairperson will be the deciding vote in all matters accept financial.
   4. All tied votes dealing with financial matters of $25.00 dollars or more will be returned to the home groups to be decided at the next ASC.
   5. Members holding more than one Area service position (i.e., administrative position or GSR) may vote only once per motion during ASC meetings. Precedence for voting shall be the following: Group, Area, and Region.
   6. ASC Housekeeping items:
      a. Motions to close the meeting
      b. Non-monetary subcommittee requests

c. Change in date/time/location of the ASC meeting
d. Acceptance of the minutes.

7. GSR only vote:
   a. Acceptance of new groups into the PCANA
   b. Any monetary disbursements or reimbursements above the amounts set forth in the policy and procedures.
   c. Election of PCANA administrative officers and subcommittee chairs and vice chairs.
   d. Area budget
   e. Regional Motions
   f. Changes to the Policy and Procedures
8. Please Note:
   a. The ASC Chairperson will refer items not covered by this definition to an Ad hoc committee designate.
   b. This list is not meant to be all-inclusive, and may require numerous additions, deletions and changes; but most important is to always practice the Twelve Traditions, the Twelve Concepts and the GTLS.

C. Non-Voting Participants:
   1. The non-voting participants of this committee shall be the administrative officers of the committee and subcommittee chairpersons or subcommittee vice-chairpersons, except when deciding on housekeeping issues.
   2. Any non-voting participant of this committee may introduce motions and participate in debate and discussion.
   3. A GSR must second any such motion, or the motion dies.

D. General Members:
   1. NA members not addressed elsewhere in this policy shall be classified as General Members. General Members shall only have the right to request the floor.
   2. The Chairperson has the exclusive right to grant or deny such request.
   3. The Chairs' decision may be subject to appeal and may be over-turned with a 2/3rd majority of the voting participants.

E. Motions: All motions will be submitted on the adopted area motion forms, before the end of the section of the ASC agenda referred to as "Group Concerns".

F. GSR Reports: All GSR reports must be written on the adopted Group Report Forms and given to the Area Secretary, either electronically and in person, prior to the conclusion of the ASC meeting.

G.

Article V- Order of Discussion

A. All PCANA members and meetings will be conducted according to the Sample Rules of Order as found on pages 104-111 in the GTLS except when to do so

would violate the Twelve Traditions, the Twelve Concepts and Roberts Rules of Order.

B. Any member of the ASC may make motions; however, the motion requires a second by a GSR.

C. All motions submitted to the ASC will be discussed in the following order:
   1. GSR's
   2. Non-voting members
   3. General members (the Chair will determine if the discussion is redundant or extraneous)
   4. Discussion is closed
   5. Motion is called to vote

D. Changes to policy:
   1. When a motion is made that would change these policies, the motion will contain the Article, Section #, and the current reading, as well as the way the change would read, should the motion pass.
   2. Any motion affecting policy shall be referred to the Policy Chair of the ASC.
   3. The Policy Chair will forward to the ASC Secretary, and within seven days, all effects the proposed changes would have on ASC policies: for inclusion in the PCANA ASC minutes.

Article VI - Officers and Subcommittee Chairpersons

A. The officers of the committee shall consist of Chairperson, Vice chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member (RCM), and Regional Committee Member Alternate (RCMA), Activities Chairperson, Activities Vice-chairperson (see addendum 4), Hospitals and Institutions (H&I) Chairperson, H&I Vice-chairperson (see addendum 5), Public Relations (PR) Chairperson, PR Vice-chairperson (see addendum 6), Convention Chair, and Vice Chair Members and Policy Chairperson. Literature Chair, Vice Chair

B. Criteria for selection of candidates for each office:
   1. Be an active member of a NA group in the PCANA area.
   2. The candidate for each office has service experience in an NA group.
   3. The candidate for office must have a minimum of two (2) years of continuous abstinence, and a record of active involvement in the NA fellowship for Chairpersons and eighteen (18) months for Vice-Chairpersons with the exception of the convention Chairperson, convention Vice-chairperson, convention Treasurer, convention Alt Treasurer, area Treasurer, area Alt Treasurer, area Literature Chairperson and area Literature Vice-chairperson, which shall have a minimum of five (5) years continuous abstinence. Be willing and have a desire to serve, which includes visiting all home groups within this area.

4. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
5. Have a working understanding of the service structure of Narcotics Anonymous, and the responsibilities of the position they are seeking.

Article VII - Election of Officers

A. Nominations:
   1. Shall open in May and close in June. At the end of the ASC meeting, new officers will be elected and take office at the July ASC: except for the elected convention members which will follow the convention cycle to open one month prior to the convention; close the following month; and then take office the next month
   2. To be considered for a position, nominees shall be present at the time of nomination and have a typed or hand-written Service Resume.
   3. All nominees shall be present at the time of election.
   4. Any member of the PCANA may nominate a qualified individual for an ASC position.
   5. Additionally, any member of NA may submit a nomination through the GSR or Alt. GSR who represents his/her group.
   6. GSRs must take nominations back to their home group for input.
   7. Only those previously nominated in the designated period for nominations shall be voted on.

B. Elections:
   1. An election to fill a vacancy in an office shall occur within two (2) regular meetings of the vacancy's occurrence. Notice of intent to fill a vacancy shall be provided. In the case of a vacancy in the office of the Chairperson, the Vice-chairperson shall assume the duties of the Chairperson until the start of the regular meeting following the election of a new Chairperson.
   2. In the case of a vacancy in the office of the RCM, the RCMA shall assume the duties of the RCM until the start of the regular meeting following the election of a new RCM.
   3. ASC voting on nominations shall be by written, secret ballot. The exact vote count will not be noted in the minutes, which will state whether elected or not elected only.
   4. A member may not hold more than one (1) office on the Administrative Committee, which is made up of the ASC officers. Upon election, the officer shall resign as GSR or Alt. GSR, enabling their group to elect new representatives, thus ensuring all groups equality in representation.

C. Voting: Interpreting the vote cast shall be as follows:
   1. The first candidate to receive 51% of the vote from the members present with voting rights shall be deemed the winning ballot.

2. If only one candidate is running for a position, the nominee must still receive a 51% majority vote. If no nominee receives the required number of votes, the nominee's names will be sent back to the home groups for a revote.

Article VIII - Duties of Officers

A. All Officers:
   1. It is the duty of all the Administrative Committee members to attend and participate in the Administrative Executive Committee meetings (Admin) as deemed necessary by the ASC Chairperson.
   2. All P.O. Box keys are to be turned in at the July ASC meeting for newly elected officers. And all mail concerning PCANA that comes electronically.
   3. The Chairperson, Treasurer, and RCM or the alternates of each position, each hold a key to the Area post office box and are responsible for checking the box prior to each ASC meeting.
   4. Key holders are in the following order:
      a. Chairperson
      b. Treasurer
      c. RCM

B. Chairperson's duties:
   1. To assist with the agenda, with input from other members of the ASC Subcommittees and the GSRs within the area and submit within three days, for inclusion in the minutes.
   2. To chair the regular ASC meeting, as well as any special and/or executive administrative meetings of the PCANA. The Chair must notify the participants of each special meeting, using such methods of notification as agreed upon by the committee.
   3. To maintain frequent contact with other committee members and visit other groups in the area to enhance enthusiasm and create unity.
   4. Open the PCANA ASC meetings at the appointed time, call the meeting to order, and determine that a quorum is present.
   5. To recognize members who are entitled to the floor.
   6. State and put to a vote all questions that legitimately come before the assembly as motions or that otherwise arise during the proceedings and announce the results of each vote. If a motion is made that is out of order, to rule it "out of order".
   7. Enforce the rules related to debate, order, and decorum within the assembly when appropriate.
   8. Expedite business, in every way, with the rights of members and general members taken into consideration.
   9. Decide all questions subject to appeal. When in doubt, the Chairperson may submit such a question to the assembly, for decision.
   10. Be responsible for general correspondence of the committee.
   11. Sign all certified copies of acts of the committee.
   12. Take a report of the year's work to the annual meeting. Fiscal year-ending June's ASC).

13. Conduct the meeting with impartiality and fairness.
14. Appoint all Ad-Hoc committees.
15. Attend all PCANA ASC meetings.

C. Vice-chairperson's duties:
   1. In the absence of the Chairperson, chair the ASC meeting.
   2. Co-ordinates the functions of the ASC, to ensure an NA calendar is available to the
   3. Secretary, by assisting the appropriate subcommittee.
   4. Be a co-signer on the PCANA bank account.
   5. Make a report on the year's work at the annual meeting (year-end June ASC).
   6. Be ex officio, a non-voting member of all subcommittees.
   7. In the absence of the Policy Chairperson, act as parliamentarian for the ASC meeting.
   8. Attend all PCANA ASC meetings

D. Secretary's duties:
   1. In the absence of the Chairperson, the Vice-chairperson and the RCM, call the meeting to order, and preside, until the immediate election of a chairperson pro-tem.
   2. Maintain a record of all proceedings, correspondence and archives of the committee.
   3. Maintain the committee's official membership list, and call roll as required.
   4. Make the records available to NA members, upon request.
   5. Provide committee members with all documents required for the performance of their duties.
   6. Keep records of all motions.
   7. Maintain all archives, motions, minutes and all other pertain paperwork.
   8. Type and disseminate the correspondence of the committee that is not the proper function of another officer or committee.
   9. Ensure all group and subcommittee reports are copied into the minutes, and include all trusted servants' names, address, phone numbers, email address and positions held, listed in the minutes.
   10. To distribute copies of the minutes, including motions, to each officer and all registered
   11. GSR's, no later than two weeks following each meeting.
   12. Keep an updated NA calendar of known NA events, meetings, conventions and other functions that may relate to the PCANA.
   13. Manage the registration of member groups.
   14. Attend all PCANA ASC meetings
   15. The Secretary will take minutes during all ASC meetings and keep a copy for archive.
   16. Be a co-signer on the PCANA bank account.

E. Alternate Secretary's duties:
   1. In the absence of the Secretary, serve as the ASC secretary.

2. Attend all PCANA ASC meetings.
3. Assist and perform duties, as designated, by the Area Secretary.

F. Treasurer's duties**:**
1. Be the custodian of the committee's funds.
2. Attend all PCANA ASC meetings.
3. Be a co-signer of the committee's bank account.
4. Make a written and verbal report of receipts and disbursements at each regular ASC meeting.
5. Make a written financial report at both the July and December budget review meeting, to be audited by the administrative committee members consisting of the Chairperson, Vice-chairperson, RCM and Secretary.
6. Disburse, as necessary, in accordance with committee decisions, when funds are available
7. To reimburse members with receipts for their expenses, up to and including $25.00.
8. Anything above $25.00 shall require PCANA approval.
9. Be responsible for sending all funds above the prudent reserve to the Carolina Region of Narcotics Anonymous (CRNA) and NA World Services (NAWS).
10. Be responsible for getting a signature card for the PCANA bank account to the August, no later than September ASC Meeting making arrangements for new co-signers to meet at the bank, when cards must be signed at the bank.
11. All deposits collected at the monthly ASC be made the following business day after the ASC, i.e. If Monday is a holiday, the deposit will be made on Tuesday and deposit slips be brought to the next ASC.

G. Alternate Treasurers' duties:
1. In the absence of the Treasurer, serve as the Area Treasurer.
2. Attend all PCANA ASC meetings.
3. Assist and perform duties, as designated by the Area Treasurer.

H. Regional Committee Member (RCM) duties:
1. In the absence of the Chairperson and the Vice-chairperson, serve as the Chairperson.
2. Attend all PCANA ASC meetings.
3. Represent the committee at the Carolina Regional Service Committee (CRSC) meetings.
4. Provide the Chairperson with additional agenda items, if appropriate, for the next regular meeting of the CRSC, sixty (60) days prior to that meeting.
5. Make a written and verbal report to the ASC committee at each regular meeting, covering the business of the previous CRSC meeting.
6. Be a co-signer of the PCANA bank account.
7. This is a two (2) year term.

I. Regional Committee Member Alternate (RCMA) duties:
   1. In the absence of the RCM, serve as the RCM.
   2. Attend all CRSC meetings.
   3. Attend all PCANA ASC meetings.
   4. This is a two (2) year term.

J. Policy Chairperson duties:
   1. Act as Parliamentarian for the ASC meeting.
   2. Be responsible for chairing all Policy and Procedure Ad-hoc subcommittees.
   3. Be responsible for briefing and providing Policy and Procedures to new groups accepted into the Area.
   4. Update the Policies and Procedures manual with changes after the ASC at which the changes occur and have an updated policy log available at the following ASC meeting.
   5. To have an updated Policy and Procedure manual available at the June ASC for the GSRs and the Officers.
   6. Attend all PCANA ASC meetings.

Article IX - Duties of Subcommittee Chairpersons

A. Follow the policy for nominations set forth with Article VI-Section 2 and Article VII.

B. Attend all PCANA ASC meetings.

C. Attend all Carolina Regional Subcommittee meetings related to their relevant subcommittees.

D. Submit, in writing, all activities of their sub-committee at the monthly ASC meeting or electronically within 1 week of the ASC meeting.

E. Comply with all Narcotics Anonymous handbooks relating to and designated for the subcommittee elected to.

F. PCANA elects all subcommittee Vice-chairpersons. (conflicts with other policies).

G. See the addendum corresponding with the subcommittee.

Article X - Group Service Representative (GSR):

A. Comply with the description of this position, as provided in the Guide to Local Services in Narcotics Anonymous (GTLS).

B. Attend all PCANA ASC meetings or send a designated representative from the home group.

C. Submit a monthly group report, on the approved Monthly Group Report form, at the PCANA meeting. See addendum 9.

D. Inform as soon as possible, the PR Chairperson, or anyone else charged with the duty of copying the meeting schedules, of any changes in the group's meeting time, location, or format.

Article XI – Membership Groups:

A. All meetings within the geographical area of PCANA will be included in the PCANA Meeting Schedule.

B. New Groups may join the Area at any time. To obtain voting rights, a group must attend two (2) consecutive PCANA ASC meetings.

Article XII - Removal of Officers

A. Removal: A service member may be removed from their position for noncompliance. A 2/3rd majority vote of the body is required for removal. Non-Compliance includes, but is not limited to:
   1. Loss of abstinence.
   2. Non-fulfillment of the duties of their position.
   3. Absence from two (2) consecutive meetings of the PCANA, unless prior notification was
   4. made to a PCANA Trusted Servant or anybody on the committee. The Chairperson will make a recommendation.
   5. The final roll call, at the end of the ASC meeting, shall be included in the minutes.

B. Resignation: An officer or Subcommittee Chairperson of this committee may resign by providing notice to the ASC Chairperson.

Article XIII – Budget

A. The budget will be voted on by the PCANA without the home group's conscience unless a GSR requests the home group's conscience on some or all the budget items. The budget shall come before the committee for review, twice a year, at the June and December ASC meeting.
   1. An in-house audit of the Treasurer's books will be performed prior to the December and June ASC meeting and be available for review at the January & July ASC meeting. b. The PCANA is allowed to make Seventh Tradition donations to the Carolina Region and Narcotics Anonymous World Services (NAWS), without contacting their groups first.
   2. All unused monthly budget allocations will be reallocated, as needed.
   3. The PCANA will have a prudent reserve of twenty hundred dollars ($1000.00)

4. A portion of the money will be forwarded to the Carolina Region (NAWS) monthly.
5. All PCANA area funded events shall be designated as “Donation Only” for entry, unless specified that the event is a “Fundraiser”.
6. The priority list for disbursements is as follows:
   a. Rent
   b. PR expenses (to include Phone line, meeting schedules, etc.)- $175.00
   c. H&I Literature - (see addendum 5)
   d. Travel Expenses (RCM, H&I, PR)
   e. Activities – As needed (see addendum 4)
   f. Secretary – $150.00

B. Disbursement request: (not needed since not mailing minutes, $50.00 for ink)
   1. Members requesting advanced money must submit an estimated itemized budget of expenses.
   2. Members responsible for monies and or merchandise must sign a Financial Policy
   3. Agreement (addendum 7)
   4. Members requesting disbursement or reimbursement shall submit a completed
   5. approved Disbursement or Reimbursement Form. (addendum 8)
   6. Activities subcommittee must request funds one (1) months in advance of an event. This request shall include a flyer and an itemized estimated budget. (see addendum 8)
   7. The Public Relations Subcommittee must request funds (1) month in advance of an event.
   8. This request shall include a flyer, nature of the event and an itemized estimated budget. (see addendum 8)

C. Subcommittee Chairperson’s are responsible for funds related to their committee and shall give the ASC Treasurer proper clarification (dated legible receipts, etc.).

D. All PCANA checks require two signatures for validity. The Four available signers will be:
   1. The Vice-Chairperson,
   2. Treasurer
   3. RCM
   4. The Secretary.

Article XIV – Meetings

A. Regular ASC Meetings:
   1. The regular meetings of the PCANA ASC shall be held in Charleston, on the second Sunday of each month; this meeting shall be non-smoking.
   2. The ASC meeting shall be a virtual/hybrid meeting.
   3. Home groups who wish to host the PCANA meeting must have voting rights.

4. If Mother's Day or a holiday fall on a Sunday, we will resume the following Sunday.

B. Special Meetings:
   1. Special meetings may be called by the Chairperson of the committee, and shall be called, upon the written request of a member of the committee.
   2. All such requests shall include the date, time, and the purpose of the meeting.
   3. No business, other than that so stated, will be conducted.
   4. Seven (7) days noticed shall be given to ASC members.
   5. An annual Inventory will be held in December, a date to be announced at the October ASC.
   .

C. Format of meetings:
   1. The PCANA ASC meeting shall be opened with the Serenity Prayer, the PCANA
   2. Service Prayer (addendum 1), The Twelve Traditions (addendum 2) and Twelve Concepts (addendum 3). The meeting will be closed with the Serenity Prayer.
   3. New groups shall be introduced and accepted into PCANA prior to the section of the agenda called "Group Report's".

D. Quorum:
   1. 50% of the voting participants shall constitute a quorum. All motions will be carried or denied by a simple majority of the groups present with voting rights.
   2. Any group missing two (2) consecutive PCANA ASC meetings will automatically be removed as a voting member of the ASC. Upon request, said group shall be reinstated, for the purpose of quorum, after attending two (2) consecutive ASC meetings, at the subsequent (next) meeting.
   3. A written notice shall be sent to GSR and Alternate GSR of said group thru the minutes, stating: "Your home group has been removed from quorum, and is required to attend two (2) consecutive ASC meetings to be reinstated and regain voting status."

Article XV – Subcommittees

A. All standing subcommittees of the PCANA shall create and adopt guidelines, which are consistent with the Guide to Local Services in Narcotics Anonymous (GTLS), the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous, and the best information available from the World Service Conference (WSC) in the form of WSC approved handbooks and guidelines.

B. The guidelines of each standing subcommittee shall be submitted to the ASC, to be included in the Area Policy and Procedures manual.

C. All subcommittee reports must be typed when turned into the PCANA.

D. To establish a Convention Subcommittee. PCANA ASC will elect the Convention Chairperson and Convention Treasurer. The subcommittee members will elect all other officers of the standing subcommittee's

Article XVI - Ad-hoc Subcommittees

The Chairperson of the PCANA shall have the authority to appoint Ad-hoc subcommittees, for such special purposes, as may, from time to time, be deemed necessary to fulfill specific functions. The Chairperson of the ASC shall specifically designate the purpose, membership and duration of the existence of such Ad-hoc committees, at the time of appointment.

Article XVII - Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order, newly revised, shall be utilized to expedite the business of the committee in cases in which they are applicable, and in which they are consistent with these policies, the Twelve Traditions and Twelve Concepts, and any special rules the committee may adopt. These rules may be found in the GTLS on pages 104-111.

Article XVIII - Amendment of Policy and Procedures

This policy may be amended by a two-third (2/3) majority of the groups present, with voting rights, at any time, by the ASC provided that:

A. The adopted motions form must be used.
B. The exact wording of the existing policy must be included in the motion to amend.
C. The exact wording of the proposed change must be included in the motion, in writing, and announced at a meeting prior to the meeting in which the motion is to be considered.

Article XX - Abolishment and Discontinuation

In the event of the abolishment and discontinuation of the PCANA and its Administrative committee, all money and Conference Approved literature is to be sent to the Carolina Region (CRNA). Other service items, materials, etc. are to be disposed of as quickly and efficiently as possible.

Addendum 1

PCANA Service Prayer

“God, grant us knowledge that we may serve according to YOUR Devine 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- in order that no addict, anywhere, need die from the horrors of addiction.” *

*Adapted from the Basic Text, page xv

Addendum 2

The Twelve Traditions of Narcotics Anonymous

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would 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 be 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 nonprofessional, 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 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. *

*Basic Text PG: 57

Addendum 3

Twelve Concepts for 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 rests 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 processes.

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 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 govern.

Addendum 4

Port City Area Activities Subcommittee Guidelines

A. Purpose:

To further the purpose of NA by organizing workshops, learning days, unity days, and other appropriate functions.

B. Membership:

A member attends all sub-committee meetings, has knowledge of the sub-committee's purpose, has a willingness to serve, and maintains personal recovery in NA

C. Requirements of Activity Subcommittee Officers:

1. Chairperson (elected by PCANA)
2. Vice Chairperson (elected by PCANA)
3. Be an active member of an NA Group in the PCANA and Hybrid.
4. May have acted as an Alternate or Vice Chair for the office or has service experience that will help them with their duties.
5. The Chairperson must have a minimum of two (2) years clean time.
6. The Vice-chairperson must have a minimum of eighteen (18) months clean time.
7. Must have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
8. Must have an understanding of the responsibilities of the position

D. Duties of Activities Subcommittee Officers

1. Attend all ASC Meetings.
2. Attend all Activities subcommittee meetings.
3. Have a written report of the activities of their subcommittee and give it to the ASC
4. Secretary
5. Comply with all NA handbooks relating to and designed for this committee (GTLS).

E. **Requirements of Activities Subcommittee Secretary & Alt. Secretary**

1. Shall be elected by Activities Committee)
2. Be an active member of an NA Group in the PCANA and Hybrid.
3. May have acted as an Alternate for the office or has service experience that will help them with their duties.
4. A minimum of one (1) year clean time.
5. Have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
6. Must have an understanding of the responsibilities of the position.

F. Duties of the Activities Subcommittee Secretary & Alt. Secretary

1. Attend all Activities Committee Meetings.
2. Take accurate minutes of the subcommittee meetings.

3. Maintain an archive of subcommittee minutes, flyers, and ASC reports.
4. Inform other areas in the Carolina Region about activities (i.e. Carolina Service office, Web Servant)

G. Elections on the Activity Subcommittee

1. Nominations may come from NA members present at the subcommittee meeting.
2. Nominees must meet all requirements for that office as stated in these guidelines.
3. The nominee is entitled to decline any nomination.
4. All nominees must be present at the time of nomination and election.
5. Any member of the subcommittee may nominate themselves.

H. General Members on the Activities Subcommittee: any NA member with at least one (1) day clean, and a desire to serve can join this committee.

I. Activity Subcommittee Events

1. Events shall be preplanned and brought before the ASC for approval
2. Fliers will be presented to the ASC one months prior to the event and will contain time,
3. date, location, and state whether the event is a Fundraiser.

J. **Activity Subcommittee Finances**

1. This Sub-committee is budgeted as needed.
2. The Chairperson and all committee members who handle any money must sign the PCANA Financial Policy Agreement.
3. The Committee must request funds (1) months in advance of an event. Said request must be a written itemized budget request.
4. Admission to all Activity Committee Events will be by donation only unless the event is specified as a fundraiser. If the event is deemed a fundraiser, there will be an admission charge,
5. All monies disbursed from any budgets or activities that are not used and/or funds collected should be turned over to the ASC Treasurer, with dated legible receipts.
6. All expenditures with the budgeted amounts to be disbursed by the ASC Treasurer by means of an ASC check.
7. All donations are to be reported to the ASC for approval of the disbursement.

Addendum 5

PCANA Hospitals and Institutions Guidelines

A. Purpose

1. The Port City Area Hospitals and Institutions (PCANA H&I) subcommittee is responsible for carrying the message of recovery into hospitals and institutions whose residents have restricted access to regular NA meetings.
2. The H&I subcommittee initiates, coordinates, and conducts all H&I meetings/presentations in the PCANA area, but may use other methods (i.e. distributing literature and meeting list), to make recovery more available to addicts in these facilities.
3. Article II-Trusted Servant Positions

B. Chairperson

1. Must have two (2) years of continuous abstinence.
2. The H&I Chairperson is elected by the ASC, as outlined in the PCANA Bylaws.
3. Must have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve
4. Concepts.
5. Must attend all H&I subcommittee meetings and ASC meetings.
6. The Chairperson is a voting member of the Carolina Regional Service H&I Committee (CRHISC) and should attend all of the CRHISC meetings. He/she acts as a link of communication between the subcommittee, the ASC and the CRHISC.
7. He/she also makes sure that a link of communication between the subcommittee and the individual facilities is maintained. The Panel Coordinator does this communication; however, the Chairperson should ensure that this communication is taking place.
8. The Chairperson is responsible for ensuring that all Panel Leaders and Panel Members comply with the H&I Guidelines, the ASC Bylaws, and the individual facilities rules.
9. The Chairperson is responsible for submitting a written report at the monthly ASC and electronically. This report shall include all budget expenditures, except for literature, which may be included in the Vice-chair's report.

C. Vice Chairperson

1. Must have eighteen (18) months of continuous abstinence.
2. The H&I Vice-chairperson is elected by the ASC, as outlined in the PCANA Bylaws.
3. Must have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
4. Must have a minimum of six (6) months experience on the H&I subcommittee and carry a strong message of recovery.
5. Must attend all H&I subcommittee meetings and ASC meetings. It is strongly suggested that the Vice-chair attend the CRHISC meeting, if possible.

6. Helps the Chairperson maintain smooth operations of the committee meeting. In the absence of the Chairperson, the Vice-chair will chair the subcommittee meeting.
7. He/she also helps makes sure that a link of communication between the subcommittee and the individual facilities is maintained. The Panel Coordinator does this communication, however; the Chairperson should ensure that this communication is 21 taking place.
8. May give a monthly report at the ASC, with information about literature disbursements to be included.
9. Will assume the duties of the Chairperson, should the Chair be unable to fulfill the position, until a new Chairperson can be elected.

D. **Secretary**
1. The H&I subcommittee elects its own secretary.
2. The Secretary must have one year of continuous abstinence.
3. The position's responsibilities include keeping an accurate set of minutes of all subcommittee meetings. These minutes are to be properly typed, approved by the Chairperson, and distributed to all subcommittee members within two weeks of the subcommittee meeting.
4. Will maintain a copy of all minutes in an H&I subcommittee archive. The archive will also contain:
5. Maintain a file of all correspondence to and from the committee.
6. Maintain a file of policies and/or requirements of all the facilities that the committee serves.
7. Maintain an updated list of the subcommittee members and their phone numbers, as well as all people willing and eligible to be panel members.

E. **Panel Coordinator**
1. The coordinator is elected, as needed by the H&I subcommittee.
2. The requirements are one-year abstinence from all drugs, a strong NA message of recovery and six months previous involvement in the PCANA H&I subcommittee meetings.
3. Are responsible to maintain a regular and ongoing link of communication with all of the facilities the subcommittee takes H&I meetings into.
4. Will submit a monthly written report to the subcommittee body.

F. Panel Leader
1. Panel leaders are elected, as needed by the H&I subcommittee.
2. There is a required one-year abstinence from all drugs.
3. Six months previous involvement in PCANA H&I subcommittee meetings and carry a strong NA message of recovery.
4. He or she must attend all regular H&I subcommittee meetings.
5. Will submit a monthly written report to the subcommittee body.
6. Are responsible for all aspects of the meeting/presentation, such as keeping supplies (literature, serial publications. pamphlets, etc.) and making sure the meeting/presentation begins and ends on time.

7. Maintain an open line of communication with the Panel Coordinator/Chairperson of the subcommittee, making him/her aware of any problems or situations (lack of literature, (etc.).

G. Finance

1. This Sub-committee is budgeted for Two Hundred Fifty Dollars ($300.00) per month as needed.
2. The Chairperson and all committee members who handle any money must sign the PCANA Financial Policy Agreement.
3. The Committee must request funds two (2) months in advance of an event. Said request must be a written itemized budget request.
4. Admission to all H & I Subcommittee Events will be by donation only unless the event is specified as a fundraiser. If the event is deemed a fundraiser, there will be an admission charge,
5. All monies disbursed from any budgets or activities that are not used and/or funds collected should be turned over to the ASC Treasurer, with dated legible receipts. All expenditures with the budgeted amounts to be disbursed by the ASC Treasurer by means of an ASC check. All donations are to be reported to the ASC for approval of the disbursement.
6. PLEASE REFER TO “NARCOTICS ANONYMOUS HOSPITALS & INSTITUTIONS HANDBOOK” FOR FURTHER INFORMATION, INCLUDING THE FLOWCHART FOUND ON PAGE 69, ENTITLED EXAMPLE B

Addendum 6

Public Relations Guidelines

A. **Purpose:** The purpose of this subcommittee is to inform the public that Narcotics Anonymous (NA) exists, and that NA offers recovery from the disease of addiction. We give out information about how and where to find Narcotics Anonymous meetings and about the fellowship of NA. All Public Relations (PR) activities are carried out in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

B. Finances:

1. This committee is budgeted Three Hundred ($300.00) Dollars as needed.
2. The Chairperson and all committee members who handle any money must sign the PCANA financial agreement.
3. All monies disbursed from any budgets or activities that are not used and/or funds collected should be turned over to the ASC Treasurer, with dated legible receipts. All expenditures with the budgeted amounts to be disbursed by the ASC Treasurer by means of an ASC check. All donations are to be reported to the ASC for approval of the disbursement.
4. Admission to all PR Subcommittee Events will be by donation only unless the event is specified as a fundraiser. If the event is deemed a fundraiser, there will be an admission charge
5. The committee must request funds two (1) months in advance of an event. And this request shall include a flyer and an itemized estimated budget.

C. Functions:

1. To open and maintain lines of communication between NA and the general public, as well as between the PCANA PI subcommittee, other PR subcommittees within the Carolina Region, and the Carolina Regional PR subcommittee (CRPRSC).
2. Respond to all requests for information about NA. This is to be done in a timely and effective manner.
3. To be sure that all requests are handled by the appropriate level of service.
4. To refer to the Public Relations Handbook, PCANA PR Guidelines, and other appropriate information available when doing all PR projects.
5. Compile and publish updated meeting schedules, with the information provided by the GSR's.
6. Refer to the Guide to Local Services (GTLS) and follow the guidelines (in principle), which apply to PR.
7. The PR Phone line list shall consist of addicts with a minimum of one (1) year clean time and knowledge of the Twelve Steps. That list should be updated and presented to the Area monthly.

D. Committee: Requirements:

1. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.
2. A willingness to serve.
3. Suggested clean time for officers:
4. Chairperson-two (2) years24
5. Vice-chairperson- Must have eighteen (18) months
6. Secretary- one (1) years
7. Alternate Secretary- one (1) year
8. All terms are for one (1) year.
9. Elections are to be held concurrently with the ASC elections.
10. Nominations:
11. The PCANA will elect the subcommittee Chairperson and Vice chairperson. The subcommittee body will elect all other subcommittee positions. The subcommittee may submit a nomination to the ASC for consideration.

E. Election of officers:

1. The nominees for the Chairperson and Vice-chairperson must attend the PCANA ASC meeting for nomination and election.
2. All other positions- must be at the subcommittee meeting to be nominated and selected. This is to show willingness and allow for questions to be asked by the subcommittee members.
3. Voting on both the ASC and subcommittee will be done by secret ballot and tallied by the Secretary of the committee.
4. The tallying of the vote shall be as follows: The first candidate to receive 51% of the vote shall be declared the winning ballot. If no one receives the required 51%, the nomination will be left open, and a new vote taken at the following meeting.
5. All other business of the subcommittee shall be done by group consensus whenever possible, rather than a group vote.

F. Chairperson:

1. Must attend the PCANA committee meeting and give a written and oral report.
2. Arranges the subcommittee meeting agenda and presides over the subcommittee meetings.
3. Responsible for being a link of communication between the ASC and the subcommittee, as well as between the Carolina Regional PR subcommittee (CRPRSC) and the PCANA.
4. Responsible for communications between the general public and PCANA.
5. Responsible for all correspondence that concerns PR.
6. Is a voting member of the CRPRSC and should attend the regional subcommittee meeting whenever possible.
7. Maintains a copy of all files and records of the subcommittee (archives).
8. Responsible for Help line, including maintaining up-to-date lists of volunteers, and visiting the answering service on a monthly basis.

G. Vice-chairperson:

1. Must attend the PCANA meeting, and where appropriate give a written and oral report.
2. Assumes the position of the Chairperson in his/her absence.
3. Gives a report at each subcommittee meeting.
4. Works closely with the Chairperson in all aspects of the Chairperson position.
5. Attend the CRPRSC, preferably with the PCANA PR chairperson.
6. Must have eighteen (18) months continuous abstinence.25
7. Secretary and Alternate Secretary:
8. Keeps a written record of the subcommittee meetings, to include attendance records.
9. Gives a report at each subcommittee meeting.
10. Handles correspondence, as directed by the subcommittee Chairperson.
11. Maintains an archive of the subcommittee's records and files.

H. Secretary and Alternate Secretary:

1. Keeps a written record of the subcommittee meetings, to include attendance records.
2. Gives a report t each subcommittee meeting.
3. Handles correspondence, as directed by t he subcommittee Chairperson.
4. Maintains an archive of the subcommittee records.

I. Removal of Trusted Servants:

1. Loss of clean time
2. Voluntary resignation, in writing.
3. Missing two (2) consecutive meetings without reasonable cause, and notification to the subcommittee Chairperson (or for the Chairperson and Vice-chairperson-the ASC Chairperson).
4. Failure to fulfill the functions and duties of the office. A motion must be made and seconded. A 2/3rd majority vote is necessary, (the Chair and Vice chairpersons' can only be removed by the ASC).

J. Voting members:

1. All members may vote; however the Chairperson will cast a vote only in the case of a tie.
2. All elected Group PR Representatives.
3. People willing to serve and participate in the subcommittee's work will be eligible to vote at their second consecutive meeting.

K. Quorum:

1. The quorum must be met by 15 minutes after the beginning of the scheduled meeting opens.
2. The required quorum is 51% of the members eligible to vote.
3. Any member missing two (2) or more consecutive meetings will be removed from the quorum number.

L. Voting procedures:

1. All business will be managed by group consensus; a simple majority vote will be used only if necessary.
2. A simple majority vote will be used to elect all Officers not elected by the ASC.

M. Requirements and Duties of Public Speakers:

1. All public speakers are to be familiar with the PR subcommittee guidelines for speaking and attend at least two (2) subcommittee meetings.
2. Suggested clean time required-two (2) years.
3. An understanding of the Narcotics Anonymous Primary Purpose and carry a clear and concise message of recovery.
4. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.

N. Requirements and duties of members giving presentations:

1. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
2. Suggested clean time requirement-one (1) year.
3. Members shall utilize the format outlined by the PR subcommittee.
4. Members shall cooperate and work with the H&I subcommittee, in carrying out this function when the presentation is to a facility considering an H&I meeting for their facility.
5. Any member is welcome to attend and give moral support
6. The suggested clean time requirement is nine (9) months.
7. Members sharing at a presentation need to have attended at least one prior presentation.

O. **Parliamentary procedures**: If necessary, after referring to these guidelines, the PCANA Policy and Procedures and all reference materials published by NA, revert to Roberts Rules of Order, Newly Revised.

Addendum 7

Port City Area of Narcotics Anonymous Financial Policy Agreement

- This form is to be read and signed by all PCANA members who, as Trusted Servants for PCANA:
- request, receive, or distribute NA funds or merchandise, on behalf of or in the interest of Narcotics Anonymous. After signing and dating this form, one copy will be given to the signer, and the original will be kept on file with the SCANA Executive Committee archives. An active file will be kept on hand and marked **Financial Policy-Approved Trusted Servants**.
- The Eleventh Concept of Service states:" A funds are to be used to further our primary purpose and must be managed responsibly." It is strongly suggested that you read the Twelve Concepts for NA Service and familiarize yourself with them.
- A Trusted Servant Financial Policy has been created and implemented, to help prevent financial problems. This policy is based on principles, not personalities. There will be no exceptions made to these stated policies.
- All Trusted Servants handling PCANA funds or saleable merchandise will be given a copy of the financial policy to read and sign. One copy will be given to the Trusted Servant, and the original will be kept on file with the PCANA Executive Committee archive.
- With regard to PCANA fund disbursement: All PCANA checks are to be completely filled out, to include date, payee, amount, reason for disbursement, and two executive committee members' signatures. The writer of the check will be the primary signature. The secondary signature is responsible for verification of correct and completeness of the check.
- With regard to traveling funds and funds requested in advance: All requests must come before the PCANA body. Such a request must be made on a PCANA motion form. Such a request must pass by a simple majority prior to disbursement. In the event of advance disbursement, receipts from the approved event must be provided to the Executive Committee, at the ASC meeting immediately following the event.
- Regarding reimbursement request: All such requests must be made on a PCANA motion form, and be passed by a simple majority, prior to disbursement. Such a request must include legible dated receipts.
- Regarding the borrowing of personal property by an individual on the ASC, the ASC will assume no financial responsibility for said property.
- As part of your responsibility as a volunteer member of the Port City Area of Narcotics Anonymous ASC, you may become involved in the handling of merchandise and or funds. Please be advised that all Trusted Servants and individual addicts entrusted with the handling of PCANA merchandise, and our funds will be held accountable. If any merchandise and or funds are found to be missing or misused, an investigation will be initiated by the Executive Committee of PCANA, If you are found to have stolen or misused merchandise and or funds, your Trusted Servants' position will immediately be forfeited and the Executive Committee of PCANA will have you prosecuted to the fullest extent of the law.
- I have read and understand these financial policies:

  _____

Reimbursement or Request for Money

PCANA

Your name: _____ Date: _____

Phone: _____ Subcommittee/Position: _____

Reimbursement(s) or request(S):

Event / Function	Date	Description of expenditure(s)	Amount

Total: _____

To be completed by Treasurer before writing check:

Check payable to: _____ Date: _____

Check number: _____ Amount of check: _____

To be completed by Treasurer after transaction is completed

Receipts submitted (total):_____ Cash returned (total):_____

Initials:_____

ADDENDUM 9

PORT CITY AREA OF NA

Group Report Form

DATE: _____

GROUP: REPORTED BY: _____

POSITION HELD:_____

TELEPHONE No.: _____

GROUP MAILING ADDRESS: _____

CITY: STATE: ZIP:

_____

MEETING LOCATION:

_____

MEETING DAYS AND TIMES:

_____

DISCUSION TOPICS:

_____

BIRTHDAYS:_____

IS YOUR GROUP HAVING ANY PROBLEMS? _____

_____

CAN THE ASC OR ANY OF ITS SUBCOMMITTEES HELP WITH THIS ISSUE? _____

IF YES HOW?

_____

ARE THERE ANY OTHER WAYS THE ASC CAN HELP YOUR GROUP?

OPTIONAL FINANCIAL INFORMATION.

Prudent Reserve. _____ 7th Tradition _____

Supplies_____ Literature _____ Rent_____

ASC Donation: _____ RSC Donation:_____ NAWS:_____

ADDENDUM 10

The Port City Area of Narcotics Anonymous

MOTION FORM

Date: _____

Motion Made By:
_____

Motion Seconded By:_____

The Motion Reads as Follows:_____

_____

_____

_____

_____

_____

_____

_____

Intent:_____

_____

_____

_____

_____

Financial Impact: _____

Carried Failed Tabled Amended Withdrawn Thrown Out

Referred to: GSR Only: All Vote:

Yes _____ No _____ Abstain _____

ADENDUM 11

The Port City of Narcotics Anonymous

SERVICE RESUME

Name:_____ Date:_____

Phone #: _____ Clean Date:_____

Group Service (list positions; approximate dates served): _____

_____

Area Service (list positions; approximate dates served): _____

_____

Regional Service (list positions; approximate dates served). _____

_____

World Service (list positions; approximate dates served): _____

_____

Have you failed to complete or been removed from a service position in the last five (5) years? If yes, please explain:

Have you ever stolen or misappropriated funds, or merchandise, from NA? If yes, please explain:

_____

_____

Do you regularly attend NA meetings? _____

Do you work with an NA Sponsor? _____

Do you have a working knowledge of the 12 Steps, 12 Traditions and 12 Concept for Service in NA? _____

Have you reviewed the Guidelines and/or By-Laws in respect to this service position?

_____

Dear NA member,

This service resume will be considered personal and confidential. As such, it will be distributed only to PCANA voting participants and will be collected and destroyed at the close of the meeting, or when the seat you have been nominated for has been elected. Before you complete this resume, the ASC would like to let you know a little more about service at the Area level. The position for which you may be nominated will require that you make a commitment of at least one year, with the possibility that your commitment could last for two years.

This means that you may be asked to make a considerable investment of your time. You may be asked to travel, and spend time away from your family, job, and home. This is especially true for members and officers of PCANA, and Area Sub-Committees. You may also have to spend some of your personal funds in order to fulfill some of your responsibilities. Certainly, you will have to work at home in your spare time, reading or writing reports, and discussing the plans and objectives of your work with other members of your board or committee. In addition, you may have to make several phone calls to other Trusted Servants.

In order to provide our fellowship with the very best level of service possible, we ask that you carefully consider all the responsibilities that go with the elected position for which you may be nominated. You may wish to consult your employer, family, and /or sponsor. Talking with members who have served at the Area level may also be helpful for additional insights. Service at this level has many rewards and may have a profound effect on your life and personal recovery. However, it does not come without hard work, long hours, dedication and personal sacrifice.

Signature: _____

Created: 02/08

Addendum 12

RESTITUTION AGREEMENT FOR THEFT OF NARCOTICS ANONYMOUS FUNDS

BETWEEN: PORT CITY AREA OF NARCOTICS ANONYMOUS AND:

MEMBER NAME _____

WHEREAS: _____has admitted to theft of PCANA funds in the amount of _____,PCANA hereby agrees that:

1. member_____ , shall provide PCANA with _____monthly postdated checks, debit/credit card payment or money orders, whichever has been agreed upon by the steeling committee known as the ASC in the amount of $_____._____ on each commencing (date)_____ . Each Payment is to be dated on a date that will not cause personal financial hardship but will not be longer than 30 days from the preceding check.
2.Should this agreement, which is made in good faith of both parties, be breached by_____ by failure to remit the full amount owed. PCANA reserves the right to commence Legal Action against and to request that _____be charged under the Criminal Code of the State of South Carolina for the theft of funds from PCANA. Should PCANA exercise that right, PCANA is entitled to provide the authorities with a copy of the Agreement, any other documentation obtained by means of a financial audit, and the proof of payments already remitted by_____-
3. This signed and witnessed Agreement shall be held in trust by the Chairperson of the PCANA. In the absence of a Chairperson, the Vice Chair shall hold the document in trust until the Agreement has been fulfilled and all monies remitted by_____; the ongoing status of which will be documented in the Port City Area Service Committee Treasurers report at the monthly meeting of the PCANA

Signed in South Carolina, on _____

Member Print:_____

Signature: _____
Port City Area of Narcotics Anonymous Chairperson
Print:_____

Signature:_____ Witnessed by Print:

Print:_____ Signature: _____

Witnessed by

Print:_____ Signature: _____ Date_____

ADDENDUM 13

Literature Subcommittee Policy

A. DEFINITIONS AND PURPOSE:

1. The Port City Area Literature Subcommittee (hereafter referred to as the Subcommittee) is a volunteer group of Narcotics Anonymous members.
2. The primary purpose of the Subcommittee is to assist the Port City Area Service Committee (PCANA ASC) in carrying the message of recovery by maintaining an adequate supply of Narcotics Anonymous (NA) Literature, Literature store need be open on Tuesday and Thursday; and the Literature chair should be on call for orders.
3. All proceedings the Subcommittee shall adhere to the Twelve Traditions, Twelve Concepts of NA Service, A Guide to Local Services, as well as the Handbook for NA Literature Committee.

B. FUNCTIONS OF THE SUBCOMMITTEE

1. Maintains an adequate supply of NA literature to meet the needs of the
2. PCANA ASC Groups
3. Distributes literature to all Groups and Subcommittees of the PCANA ASC
4. Provides representation and participation at the PCANA ASC.
5. Maintains and reports accurate and timely inventory and financial records to the PCANA ASC

C. ELECTED POSITIONS

1. **Chair:**
   a. elected by PCANA ASC
   b. 1 Year Clean Time Requirement
   c. Duties:
      i. Regular and timely reporting to the PCANA ASC on all matters concerning the
      ii. subcommittee
      iii. Maintain and direct order at each subcommittee meeting
      iv. Maintain physical custody of the Subcommittee's inventories, including all literature stocks
      v. Provide the subcommittee with literature pricing calculations
      vi. Assume all duties of unfilled positions of the Subcommittee
2. **Vice Chair:**
   a. Elected by PCANA ASC: 5-Year Clean Time Requirement
   b. Duties:
      i. Attend all Subcommittee meetings
      ii. Maintain accurate and timely accounting, including statements of literature inventory and cash-on-hand
      iii. Assist the Chair with literature pricing calculations
      iv. Attend regular PCANA ASC meetings to assist in distributing literature and collecting money

v. In absence of Chair, the Vice Chair shall assume Chair duties until a new Chair can be elected by the PCANA ASC
vi. Shall participate in biannual inventories.

3. **Secretary**:
   a. Elected by the Subcommittee: 2-Year Clean Time Requirement
   b. Duties:
      I. Attend and record the minutes of all Subcommittee meetings
      II. Maintain archives of all Subcommittee matters

D. **INVENTORY MANAGEMENT**

1. All literature sold through the Subcommittee shall be approved by Narcotics Anonymous World Services (NAWS).
2. All Literature pricing adjustments must be reported to and approved by the PCANA ASC the month prior to taking effect.
3. Cash collected during a regular PCANA ASC meeting shall be reported at the end of that meeting, either by announcement from the Subcommittee Chair or by the PCANA ASC Treasurer during their Closing report.
4. Payment for literature is due upon receipt by cash, check, or money order made payable to the PCANA ASC.
5. Payment for literature re-stocks shall be made directly from the PCANA ASC general fund in the form of a check drafted to the supplier for the exact amount of the literature sold during the previous month.
6. Literature orders should be turned in by the home groups at the beginning of each regular PCANA ASC meeting. Literature will be distributed during the break.
7. Payments for literature orders will be accepted via cash, check, or money order. Any home group that bounces a check will be restricted to payment by cash or money order only.

E. POLICY GUIDELINE AMMENDMENTS: Changes to this policy require approval from the PCANA ASC