

Bucks County Area Of Narcotics Anonymous

Area Policy - January 2017

Includes motions passed through June 2016's ASC

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I. NAME

The name of this committee shall be the Bucks County Area Service Committee of Narcotics Anonymous (BCASCNA)

II. BUCKS COUNTY AREA NARCOTICS ANONYMOUS (BCANA)

Defining BCANA

Narcotics Anonymous (NA) groups located in Bucks County and vicinity wishing to participate in the BCASCNA. All BCANA meetings current and new must comply with the 12 steps, 12 traditions and 12 concepts of NA.

Defining BCASCNA

NA groups and subcommittees in Bucks County and vicinity who meet monthly to conduct area business.

III. PURPOSE OF THE AREA SERVICE COMMITTEE (ASC)

The purpose of this committee is to administer and coordinate the activities common to the welfare of the NA groups within the boundaries of the Bucks County Area, support the needs of these groups and foster unity. Also, the ASC serves as a link between the groups and the Eastern PA Region of NA (EPARNA). For the purpose of these guidelines, the term "Narcotics Anonymous Groups" shall be defined as stated in the currently approved NA Service Manual.

This area supports and encourages the one-member / one-vote participation in group conscience and believes one of the most important elements for successful personal recovery is the active participation in a Home Group. The purpose of the ASC is to support the area, its groups and their primary purpose by associating a group with other groups locally, thereby helping a group deal with its day-to-day situation and needs. As a whole, the BCASCNA supports the group conscience of the NA Fellowship and will abide by the stated policies of the EPARNA, the World Service Conference (WSC) and its service committees.

Everything that occurs in NA service must be motivated by a desire to more successfully carry the message of recovery to the addict who still suffers. It is for this reason that we began this work. We must always remember as individual members, groups and service committees; we are not and never should be in competition with each other. We work together and separately to help newcomers and support our common good. We have learned, painfully, that internal strife cripples our fellowship; it prevents us from providing the service for growth.

IV. PARTICIPANTS

This committee shall have only two types of participants: voting and non-voting. Only voting participants have voting rights.

Voting Participants

Voting participants of the ASC, for each group in the Bucks County Area, will be the Group Service Representative (GSR) or in the absence of the GSR, the Alternate GSR. For the purpose of these guidelines, the terms GSR and Alternate GSR are defined below as stated in the currently approved NA Service Manual.

1. Only GSRs (or Alternate GSRs in the absence of the GSR) can vote.
2. Voting members must be present at the ASC meeting in order to vote.
3. Members of the Joint Administrative Committee (JAC) do not vote. In case of a tie, the ASC Chairperson (herein referred to as the Area Service Committee Chair) does vote.

Non-Voting Participants

Non-voting participants of the ASC are Officers and Subcommittee Chairpersons (herein after referred to as Subcommittee Chairs).

Observers

NA members not addressed elsewhere in this policy shall be classed as Area Service Committee observers. Only NA members have the specific right to request the floor. The ASC Chair has the exclusive right to grant or deny such requests. The Chair's decision is subject to appeal and may be overturned by a two-thirds majority vote.

V. QUORUM

Quorum shall be established as follows:

1. Official quorum must be reached thirty minutes after the scheduled starting time of the ASC meeting and is required for approval of any area business with two-thirds of eligible voting participants within the Bucks County Area present.
2. In the event quorum is not reached, no business will be conducted except for payment of ASC expenses. See Financial Priority List on page 17. Treasurer's report will follow. A simple majority will be required to vote on payments and the ASC meeting will be adjourned.
3. Groups not present for two consecutive ASC meetings will not be recognized as part of quorum at the third consecutive meeting. Once they return, they will be included in the following ASC meeting.
4. Regarding policy for new NA groups in the Bucks County Area

- a. New groups wishing to be included in BCASCNA must meet the criteria stated in "II. BUCKS COUNTY AREA NARCOTICS ANONYMOUS (BCANA)" on page 3.
 - b. Be approved by a two-thirds majority vote. The group becomes a voting participant at the next ASC meeting.
5. Any GSR, or Alternate GSR in the absent of the GSR, ASC Officer, and Subcommittee Chair who must leave the ASC meeting early, must notify the Area Secretary before leaving.

VI. MOTIONS

ASC participants can make motions under the following rules.

1. Any GSR or Alternate GSR in the absent of the GSR.
2. Any Subcommittee Chair can make a motion on business pertaining to that subcommittee.
3. A GSR, or Alternate GSR in the absence of the GSR, is the only member who can second a motion, only one second can be made and recorded. If amended, only the original second can second the amended motion. Refer to Robert's Rules of Order.
4. Motions from the subcommittees or home groups do not need a second as they represent the conscience of that committee or group.
5. Motions affecting NA as a whole will be sent back to the groups for their conscience before being voted on at the ASC meeting.
6. Motions not affecting area groups are not sent back. They are dealt with on the area floor, as decided by the JAC.
7. All Motions with the intent to accomplish the same result as a prior motion will not be entertained by the ASC for six months following the initial vote on the prior motion. Any approved changes to the policy must remain in effect for six months after they are passed.
8. Any motion determined by the JAC to be out of order or in need of clarification, will be tabled and returned to the originating group or subcommittee for clarification or amendment. All motions require a clear intent.
9. Any motion ruled out of order or requires clarification by the JAC shall be read on the area floor and documented in the area minutes.
10. The maker may withdraw a motion made on the area floor. This does not include motions made by groups or subcommittees.
11. The name of the group by which a motion originates shall not be published in the area minutes.
12. Amendments to the Bucks County Area Policy: Any policy motions presented to the ASC shall be tabled for two months before being voted on. The Policy Subcommittee shall review the proposed changes for conflicts and same intents. Questions from groups and/or the Policy Subcommittee will be entertained at the next ASC. At the second ASC meeting, two months after the motion was brought forth, questions will not be entertained and the motion will be brought to a vote. A two-thirds majority vote of the voting participants shall be required to change, add or delete anything from the existing policy.
13. Two ledgers of all motions passed or failed will be maintained; one by the Area Secretary and one by the Policy Chair.

14. All Regional donation motions will be read last, after all other financial motions.
15. The JAC will determine the order of handling of remaining regional motions in the ASC.
16. All motions must be accompanied by a "reason for motion" and "desired result of motion."

For discussion limits and debate on motions, please refer to "XIV. PARLIAMENTARY AUTHORITY" on page 18.

VII. ELECTION OF OFFICERS AND SUBCOMMITTEE CHAIRS

ASC Officers

The officers of the ASC shall be the Chair, Co-Chair, Secretary, Co-Secretary, Treasurer, Co-Treasurer, Policy Chair, Regional Committee Member (RCM) and Alternate RCM.

Schedule of Elections

Notice of ASC elections will be included in the area minutes for **May**, nominations will be made in **June** and ASC Officers and Subcommittee Chairs are elected in **July**.

Guidelines for Nominations

1. Nominations are solicited in **May**, brought back to the ASC in **June** for elections in **July**.
2. The Policy Chair will read from the ASC Policy the qualifications and duties for each position.
3. Any member of NA may submit a nomination through their home group, which will be brought to the ASC by the group's GSR or Alternate GSR in the absence of the GSR. Any member attending the ASC meeting may also make a nomination. A GSR, or Alternate GSR in the absence of the GSR, must second these nominations.
4. After accepting nominations, the ASC Chair closes nominations for the position and asks nominees to qualify themselves.
5. Each nominee must be present at the ASC meeting. Verbal qualifications are taken followed by a short question and answer period.
6. Clean time and other qualifications will not be waived if anyone else nominated meets the requirements. If clean time is to be waived, a motion must be made and seconded by a GSR or Alternate GSR in the absence of the GSR and must be approved by a two-thirds vote.
7. Any nominations made after June's ASC will be submitted for one month to the groups for their conscience and voted on at the following ASC.

Length of Office

Officers will serve for one year unless otherwise specified or until their successors are elected. Their term of office begins at the next ASC meeting following the meeting they were elected.

Multiple Positions

No Subcommittee Chair can hold more than one position at the ASC level or be eligible to serve more than two full terms consecutively in the same office. Upon election of an Area Service Committee position, the NA member should resign from all other ASC service positions as soon as practical. This does not include ASC representative positions such as Meeting List Representative, Literature Distribution Representative, Cleansheet Representative or Regional Convention Representative. These positions may be held by a GSR or Alternate GSR because they do not carry a conscience. Area Service Committee positions as Subcommittee Chair do carry a conscience.

Election to Fill a Vacancy

An election to fill a vacancy will occur within two regular ASC meetings after the vacancy arises. Notice of intent to fill a vacancy is sent to the groups for nominations. In the event of vacancy, resignation or relapse in an office, the Co-Chair of the position will act as the Subcommittee Chair until a new member is elected. If the positions of Treasurer or RCM become vacant, alternates will move up to that position and nominations will open for alternate positions.

Resignation of Office

An Officer of this committee may resign from a position by providing written and verbal notice to the ASC Chair at least one ASC meeting in advance.

VIII. REMOVAL FROM OFFICE

A service member of the ASC may be removed from their position for non-compliance. A two-thirds vote is required for removal. In the event of non-compliance, the ASC Secretary will send written notice to the service member involved. Non-compliance includes but is not limited to the following:

1. Loss of clean time.
2. Non-fulfillment of duties of position.
3. Continued, documented traditions/concepts violations as noted by the ASC.
4. Misuse of funds and/or literature.
5. Unexcused absences - determined by the JAC of (2) consecutive meetings or (3) in a year.
6. All non-compliances will be documented in the ASC minutes and the ASC Secretary shall maintain a record of all such occurrences.

IX. ELIMINATING A SUBCOMMITTEE

If a motion to eliminate a subcommittee or representative position is submitted to the JAC, a two-thirds majority vote is necessary to pass the motion. Refer to "VI. MOTIONS" on page 5.

X. QUALIFICATIONS AND DUTIES OF POSITIONS

Qualifications of ASC Chair

1. Should have three years clean.
2. An example of living recovery by application of 12 steps, 12 traditions and 12 concepts of NA.
3. One-year prior involvement as ASC Co-Chair, Subcommittee Chair, GSR or familiarity with past attendance at ASC meetings.
4. Time and resources available to be an active participant.
5. Organizational skills, leadership ability and the ability to communicate.
6. Willingness and desire to serve.

Duties of ASC Chair

1. Open the ASC meeting at the appointed time.
2. Announce in proper sequence any business coming before the ASC assembly, as well as a verbal description of the agenda.
3. It is the responsibility of the chair during the assembly, to recognize members or observers who are entitled to address the area floor.
4. The Chair will state and put to a vote all motions coming before the ASC during proceedings (except questions relating to the Chair) and announce the result of each vote.
5. If appropriate, rules motions out of order.
6. Protects the ASC from frivolous and unnecessary motions by refusing to recognize them.
7. Casts the deciding vote in the event of a tie.
8. If appropriate, enforces policies relating to debate, order and decorum within assembly.
9. Expedites business compatible with the rights of members and observers, as described in "IV. PARTICIPANTS" on page 4.
10. Decides all questions of order subject to appeal. When in doubt, the Chair may decide to submit such questions or motions to the Policy Chair or assembly for a decision.
11. Responds to questions from members relating to Robert's Rules of Order, as adopted by the ASC, or factual information bearing on business of the ASC.
12. Authenticates, by signature when necessary, all acts, orders and proceedings of the ASC.
13. Declares the meeting adjourned when the ASC so votes, or where applicable, at the time prescribed by the ASC, as well as any time a sudden emergency could affect the safety of those present.
14. Arranges the meeting agenda.
15. When needed, conducts the general correspondence of the committee.
16. Co-signer of the ASC bank account.
17. Conducts meeting with impartiality and fairness.
18. Appoints all Ad-Hoc committees. Refer to "XIII. AD-HOC COMMITTEES" on page 18.
19. When needed, submits typewritten or legible reports to the ASC.

Qualifications of ASC Co-Chair

1. Should have two years clean.
2. An example of the living recovery by application of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. One year of prior involvement as Subcommittee Chair or GSR.
4. Time and resources available to be an active participant.

5. Willingness and desire to serve.

Duties of ASC Co-Chair

1. Serve in the absence of the Chair.
2. Maintains a set of keys and schedules all ASC functions with available facilities.
3. Keeps a calendar of events.
4. Co-signer on the ASC bank account.
5. Registers members of the JAC and Subcommittee Chairs with the World Service Organization (WSO).
6. Is a non-voting member on all Subcommittees except the JAC.
7. When needed, submits typewritten or legible reports to the ASC.
8. Should stay for the entire ASC meeting.
9. The Co-Chair will fulfill the duties of any open elected ASC position.

Qualifications of ASC Secretary

1. Should have one year clean.
2. An example of living recovery by application of the 12 Steps, 12 Traditions and 12 Concepts.
3. General office and secretarial skills.
4. Time and resources available to do the job.
5. Active for at least six months in the NA service structure.
6. Willingness and desire to serve.

Duties of ASC Secretary

1. Calls area meeting to order in the absence of the Chair, Co-Chair and RCM.
2. Keeps a record of all proceedings of the committee.
3. Signs all certified copies of acts of the committee.
4. Keeps all committee reports on the file.
5. Types and mails copies of the minutes to the GSR's, Area Chair, Area Co-Chair, RCM, Treasurer and all Subcommittee Chairs, within 14 days of Area Service.
6. Notifies participants of any special meeting, utilizing such methods of notification as agreed upon by the committee.
7. Keep a ledger of motions, seconds and the results of those motions along with all non-compliances of service members. See Section VIII. - REMOVAL FROM OFFICE on page 7.
8. Should stay for entire ASC meeting.
9. Maintain and submit receipts to the ASC Treasurer for reimbursements of funds used to perform duties.

Qualifications of ASC Co-Secretary

1. Qualifications of this position are the same as Secretary.

Duties of ASC Co-Secretary

1. Assist the Secretary with the duties of the position
2. Assume the duties of the Secretary in their absence.

Qualifications of the ASC Treasurer

NOTE: This is a 2-year commitment (1-year as Co-Treasurer and 1-year as Treasurer).

1. Should have two years clean.
2. An example of living recovery by application of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. One-year prior experience as a group treasurer and prior participation in the ASC.
4. Ability to communicate, lead and organize.
5. Time and resources available to do the job.
6. Must have a source of income.
7. Willingness and desire to serve.

Duties of ASC Treasurer

1. Custodian of the ASC Funds.
2. Co-signer of the ASC bank account.
3. Gives a financial report at each monthly ASC meeting, which is incorporated in the area minutes. Refer to "TREASURER'S POLICY AND PROCEDURES" in Appendix III.
4. Provides a full financial report annually (May) in conjunction with an Ad-Hoc Committee. The report should be available for May's ASC.
5. Disburses funds as needed, when funds are available, in accordance with ASC decisions.
6. Issues all checks to vendors for amount stated on the invoice/bills and mails checks within five working days of area services.
7. Collects all funds from area groups for literature and area donations.
8. Maintains a ledger of all literature receipts, checks sent and keeps receipts / packing slips
9. Deposits ASC funds, in the ASC bank account, within 24 hours after the ASC meeting.
10. Should stay the entire ASC meeting.

Qualifications of ASC Co-Treasurer

1. Qualification for this position is the same as Treasurer.

Duties of the ASC Co-Treasurer

1. To assist the Treasurer in the duties of the position.
2. To assume the duties of Treasurer in their absence.

Qualifications of the Policy Chair

1. Should have at least two years clean.
2. An example of living recovery by application of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. Time and resources necessary to do the job.
4. An understanding and familiarity with BCANA Area Policy.
5. Ability to communicate, lead and organize.
6. Willingness to serve.

Duties of the Policy Chair

1. Assist with the policy information during Area Services.
2. Keeps ledger of all motions passed or failed at Area Services.
3. Read duties and requirements for open positions before elections.

4. Review subcommittee policies for compliance to the ASC Policy.
5. Submit subcommittee policies for approval by the Groups.
6. Keeps archives of minutes and policies for ASC.
7. Must go to regional subcommittee meetings.
8. Should stay entire ASC meeting.
9. Prepare a "Policy Order Form" for the area groups (May) to order a printed copy of the Policy, which will be given to the ordering groups at the next ASC meeting.
10. Provide updated area policy each June, incorporating all passed policy motions to date.

Qualifications of RCM

NOTE: This is a 2-year commitment (1-year as Alternate RCM and 1-year as RCM).

1. Should have three years clean.
2. An example of living recovery by application of the 12 Steps, 12 Tradition and 12 Concepts of NA.
3. One-year prior experience as a Subcommittee Chair and/or Alternate RCM.
4. Ability to communicate, lead and organize.
5. Time and resources necessary to do job.
6. Six months prior experience at the regional level.
7. Prior commitment as GSR.
8. Willingness and desire to serve.

Duties of RCM.

1. Calls the ASC meeting to order in the absence of the Chair and Co-Chair.
2. Prepares a typewritten or legible report regarding the progress, problems and projects of the BCASC to be acknowledged at the Regional Service Conference (RSC). Also, prepares a report regarding the RSC meeting and gives that report at the following ASC meeting.
3. When the World Service Conference (WSC) Agenda Report comes out every other year, the RCM must keep informed on all agenda items. Then, distributes this information to the groups during a workshop, at which time, group members may ask questions pertaining to these items.
4. Should attend all ASC meetings in order to carry the conscience of BCANA to the RSC.
5. Provide information to the ASC (working closely with the secretary) about happenings throughout the region and NA as a whole. Also keeps the area informed of activities, strengths and problems within the fellowship.
6. Distributes the regional donation (in the form of a check) to the Treasurer of the RSC before roll call of the RSC.
7. Gives all motions received at the RSC to the area JAC.
8. Should stay for entire ASC meeting.

Qualifications of the Alternate RCM

1. Qualifications for this position are the same as RCM, except two years clean are required.

Duties of Alternate RCM.

1. To assist the RCM in the duties of the position.
2. To assume the duties of the RCM in the absent of the RCM.

Qualifications for Regional Convention Representative.

NOTE: The length of commitment is until the completion of all business dealing with the convention.

1. Must have three years clean and five years without a felony conviction.
2. An example of living recovery by application of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. Must be able to attend Regional Convention meetings.

Duties for Regional Convention Representative.

1. Attend Regional Convention meetings.
2. Carry the conscience of the area at Regional Convention meetings.
3. Provide information to the ASC (working closely with the Secretary) about happenings with the Regional Convention Committee. Also, keeps the area informed of activities, strengths and problems within the committee.
4. Submit a verbal and written report to the ASC.
5. Should stay for entire ASC meeting.

Qualifications for Alternate Regional Convention Representative.

1. The qualification for this position is the same as Regional Convention Representative.

Duties of Alternate Regional Convention Representative

1. Attend Regional Convention meetings regularly and assist with the duties of Regional Convention Representative.
2. Assume duties of the Regional Convention Representative in their absence.

Qualifications for Cleansheet Representative

1. Should have one year clean.
2. An example of living recovery by application of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. Must be able to attend Regional Cleansheet meetings.

Duties of Cleansheet Representative

1. Attend Regional Cleansheet meetings.
2. Act as a liaison between the ASC and Regional Cleansheet Committee.
3. Submit a verbal and written report to the ASC.
4. Publish a Bucks County Area Cleansheet.
5. Should stay for entire ASC meeting.

Qualifications for Area Meeting List Representative

1. Should have one year clean.
2. An example of living recovery by application of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. Must be able to attend Regional Meeting List meetings.

Duties for Area Meeting List Representative

1. Attend Regional Meeting List meetings.
2. Act as a liaison between the GSR's and Regional Meeting List Committee.
3. Reviews the Regional Meeting list for accuracy and make all necessary changes.
4. Submit a verbal and written report to the ASC.
5. Should stay for entire ASC meeting.

Qualifications for Literature Distribution Representative

1. Should have two years clean.
2. Should have a source of income.
3. Must be an example of living recovery by application of the 12 Steps, 12 Traditions and 12 Concepts of NA.
4. Must be able to place the Area's monthly literature order with the Free State Regional Service Center (FSRSC) and Greater Philadelphia Regional Service Office (GPRSO) via e-mail, Internet, fax or phone as needed.
5. Must be able to follow the BCANA Literature Distribution Process Standard Operating Procedure (SOP). Refer to "BCANA LITERATURE DISTRIBUTION PROCESS SOP" in Appendix II.
6. Should be computer literate and familiar with spreadsheets.

Duties for Literature Distribution Representative

During Area Service Committee (ASC) Meeting

Following the BCANA Literature Distribution Process SOP...

1. Set up Literature Distribution 30-60 minutes before the ASC meeting starts,
2. Each month, turn in all literature invoices to the Treasurer,
3. Take literature orders from groups/subcommittees at the start of the ASC meeting,
4. Fill orders during Area and distribute them only after the ASC meeting has ended,
5. Along with the Treasurer, maintain an accurate ledger of all literature purchases, payments and credits to the FSRSC and GPRSO and include these amounts in a monthly Literature Distribution report along with any other pertinent information,
6. After orders are complete, take a complete inventory of all literature items,
7. Must stay for the entire ASC meeting.

After ASC Meeting

Following the BCANA Literature Distribution Process SOP...

1. Create next month's literature order,
2. Place the literature order with the FSRSC and have it shipped to their address,
3. If needed, order, pay and pick up Regional Meeting Lists (RMLs) from the GPRSO,
4. Create a tentative Literature Distribution report for next month.

After Receiving Literature

Following the BCANA Literature Distribution Process SOP...

1. Take an inventory of actual literature items received versus ordered quantities and communicate any significant discrepancies to the FSRSC or GPRSO,
2. If needed, fill group/subcommittee back orders and set aside for next ASC meeting,

3. Add new literature to current inventory,
4. If needed, update/revise the Literature Distribution report for next month.

Qualifications for Co-Literature Distribution Representative

1. The qualification for this position is the same as Literature Distribution Representative.

Duties for Co-Literature Distribution Representative

1. Assist Literature Distribution Representative in all duties.
2. To assume the duties of the Literature Distribution Representative in their absence.
3. Must stay for the entire ASC meeting.

Qualifications for Web Servant

1. Should have two years clean time.
2. Should have a minimum of one-year service experience.
3. An example of living recovery by application of the 12 steps, 12 traditions and 12 concepts of NA.
4. Maintenance of clean time throughout term of office or participation.
5. Willingness and desire to serve in the position.
6. Time and resources needed to fulfill the position.
7. Access to a computer with Internet access and the minimum requirements to operate the web site and any necessary software.
8. Working knowledge of web site design software and languages (HTML/PHP).
9. Working knowledge of FTP (file transfer protocol).

Duties for Web Servant

1. To plan, create, administer and maintain a web site for the Bucks County Area.
2. To be a Joint Administrative Committee (JAC) member.
3. To make available to the Bucks County Area all updates and changes at each ASC including code files and file structures in order to maintain the web site.
4. To coordinate with the Bucks County Area in procuring the necessary funds to carry out the function of the position.
5. To submit a yearly budget to the Bucks County Area, which consists of (but is not limited to):
 - a) Cost of domain name registration on the Internet.
 - b) Cost of hosting web site on the Internet.
 - c) Cost of web site creating and editing software.
 - d) Cost of document creating software.
 - e) Cost of web site maintenance hardware.
6. To maintain a working relationship with the EPARNA Communications Chair / Web Administrator to plan, create, administer and maintain the web site.

7. To implement Bucks County Area directives in a timely and accurate manner, with attention given to updating / uploading ASC Minutes, Treasurer's Report, Group and Area events and announcements and a current Area meeting list.
8. To attend all Bucks County ASC meetings and any Adhoc web site meetings.
9. To attend, as needed, all EPARNA Communications Subcommittee meetings.
10. To submit a written report to the Bucks County ASC detailing all pertinent status information and developments related to the web site, as well as any relevant correspondence received, sent and forwarded.
11. To train the incoming Web Servant in the administrative and maintenance responsibilities, and any current technologies, necessary for the continuing function of the Area's web site.
12. To return any hardware and software to the ASC purchased by the ASC to create, administer and maintain the web site.

Qualifications for Standing Subcommittee Chairs

1. Should have two years clean. (Except for Area Convention Chair 5 years).
2. An example of living recovery by application of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. One-year prior experience as a GSR or subcommittee member.
4. Time and resources available to do the job.
5. Willingness and desire to serve.

Duties for Standing Subcommittee Chairs

1. Hold subcommittee meetings before Bucks County Area Services.
2. Submit a verbal and written report to the ASC.
3. Should stay for entire ASC meeting.
4. Attend applicable Regional Subcommittee meetings when held.
5. Annually submit an updated subcommittee policy to the Policy Chair in April for review for conflicts with the ASC Policy.

Subcommittee Policies

Detailed policies for the following Subcommittees are included in the Appendix. Refer to "SUBCOMMITTEE POLICIES AND GUIDELINES in Appendix I".

1. Hospitals and institutions (H&I).
2. Public Information (PI).
3. Policy.
4. Unity.

XI. MEETINGS

ASC Meeting

The ASC meeting will take place the last Sunday of every month (should unavoidable obstacles arise with a facility necessitating a change, the JAC may change the meeting to a proceeding or following Sunday). Any other meeting changes can occur only following a 2/3rds quorum vote by voting participants.

JAC Meeting

1. The JAC consists of the following voting members: Chair, Co-Chair, Secretary, Co-Secretary, Treasurer, Co-Treasurer, RCM, Alternate RCM, Policy Chair, Subcommittee Chairs and Ad-Hoc Committee Chairs.
2. The JAC will meet one-quarter hour before the start of the ASC meeting to discuss all motions submitted by groups and subcommittees. All motions must be submitted at the start of the JAC meeting so that discussion, order and disposition of each motion can be prepared for the ASC meeting.

Special Meetings

Special or Emergency meetings may be called by the Chair and shall be called upon by the written request of the members of the committee (JAC and GSR's). The purpose of the meeting will be stated and no business other than that, which is stated, will be conducted. At least four days notice will be given.

XII. COMMITTEE MEETING FORMATS

JAC Format.

1. Call meeting to order (ASC Chair) at 12:45 p.m.
2. Open with Serenity Prayer and read Second Tradition.
3. Roll Call - Members, Representatives and voting body represented by the ASC Chair (who votes in case of tie), ASC Co-Chair, Secretary, Co-Secretary, Treasurer, Co-Treasurer, RCM, Alternate RCM, Policy Chair, H&I Chair, Literature Distribution Representative, PI Chair, Unity Chair, and Ad-Hoc Chairs.
4. Old Business - Read Minutes from previous JAC meeting. Discuss unfinished issues such as motions sent to the groups, tabled motions and previous open agenda items.
5. New Business - Motions to be addressed (motions are not accepted after the close of the JAC). At most, a two-con/pro discussion will follow reading of the motions to determine whether they are in order and how they should be voted on.
6. Close meeting upon completion.

ASC Format

1. Chair calls meeting to order at 1:00 p.m. and calls for a moment of silence followed by the Serenity Prayer. A member reads the 12 Traditions, 12 Concepts, Second Tradition and Service Prayer.
2. Chair asks voting GSR's to raise their hands to establish quorum.

3. Chair asks if there are any additions or corrections to last month's minutes. If so, the Secretary is asked to read the section in question, which is followed by discussion and a vote to change if necessary. The Chair then asks for a motion to approve the minutes as typed or amended. Anyone who did not receive a copy of the previous month's minutes may request a copy from the ASC Secretary and time to review them. In this case, the topic of previous minutes will be tabled to Old Business.
4. Chair asks if there are any topics for open forum.
5. Group Reports - Beginning with Monday group meetings, GSRs or their Alternates will give a verbal report to the ASC and a hand written report to the Secretary. Group donations and literature monies are to be given to the Treasurer, preferably in an envelope.
6. Subcommittee Reports - Subcommittee Chairs will give a verbal report to the ASC and also a written report to the Secretary

NOTE: Reports are not the place for discussion. A few valid questions may be asked but the ASC Chair must use his/her discretion when discussion becomes too lengthy. All concerned individuals should attend group conscience or subcommittee meetings if they have valid complaints or questions.

7. Literature Distribution Report.
8. RCM Report.
9. Chair calls for a fifteen-minute break and asks the GSRs not to leave the meeting location. Resume meeting promptly in fifteen minutes. When the meeting is called back to order, the Chair asks voting GSRs to raise their hands to reestablish quorum.
10. Old Business - Motions that were sent back to the groups and previously unsettled issues will be discussed at this time.
11. Treasurer's Report - Treasurer gives a report on how much money was collected that month plus how much money is to be paid in automatic balance, not including \$1800.00 prudent reserve. Refer to "TREASURER'S POLICY AND PROCEDURES" in Appendix III

FINANCIAL PRIORITY LIST	(Monthly)
ASC & Subcommittee Meeting Rent	\$80.00
Secretary Reimbursement	\$70.00
Storage Bin	\$70.00
P.O. Box (Annually in June)	\$10.83 (\$130.00)
Check Imaging Fee	\$3.00
Subcommittee Budgets	
• Public Relations (PR)	\$350.00
• Literature Distribution Rep.	\$10.00
• Literature Needs	\$1500.00
• Cleansheet (quarterly)	\$75.00 (\$225.00)
• Meeting List Rep	\$80.00
FINANCIAL PRIORITY LIST (TOTAL)	\$2248.83
 Prudent Reserve	 \$2300.00

12. New Business

- a) Introduction of New Groups: Chair asks group to introduce and qualify themselves. Then, allows for questions from the ASC. Followed by a vote of acceptance, please refer to "V. QUORUM" on page 4. These groups' requests to join BCASNA will automatically include a request for a starter kit. Please ask the Literature Distribution Representative for a Group Starter Kit.
 - b) Financial Motions.
 - c) Non-Financial Motions.
 - d) When complete, Chair goes through agenda until complete.
13. Open Forum.
14. Motion to close.

XIII. AD-HOC COMMITTEES

The ASC Chair, with the approval of voting members, has the authority to appoint Ad-Hoc Committees for special purposes as may be deemed necessary to fulfill special functions. At the time of appointment, the Chair specifically designates the purpose, membership and duration of any such Ad-Hoc Committee.

XIV. PARLIAMENTARY AUTHORITY

The basic concept of parliamentary procedure, as codified in Robert's Rules of Order, is that a discussion can occur in a large meeting, with a great number of participants, so that each person is treated fairly. The process of discussion and decision making should follow rules of order that are observed by all, known to each member and equally enforced.

The following are short summaries of key points of procedure that are most commonly misunderstood or misused. A chart of motions is also attached. Please refer to "XV. CHART OF MOTIONS" on page 20 for easy reference. This condensation of procedures is accurate only to the point of general use. There are special circumstances wherein some of the information in the chart of motions is used differently than that which is indicated. A complete copy of Robert's Rules of Order should be used in those circumstances in order to correctly apply the common rules of procedure.

Point of Order

When a member thinks the rules of the ASC are being violated, the member can rise to make a "Point of Order" directed to the Chairperson to obtain recognition. The Chairperson will (in consultation with the Policy Chair, if needed) make a determination as to whether or not the rules were violated.

Point of Information

The member raising the "Point of Information" is required to raise the issue in the form of a question directed to the Chairperson. The Chairperson will respond to or have another member respond to ONE (1) POINT that would provide additional information on the subject being considered.

Point of Parliamentary Inquiry

If a member wants information about where an item of business fits into the agenda or what is the correct procedure to accomplish a task, the member may raise a "Point of Parliamentary Inquiry". The Chair must immediately recognize the member and then respond (in consultation with the Policy Chair, if needed) to the point raised.

Points of Personal Privilege

This point is usually raised if the room is too hot/cold/noisy, or uninvited guests enter the room. A member who is personally uncomfortable may raise "Point of Personal Privilege" to ask the Chair if it can be rectified. If at all possible this point should not interrupt the speaker.

Previous Question

When a member wishes debate to stop immediately the member may call "I Move the Previous Question". This motion is in order after any speaker is finished. The maker is to be immediately recognized by the Chair. This motion does not require a second and is not debatable. An immediate vote is taken. If a 2/3rd majority is in favor the body will proceed to a vote on the main motion being debated.

Suspension of the Rules

A motion to suspend the rules is made when a member of the ASC would like to waive a certain ASC procedure. This motion will include the rule to be suspended and the length of time it is suspended. This motion is not debatable and cannot be amended, nor can any subsidiary motions be applied to it, nor a vote on it be reconsidered, nor a suspension of the rules for the same purpose be renewed at the same meeting though it may be renewed after an adjournment of the meeting. The rules of the assembly shall not be suspended except for a definite purpose. The motion requires a second and a two-thirds majority vote.

Rules of Debate

When a member speaks in debate, they shall raise their hand to be recognized by the Chair. The member upon whose motion is in debate shall be entitled to the floor even through another member has risen first and addressed the Chair. He is also entitled to close debate but not until every member choosing to speak has spoken (two-con/pro limit). In the case of a Subcommittee report, it is the member who presents the report who is entitled to the floor. No individual may speak for more than three minutes on a motion for each time they are recognized by the Chair, nor more than twice on the same motion.

Decorum in Debate

When debating, a member must confine himself to the question or motion before the ASC and avoid personalities. No member is permitted to disturb the meeting in any way during debate. Any member engaging in verbal abuse or exchange, or who is in any way disrupting the meeting, shall be declared out of order by the Chair and warned. If the disruption continues, the member shall be asked to leave the assembly by the Chair.

Order of Recognition

It has been decided by the Area that GSR's are recognized first by the Area Chair during debate on a motion or discussion of an issue. (Cons are recognized first.)

XV. CHART OF MOTIONS

MOTION	SECOND	DEBATE	INTERRUPT SPEAKER	AMENDABLE	VOTE REQUIRED
Main Motion	Yes	Yes	No	Yes	Majority
Recess (1)	Yes	No (2)	No (7)	Yes	Majority
Point of Personal Privilege	No	No	Yes	No	Chair
Appeal to Chair	Yes	1 Pro/Con	Yes	No	Majority
Division of Question	Yes	No	No	No	Majority
Point of Information	No	No	Yes	No	Chair
Division of Assembly	No	No	Yes	No	Chair
Withdraw of Motion (3)	Yes (4)	No	No	No	Majority
Suspension of Rules	Yes	No	No	No	2/3rds
Change Order of Day	Yes	No	No	No	2/3rds
Lay on Table (5)	Yes	No	No	No	Majority
Previous Question	No	No	No	No	2/3rds
Limit of Extended Debate	Yes	No	No	No	2/3rds
Postpone to Definite Time (5)	Yes	Yes	No	Yes	Majority
Amendment	Yes	Yes	No	Yes	Majority
Postpone Indefinite (5)	Yes	Yes	No	No	Majority
Take from Table	Yes	No	No	No	Majority
Reconsider (6)	Yes	Yes (8)	No	No	2/3rds
Adjourn	Yes	No	No	No	Majority

- (1) Time must be stated with this motion.
- (2) Motion is debatable if amended.
- (3) Must be made by the mover of a question.
- (4) Must be seconded by the seconded of the original motion.
- (5) Applies to entire motion pending.
- (6) Must be introduced by a member from the prevailing side of the original motion.
- (7) No, if another motion is pending.
- (8) Yes, if original motion was debatable.

APENDIX V

BCANA Log of Motions July 2015- June 2016

July 2015

No Minutes found

August 2015

Motion #721 – To increase H&I literature budget from \$300 to \$350. Reason for the motion: Serving more meetings and need more literature. Desired result of the motion: To better serve our area.
(MOTION PASSED 23-0-2)

Motion #722 – Submitting Section I of the Convention Committee Policy for approval by the BCA groups. Reason for the motion:
That the Bucks County Area Convention Committee have an updated policy that addresses the needs of both the committee and the area. Desired result of the motion: That the BCA groups approve Section I (updated) of the Convention Committee Policy.
(MOTION FAILED 10-2-14)

Motion #734 – For \$1,100 for Unity committee to put on Labor Day Picnic. Reason for the motion: To promote unity in the Bucks County Area. Desired result of the motion: That the Bucks County Area put on a Labor Day Picnic.
(MOTION PASSED 26-0-0)

September 2015

Motion #723 – Submitting Section III, subsection 1, parts C through E, Convention Committee member duties (secretary, treasurer and co-treasurer), subsection 2. BCA Convention Group Rep, subsection 3. Alternate BCA Group Rep of the Convention Committee Policy for approval by the BCA groups. Reason for the motion: That the Bucks County Area Convention Committee have an updated policy that addresses the needs of both the committee and the area. Desired result of the motion: That the BCA groups approve Section III, subsection 1, parts C through E, Convention Committee member duties (secretary, treasurer and co-treasurer), subsection 2. BCA Convention Group Rep, subsection 3. Alternate BCA Group Rep (updated) of the Convention Committee Policy.
(Motion Passed: 21-0-3)

Motion #724 – Submitting Section II and the opening paragraphs of Section III of the Convention Committee Policy for approval by the BCA Groups. Reason for the motion: That the Bucks County Area Convention Committee have an updated policy that addresses the needs of both the committee and the area. Desired result of the motion: That the BCA Groups approve Section II and the opening paragraphs of Section III (updated) of the Convention Committee Policy.
(Motion Passed: 19-1-4)

Motion #729 – To combine H&I and PI into PR subcommittee.

Reason for the motion: To have the responsibilities of the H&I and PI subcommittees more effectively executed by a combined service committee.

Desired result of the motion: To lessen the struggle our subcommittees face in finding and maintaining support from the fellowship to fill commitments and attend events.

(Motion passed: 22-1-2)

Motion #731 – To change the BCANA policy so that the area cannot host a convention if all area positions are not filled.

Reason for the motion: To ensure that the ASC positions are filled so area business can be conducted without additional stress created when positions remain open.

Desired result of the motion: To ensure that there are enough qualified members to serve at the area level so all ASC positions can be filled.

(Motion passed: 16-3-5)

Motion #733 – Submitting Section V: Asset Allocation to be added to the Bucks County Area Convention Committee Policy.

Reason for the motion: That the Bucks County Area Convention Committee have an updated policy that addresses the needs of both

the committee and the area. **Desired result of the motion:** That the BCA Groups approve Section V: Asset Allocation (updated) of the Convention Committee Policy.

(Motion withdrawn by Ad-Hoc chair)

Motion #735 – That BCANA will reimburse James McGinley \$130 for purchase of 200 regional meeting lists

Reason for the motion: Provide regional meeting lists for the H&I subcommittee and Bucks county area groups

Desired result of the motion: to supply regional meeting lists

(Motion Passed: 21-0-1)

Motion # 738 – To make a regional donation of \$800.

Reason for the motion; NA fund flow.

Desired result of the motion: To provide funds to help move the NA message upwards throughout the region and to world.

(Motion passed 21-0-2)

October 2015

Motion #741: From RCM to make a regional donation of \$500

Reason for the motion: To move funds upward to region

Desired Result of the motion: To support are region and carry the message

(Motion passed 25-0-2)

November 2015

Motion #736 – To add a section to the area policy to reflect “holding up to \$10,000 of convention profits in a seed fund for a future convention.

Reason for the motion: To amend area policy to better reflect area practice.

Desired result of the motion: That area policy be amended

(Motion Passed 19-2-2)

Motion #737 – To add Section V, Asset Allocation, to the convention policy.

Reason for the motion: To add to the convention policy a section that specifically addresses what to do with convention assets at the end of the convention.

Desired result of the motion: To bring convention policy into agreement with the current practice.

(Motion passed 18-0-6)

Motion #743: From Unity to reimburse Steve P for bowling event loss in the amount of \$110.00

Reason for the motion: To reimburse Steve P

Desired Result of the motion: To reimburse Steve P for his help

(Motion passed 21-0-2)

Motion #744: From Unity subcommittee for \$250.00 to pay the rent to secure a facility for the New Year's Dance

Reason for the motion: To secure a facility for the New Year's Dance event

Desired Result of the motion: To celebrate a clean New Year's and promote Area unity

(Motion passed 25-0-0)

Motion #745: From RCM for a regional donation of \$500.00

Reason for the motion: 7th tradition fund flow to region

Desired Result of the motion: NA Fund flow

(Motion passed 18-1-6)

December 2015

Motion #739: From Gift of Life to dissolve the Clean Sheet position

Reason for the motion: Lack of support for the position

Desired Result of the motion: Eliminate an unsupported and obsolete position

(Motion failed: 15-4-6)

Motion #740: From PR subcommittee to eliminate H&I chair and PI chair positions and create a PR Chair position

Reason for the motion: H&I and PI are combined into PR

Desired Result of the motion: To have a PR chair

(Motion passes: 20-0-4)

Motion #750: From Unity – Motion withdrawn. Will be resubmitted @ January ASC

Motion #751: From Unity – Requesting \$850.00 for the New Year's Eve dance.

Reason for the motion: To have a New Year's Eve dance

Desired Result of the motion: To bring in the New Year the NA way

(Motion passes: 21-0-2)

January 2016

Motion #746: From CCP Ad-hoc – submitting Section 1, paragraph 1 of Convention Policy for approval

Reason for the motion: That BCA Convention committee has an updated policy that addresses the needs of both the committee and the BCANA

Desired Result of the motion: Update convention policy

Motion passed 24/0/3

Motion #747: From CCP Ad-hoc – submitting Section 1, paragraphs 2 & 3 of Convention Policy for approval

Reason for the motion: That BCA Convention committee has an updated policy that addresses the needs of both the committee and the BCANA

Desired Result of the motion: Update convention policy

Motion passed 25/0/2

Motion #748: From CCP Ad-hoc – submitting Section 2, paragraphs 1 & 2 of Convention Policy for approval
Reason for the motion: That BCA Convention committee has an updated policy that addresses the needs of both the committee and the BCANA

Desired Result of the motion: Update convention policy

Motion passed 25/0/3

Motion #749: From CCP Ad-hoc – submitting Section 2, Composition of the Administrative Committee of Convention Policy for approval

Reason for the motion: That BCA Convention committee has an updated policy that addresses the needs of both the committee and the BCANA

Desired Result of the motion: Update convention policy

Motion passed 25/0/3

Motion #752: From Unity – requesting \$249.00 to secure the picnic sites @Tyler Park for 2016

Reason for the motion: To allow the area to have 3 picnics in 2016

Desired Result of the motion: to secure the sites before someone else gets them

Motion passed 26/0/1

Motion #753: From RCM requesting \$2000.00 for a regional donation

Reason for the motion: 7th tradition fund flow

Desired Result of the motion: to send fnds to region for 7th tradition fund flow

Motion passed 24/0/4

February 2016

No motions

March 2016 – no ASC

April 2016

Motion # 754 – from Unity for \$1200 for the Memorial Day Picnic.

Passed (26-0-0)

Motion #755 – from RCM for a regional donation in the amount of \$300

Passed (26-0-0)

May 2016

Motion #757 – from RCM for regional donation was withdrawn

June 2016

Motion #758 – From Unity: requesting \$800 for the 4th of July picnic.

Reason for motion: To have a 4th of July picnic

Motion passed 26-0-0

Motion #760 – From Lit Distribution: To pay Freestate RSC \$1233.78 based on an estimate because we did not receive an invoice

Reason for motion: We cannot order lit with an outstanding balance and we would like to order lit for July ASC

Motion passed 26-0-0

APPENDIX I

SUBCOMMITTEE POLICIES AND GUIDELINES

BUCKS COUNTY AREA SERVICE PR GUIDELINES

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I - Purpose of the committee

1) This section defines our purpose. Our purpose is based on NA's 5th tradition, "Each group has but one primary purpose: to carry the message to the addict who still suffers," and the 12th step, "we tried to carry the message to the addict who still suffers". Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery: "that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live." The Bucks County Area Public Relations Committee is the working body for our combined group service efforts, and it is directly accountable BCASC and the groups it represents in its actions, "The final responsibility and authority for NA Services rests with the NA Groups." (2nd Concept)

2) The PRC shall perform all functions historically performed by the Hospitals and Institutions and Public Information committees. It will utilize local, regional, and world approved service handbooks and materials that are written for those committees.

3) The PRC shall comply in all its actions with the following documents in order of priority as listed below:

1. The Twelve Traditions, Concepts, and Steps of Narcotics Anonymous
2. The current guidelines of the ASC
3. The current guidelines of this PRC
4. A Guide to Local Services in NA, and NAWs approved service handbooks (Includes Public Relations Handbook, H&I Handbook, and Outreach Resource Information.)

II - Function of Subcommittee

- 1) Conducts PR business meetings, which also serve as a forum to pool collective PR experience "I can't, but we can."
- 2) Conducts Learning Days and Workshops to further increase PR experience and awareness for both new and existing members.
- 3) Act as a communication link between the Bucks County Area PR commitments, Bucks County Area groups, BCASC and The Regional PR Subcommittee.
- 4) Serve as a Distribution point of PR literature for the PR members.
- 5) Prepare PR policies and guidelines for both the PR Subcommittee and BCASC to approve.
- 6) Vote in and select members who are to conduct H&I meetings.
- 7) Select members to distribute literature to local facilities
- 8) Select members to distribute literature to events
- 9) Select members to represent NA at presentations to general public.

III-Structure of Subcommittee

- 1) A service board of officers shall consist of the Chairperson, Co-Chairperson, Secretary, PI Coordinator, Panel Coordinator and Literature Coordinator.
- 2) Officers are elected for a term of (1) year and are permitted to serve a second consecutive term if elected. The Chairperson is voted in at Area Service by the GSRs during BCASC annual elections (Usually in July). Typically, the Subcommittee votes on a candidate for Chair beforehand and is presented at BCASC as its choice for Chair. Annual elections for the Co-Chair, Secretary and Panel Coordinator are held at the first Subcommittee meeting after BCASC holds its annual elections.
- 3) Any committee officer other than the Chair may be removed from their position by a majority vote of the PR Subcommittee. In the event that the Chair is derelict in his or her responsibilities, the Co-Chair may motion to have the Subcommittee vote on removing the Chair. If the Subcommittee votes in the majority to remove, the Co-Chair then goes before BCASC for their deciding vote.

IV-Qualifications & Responsibilities of Officers and Members

All positions are 1-year commitments but are eligible to be voted into a 2nd term. With the exception of Panel leaders whose commitments last a minimum of three months.

- a) Chairperson- Requires 2 years clean time and at least 6 months of Bucks County Area PR experience. *Responsibilities include:*
 - (1) Attend and submit written reports to monthly BCASC and monthly Regional PR Subcommittee.
 - (2) Attend and run Bucks County Area PR subcommittee meetings ensuring that the order of business is followed.
 - (3) Assures that our Traditions are upheld in all matters.
 - (4) Contact all facilities interested in H&I meetings either by phone, correspondence or in person. All correspondence should include a Bucks County Area PR letterhead with NA logo and list the PR officers with their phone numbers. The chair must always take a PR officer or very experienced PR member with them to in-person meetings with the facilities.
 - (5) May have other responsibilities as stated in the BCASC Policy and depending on the need and available willingness of the subcommittee.
- b) Co-Chairperson- Requires 1 year clean-time and 6 months Bucks County Area PR experience. Also requires willingness to step into the Chair position when that term is up. *Responsibilities include:*
 - (1) Attend Subcommittee meetings and assist Chair in running the meeting.
 - (2) Take Roll call and accept members' verbal reports on their commitments during Subcommittee meeting.
 - (3) Coordinate PR workshops and annual Learning Day.
 - (4) Assume the responsibilities of the Chairperson in the event of his/her absence. This includes attending and submitting written reports at monthly BCASC and Regional PR Subcommittee meetings (Co-Chair is

- encouraged to attend both of these meetings anyway).
- (5) Work with Secretary in creating PR related flyers.
 - (6) May have other responsibilities as stated in the BCASC Policy and depending on the need and available willingness of the Subcommittee.
- c) Panel Coordinator- Requires 1 year clean-time and 6 months Bucks County Area PR experience. *Responsibilities include:*
- (1) Acts as liaison between the PR subcommittee and the given facility.
 - (2) Is responsible to oversee that the commitments in the area are filled regularly.
- d) Secretary- Requires 6 months clean-time and reasonable writing skills. *Responsibilities include:*
- (1) Attend Subcommittee meetings.
 - (2) Keep an accurate set of minutes at all meetings and read them at each Subcommittee meeting.
 - (3) Keeps an updated listing of current commitment information including the facility, address, contact person, phone number, meeting date and time and PR volunteer(s) and phone numbers. This listing should also show volunteer(s) attendance record at Subcommittee meetings.
 - (4) Keep a record of all past and current PR members, their phone number and approximate clean date.
 - (5) Assist Co-Chair in creating and copying flyers.
 - (6) Upkeep and distribute to PR members various helpful H&I documentation such as: Do's & Don'ts, Meeting Format, List of Suitable Topic Discussions, Personal Commitments, and other aides.
 - (7) May have additional responsibilities depending on the need and available willingness of the PR Subcommittee.
- e) Panel Leader- Requires 6 month clean time. *Responsibilities include:*
- (1) Chair the H&I meeting at the agreed time intervals.
 - (2) Selecting an H&I Speaker and follow H&I Speaker guideline below. Can also choose Topic discussion in advance.
 - (3) Uphold the facilities rules/regulations, the 12 Traditions of Narcotics Anonymous, BCANA Policy, and PR Policy.
 - (4) Attend H&I Subcommittee meetings and give verbal updates regarding the commitment.
- f) PI Coordinator (2) years clean time, working knowledge of PI guidelines *Responsibilities include:*
- (1) Prepare a presentation format and procedures to bring presentations into facilities.
 - (2) Train subcommittee members with at least six month clean time to conduct presentations.
 - (3) Contact facilities (school guidance counselors, board secretaries, etc) informing them about the availability of NA Presentations. Respond to all requests within 48 hours.

- g) Literature Coordinator (1 year clean time). *Responsibilities include:*
 - (1) Maintain an inventory of literature for the subcommittee.
 - (2) Supply literature to Panel Leaders, PI Coordinator, Facility Literature Distribution Representatives and other PR Officers, as needed.
 - (3) Order and pickup literature at the BCASC and inform the PR Chair of the order total to be included with the monthly report.
- h) Facility literature distributor (90 days clean time). *Responsibilities include:*
 - (1) Visit facilities that are not serviced by H&I panel members to check and replenish literature displays.
 - (2) Request needed literature from Literature Coordinator.

V- Learning Days and Workshops

Learning Days: The purpose of a PR Learning Day is to educate the members of the fellowship about Hospitals and Institutions, and Public Information work. Learning days are one way to prepare the NA member to carry the message to addicts who do not have full access to regular NA meetings. We have learning days so that we may benefit from the collective experience of other NA members.

Specifics on Learning Days:

This is an annual Bucks County Area PR event that typically runs for 5 to 6 hours. The Co-Chair is responsible for organizing the event and should utilize as much help from the Subcommittee as possible that may or may not be in the form of an Ad-hoc committee. The Co-Chair should keep the Chair fully informed on all matters and they should both agree on key issues.

Topics for the Speakers will be pre-selected PR topics and the Speakers will carry a clear PR message. Speakers outside of the Area should be included to enhance a universal PR message.

The event may include free food. Typically the Area will fund this event at our request, which should not exceed \$200.00.

Workshops - The format of a workshop is different from that of a Learning Day. Actual workshops, as the term implies, are those events during which specific topics or projects are worked on. Workshops are often held after issues arise at a Subcommittee meeting, which require an expanded format to be resolved. Good Workshop topics are generally subjects that the PR Subcommittee may be showing weakness in.

Specifics on Workshops:

Should be an annual Bucks County Area PR event, typically 1 to 2 hours. Workshops can be worked into regular PR subcommittee meetings for maximum attendance. Co-Chair is responsible for organizing this event with the help of other Subcommittee members but always with the approval of the Chair.

Budget for workshops should be held to a minimum.

Speakers, if any, should share on pre-selected topics and should carry a clear PR message.

VI - General Information

- 1) Attendance Policy - All PR members are required to attend two (2) Subcommittee meetings before holding or sitting in on a commitment. Any member that misses two (2) consecutive Subcommittee meetings is subject to lose his or her commitment, depending on the available willingness to immediately fill that commitment. It is suggested that members contact the Chair or Co-Chair in advance to explain any extenuating circumstances for missing Subcommittee meetings. Committee members are also expected to attend all workshops and/or learning days.
- 2) Loss of Clean Time- In the event that any member loses his/her clean time, that member must surrender his/her commitment immediately. The Chair, Co-Chair, or panel coordinator should be notified immediately to find an adequate replacement. Members in question may attend Subcommittee meetings but would need to be voted in again when he/she meets the requirements.
- 3) Voting - Members wishing to become Panel Leaders or Panel members must be voted in by the Subcommittee. All PR officers, Panel Leaders and Panel members have voting privileges. Chair votes only in the event of a tie. Committee members on their 2nd consecutive Subcommittee meeting are eligible to vote.
- 4) Gender Specific Facilities- In facilities that require PR members to be gender specific, only PR members of that gender may bring in the meeting as outlined in WSO H&I Bulletin "Men with Men and Women with women". This applies to Panel Leaders, Panel Members, and Speakers.

END

POLICY SUBCOMMITTEE'S POLICY

I. POLICY'S FUNCTION/PURPOSE:

II.

1. Receives and considers any input referred by the Area Service Committee (ASC) that affects the policy of the ASC and upon deliberation gives recommendations to the Area.
2. In addition, gives a written response to any issues regarding tradition, concepts, and/or policy violations.
3. When a debate becomes lengthy, on the Area floor, regarding a particular issue, the ASC Chair has the right to forward this issue to the Policy Committee to investigate and suggest guidelines pertaining to policy and/or traditions.
4. The Policy Committee is to provide a yearly updated policy at the June ASC meeting

III. MEETINGS:

1. Before Area Service at a time designated by the ASC.

III. VOTING PARTICIPANTS:

1. Must attend two (2) consecutive meetings to obtain the ability or familiarity with voting procedures. A member who misses two (2) consecutive meetings will lose his or her vote at the following meeting.
2. All others will be considered observers.
3. A simple majority rules.

IV. POSITIONS AND DUTIES:

1. Chair's Requirements

- a. Follows all BCANA Policy guidelines for subcommittee chairs.
- b. Prepare a "Policy Order Form" for the area groups (May) to order a printed copy of the Policy, which will be given to the ordering groups at the next ASC meeting.

2. Chair's Responsibilities

- a. Follows all BCANA Area Policy guidelines for subcommittee chairs

3. Co-Chair's Requirements

- a. One (1) year clean time suggested.
 - b. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA
- Co-Chair's Requirements (continued)

- c. Six (6) months experience as a Policy subcommittee member.
- d. Time and resources available to do the job .
- e. Willingness to serve

4. Co-Chair's Responsibilities

- a. Assumes the role and duties of the Chair (see above) and other officers of the subcommittee in their absence.
- b. . Chairs any Adhoc Committee that the subcommittee deems necessary to create.

5 Secretary's Requirements

- a. One (1) year clean time suggested.
- b. Six (6) months experience as a subcommittee member.
- c. Time and resources available to do the job .
- d. Willingness to serve.

Secretary's Responsibilities

- a. Records and distributes minutes of each subcommittee meeting.
- b. Gives a secretary report.
- c. Tends to all archives.
- d. . Assumes the role and duties of Chair in both the Chair and Co-Chair's absence.

UNITY SUBCOMMITTEE GUIDELINES

I. PURPOSE:

1. To interact with sub-committees and groups by securing facilities in conjunction with the ASC Co-Chair and holding workshops, Learning Days, Unity Days, and to help further the purpose of N. A
2. To provide functions to show that living and enjoying a new way of life in recovery is attractive to the newcomer and the Fellowship of Narcotics Anonymous as a whole.

II. FUNCTION:

1. A servant of Bucks County Area Services of N. A

ID. SUB-COMMITTEE MEMBERSHIP:

1. Requirements :
 - a. The desire to serve.
2. Responsibilities:
 - a. Maintain personal recovery in N. A
 - b. Be an active member in the Unity Sub-Committee.

IV. TRUSTED SERVANTS:

I. Chairperson Requirements:

- a. Follows all BCANA Policy guidelines for subcommittee chairs.
- b. Follows the Convention Committee Policy for Convention Merchandise – See Convention Merchandising Subcommittee section of the convention policy under 'Guidelines for Merchandise after the Convention.'

Chairperson's Duties and Responsibilities:

- a. Follows all BCANA Policy guidelines for subcommittee chairs.

2. Co-Chairperson Requirements :

- a. One (1) year suggested clean time.
- b. One (1) year commitment: One year serving as co-Chair
- c. Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous.
- d. Have a working knowledge of the Unity Sub-Committee, its purpose and function.
- e. Must have been an active member of the Unity Sub-Committee for three (3) months.

Co-Chairperson's Duties and Responsibilities:

- a. Reports monthly to the ASC with the Chairperson.
- b. Assumes all duties and responsibilities of the Chairperson in their absence

BCANA UNITY SUBCOMMITTEE GUIDELINES - UPDATED JUNE 2013

Co-Chairperson's Duties and Responsibilities: (continued)

- c. Works closely with other trusted servants with regard to their duties within the sub-committee.
- d. Assumes the duties of any open elected position within the sub-committee.

3. Treasurer Requirements:

- a. Two (2) years suggested clean time.
- b. One (1) year commitment.
- c. Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous
- d. Have a working knowledge of the Unity Sub-Committee, its purpose and function.
- e. Must have been an active member of the Unity Sub-Committee for three (3) months.

Treasurer's Duties and Responsibilities:

- a. Responsible for Unity Sub-Committee funds generated from functions put on by the Unity Sub-Committee.
 - 1. Keep an accurate record of funds and make payments when necessary as directed by the Unity Sub-Committee.
 - 2. Oversees all collections at the door for each function.
 - 3. Deposit all funds collected from Unity functions into the ASC bank account within one (1) business day after the function.
- b. Give an accurate monthly financial report to the Unity Sub-Committee, which in turn will be given the ASC.
- c. Maintains an accurate file of all financial transactions.

4. Co-Treasurer Requirements:

- a. One (1) year suggested clean time.
- b. One (1) year commitment: One year serving as co-Treasurer
- c. Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous
- d. Have & working knowledge of the Unity Sub-Committee, its purpose and function.
- e. Must have been an active member of the Unity Sub-Committee for three (3) months.

Co-Treasurer's Duties and Responsibilities:

- a. Works closely with the Treasurer in learning the duties and responsibilities of that position.
- b. Assumes all duties and responsibilities of the Treasurer in their absence.

5. Secretary's Requirements:

- a. One (1) year suggested clean time.
- b. One (1) year commitment.
- c. Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous.
- d. Have a working knowledge of the Unity Sub-Committee, its purpose and function.
- e. Must have been an active member of the Unity Sub-Committee for three (3) months.

BCANA UNITY SUBCOMMITTEE GUIDELINES - UPDATED JUNE 2013

Secretary's Duties and Responsibilities:

- a. Takes accurate minutes at Unity Sub-Committee meetings.
- b. Maintains archives of the Unity Sub-Committee minutes, flyers, ASC reports, financial reports, etc. . . . to be passed on to the next Secretary.

6. Co-Secretary Requirements:

- a. Six (6) months suggested clean time.
- b. One (1) year commitment : One year serving as co-Secretary
- c. Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous
- d. Have a working knowledge of the Unity Sub-Committee, its purpose and function .
- e. Must have been an active member of the Unity Sub-Committee for one (1) months.

Co-Secretary's Duties and Responsibilities:

- a. Works closely with the Secretary in learning the duties and responsibilities of that position.
- b. Assumes all duties and responsibilities of the Secretary in their absence.

V. VOTING PARTICIPANTS AND PROCEDURES:

I. To be a voting member :

- a. Member should attend two (2) consecutive Unity Sub-Committee meetings.
- b. Member will have voting privileges for new business at the second meeting.
- c. If a member misses two (2) consecutive Unity Sub-Committee meetings, without due cause, said member will lose his/her voting privileges.

3. Procedures:

- a. A simple majority vote is needed (50% +1) of voting members present to pass a motion on any business matters affecting the Unity Sub-Committee.
- b. On matters of Unity Sub-Committee policy, a clear two-thirds of the voting members must be present and a vote of a simple majority (50% + 1) will send the policy proposals to the ASC.

NOTE: A "Working Knowledge" is an ongoing learning process of the 12 Steps, 12 Traditions, and 12 Concepts of NA through active participation in recovery and service.

APPENDIX II

BCANA LITERATURE DISTRIBUTION PROCESS SOP

BCANA LITERATURE DISTRIBUTION PROCESS SOP

Before/ during Area Services (12 to 3pm – 3 Hours)

1. Load 3 Bins, Keytags, Medallions and any Texts / RMLs in car.
 2. Setup 6 long tables and 3 chairs (Figure 1).
 3. Put all 3 Bins, Keytags, Medallions and all Texts / RMLs on tables (Figure 1).
 4. Provide Treasurer (Co-Treasurer) with Free State & Philly RSO invoices and any LDR expense receipts for reimbursement. Obtain Financial Motion forms from Area Secretary, fill out as needed and return to Secretary before JAC meeting.
 5. Take Group Order Form from Inbox and fill order.
 6. Place completed order on Completed Orders Table (Figure 1) with Group Order Form underneath. If there are any Back Orders, enter them collectively into the "Backorders" tab and adjust minimum inventory amounts in the "Minimum" tab (Figure 5). *Note: Increase IPs in increments of 25, Key tags in increments of JO and other items as needed! An Invoice Book (white, yellow and pink copies) is used for Back Orders. The white copy goes in the group's order bag at Area, the yellow copy is given, along with the back ordered items, to the group's GSR or HG member when filled and LD keeps the pink.*
 - 6.
 7. Repeat Steps 5 and 6 until no Group Order Forms remain.
 8. Take a complete, detailed inventory of all literature items.
 9. When finished, place Texts / RMLs into Storage Room 1 on left hand side shelves.
 10. Load 3 Bins, Key tags and Medallions in car.
 11. After ASC has closed, call out and give group orders to GSRs.
- *NOTE: KEEP GROUP ORDER FORMS, DO NOT GIVE OUT TO GSRs***
12. Breakdown and put away 6 long tables and 3 chairs.

After Area Services (4 Hours)

1. Remove 3 Bins, Keytags and Medallions from car immediately – do not keep in car due to risk of theft and/or weather damage.
2. Copy the current month's six files (Figure 2) to the next month's folder and rename five of the six files as shown (Figure 3).
3. Enter Group Order Form data in the "Group Orders - March 2010" worksheet in the appropriate tab for the group or subcommittee (Figure 4).
4. Enter collected inventory data in the "Group Orders - March 2010" worksheet in the "Ending Inventory (Actual)" tabs and compares it to the "Ending Inventory (Calc.)" tab for differences (Figure 4). *Note: Calc. and Actual should be very close – within 5%, which is ok and typical for order filling errors! If Actual > Calc., orders are missing items and investigation is needed to see if the error can be corrected. If Calc. > Actual and difference is > 5%, group or inventory data should be reviewed to discover what type of discrepancy is present. Ex: If \$66 difference, this could mean 6 BTs at \$11 each have gone missing indicating misplacement or possible theft.*
5. Copy "Ending Inventory (Actual)" tab data from "Group Orders - March 2010" (Figure 4) and Paste to "BCANA Literature Order - April 2010" in the "Beginning Inventory" tab (Figure 5). *Note: These two files should be identical with the same inventory amount!*
7. If there are any Back Orders, enter them collectively into the "Backorders" tab and

- adjust minimum inventory amounts in the "Minimum" tab (Figure 5). *Note: Increase IPs in increments of 25, Key tags in increments of JO and other items as needed! An Invoice Book (white, yellow and pink copies) is used for Back Orders. The white copy goes in the group's order bag at Area, the yellow copy is given, along with the back ordered items, to the group's GSR or HG member when filled and LD keeps the pink.*
8. View and Review "Order - Computed" and "Order - Adjusted" tabs (Figure 5).
Note: These two files should be identical and have the same inventory amount.
 9. Adjust inventory item amounts (Up/Down) in the "Order - Adjusted" tab to minimize order costs and time replenishing inventory after receiving our order (Figure 5).
Note: Order IPs in increments of 25, Key tags in increments of JO and other items as needed! BTs, How & Why, Just For Today and Step Writing Guides come in cases of 24, 36, 36 and 40 each. NA White Books (<JO = 63 cents, >JO = 52 cents). IPs ordered in quantities of JO or more collectively receive a discount.
 10. Use "Order - Adjusted" data to populate the "Free State" and "Philly" tabs in the "Literature Order E-MAIL - April 2010" worksheet (Figure 6).
 11. When complete, compose an e-mail to Free State and attach the files "Literature Order E-MAIL - April 2010" and "Free State Order Information" (Figure 7).
 12. Copy "Ending Inventory" tab data from "BCANA Literature Order - April 2010" and Paste to the "Beginning Inventory" tab in "Group Orders - April 2010" (Figures 8, 9).
Note: These two files should be identical and have the same inventory amount.
 13. Open the document "LD Report - April 2010" and prepare the month's Literature Distribution Report. Elude pertinent information as shown (Figure 10).

After Receiving Literature Order (3 Hours)

1. Count actual physical order from Free State against ordered quantities for all items.
2. If needed, update "Ending Inventory" tab data from "BCANA Literature Order - April 2010" worksheet AND the "Beginning Inventory" tab in "Group Orders - April 2010" to adjust for over-under supplied items (Figures 8, 9). *Note: These two files should be identical and have the same inventory amount! Inform Free State if ordered items are missing or if quantities are significantly different/ram those ordered.*
3. Physically add new literature items (IPs, Key tags, Medallions) to existing inventory.
Note: Rubber band IPs in 25 packs for ease of filling orders and inventory next month.
4. Place 3 Bins, Key tags and Medallions aside for next ASC meeting.

Literature Distribution Process SOP - Overview

Group Orders - March 2010					BCANA Lit. Order - April 2010					
Beg. Inv.	Group H&I, PI	Monthy Total	End. Inv. (Calc.)	End. Inv. (Actual)	Min.	Beg. Inv.	Back Order	Order Computed	Order Adjusted	End. Inv.

Group Orders - April 2010					BCAN Order - May 2010						
Beg. Inv.	PI	hly Total	End. Inv. (Calc.	End. Inv. (Actu	Min.	Beg. Inv.	Back Order	Order Comp uted	Order Adjus led	End. Inv.	

Figure 1

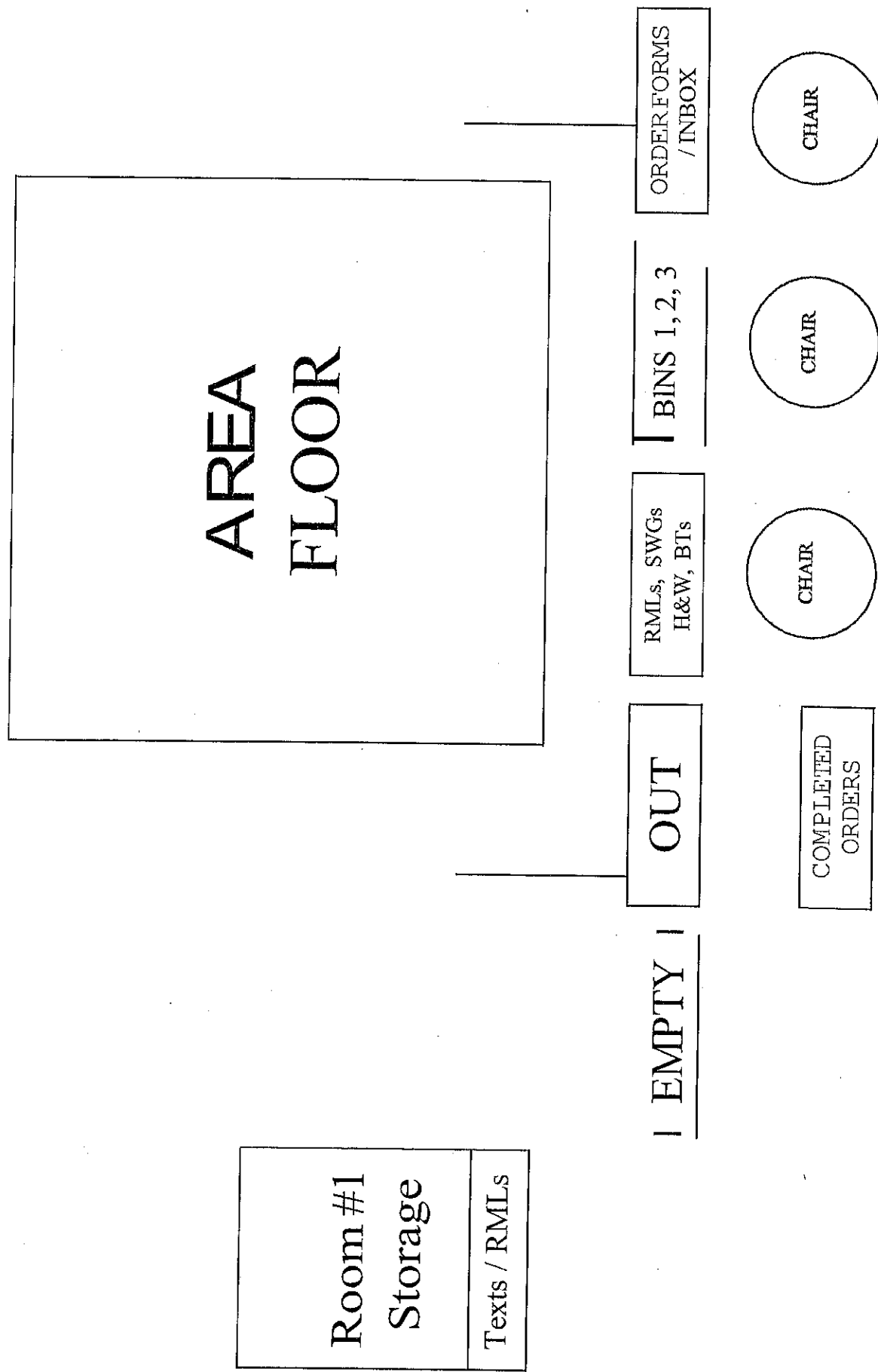


Figure 2

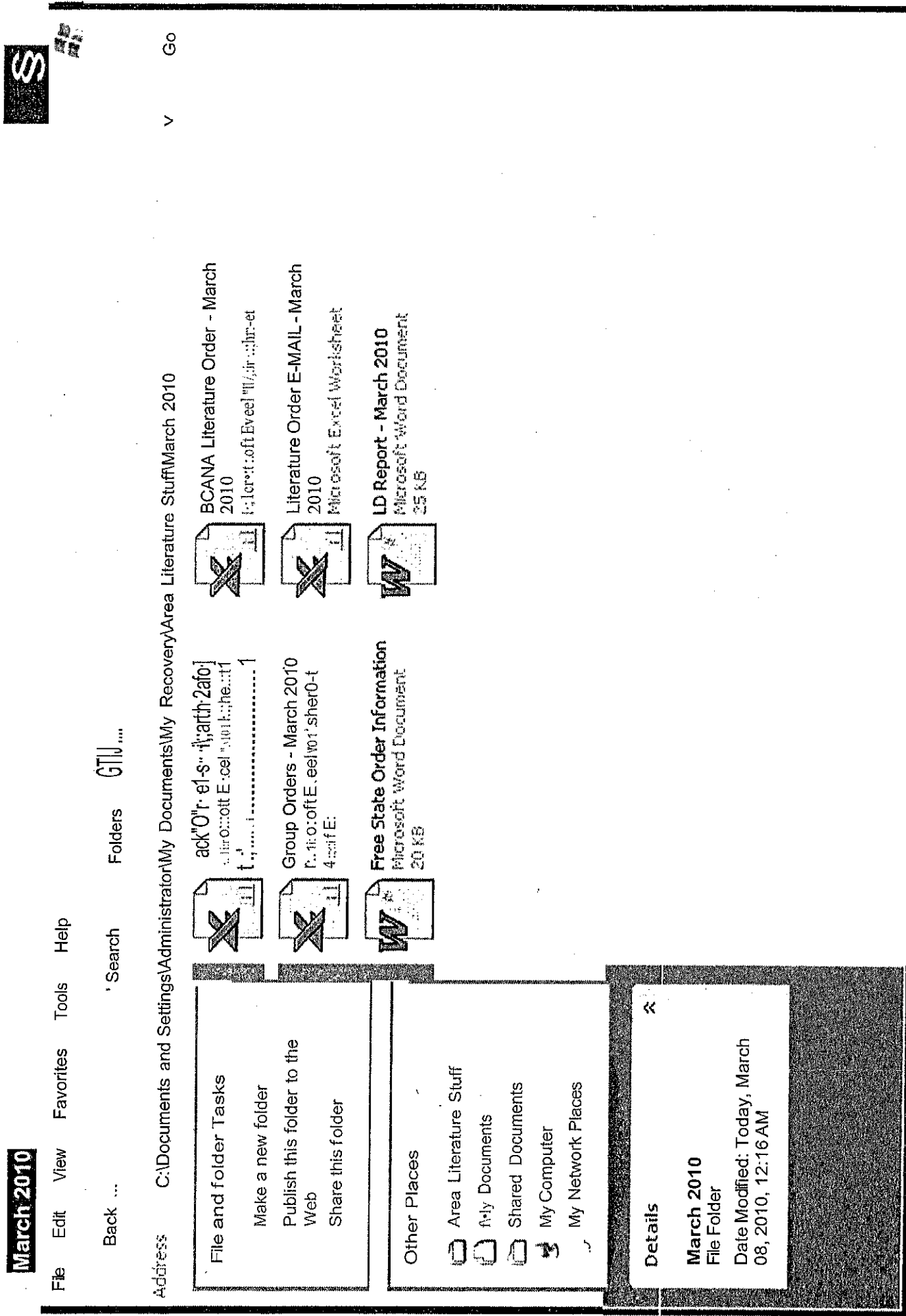
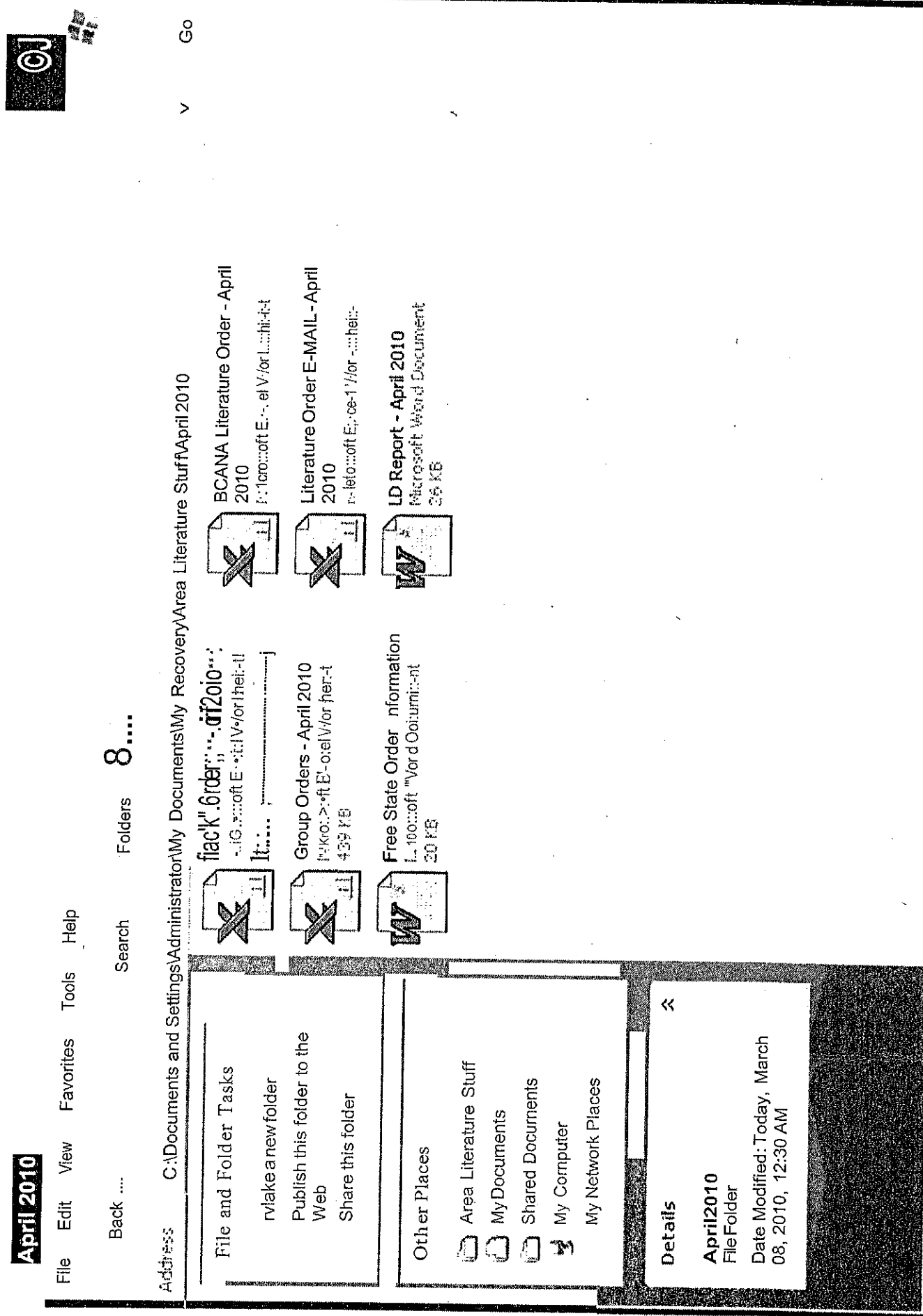


Figure 3



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38	MA: A Resource in Your Community, 2008 Version		\$0.32	\$0.00
39	Total			\$0.00
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41	Key Trigs	Qty	Pt ice	Tot.ill
42	Wf-lite Welcome		\$0.45	\$0.00
43	Orange 30 Days		\$0.45	\$0.00
44	Green 60 Days		\$0.45	\$0.00
45	Red 90 Days		\$0.45	\$0.00
46	Blue 6 Months		\$0.45	\$0.00
47	Yellow 9 Months		\$0.45	\$0.00
48	Moon-Glow 1 Year		\$0.45	\$0.00
49	Gray 18 Months		\$0.45	\$0.00
50	Black Multiple Years		\$0.45	\$0.00
51	Total		\$0.45	\$0.00
52				\$0.00
53	Miscell/Videos Items	Qty	Price	Total
54	12 Traditions Readings		\$0.70	\$0.00
55	Total			\$0.00

F	J	K	L	M
Bronze Med./1011s	G	H	Total	
	Qty	Price		
1 Year		\$2.75	\$0.00	
18 Months		\$2.75	\$0.00	
2 Years		\$2.75	\$0.00	
3 Years		\$2.75	\$0.00	
4 Years		\$2.75	\$0.00	
5 Years		\$2.75	10.00	
6 Years		\$2.75	\$0.00	
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Bucks County Area of NA - March 2010 Literature Order

John Heger - jd19@jll.org - View Contact

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 2. **Background**
 3. **Methodology**
 4. **Results**
 5. **Conclusion**

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Figure 8

Microsoft Excel BCANA Literature Order - April 2010

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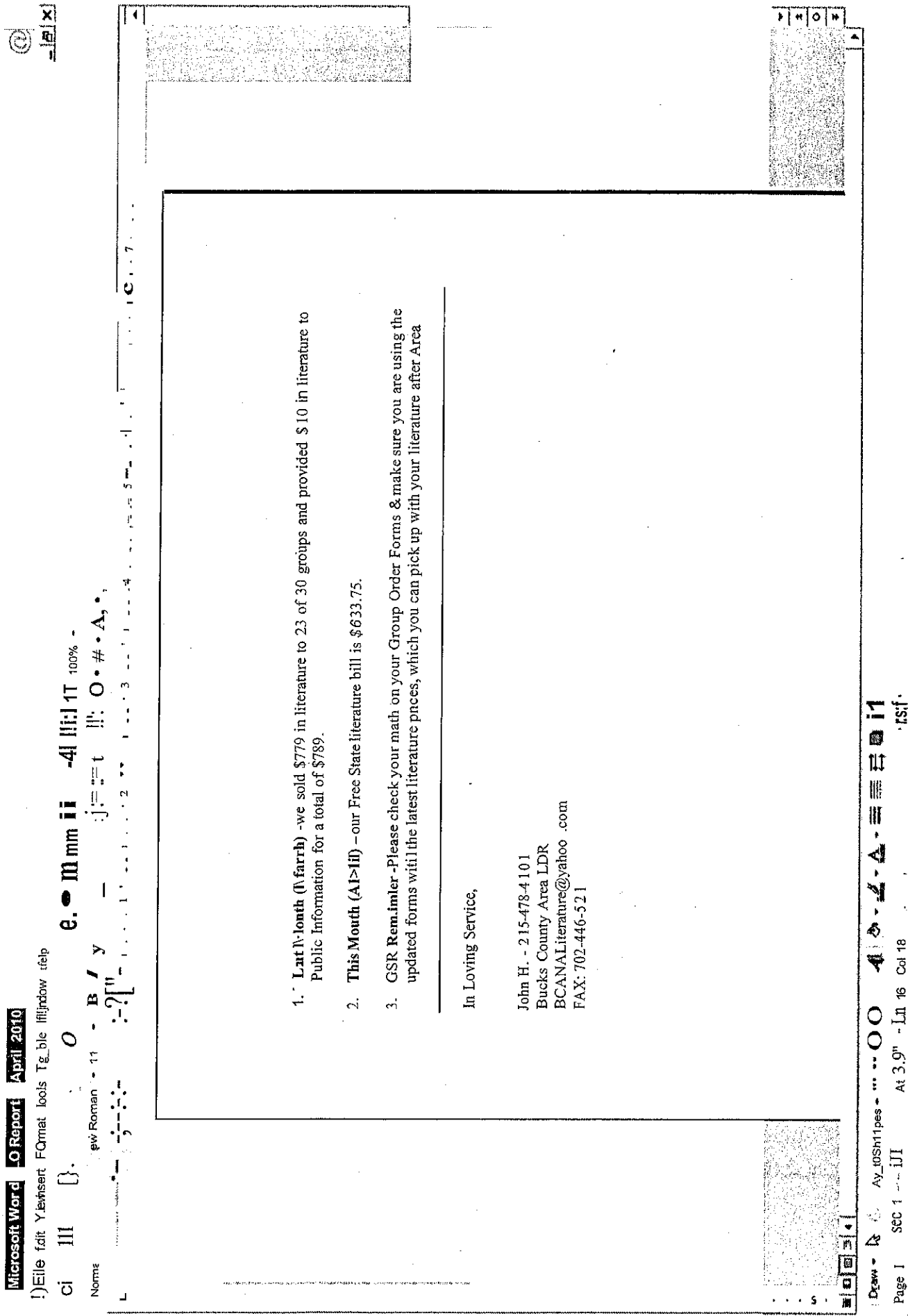
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Figure 10



APPENDIX III

TREASURER'S POLICY & PROCEDURES

TREASURER'S POLICY & PROCEDURES

Before the ASC

Checking Account Reconciliation

1. Pick up the Checking Account Statement at the Morrisville Post Office. (P.O. Box 1138)
2. Using a 3-tab Manila folder, write the month and year of the ASC meeting on the tab.
3. Using the Checkbook Register and Checking Account Statement, check off the cleared checks in the Checkbook Register from the previous ASC dates.
4. Using the "Outstanding Checks Form" (attached), list and total the outstanding checks.
5. Using the "Treasurer's Worksheet – Register Form" (attached), enter the outstanding checks total in the Outstanding Checks section.
6. Using the Checking Account Statement, enter the Ending Balance on the Checking Account Statement in the Opening Bank Balance section on the "Treasurer's Worksheet – Register Form."
7. Using the "Treasurer's Worksheet – Register Form", enter any funds deposited into the checking account after the Checking Account Statement date into the Deposited Funds – Before ASC Meeting section. *(Typically, funds are from the Unity Subcommittee.)*
8. Using the "Treasurer's Worksheet – Register Form", calculate and enter the Opening Area Balance. *(Typically, the Opening Area Balance = Closing Area Balance from the last ASC meeting - unless there are Unity deposits or non-standard bank fees or credits.)*

During the ASC

Fund Collection / Recording / Reconciling

1. Using the "Literature – Donation Log Sheet" (attached), collect, count and enter the Groups' literature / donation funds in the presence of the GSRs and have them record their initials.
2. Collect, count and enter any Miscellaneous or Returned Funds in the presence of the Literature Dist. Rep., individual, subcommittee or group and have them record their initials.
3. After all entries are complete, sum the group literature and donation columns and enter the totals in Areas "1" and "2" on the "Literature – Donation Log Sheet."
4. If any, enter Miscellaneous Literature Sales and Donations amounts in Areas "3" and "4."
5. If any, enter Returned Funds amounts from Subcommittees/Groups in Areas "5" and "6."
6. Add the amounts in Areas "1" through "6" and enter the total in Area "7" – Total Deposit on the Treasurer's Worksheet – Register Form.
7. If Area "7" – Total Deposit \neq actual cash deposits, then recalculate Areas "1" through "6" and recount ALL deposits until Area "7" Total Deposit = actual cash deposits.
8. Re-enter Area "1" through "7" amounts on the Treasurer's Worksheet – Register Form.
9. Place all cash deposits in a deposit bag along with a completed Check Book deposit slip.
10. Place the deposit bag into the Treasurer's Briefcase, lock the briefcase and keep it in your sole possession until after you leave the ASC.

TREASURER'S POLICY & PROCEDURES

Accounts Payable Policy

- All Area expenses are to be paid by check only. No cash payments are to be made.
- A completed Check Request Slip is required for all individuals receiving checks.
- All checks written to individuals must be accompanied by receipts or invoices.
- All checks should identify the purpose / reference of the check in the memo section.
- All voided checks must be listed in the Checkbook Register and destroyed immediately.
- All checks require two (2) signatures. Treasurer, Chair and Co-Chair are valid, authorized signatures. *(Signatures must be on file at the bank and updated yearly, or when needed.)*
- A "Suspension of the Rules" is required to write checks that dip into Prudent Reserve.

Financial Priority List

1. Using the Checkbook Register, enter the ASC Date and check details: Check #, Paid To and Amount for ALL checks to be paid to both organizations and individuals.
2. Using the "Check Requisition Form" (attached), fill out a Check Request Slip for all individuals requesting and receiving checks.
3. Using the Check Book, as long as the check amounts are within budget, write the checks. *(If the check amounts are over budget, or if the requesting entity does not have a budget, do not write the check. Ask the individual to fill out a "BCASC Motion Form" and return it to the Secretary PRIOR to the JAC Meeting for reimbursement consideration / voting during the "Financial Motions" section of the ASC.)*
4. Enter the checks and amounts on the "Treasurer's Worksheet – Register Form."
5. Get the H&I and P.I. literature needs from the Literature Distribution Rep. and enter these amounts on the Treasurer's Worksheet – Register Form in the Categories section. *(Since literature is donated (not purchased) to these subcommittees it's not a debit.)*

Treasurer's Report

1. Calculate the Beginning Working Balance and Revised Working Balance amounts.
2. When requested by the Chairperson, give a detailed verbal report of all financial activity up to and including the Revised Working Balance. *(The Revised Working Balance is the amount left over to entertain both financial motions and any regional donation.)*

Financial Motions

1. As funds are voted on and approved for reimbursement during the "Financial Motions" section of the ASC, enter the check details in the Checkbook Register, fill out a Check Request Slip on the Check Requisition Form and write the checks in the Check Book.
2. Enter the check #s and amounts on the "Treasurer's Worksheet – Register Form."
3. Calculate the Ending Working Balance and verbally report this amount when asked. *(The Ending Working Balance is the amount left over for any regional donation.)*

TREASURER'S POLICY & PROCEDURES

Regional Donation

1. If approved, enter the check details in the Checkbook Register, fill out a Check Request Slip on the Check Requisition Form and write the check in the Check Book.
2. Enter the check # and amount on the "Treasurer's Worksheet – Register Form."
3. Calculate the Closing Area Balance and verbally report this amount when asked.

Check Signatures / Distribution

1. After all financial business is complete, sign the checks and have either the Chair or Co-Chair look over and sign them as well. *(Two signatures are required on all checks.)*
2. Before leaving the ASC, distribute all checks to individuals personally and deposit the ASC / Subcommittee rent check in the location requested by the hosting institution.
3. For all checks paid by mail, place the checks in envelopes for distribution after the ASC.

Recordkeeping / Security

1. Place all documents (bank statement, receipts, invoices, log sheet, forms, etc.) pertaining to that month's ASC meeting financials in the 3-tab Manila folder created previously.
2. Place the 3-tab Manila folder into the Treasurer's Briefcase, lock the briefcase and keep it in your sole possession until after you leave the ASC.

After the ASC

Bookkeeping

1. If necessary, recalculate Areas "1" through "6" and recount ALL deposits until Area "7"
Total Deposit = actual cash deposits. Use Area "4" as a reconciliatory account if needed.
2. Deposit funds in the ASC bank account within one (1) business day, obtain a deposit receipt and mail all checks.
3. Scan the Treasurer's Paperwork into MS Word or PDF, title the document "Treasurer's Paperwork" along with the current ASC month and year in the title and e-mail the file to the Secretary for inclusion in the ASC Minutes. Treasurer's Paperwork documents are:
 - a. Treasurer's Worksheet – Register Form,
 - b. Deposit Receipt,
 - c. Literature – Donation Log Sheet,
 - d. Check Requisition Form, and
 - e. Outstanding Checks Form.
4. Place the completed month's 3-tab Manila folder in the Treasurer's Archive Box for safekeeping, future reference, financial record management and potential tax audits.
5. Print or copy the following month's blank Treasurer's Paperwork documents and label each, in the upper right hand corner, with the date (month, day, year) of the next ASC.
6. Place all the documents in the Treasurer's Briefcase until next month's Reconciliation.

APPENDIX IV

CONVENTION COMMITTEE POLICY

**Bucks County Area
Narcotics Anonymous**

**Convention Committee
Policy**

January 2016

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I Formation of Convention Committee

- The Chairperson will be elected at the Bucks County Area Service Committee (BCASC) meeting. The first meeting to form the committee will be held immediately following the next ASC meeting. The Bucks County area groups are invited to send two representatives, one convention representative and one alternate convention representative. Voting privileges are only extended to the Bucks County Area Group Convention Representatives (BCA Group Convention Reps) during the formation of the committee. The Bucks County area groups set the clean time requirements for their respective representatives; the suggestion is one year. After all positions are filled, the Administrative Committee (See Section II for members) are also extended voting privileges. The Chairperson can only vote in the event of a tie. All nominees for positions must be present for nominations, qualifications and elections. Clean time is not suggested, it is required to run for a position. Quorum will be established at the beginning of each meeting.
- To establish quorum, two-thirds majority of active voting members must be present for any type of voting to occur. If a quorum is not established, the committee will handle any business that does not require voting. A description of all committee positions, duties, and qualifications are documented in this policy. The committee that is elected will hold their positions until the convention is completed and all financial reports are submitted to the BCASC. It is important to understand that a complete financial report must be submitted by the Chairperson, and Treasurer. Any member of the Administrative Committee, BCA Group Convention Reps, or Sub-Committee Chairperson may not hold more than one position, and that position for more than two consecutive terms. Any elected member of the committee that misses two consecutive meetings without an excused absence will forfeit their position. Nomination and elections of a vacant position will be held at the following convention committee meeting. In the event a BCA Group Convention Rep misses two consecutive meetings, the Chairperson will contact and inform that group of the issue.
- **Removal from Office:** In circumstances other than absence, removal from office will require a two-thirds majority vote of the administrative committee to decide if the motion is in order.
- If the motion is found to be in order, it will be presented to the convention committee voting members requiring a two-thirds majority.
- All convention Committee meetings should take place at a regularly scheduled time and place. The times and dates of all scheduled meetings will be voted on by the BCA Group Convention Reps, at the first convention meeting. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. An effort should be made to encourage participation from all members of the committee.

II Convention Committee Members and Qualifications

- The convention committee consists of an Administrative Committee, BCA Group Convention Reps, and Sub-committee chairpersons. Qualifications are as follows:

BCASC Convention Committee Members	
Position	Clean Time (Years)
Administrative Committee	
Chairperson	5
Co-Chairperson	5
Secretary	2
Treasurer	5 (including a source of income)
Co-Treasurer	5 (including a source of income)
Hotel Liaison	3
Fund Raising (Event Coordinator)	4 (including a source of income)
Merchandise	3 (including a source of income)
Registration	3 (including a source of income)
BCA Group Convention Representative	
Group Representative	Established by groups (see Note)
Alternate Group Representative	1
Sub-Committee Chairpersons (See Note 2)	
Convention Information	2
Arts and Graphics	2
Hospitality	2
Security	2
Program	4

Note: 1) BCA Group Convention Reps qualifications are set by their respective home groups. The Convention Committee recommends 1 year clean, a Narcotics Anonymous (NA) Sponsor and prior NA service, and should also base their lives and recovery on the principles of Narcotics Anonymous.
2) The clean time requirements for Co-Chairperson of a Sub-Committee is one year less than Chairperson.

- The Administrative Committee and Sub-Committee Chairperson must have an NA sponsor and an NA home group, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA, and some prior Convention Committee experience would be helpful. All positions that handle money must have a source of income.

III Convention Committee Member Duties

- Duties for the Administrative Committee, BCA Group Convention Reps and Chairpersons are as follows:
- Administrative Committee
 - The Administrative Committee carries out (administers) the conscience of the convention committee. Its function is to support sub-committees and facilitate communication between them. They may hold separate meetings as necessary.
 - The members of the Administrative Committee discuss the performance of each sub-committee, as well as the convention budget, and other matters that affect the convention. The results of these discussions will be included in the Chairperson's written report to the Convention Committee.

- Comments and suggestions from the BCASC are included in the Chairpersons report at the beginning of each Convention Committee meeting. The responsibilities of the Administrative Committee are as follows:
- **Chairperson:**
 - Leadership qualities and administrative skills
 - Organizes convention committee meetings. Stays informed of the activities of each subcommittee, attends each event, and provides help when needed.
 - Helps resolve personality conflicts.
 - Provides guidance and support to the subcommittees. Only major issues need to be brought to the Convention Committee meetings.
 - Prepares the agenda for Convention Committee and Administrative Committee meetings.
 - Votes only to break a tie.
 - Attends all BCASC meetings and reports Convention Committee status.
 - Convention Committee status reports to the BCASC should include: updated Convention Committee Treasurer's report, financials, past and up-coming events, open positions, and area participation (complete list of group reps who participated in the last convention committee meeting).
 - Responsible to submit a complete financial report to the BCASC at the conclusion of the convention.
 - Is one of the signers on the checking account
- **Co-Chairperson:**
 - Leadership qualities and administrative
 - Acts as a chairperson for any sub-committee if the chairperson or co-chairperson is unavailable or not yet elected.
 - Attends subcommittee meetings, as needed, in order to insure they receive the necessary guidance
 - Reports to the BCASC meetings in the event the chairperson is unavailable to attend.
 - Is a signer on the checking account.
 - Co-chairperson is responsible for collecting hotel deposit slips and receipts in the absence of the Treasurer and Co-Treasurer during the convention.
 - Along with the Hotel Liaison and through the duration of the convention, is physically present to respond to and deal with any hotel issues that arise.
- **Secretary:**
 - Service experience, access to a computer, and good typing and administrative skills
 - Takes accurate minutes of all sub-committee meetings and collects subcommittee reports.
 - Distributes minutes to committee members and area secretary. Minutes should be distributed no later than two (2) weeks after convention committee meetings. Maintains a contact list of committee members for committee use.
 - After the convention, the Secretary will provide the BCASC with a complete set of meeting minutes for the archive file.

○ D. **Treasurer:**

- Custodian of Bucks County Area Convention Committee (BCACC) Funds.
- Co-signer of the BCACC account. The signatures required for the account and checks are any two of the five signatures which are the Convention Treasurer, Convention Co-Chairperson, BCACC Chairperson, BCASC Treasurer, and co-Treasurer. BCACC Treasurer and co-Treasurer cannot be co-signers on the same check.
- Works within the Administrative Committee to establish a budget for the convention beginning with the seed fund provided from the previous convention's profits
- Writes all checks and is responsible for collecting receipts to account for all subcommittee expenses. Checks will not be written without a check requisition request form (See Attachment 1) and no checks may be pre-signed.
- Treasurer is to collect all deposit slips and/or funds from all sub-committee chairs at each committee meeting and is responsible for matching slips with bank statements.
- Responsible for all money, pays all bills, and advises chairperson on cash supply, income flow, and rate of expenditures.
- Reviews subcommittees reports for deviations from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report.
- Responsible for preparing and submitting updated financial reports at each convention meeting and to submit a complete financial report to the Chairperson at the conclusion of the convention
- All requests for reimbursements must be accompanied by receipts and purchase orders.
- The Treasurer will use a triple carbon receipt book during the convention to be turned in as part of the final report.
- During the convention the Treasurer and Co-Treasurer will be responsible for collecting all money from subcommittees on an hourly basis and giving each subcommittee a receipt for the money collected. The money collected will be deposited immediately in the Hotel safe, lock box, or the bank. The Treasurer will pay the Hotel bill by check at the conclusion of the convention. Within 24-hours following the convention, all monies must be deposited in the convention committee bank account.
- A quarterly review of all financial records will be made by the BCASC and a written report will be submitted to the BSASC meeting.

- **E. Co- Treasurer:**
 - The duties and requirements for the position are the same as the Treasurer.
 - BCACC Treasurer and co-Treasurer cannot be co-signers on the same check.
- **BCA Group Convention Representatives:**
 - Must be nominated and elected by a BCA Group
 - Is a voting member of the Program Subcommittee and the Convention Committee.
 - Cannot hold any other position, within the Program Committee, other than Secretary.
 - Reports to the Home Group on the progress of the convention.
 - Makes nominations for speakers and chairpersons for the convention.
- **Alternate BCA Group Convention Representatives:**
 - Are participants on the Convention Committee and Program Subcommittee. They have the same responsibility as the BCA Group Convention Representative in the absence of that representative.
- **Sub-Committees:**
 - All subcommittees are to submit a complete and detailed final report at the conclusion of the convention prior to the next scheduled BCASC meeting. All subcommittee responsibilities continue at the conclusion of the convention and until all final reports are submitted to the BCASC by the Convention Chairperson.
- **Hotel Liaison:**
 - Acts as liaison between the convention committee and the hotel.
 - Works with the Registration Subcommittee to project attendance figures to determine amount of meeting space, hotel rooms, banquet and breakfasts which will be needed.
 - Submit for approval any catering proposals such as coffee, banquet, brunch, breakfast.
 - Establish an arrangement so that only the Chairperson, Co-Chairperson, or Hotel Liaison will have authority to sign for services during the convention, except for coffee
 - Have all contracts reviewed by an attorney and signed by the BCASC Chairperson.
 - During convention will be responsible to maintain communication with the hotel Friday or Saturday night and will be coordinate with Convention Co-Chairperson.
- **Event Coordinator:**
 - At the first meeting, the subcommittee elects a treasurer to maintain funds generated by this subcommittee. The treasurer's requirements are: Three (3) years clean, a source of income, and accounting skills.
 - Subcommittee plans and carries out all pre-convention and convention activities (see attachment 2).

- The Event Treasurer will deposit all funds in the convention account or turn over to the Convention Treasurer by the next working day. A deposit slip must be given to the Convention Treasurer at the next convention meeting.
- Responsible for all entertainment events prior to and at the convention that have been approved by the Convention Committee (see attachment 2).
- Prepares and submits a budget of all fund raising activities to the convention treasurer within 60 days of the formation of this subcommittee. The budget can be a rough estimate at the beginning of the planning and revised as the convention draws near. This should also include entertainment events at the convention.
- Flyers for the events should be distributed at the ASC.
- **Merchandising:**
 - Prepare and submit a budget of all proposed merchandise to the Convention Committee and Treasurer within 60 days of the formation of this subcommittee. This budget must include pre-convention and convention merchandise. The budget can be a rough estimate at the beginning of the planning and revised as the convention draws near or as pre-convention merchandising needs change.
 - Responsible for purchasing and ordering merchandise per Purchasing Policy (attachment 2). ***** Art work must be approved the Convention Committee. *** Three (3) competitive bids must be obtained. *****
 - As a guideline, based on previous experience, the initial order for pre-convention merchandise should not exceed a quantity of 100 (i.e., in total). When pre-convention merchandise inventory drops below 10%, reorder as needed.
 - Pricing for merchandise submitted to the Convention Committee for approval.
 - Must attend events to sell pre-convention merchandise.
 - Storage of all merchandise will be the responsibility of the Merchandising Chair. Inventory, Sales, and Returns will be documented and the appropriate form and/or receipt issued (See attachments).
 - All money will be deposited in the convention checking account or turned over to the Convention Treasurer by the next convention meeting.
 - Maintain a continuous inventory of items on hand and sold..
 - The guidelines for merchandise during convention. Store hours at the convention should be as long as possible. All outside vendors should be reviewed by the Merchandise Subcommittee and approved by the Convention Committee.
 - During the convention deposits will be picked up on a schedule established by the Treasurer or Co-Chair. Receipts will be given for all funds collected.
 - Physical inventory will be the responsibility of the Merchandise Chair.
 - Spot inventory must be done on a daily basis (see attachment 3b).
 - Cash registers with captured tape receipts and/or other comparable technologies are mandatory.
 - Either Chair or Co-Chair must be in store to oversee operation.
 - Only damaged merchandise can be discounted.
 - The guidelines for merchandise after the convention.
 - An inventory will be done by the Convention Chair and Merchandise Chair at the hotel.
 - Merchandise sales receipts are to be turned over to the Convention Treasurer, and a final merchandising report, containing the final inventory, will be submitted to the Convention Chair within one (1) week following the convention. Convention deposit slips will also be submitted at this time.

- Convention merchandise pricing will remain in effect until 60 days after the convention at which point the merchandise may be offered at a discounted price. All money collected from sales will be deposited in the BCASC account.

- **Registration:**

- Committee is responsible for obtaining a Post Office Box to be used during each convention.
- Will coordinate with Arts/Graphic Committee to create convention registration forms
- The committee will be responsible for picking up all mail weekly at the P.O. Box and distributing to all other committees when needed.
- All money received by registration will be turned over to the Convention Treasurer as soon as possible. Receipts will be issued by the Treasurer at the next convention committee meeting.
- Maintain log records of registrations, banquet, brunch and event tickets sales. The quantities will be reported at each Committee Meetings. This log will also be kept current at the convention.
- A three copy receipt book will be used by committee, receipt #1 mailed to registrant, #2 given to treasurer with each deposit slip at each convention meetings, #3 to be retained in the book for registration committee records.
- The registration committee is responsible for preparing a complete registration packet with input from the other subcommittee.
- Cash registers with captured tape receipts and/or other comparable technologies are mandatory for use at the convention.
- Responsible for appointing and overseeing cashiers and registration volunteers during the convention.
- During the convention, money and all second part receipts will be turned over to the Treasurer as per the agreed upon schedule.
- The committee will inventory all packages at the close of registration
- The Registration Chairperson will prepare a final report which will include a complete breakdown of all registrations, event tickets sold, and all items that were given away. In order to maintain accountability all serialized tickets and merchandise, must be returned along with the report to the Convention Chair prior to the next scheduled BCASC meeting.

- **Convention Information:**

- This committee is to inform the fellowship of our event by sending out flyers to The RSCs, RSOs, and the WSO which would include getting the information in the News line and NA Way, and On-line Web.
 - Should also work closely with the other subcommittees.
 - The Chairperson of the committee should have their phone number on the flyer to provide information.
- **Arts & Graphics:**
 - This committee is responsible for designing the logo for the convention and the convention merchandise, with the approval of the Convention Committee.
 - This committee is also responsible for making the convention and directional posters used at the convention; in addition to making the banner or having the banner made for the convention.
- **Hospitality:**
 - Responsible for planning and operating the Hospitality room at the convention.
 - Works with registration committee to provide local transportation, tourist, dining and other information pertinent to the local community.
 - Responsible for setting up banquet room including clean time count down gifts, center pieces, and all decoration needed.
- **Security:**
 - Keeps order in facilities where convention and dances are held.
 - Assists fund-raising at dances and during convention.
 - Responsible for collecting tickets at all events during the convention (i.e., brunch, banquet, dance, etc.).
 - Works with Hotel security to police convention attendees in the lobbies and hallways of the Hotel/Convention Center.
 - Will have walkie-talkies for communication purposes (see attachment 2).
- **Program:**
 - This Subcommittee is made up of a Chair, Co-Chair, Secretary, and all Home Group Convention Reps. The Chair and Co-Chair can not hold any other positions on the Convention Committee.
 - Hold monthly meetings up to two months prior to the convention and weekly thereafter.
 - Responsible for:
 - Selecting topics and times of all meetings including Marathon and Workshops.

- Selecting Speakers and Chairperson for all meetings, except Marathon. Traditionally, if they desire, it is suggested that the BCASC Chair chair the opening meeting, the BCACC Chair chair the banquet meeting, and the Program Chair chair the breakfast meeting.
- Selecting readers for the main meetings mention above.
- Organizes the clean time count down.
- Works closely with the Registration Subcommittee Chair in preparing the convention packet program. After the final approval of this Subcommittee, the Registration Subcommittee is responsible for the cost and printing of the program.
- Procures a Taping Company for the convention using the three bid process. The awarded contract will be reviewed by an attorney and signed by the BCASC Chair. (See attachment No.2)

IV. MOTIONS

- Motions can be made by the following Convention Committee Members:
 - BCA Group Representatives,
 - Sub-Committee Chairs, for motions on business pertaining to that Sub-Committee, and
 - Administrative Committee Members on business pertaining to that position.
- A BCA Group Representative or Alternate in the absence of the Group Representative is the only member who can second a motion. Only one second is required and recorded. If the motion is amended, only the original second can second the amended motion.
- Motions from a Sub-Committee do not need a second if they represent the conscience of that committee.
- Motions to amend this Policy shall be tabled and brought to the BCASC by the Convention Committee Chair for approval. A two-thirds majority vote of the
- existing quorum shall be required to change, add, or delete information from this existing policy.
- A ledger of all motions passed or failed will be maintained by the Convention Secretary.
- Parliamentary Authority shall be in accordance to the BCASC Policy section XV. Chart of Motions. The BCASC Chair should maintain a copy of this policy.

V. Asset Allocation

- The convention checking account shall remain open for the duration of two (2) area service committees at the conclusion of the convention to finalize all outstanding business.
- The convention checking account will then be closed and all funds transferred to the Bucks County Area checking account.
- A seed fund of up to ten thousand dollars (\$10,000) shall be established until such time as the next convention committee account is opened.
- All funds remaining in excess of ten thousand dollars (\$10,000) shall be dispersed at the discretion of the Bucks County Area.
- Convention merchandise shall remain the responsibility of the convention committee merchandise chair until such time as the convention committee is dissolved.
- In the event of dissolution, the Bucks County Area Unity subcommittee shall assume responsibility for convention merchandise.

VI. ATTACHMENTS

- No.1 Check Requisition Form
- No.2 Purchasing Policy Including Forms
- No.3 Inventory Policy Including Forms 3a, 3b and 3c
- No.4 Guide line for tickets

• BUCKS COUNTY AREA CONVENTION of N.A.

• CHECK REQUISITION FORM (Attachment No.1)

- DATE _____ CHECK

- COMMITTEE _____ CHAIRPERSON

- CHECK PAYABLE TO: _____ AMT.
\$ _____
- APPROVED BY _____ DATE _____ RECEIPT
REC'D _____
- _____

• BUCKS COUNTY AREA CONVENTION of N.A.

• CHECK REQUISITION FORM (Attachment No. 1)

- DATE _____ CHECK

- COMMITTEE _____ CHAIRPERSON

- CHECK PAYABLE TO: _____ AMT.
\$ _____
- APPROVED BY _____ DATE _____ RECEIPT
REC'D _____
- _____

•

•

- **BCACCNA**

- **Purchasing Policy (Attachment No.2)**

- There are three kinds of purchases, 1) purchase orders for merchandise, 2) contracts for services such as hotels, taping, DJs, entertainment, and 3) petty cash for supplies and incidentals usually under \$150.00. Any purchase over \$300.00 requires three bids and must be presented to the Convention Committee for approval (see attached Three Bid Form).
- All Contracts must be approved by the Convention Committee, and signed-off by the Convention Chair.
- In addition, hotel contracts must be reviewed by an attorney.
- The Bid Form requires entering the subcommittees name, type of purchase, items, quantity, price per item, and total for each item. All charges such as shipping, screens, and taxes should also be listed. The supplier's name, address, and phone number are kept confidential until after the award. After the vendor selection is made by the Convention Committee, the vendor's proposal along with the Bid Form is turned over to the Treasurer and a Purchase Order will be issued to the vendor.
- Purchase order book is to be a triplicate pre-printed form with one copy going to the supplier, the second copy to be kept on file by the requesting subcommittee to be matched-up with the invoice and the third staying in the book to become part of the permanent record.
- If the bids are for a Contract, after the award, the Treasurer will arrange for the attorney review and when completed will have the Convention Chair sign. The contract will then be returned to the appropriate Subcommittee Chair.
- A check requisition is necessary for any cash used by a subcommittee for any expenses.
- Receipts are required for the amount of cash to be reimbursed. The requisition form should be filled out and the purpose for the money should be included. Each subcommittee requesting additional funding will be required to submit all receipts whose total adds up to their last requisition (i.e., a fund raising event). This will maintain accountability within the subcommittee.

BCACCNA THREE BID FORM

Part of Attachment No. 2

Sub-Committee _____

Type of Purchase _____

ITEM	Quantity	Price Per Item	Total for Vendor "A"	Total for Vendor "B"	Total for Vendor "C"

Include all charges such as Shipping & handling, Taxes, Screens, Etc.

- **BCACCNA**

- **Inventory Policy Attachment No.3**

- The guidelines for inventory control of merchandise prior to the convention are:
 - Physical inventory upon delivery of merchandise.
 - Inventory log book.
 - Receipts for money received and merchandise both in and out.
 - Spot inventory
 - Physical inventory must be recorded and an inventory form (form 3a) and filled out by the designated committee member upon delivery. The invoice must then be compared to see if there are any discrepancies. If there are any discrepancies they must be brought to the attention of the vendor.
 - The inventory log book will maintain merchandise being given out for sale, money received, merchandise returned, and overall inventory.
 - The receipt book is to be a triplicate pre-numbered book to maintain accountability. When any money is turned in, a receipt will be issued. When merchandise is given out or returned a inventory control receipt will be given out and signed by both *parties* of the transaction. All these receipts will be logged into the inventory control log to help maintain control of the flow of merchandise and money.
 - A member of the Administrative Committee will be responsible to make a spot inventory on a regular basis to see if all merchandise is accounted for. A spot inventory (form 3b) will be filled out at each count.
- **Any person, who is selling merchandise and comes up short through actions of their own, will be responsible for the merchandise or equivalent monetary value. Persons handling merchandise should be a member of that subcommittee.**

BUCKS COUNTY AREA CONVENTION of N.A.
PHYSICAL INVENTORY CONTROL Part of Attachment 3a

<u>DATE</u>	<u>COUNTER</u>	
<u>VENDOR</u>	<u>P. O.#</u>	<u>INV. #</u>
<u>QTY. INV.</u>	<u>QTY. REC.</u>	<u>DESCRIPTION</u>

BUCKS COUNTY AREA CONVENTION of N.A.
PHYSICAL INVENTORY CONTROL Part of Attachment 3a

<u>DATE</u>	<u>COUNTER</u>	
<u>VENDOR</u>	<u>P. O.#</u>	<u>INV. #</u>
<u>QTY. INV.</u>	<u>QTY. REC.</u>	<u>DESCRIPTION</u>

BUCKS COUNTY AREA CONVENTION of N.A.
PHYSICAL INVENTORY CONTROL Part of Attachment 3a

<u>DATE</u>	<u>COUNTER</u>	
<u>VENDOR</u>	<u>P. O.#</u>	<u>INV. #</u>
<u>QTY. INV.</u>	<u>QTY. REC.</u>	<u>DESCRIPTION</u>

BUCKS COUNTY AREA CONVENTION of N.A.

SPOT INVENTORY CONTROL / FINAL INVENTORY Part of Attach 3b

<u>DATE</u>	<u>COUNTER</u>
<u>QTY.</u>	<u>DESCRIPTION</u>

BUCKS COUNTY AREA CONVENTION of N.A.

SPOT INVENTORY CONTROL / FINAL INVENTORY Part of Attach 3b

<u>DATE</u>	<u>COUNTER</u>
<u>QTY.</u>	<u>DESCRIPTION</u>

BUCKS COUNTY AREA CONVENTION of N.A.

SPOT INVENTORY CONTROL / FINAL INVENTORY Part of Attach 3b

<u>DATE</u>	<u>COUNTER</u>
<u>QTY.</u>	<u>DESCRIPTION</u>

BUCKS COUNTY AREA CONVENTION of N.A.

SPOT INVENTORY CONTROL / FINAL INVENTORY Part of Attach 3b

<u>DATE</u>	<u>COUNTER</u>
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BUCKS COUNTY AREA CONVENTION of N.A.
MERCHANDISE REQUEST FORM Part of Attachment 3c

Person Requesting **Qty.** **Description**

Issued By **Requester Signature**

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- **BCACCNA**

- **Serialized tickets Policy Attachment No.4**

- All Tickets sold for events shall be serialized sequentially in a professional manner. A
- quantity will be printed for each event and sold in sequence. Tickets left over will be returned to
- the Treasurer along with sales receipts after the event. The following is an example for Sub-
- Committees to follow:
 - **Fund raising Example** for projected 200 in attendance.
 - Tickets for event number one would be numbered 0001 through 0200, tickets for
 - event number two would be numbered 0201 through 0400, tickets for event number three
 - would be numbered 0401 through 0600 etc. Tickets for convention events will be the
 - responsibility of Registration.
 - **Registration; Example** for projected 300 in attendance.
 - Tickets for registrations would be numbered 0001 through 0300. Tickets for
 - banquet would be numbered 0301 through 0600. Tickets for breakfast would be
 - numbered 0601 through 0900. Tickets for event number one would be numbered 0901
 - through 1200. Tickets for event number two would be numbered 1201 through 1500, etc.

- **The above are examples only**

