

SMALL WONDER AREA  
OF  
NARCOTICS ANONYMOUS

POLICIES & GUIDELINES

Revised 2024



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**DEFINITION OF ABBREVIATIONS:**

ASM	Area Service Meeting
ASCM	Area Service Committee Meeting
ALT GSR	Alternate Group Service Representative
ALT RCM	Alternate Regional Committee Member
FSRNA	Free State Region of Narcotics Anonymous
GSR	Group Service Representative
H&I	Hospitals and Institutions
JAC	Joint Administrative Committee
PR	Public Relations
RCM	Regional Committee Member
SWANA	Small Wonder Area of Narcotics Anonymous
SWASC	Small Wonder Area Service Committee
U&A	Unity and Activities
WSO	World Service Office/Organization

# PART ONE: ABOUT SWANA





## **ARTICLE I. HISTORY**

In 1985, five Narcotics Anonymous (NA) groups (Delaware Step Group, Christmas Group, Serenity Group, First State Survivors and Weekend Survivors) in Northern Delaware joined together to form a new Area Service Committee. The following year, on July 19, 1986, six additional NA groups from Delaware (Just for Tonight, Give It Faith, Give It Time, Turn It Over, Start Talking About Recovery, and Attitudes in Action along with two groups from Pennsylvania, joined the original five NA groups to form the Small Wonder Area of Narcotics Anonymous (SWANA). Today, the Small Wonder Area consists of more than 50 home groups located throughout New Castle County, Delaware.

## **ARTICLE II. PURPOSE**

The purpose of the Small Wonder Area Service Committee or (SWASC or ASC) is to promote unity within our area and to serve as a link between our home groups and the Free State Regional Service Committee of Narcotics Anonymous (FSRSCNA) as well as the Free State Regional Service Office (FSRSO). To further the purpose of the SWASC, we create subcommittees responsible for carrying the message that “an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live.” – *6<sup>th</sup> Tradition, Basic Text, p. 68*

## **ARTICLE III. SERVICE STRUCTURE**

The Small Wonder Area is guided by the 12 Traditions and 12 Concepts for NA Service, along with all new service structure literature approved by World Services, unless it is in conflict with our current Policy and Guidelines.

*Note: There is to be no replication of the name Small Wonder Area name, SWANA or any other combination of the Area's name for merchandise unless first approved by the Small Wonder Area.*



# PART TWO: AREA SERVICE



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## ARTICLE IV. AREA SERVICE COMMITTEE MEETINGS

### SECTION IV-1: WHEN & WHERE ASC MEETINGS ARE HELD

#### A. ASC Meeting Date, Time & Location

- The regular ASC meeting (ASCM) is held from 7:00pm to 9:00pm on the third Wednesday of every month at Christ the Cornerstone Church, 6 N. Clifton Ave, Wilmington, DE 19805.
- The ASCM may be held in a room other than the usual one, at the discretion of the church.
- A meeting change can only occur by voting ASCM participants.

#### B. Extending Area Service

- If Area Service runs over two hours (i.e. past 9:00pm), the GSRs present will decide by way of a motion and vote if the meeting will continue so that all reports can be presented and pressing issues be resolved.
- If the meeting continues and a GSR must leave due to a prior commitment, they are permitted to do so, but are instructed to inform the Area Secretary.

### SECTION IV-2: WHO ATTENDS ASC MEETINGS

Individuals who attend Area Service are considered to be one of the following types of participants:

1. *Voting Participant* – A voting participant is a Group Service Representative (GSR) or Alternate GSR elected by the conscience of a SWANA home group. All GSRs can vote at Area Service regardless of whether or not they have attended previous Area Service meetings. The ASC Chairperson may also be a voting participant in the event that a tie-breaker is required.
2. *Non-Voting Participant* – A non-voting participant is an ASC officer, subcommittee chair or a home group representative who is neither a GSR nor Alternate GSR.
3. *Observer* – An observer is any person who wishes to attend Area Service to get or give information pertaining to SWANA. An observer may ask questions at the chairperson's discretion during Open Forum, but may not vote.

### SECTION IV-3: HOW TO PREPARE FOR AREA SERVICE

In order to make each ASC meeting run smoothly and efficiently, home groups and subcommittees are asked to prepare reports and/or financial statements in advance of Area Service.

1. *GSRs* – Prior to attending ASC and typically completed at a home group's business meeting, GSRs are requested to present a monthly report in writing to Area Service, and may give a verbal report during the first part of the meeting.
  - This report should include how the meeting is progressing and/or any challenges that are present, and any announcements, such as a home group anniversary, etc.
  - Groups are also requested to submit a financial statement to the area secretary at each ASM.

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- A blank form is included in each month's Minutes, and a sample can be found in the Appendix.
  - 2. *Subcommittees* - Each Sub-Committee Chairperson must submit a legibly written report to the ASC Secretary at each ASC meeting.
    - The report should include an itemized budget and a financial accounting of all funds on hand, when applicable.
    - All subcommittees must include any events they are planning in their reports for 2 consecutive months prior to the event. This allows for better communication about what is taking place in the Area, and allows home groups and subcommittees to avoid conflicting events on the same day.

#### **SECTION IV-4: WHAT TAKES PLACE AT AREA SERVICE**

A variety of business is conducted at Area Service meetings related to the running of the Area's home groups, subcommittee activities, finances and structure, along with the election of Trusted Servants. A summary of these activities follows. For the specific ASC meeting format, see *Article V, Section V-2*.

1. Roll call is taken to determine if a quorum has been met, which allows voting to take place.
2. New home groups are invited to introduce their meeting name and trusted servants, the location, dates & times of meetings, along with the reason the group was formed.
3. The Area's executive officers and sub-committees report on their activities and finances, announce events and answer questions from the GSRs.
4. The financial status of the Area is reviewed, including income and expenses.
5. Motions are presented, discussed and voted on.
6. In nomination and election months, the ASC executive officers and subcommittee chair positions are filled for the coming year.
7. Open Forum allows for the discussion of Area and/or group issues, questions, concerns and suggestions.

#### **SECTION IV-5: HOME GROUP PARTICIPATION AT ASCM**

- Small Wonder Area home groups are strongly encouraged to participate in the service structure by attending Area Service each month.
- Any groups who are not present for two consecutive ASC meetings will not be on roll call. Once they return to the area, they will be included at the following ASC meeting.
- Any new group that wishes to be included as part of the Area must have a GSR, Secretary and Treasurer to become a voting participant. The group must be present for three consecutive ASC meetings to be included on the SWANA meeting list.
- Any group that did not receive a copy of the previous month's minutes should check with the Secretary to confirm that the correct home group email address is being used.

**SECTION IV-6: SPECIAL MEETINGS**

In addition to regular, monthly ASC meetings, there are several special meetings that may be held:

1. *Election Meetings* – The regular meeting in the month of June should be known as the election meeting and should be for the purpose of electing officers. For specifics on nominations and elections, see Article VI. Electing Trusted Servants.
2. *Emergency Meetings* – Emergency meetings may be called by the ASC Chair upon the written request of the JAC or GSRs. The purpose of the meeting should be stated. No business other than that which is stated will be conducted. At least seven days' notice should be given.
3. *Joint Administrative Committee (JAC) Meetings* – The JAC is a meeting that takes place the third Sunday of every month before Area Service. The purpose of JAC is to bring together the executive body and all subcommittee and ad-hoc committee chairs to review any financial items/issues and motions to be presented at ASC - especially those pertaining to expenditures of area funds. These motions must first be submitted to the JAC for discussion and approval prior to being made at ASC.

The JAC should consist of the Area Chairperson, Co-Chair, Secretary, Treasurer, RCM, Policy Committee Chair, Sub-Committee Chairpersons and Ad-Hoc Committee Chairpersons. For the JAC meeting format, see Section V-1 on the following page.

**ARTICLE V. COMMITTEE MEETING FORMATS****SECTION V-1: JAC MEETING FORMAT**

The Joint Administrative Committee (JAC) meeting provides an opportunity for the ASC Officers and Subcommittee Chairs to discuss and address any issues, financial requests and motions they may have prior to the Area Service meeting. JAC is held before Area Service, from 6:00-7:00 pm, at the same location.

**A. Open Meeting**

1. The Co-Chair calls the meeting to order and opens with the “We” version of the Serenity Prayer.
2. The Secretary reads the Second Tradition.
3. The Co-Chair asks a member to read the 12 Concepts.
4. The ASC Secretary takes roll call.

**B. Discussion**

5. The Co-Chair invites the ASC Officers, Subcommittee Chairs and Ad-Hoc Committees to present any concerns that may need to be discussed prior to Area Service.
6. *Note:* It is not necessary for each officer or committee to read the report they will be providing to the GSRs at Area Service.

**C. Old Business**

7. The Co-Chair asks if there is any Old Business that needs to be resolved prior to or at ASCM.

**D. New Business**

8. The Co-Chair asks if there are any financial requests that will be made at ASCM.
9. The Co-Chair asks if there are any motions that will be made at ASCM.

**E. Close Meeting**

10. JAC should close at approximately 6:45pm to allow for the set-up of Area Service.



**SECTION V-2: ASC MEETING FORMAT**

In order to limit distractions during the ASC meeting, no one may hold a side conversation and/or talk at area service unless the area chairperson recognizes him or her.

**A. Open Meeting**

1. The ASC Chairperson calls the meeting to order at the designated time by first calling for a moment of silence followed by the Serenity Prayer.
2. The Chair asks that a member read the 12 Traditions of NA.
3. The Chair asks that a member read 12 Concepts of NA.

**B. Roll Call**

4. The Chair or Secretary conducts a roll call of all Area home groups and ASC officers.
5. At the end of roll call, the Chair asks if any groups did not hear their name called, or if there are any new groups attending.
6. New groups are asked to introduce the group, including when and where they meet, their purpose for starting the meeting and if all trusted servants in place (Treasurer, Secretary, GSR, Alt-GSR). The Area should ask how it can help the group be successful.
7. New groups should also indicate if this is their first, second or third time at Area Service so that the Meeting List Chair will know when to add them to the meeting list

**C. Establish a Quorum:**

8. The Chairperson asks voting GSRs and alternates to raise their hands, and the Chair and Secretary count how many home groups are voting.
9. The Secretary states if a quorum has been met. This means at least 51 percent of all home groups in the Area must have a GSR or Alt-GSR present in order to fulfill a quorum at the time of voting.

**D. Approval of Minutes:**

10. The Chair asks if there are any additions or corrections to the previous month's minutes. If not, the Chair asks for a motion to approve the minutes as submitted.
11. If there are corrections, the Secretary is asked to read the section in question, followed by discussion and a vote to make a change, if necessary. The Chair then asks for a motion to approve as submitted or amended.

**E. Home Group Reports:**

12. The Chair asks if there are any announcements or issues from the Home Groups.
13. The Chair also advises that if any groups have changes of pertinent information to update their information with the ASC Secretary.

**F. Old Business:**

14. Nominations and motions that were sent back to groups are voted on at this time. (Note: While the chair may take a question or two at his/her discretion, this is not the time for GSRs)

to discuss or debate a motion. Dedicated time for discussion and debate is provided during New Business and at subcommittee meetings.)

15. When all motions are voted on, any previously unsettled and/or tabled issues are discussed.

#### **G. Subcommittee Reports:**

16. The Chair selects one subcommittee chair at a time to read their report. Subcommittee chairs will give their reports orally, and provide a written report to the Secretary.
17. A few questions may be asked during the subcommittee reports, but this is not the time for extensive discussion. The ASC Chair should utilize discretion when discussion gets too lengthy, and direct concerned members to attend the subcommittee meeting.

#### **H. ASC Officer Reports:**

18. The Chair then requests reports from one ASC Officer's at a time until all reports have been given.

#### **I. 2<sup>nd</sup> Roll Call:**

19. Following the ASC Officer reports, the Chair or Secretary takes roll call for a second time (at approximately 8pm).

#### **J. New Business:**

20. The Chair asks if there are any requests for funds from the subcommittees or officers.
21. When this is completed, the Chairperson calls for any new motions to be presented. Motions are then discussed and debated and pros & cons are provided for each. *For specific details on the motions process, see Part Five, Article VIII - Motions.*
22. The Chair proceeds through all new business motions until completed.

#### **K. Open Forum:**

23. This is the time for discussion of any topics relevant to NA that need the input of the ASC officers and GSRs. Anyone from the floor may introduce a topic.

#### **L. Close Meeting:**

24. After all business has been conducted, the chair or a GSR may call for a motion to close. The motion must be seconded.
25. The meeting should be closed in a circle, during which the Literature Chair and ASC Treasurer provide the amount of funds collected during the ASC meeting.
26. The Chair or other designated member closes the meeting with the Serenity Prayer.

# PART THREE: ASC OFFICERS



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## ARTICLE VI. ELECTING TRUSTED SERVANTS

### SECTION VI-1: TRUSTED SERVANT POSITIONS

The Officers of SWANA's Area Service Committee include: Chairperson, Co-Chairperson, Secretary, Co-Secretary, Treasurer, Co-Treasurer, RCM and Alternate RCM.

ASC Subcommittee Chairs include: Convention, Hospitals & Institutions (H&I), Literature, Meeting List/Web Site, Outreach, Phone Line, Policy, Public Relations and Unity & Activities (U&A).

### SECTION VI-2: THE NOMINATION PROCESS

#### A. Who Can Make a Nomination:

- Any member of Narcotics Anonymous may submit nominations through their home group, which will be brought back to the Area Service Committee by the group's GSR.
- Any member attending the ASC meeting may also make a nomination.

#### B. Who Can Be Nominated:

Nominations should be made based on the "group conscience" of a home group, with the following considerations in mind:

- Is the person being nominated interested in serving in the position you would like to nominate him/her for?
- Does the individual meet the qualifications of the Trusted Servant position, as described in *Article VII. ASC Position Descriptions & Qualifications* or *Article VIII. SWANA Subcommittees*?
- Is the individual willing and able to perform the responsibilities of the position?

#### C. When to Nominate:

##### ASC Officers & Subcommittee Chairs

- Nominations for ASC Officers and subcommittee chairs take place annually in the months of April and May, to allow for two months of nominations prior to elections in June.
- Notice of ASC nominations should be sent out to the home groups in March and April's minutes.
- Members who want to run for an ASC officer position or subcommittee chair must be present for nominations in March or April (or the month they are nominated if other than March or April).

##### Convention Body Officers

- Nominations for Convention Body Officers (including Convention Chair, Co-Chair, Secretary, Treasurer and Co-Treasurer) are solicited in the month of March.
- Notice of Convention Body nominations should be included in February's minutes.

- Members who want to run for a Convention Body Officer position must be present for nominations in March (or the month they are nominated if other than March).

#### **D. How the Nomination Process Works:**

During ASC meetings in nomination months, the following will take place during the New Business portion of the format:

- The ASC Chair will begin by choosing an open position and requesting the Policy Chair to read a description of that office, along with its qualifications to serve and responsibilities from the SWANA policy.
- The ASC Chair will then open the floor for nominations. Anyone nominating a member for a Trusted Servant position will make a nomination at this time. **Note: In order to be nominated for an ASC position, an individual MUST be present at the time of nomination, regardless of whether or not it is a regular nomination month (such as when a position vacancy is being filled.)**
- A GSR or Alternate GSR MUST second each nomination; if there is no second, the individual nominated will not be eligible to run for that office.
- Once the nomination receives a second, the nominee has an option to accept or reject it.
- The ASC Chair continues to accept nominations for the selected position. When there are no more nominations, the Chairperson will close nominations for that position and asks each nominee to qualify him- or herself.
- Nominees will take turns verbally providing their qualifications, including clean time, prior service experience, why they want to serve the Fellowship and any other relevant information. All nominees must meet the stated SWANA qualifications for the available position.
- Nominees also need to submit their qualifications in writing to the area secretary, to be included in the ASC minutes prior to voting the following month. The Secretary will provide the nominee with this form.
- The ASC Chair will move on to the next position and repeat this process until nominations have been solicited for all positions.

#### **E. Special Circumstances Affecting Nominations:**

At times there may not be a qualified member who is willing to serve in a particular position, while a member who doesn't meet the qualifications *is* willing to serve. If this occurs, groups have the option to waive clean time and other qualifications in order to fill a vacant position. Keep in mind, however:

- Clean time and other qualifications will NOT be waived if anyone else nominated meets the position requirements.
- If clean time or other qualifications are to be waived, a motion must be made and seconded by a GSR or Alternate GSR, and voting GSRs must approve it.

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## SECTION VI-3:; THE ELECTION PROCESS

Once the nominations have been completed, the Area will then vote on who they want to service them in office. Regardless of position, the guidelines below will help clarify the election process:

### A. Who Can Be Elected

- Any nominated NA member who attends ASC in the election month can be elected into office.

### B. When Are Elections Held

- Elections are held annually in the month of June for ASC officers and subcommittee chairs.
- Elections are held in the month of April for Convention Body officers.
- In the event of a position vacancy, elections may be held in any month following the nomination of a qualified member.
- **In order to be elected, a member MUST be present at the time of election, regardless of whether or not it is a regular ASC election month (e.g. when a position vacancy is being filled).**

### C. How the Election Process Works

June's Area Service meeting is dedicated solely to the election of trusted servants. No other business should be conducted during this meeting. The election meeting takes the following format after roll call and a quorum has been established:

- The ASC Chair will begin by announcing the first position that is up for election, along with those who have been nominated.
- The member or members who have been nominated are asked to leave the room during voting.
- The ASC Chair will call for a vote from the GSRs – with the help of the ASC Secretary, the Chair will count the number of FOR, AGAINST and ABSTAIN votes.
- The member receiving the most FOR votes wins, unless there are more AGAINST than FOR votes for that nominee. The nominee(s) are then asked to return, and they are informed of the outcome.
- The ASC Chair repeats this process for the remaining positions until all are complete.

### D. ASC Officers

- ASC officers who are elected in June will take office in the month of July. ASC officers elected at any other time of year, such as to fill a vacant position, will begin their term the month following the meeting at which they are elected.
- ASC officers are elected to serve for one year, unless otherwise specified, or until their successors are elected. The exceptions are Policy Chair and RCM, which are two-year commitments *ending in odd years* and the Alternate RCM, which is a two-year commitment *ending in even years*.
- No officer shall hold more than one position at the ASC level, except for the area Co-Chair, who may need to fill in for any open positions on the executive committee.
- Upon election to an ASC officer position, any NA member who also chairs a subcommittee or serves as GSR for their home group should resign from their service position as soon as possible.  
*Note: This does not apply ASC officers who also hold Convention subcommittee positions.*

### E. Subcommittee Chairs

- Like ASC Officers, sub-committee chairs elected in the month of June take office in July.

- If elected at any other time of the year, a subcommittee chair's term will begin at the ASC meeting following the meeting in which they are elected.

#### **F. Convention Body Officers**

- Convention Body officers who are elected in April take office in the month of May. They should work with the outgoing Convention Body as soon as possible to ensure a smooth transition.
- All Convention Body officers serve a 26-month commitment, culminating in the Small Wonder Area Convention at the end of their term. The last two months will overlap with the incoming Body, and provide time for the outgoing committee to complete and submit their books to the Area for auditing.

### **SECTION VI-4: POSITION VACANCIES**

For a Trusted Servant position not filled during the regular nomination and election months, nominations will continue to be solicited at each subsequent ASC meeting.

In the event of a vacancy, resignation, or relapse, the following process should take place:

- *Vacancy in the offices of Chairperson or Treasurer* - the Co-Chair should assume the duties of Area Chairperson or Treasurer, and these positions will be sent out for nomination.
- *Vacancy in the offices of Secretary or RCM* – the Co-Secretary will fill the Secretary position, the Alternate RCM will fill the RCM position, and the alternate positions will be sent out for nomination.

An election to fill a vacancy should occur within two regular meetings after the vacancy arises. Notice of intent to fill a vacancy should be sent out to the groups for nominations.

### **SECTION VI-5. REMOVAL FROM OFFICE**

A trusted servant of the Small Wonder Area may be removed from their position for non-compliance with a two-thirds (2/3rds) majority vote of present voting participants.

In the event of non-compliance, the Secretary will send a written notice to the service member involved.

Non-compliance includes, but is not limited to:

- Loss of clean time.
- Non-fulfillment of the duties of their position.
- Misuse of funds and/or literature.
- Unexcused absences at two consecutive meetings, which include Area Service and JAC.
- Continued, documented violations of ASC Traditions, as noted by the SWASC.

### **SECTION VI-6. RESIGNATION FROM OFFICE**

An ASC officer may resign by providing written & verbal notice to the Chair at least one ASC meeting in advance.



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## ARTICLE VII: ASC POSITION DESCRIPTIONS & QUALIFICATIONS

### SECTION VII-1: ASC OFFICER POSITIONS

The officers of SWANA's Area Service Committee consist of the Chairperson, Co-Chairperson, Secretary, Co-Secretary, Treasurer, Co-Treasurer, RCM, Alternate RCM, and Policy Chairperson. Officers are expected to stay for the entire ASCM. A description of each position, along with qualifications needed to serve, are detailed below.

#### A. ASC Chairperson

*Term of office: 1 year, up to 2 consecutive terms*

*ASC Chair Responsibilities:*

1. Run the Area Service Committee Meeting
  - o Opens the ASC meeting on time
  - o Attends and remains for the entire ASC meeting
  - o Announces the order of business at Area Service
  - o Leads Area Service according to the format provided in *Section V-2: ASC Meeting Format*
  - o Assures that "Roberts Rules of Order" are followed
  - o Conducts the meeting with impartiality and fairness
  - o Recognizes participants at the appropriate times
  - o Expedites the business of the meeting in every way possible, while being mindful of the rights of members and observers
2. Guide the Voting Process
  - o States and puts to vote all motions that come before the ASC (except questions that relate to the chairperson), and announces the results of each vote
  - o Rules motions out-of-order
  - o Decides on all questions of order regarding motions made, seeking input from the Policy chair and/or the GSRs assembled as needed
  - o Responds to questions from members relating to the 12 Traditions and/or the 12 Concepts, as adopted by the ASC, or information bearing on the business of the ASC
  - o Authenticates by signature, when necessary, all acts, orders and proceedings of the ASC
3. Participate in Financial Activities
  - o Serves as a co-signer on the SWANA bank account
  - o Co-signs checks to be distributed to ASC officers and subcommittees at Area Service

- o Must sign a fiscal responsibility statement with the Area Secretary
- o Presents at the bank utilized by SWANA whenever bank account changes are made
- o Distributes the PO Box keys to the Convention, Treasurer, and Literature chairs

4. Forms Ad Hoc Committees

- o Appoints ad-hoc committees for such special functions as may be needed
- o Designates the purpose, chairperson, membership, and duration of the ad-hoc committee at the time of the appointment

5. Miscellaneous Responsibilities

- o Submits a legible report to the ASC Secretary to be included in the minutes
- o Conducts the general correspondence of the committees when needed

*ASC Chair Qualifications:*

- Minimum of 2 years' clean time
- 1 year of prior experience as an ASC officer or Subcommittee Chair
- Organizational, leadership and communication skills
- Valid photo ID that complies with current banking regulations
- Ability to be present at bank whenever bank account changes are made
- Has and uses an NA sponsor, including doing step work
- An example of living recovery through the application of the 12 Steps, 12 Traditions & 12 Concepts of N.A.
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

**B. ASC Co-Chair**

*Term of office: 1 year, up to 2 consecutive terms*

*ASC Co-Chair Responsibilities:*

1. Cover absences and vacancies of other chairpersons
  - o Serves as chairperson of ASC in the absence of the chairperson
  - o In the event of a vacancy at the subcommittee chair level, serves in that position until filled
  - o Stays informed of the Treasurer's position, in order to be aware of what information may be needed when the Treasurer is not available for the ASC meeting(s).
2. Assist and support subcommittees
  - o Keeps a 3-month Calendar of Events for the Area to assist subcommittees and in planning activities that do no conflict with other activities in the Area
  - o Helps assure that subcommittees are creating and distributing event flyers in a timely manner
  - o Serves as a non-voting member of all subcommittees
3. Serve in multiple capacities
  - o Chairs the Joint Administrative Committee (JAC) meeting
  - o Serves as a co-signer on the SWANA bank account
  - o Registers members of the JAC and all subcommittee chairpersons with the World Service Office (WSO)
  - o Submits a legible report to the ASC Secretary, to be included in the minutes
  - o Should stay for the entire ASC meeting

*ASC Co-Chair Qualifications:*

- 1 year of clean time
- 1 year of prior Area-level experience or experience as a Subcommittee Chair
- Valid photo ID that complies with current banking regulations
- Ability to be present at bank whenever bank account changes are made
- Has and uses an NA sponsor, including doing step work
- An example of living recovery through the application of the 12 Steps, 12 Traditions & 12 Concepts of N.A.
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

### C. ASC Secretary

*Term of office: 1 year, up to two consecutive terms*

*ASC Secretary Responsibilities:*

1. Serve as record keeper at Area Service Meetings
  - o Calls the meeting to order
  - o Presides in the absences of the Chairperson, Co-Chairperson, and the RCM
  - o Takes roll call and meeting minutes
  - o Distributes home group report forms, home group update forms, pro/con forms, etc., as needed during Area Service
  - o Signs all certified copies of any committee documents, as applicable
  - o Should stay for the entire ASC meeting
2. Type and distribute minutes
  - o Types and distributes copies of the ASC meeting minutes to all GSRs, ASC officers, and Subcommittee Chairs within 10 days after Area Service.
  - o Sends ASC minutes to the gmail accounts of each home group
  - o Scans or types the subcommittee reports and distributes with the minutes
  - o Scans and distributes a variety of attachments with the minutes, including: event flyers, notices, motion forms, pro/con forms, nomination forms, etc. Examples of each are in the Appendix.
  - o May choose to print out a limited number of copies of the Area minutes for distribution at Area Service.
3. Maintain records for SWANA
  - o Maintains records of all proceedings of the ASCM
  - o Keeps all committee reports on file
  - o Maintains scanned copies of SWANA and Convention Body bank account statements, but does not include in ASC Minutes
  - o Produces a summary of motions for each year, containing all motions considered by the ASC, their intent, any amendments, the dates, the voting statistics, and the disposition of those motions (pass, failed, tabled or withdrawn)
4. Miscellaneous responsibilities
  - o Keeps a key for the SWANA post office box
  - o Notifies participants of any Special Meetings, using such methods of notification as agreed upon by the applicable committee.

*ASC Secretary Qualifications*

- Minimum of 1 year clean
- Strong organizational skills
- General office or secretarial experience are a plus
- Ability to access and use a computer, Word processing software and email is strongly suggested
- Active for at least 6 months in the area service structure on executive or subcommittee levels
- Has and uses an NA sponsor, including doing step work
- An example of living recovery through the application of the 12 Steps, 12 Traditions & 12 Concepts of N.A.
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

**D. ASC Co-Secretary**

*Term of office: 1 year, up to 2 consecutive years*

*ASC Co-Secretary Responsibilities:*

- Helps the Secretary carry out all of the duties stated in the previous section
- Assumes the duties of the Secretary, in the case of the Secretary's absence
- Should stay for the entire ASC meeting

*ASC Co-Secretary Qualifications:*

- At least 6 months of clean time
- General office or secretarial experience and some organizational skills are suggested
- Ability to access and use a computer, Word processing software & email strongly suggested
- Active at least 6 months in the area service structure on executive or sub-committee levels
- Has and uses an NA sponsor, including doing step work
- An example of living recovery through the application of the 12 Steps, 12 Traditions & 12 Concepts of N.A.
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

## E. ASC Treasurer

*Term of office: 1 year, up to two consecutive years*

*ASC Treasurer Responsibilities:*

1. Maintain the Area's financial records
  - o Utilizes accounting software to track, balance and maintain SWANA's financial records
  - o Brings any discrepancies to the attention of the JAC for resolution
  - o Assures that all Area and subcommittee expenses are supported with documented verification of expenses, such as receipts or paid vouchers
  - o Saves the Area Treasurer's financial records for seven years, as well as the financial records of the Convention and Literature subcommittees
  - o Maintains a copy of each Requisition for Funds form submitted at Area Service, and provides copies to requesting parties
2. Serves as the custodian of Area and committee funds
  - o Accepts and accounts for the group's donations to the ASC
  - o Serves as a co-signer on the SWANA and Convention Committee bank accounts
  - o Arranges for new ASC officers who will be co-signers on the bank account to meet at the bank and sign the appropriate documentation
  - o Assures that all ASC officers and subcommittee chairs who handle funds sign a financial accountability statement, including him/herself
3. Report on the Area's financial status
  - o Utilizes accounting software to generate monthly reports for the Area, and other reports as requested by the GSRs
  - o Submits financial report, with a line-by-line listing of all expenditures, at each regular ASC meeting to be distributed with the area minutes
4. Make monthly payments on behalf of the Area and subcommittees
  - o Pays rent and cleaning costs for space utilized by the ASC for their regularly scheduled meetings
  - o Pays all necessary bills that keep SWANA running (automatically each month) without further approval
  - o Automatically donates 10% of each month's group donations to the Free State Region, unless the GSRs present at that meeting vote to dispense with that month's donation to the Region *Note: The check for the donation will be given to the RCM (or the Alt RCM in his absence) for donation to the Region at their next meeting.*

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5. Pays the following fixed subcommittee costs on an annual basis:
    - o Regional phone line
    - o U&A's storage fee & meeting space rent, along with the pavilion cost at Brandywine Springs Park for the Area's annual picnic
    - o H&I's meeting space rent
    - o Any other subcommittee that has a fixed repeating monthly expense that can be paid annually Note: Annual is defined to include July through June of the following year, and to coincide with the yearly elections.
  6. Miscellaneous responsibilities
    - o Keeps a key to the SWANA post office box

*ASC Treasurer Qualifications:*

- At least 2 years of clean time
- Ability to communicate, lead and organize
- Must have knowledge of checks and balances
- **Must** have a job
- Must be able to provide valid identification that complies with current banking regulations
- Must be present at the bank whenever bank account changes are made
- Has and uses an NA sponsor, including doing step work
- An example of recovery as evidenced by the application of step work to life on life's terms
- Working knowledge of the 12 Traditions & 12 Concepts of NA
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

**F. ASC Co-Treasurer**

*Term of office: 1 year, up to two consecutive terms*

*ASC Co-Treasurer Responsibilities:*

1. Assist Treasurer in carrying out duties
  - o Serves as the ASC Treasurer in case of the Treasurer's absence
  - o Assists the Treasurer with the bookkeeping, drafting checks, and other related duties
  - o Produces a written, year-end summary of the group's donations
  - o Stays for the entire ASC meeting

*ASC Co-Treasurer Qualifications:*

- 1 year of clean time
- One year of prior experience as a group treasurer and prior participation in ASC
- Ability to communicate, lead and organize
- Must have knowledge of checks and balances
- **Must** have a job
- Valid photo ID that complies with current banking regulations
- Ability to be present at bank whenever bank account changes are made
- Has and uses an NA sponsor, including doing step work
- An example of living recovery through the application of the 12 Steps, 12 Traditions & 12 Concepts of N.A.
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

**G. ASC Regional Committee Member (RCM)**

*Term of office: 2 years, ending in odd years, up to two consecutive terms*

*ASC RCM Responsibilities:*

1. Inform the Small Wonder Area of the Free State Region's activities
  - Prepares a full and legible written report on the Regional Service Committee meeting, includes a financial accounting, for sharing at the ASC meeting
  - Should attend and stay for all ASC meetings
2. Represent the Small Wonder's ASC at Free State Region committee meetings
  - Should attend all FSRSC meetings
  - Prepares a full and legible written report on SWASC's progress, projects and problems for sharing at the Regional Service Committee meeting
  - Carries the group conscience of SWASC to the FSRSC meetings
  - Carries the SWASC donation to the FSRSC, and delivers the check to the Regional Treasurer or to the Regional Co-Treasurer before the start of the RSC meeting
3. Stay current on WSO news and activities
  - When the WSC Agenda Report comes out each year, the RCM must be well informed on all agenda items, in order to disseminate this information to the groups



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#### 4. Miscellaneous responsibilities

- o Calls the ASC meeting to order in the absence of both the Chair and Co-Chair
- o Submits travel expenses to the ASC Treasurer (Note: RCM will be reimbursed travel expenses which include one overnight stay during the Regional Service weekend)

#### *ASC RCM Qualifications:*

- 3 years' clean time
- One year of prior experience as a subcommittee chair
- One year of prior experience at Regional level as Alternate RCM
- Active at least 6 months in the area service structure at the executive or subcommittee level
- Prior commitment as a GSR
- Ability to communicate, lead and organize
- Has and uses an NA sponsor, including doing step work
- An example of recovery as evidenced by the application of step work to life on life's terms
- Working knowledge of the 12 Traditions & 12 Concepts of NA
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

#### **H. Alternate Regional Committee Member (Alt. RCM)**

*Term of office: 2 years, ending in even years, up to two consecutive terms*

#### *ASC Alternate RCM Responsibilities:*

- Serve as RCM in case of the RCM's absence
- Attends all ASC meetings
- Attends all FSRSC meetings
- Should stay for the entire ASC meeting

#### *ASC Alternate RCM Qualifications:*

- 2 years' clean time
- At least one year of prior experience in the Area Service structure on the executive level or as a subcommittee chairperson
- Prior commitment as GSR
- Ability to communicate, lead and organize
- Has and uses an NA sponsor, including doing step work

- An example of recovery as evidenced by the application of step work to life on life's terms
- Working knowledge of the 12 Traditions & 12 Concepts of NA
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

# PART FOUR: SUBCOMMITTEES



**ARTICLE VIII: SWANA SUBCOMMITTEES****SECTION VIII-1: FORMING A SUBCOMMITTEE**

*“Area committees exist primarily to help make NA groups more effective in carrying the recovery message to the still-suffering addict. Area committee services either:*

- attract addicts to meetings,
- provide materials for use in meetings,
- conduct activities designed to strengthen meetings, or
- perform the administrative functions necessary to do these things.”

*- A Guide to Local Services*

**A. Subcommittee Formation**

- The Area Service Committee may establish subcommittees and elect an initial chairperson to perform certain duties upon approval by the voting members of the ASC
- Subsequent officers of the subcommittee will be elected by the subcommittee’s membership

**B. Subcommittee Guidelines**

- All ASC subcommittees should create and adopt guidelines that are consistent with currently approved NA guides to local services manuals, the 12 Traditions, 12 Concepts, WSC Sub-Committee Guidelines, and SWASC policy.
- Each subcommittee should submit a copy of their guidelines to the Policy committee.
- Guidelines are subject to review by the JAC for approval to be included with area policy.

**C. Subcommittee Financial Responsibilities**

- All area subcommittees that have budgets and handle finances are to make a detailed six-month budgetary plan for funds, due by August and February of the year. The plan is to be submitted to the area treasurer, area secretary and the ASC, and reviewed in JAC.
- To ensure financial accountability, subcommittees must submit requests for funds both inside and outside of their regular budget in writing on a SWANA requisition form to the Area Treasurer each month
- Subcommittees must submit all receipts for monies used by the committee to the treasurer monthly.

**D. Subcommittees at Area Service**

Subcommittee chairpersons must attend and stay for the entire monthly ASC meeting, and should notify the ASC Secretary if leaving the meeting.

- Each subcommittee chairperson must submit a written report to the ASC. The report should include an itemized budget and a financial accounting of all funds on hand, when applicable. Subcommittee chairs are to prepare their reports prior to, not during, the ASM.
- With the exception of the Convention Committee, only one representative from a subcommittee can represent that subcommittee at the ASC meetings. Convention Body may be represented by both the Chair and the Convention Treasurer.
- Subcommittees can state their motions during their reports, but will submit motions during new business.
- All subcommittees must include any events they are planning in their reports for two consecutive months prior to the event. This allows for increased communication throughout the area regarding upcoming events and helps avoid having more than one event in the area on the same day.
- In addition to attending JAC and ASC, several of the subcommittee chairs must also attend the Free State Region “on-month” meetings: H&I, Phone Line, Literature, PR, U&A. “On months” are February, April, June, August, October and December. Subcommittees meet from 10am-11am; chairs are permitted to leave afterwards. If desired, chairs may stay for the Regional meeting, which takes place from 11:30am-2:30pm.

**SECTION VIII-2: CONVENTION COMMITTEE****A. Purpose:**

*The Convention Committee plans, organizes, coordinates and hosts the Small Wonder Area's bi-annual convention featuring NA speakers, workshops, merchandise, dances, breakfast/lunch/dinner events, and more. This body has its own subcommittees, each of which is responsible for a different area of the convention planning process.*

**B. Functions of the Convention Committee:**

1. Plans, coordinates and hosts Small Wonder Area's bi-annual convention
2. Plans, coordinates and hosts fundraisers to pay Convention costs
3. Meets monthly to share subcommittee updates, plan activities, discuss financial matters, vote on motions, etc
4. Creates a theme to represent the message of recovery for each convention
5. Works in collaboration with the Area to assure a successful event

**C. Convention Committee Positions:****Convention Chairperson**

*Term of office: 26 months, beginning in the month of March and ending in the month of May*

*Convention Chairperson Responsibilities:*

1. Organize and oversee a biannual Convention of the Small Wonder Area
  - o Establishes and chairs the Convention subcommittee meetings as well as the Convention
  - o Prepares agenda for Convention subcommittee meetings and the Executive Committee meetings
2. Support convention subcommittees
  - o Organizes subcommittees and delegates major tasks to specific subcommittees
  - o Allows the subcommittees to do their jobs, while providing guidance and support
  - o Give subcommittees trust and encouragement to use their own judgment
  - o Addresses major issues brought to the Convention subcommittee meetings
  - o Stays informed about the activities of each subcommittee and provides help when needed
3. Assure convention costs are covered
  - o Prepares a budget for the Convention and convention fundraisers
  - o Works with the Convention Treasurer and Co-chair to track cash flow, overall convention costs, and subcommittee budgets

- o 4. Foster a spirit of cooperation in accordance with traditions
  - o Assures convention activities are in accordance with the principles of the 12 Traditions, and the purpose of the convention
  - o Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action
  - o Votes only to break a tie
  - o Helps resolve personality conflicts and other challenges
5. Keep the Area current on Convention progress
- o Attends monthly JAC and ASC meetings; stays for each entire meeting
  - o Submits a written report to the secretary at each Area Service meeting, including a financial accounting of all outstanding funds on hand

*Convention Chairperson Requirements:*

- 5 years' clean time
- Prior Area-level experience as an officer or subcommittee chair
- Demonstrated stability in local community and administrative duties
- Must sign a fiscal responsibility statement with the area secretary
- Must be able to provide valid identification that complies with current banking regulations
- Must be present at the bank whenever bank account changes are made.
- Has and uses an NA sponsor, including doing step work
- An example of recovery as evidenced by the application of step work to life on life's terms
- Working knowledge of the 12 Traditions & 12 Concepts of NA
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

**Convention Co-Chair**

*Term of office: 26 months, starting in the month of March and ending in the month of May*

*Convention Co-Chair Responsibilities:*

1. Work in collaboration with Convention Chair
  - o Helps delegate responsibilities to subcommittee chairs
  - o Acts as the Chairperson of the Convention Committee if the Chairperson is unavailable
2. Support subcommittees



- o Coordinates with and supports subcommittees to help ensure their success Attends subcommittee meetings to stay abreast of their activities
- 3. Serve as liaison with the convention venue
  - o Reports to the convention venue on the progress of the convention planning
  - o Act as a liaison between the subcommittees and the convention venue

*Convention Co-Chair Requirements:*

- 4 years' clean time
- Prior Area-level experience as an officer or subcommittee chair
- Personable and familiar with all committee members
- Must sign a fiscal responsibility statement with the area secretary
- Must be able to provide valid identification that complies with current banking regulations
- Must be present at the bank whenever bank account changes are made.
- Has and uses an NA sponsor, including doing step work
- An example of recovery as evidenced by the application of step work to life on life's terms
- Working knowledge of the 12 Traditions & 12 Concepts of NA
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

**Convention Secretary**

*Term of office: 26 months, beginning in the month of March and ending in the month of May*

*Convention Secretary Responsibilities:*

1. Take and Distribute Subcommittee Meeting Minutes
  - o Keeps minutes of all committee meetings and subcommittee reports
  - o Distributes minutes within 10 days after a Convention committee meeting to subcommittee members once approved by the Executive Committee Chairperson. An agenda for the next meeting can be attached to the minutes, if it will help the committees to function.
  - o Keeps extra sets of copies of the minutes, updated after each committee meeting, for members who request a set
  - o Communicates to the local N.A. membership regarding the progress and planning of the convention.
2. Other Responsibilities
  - o Maintains list of names, addresses, and phone numbers of all committee members for committee use

- o Assists all subcommittees in mailing and correspondence
- o Maintains a key to the SWANA post office box and the SWACNA storage unit

*Convention Secretary Requirements:*

- 2 years' clean time
- Good typing skills
- Trusted service experience to ensure that accurate minutes are distributed to the committees
- Has and uses an NA sponsor, including doing step work
- An example of recovery as evidenced by the application of step work to life on life's terms
- Working knowledge of the 12 Traditions & 12 Concepts of NA
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

**Convention Treasurer**

*Term of office: 26 months, beginning in the month of March and ending in the month of May*

*Convention Treasurer Responsibilities:*

1. Open and utilize a bank account for Convention expenses
  - o Writes all checks needed by subcommittee chairs
  - o Obtains any two of four signatures for checks that are written – signatures may include the Convention Chair, Co-Chair, Treasurer or Co-Treasurer OR the ASC Chair, ASC Treasurer or ASC Co-Treasurer.
  - o Pays all bills related to preparing for the convention, including all fundraising activities
  - o Assumes responsibility for all monies, including revenues from registration and banquet ticket sales
  - o Collects receipts from subcommittees for monies paid out and records in Convention books
2. Prepare and keep track of budget
  - o Works with the Chair and Co-Chair to prepare a budget for the convention, to be used for planning fundraising activities
  - o The budget is based on estimates provided by the convention subcommittee recommendations as to the monies they will need to carry out their tasks.
  - o The budget can be a rough estimate at the beginning of the planning process and is revised as the convention draws near.
  - o When all of the financial needs of the subcommittees are listed and totaled, the income should be outlined; one source of income comes from fundraisers, and the second from registration.

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- o Advises the Chair on the available cash supply, income flow, and rate of expenditures
  - o Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget, so that an accurate budget can be maintained. Includes any differences in the budget in the Treasurer's report.
3. Establish a direct-bill account with the Convention venue at the start of convention negotiations
4. Generate a treasurer's report for Convention and Area Service Committees
- o Convention committee reports given at Area Service must include a detailed financial accounting of expenditures as well as all outstanding funds on hand.
  - o A periodic review of all financial reports should be made by the corresponding, Area-level service arm (i.e. the Area Treasurer). The records should be reviewed at the time of the actual fund distributions, in accordance with the treasurer's financial statement requirement.
  - o Prepares and submits a complete treasurer's report, including detailed fund distributions, as well as convention treasurer records to the ASC for auditing within three months of the Convention
5. Distribute convention funds
- o Convention body keeps 75% of profits at the convention, which will serve as seed money for the next convention.
  - o The Convention subcommittee is required to surrender 25% of the net proceeds from the convention to the SWANA Treasurer at the conclusion of the convention.

*Convention Treasurer Requirements:*

- 5 years of clean time
- Demonstrated stability in the local community
- Accounting skills
- Must have a job or other source of income, (disability or retirement) and have a bank account
- Must have ID that complies with current banking regulations
- Must sign a fiscal accountability statement
- Service experience with conventions or other large-scale fellowship activities
- Should have accessibility to other committee members, especially the Registration Subcommittee
- Has and uses an NA sponsor, including doing step work
- An example of recovery as evidenced by the application of step work to life on life's terms
- Working knowledge of the 12 Traditions & 12 Concepts of NA
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant

- Has a willingness and desire to serve

### Convention Co-Treasurer

*Term of office: 26 months, beginning in the month of March and ending in the month of May*

*Convention Co-Treasurer Responsibilities:*

- Assists with Treasurer duties, bookkeeping and responsibilities
- Serves as Convention Treasurer in Treasurer's absence
- Works with Treasurer at events and at convention with committees that handle money

*Convention Treasurer Requirements:*

- 5 years of clean time
- Must have a job or other source of income, (disability or retirement) and have a bank account
- Must have ID that complies with current banking regulations
- Must sign a fiscal accountability statement
- Has and uses an NA sponsor, including doing step work
- An example of recovery as evidenced by the application of step work to life on life's terms
- Working knowledge of the 12 Traditions & 12 Concepts of NA
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

### D. Financial Policies & Guidelines – Convention

- 1) The Convention Committee will have its own bank account. Authorized signatures will consist of the Convention Chair, Convention Treasurer, Convention Co-Treasurer as well as the ASC Chair, ASC Treasurer and ASC Co-Treasurer. **Checks require any combination of two authorized signatures on each check.**
- 2) Members elected to positions of fiscal responsibility must be able to provide valid identification that complies with current banking regulations.
- 3) Bank deposits must be made by the end of the next business day following an income-generating event.
- 4) Convention financial records must be saved for a period of seven years.
- 5) The Convention Treasurer or Co-Treasurer will pay rent for any meeting space utilized by the Convention subcommittees.
- 6) At the beginning of each Convention cycle, the Convention committee begins with 75% of the profits from the previous convention as seed money. After the Convention ends, the Convention body is required to surrender 25% of the net proceeds to the SWANA Treasurer for use by the

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Area. The remaining 75% of profits is temporarily given to the Area Treasurer to be held for and subsequently distributed to the incoming Convention Committee.

### **SECTION VIII-3: HOSPITALS & INSTITUTIONS (H&I) SUBCOMMITTEE**

#### **A. Purpose:**

*“Hospitals & Institutions subcommittees conduct panels that carry the NA message to addicts who often have no other way of hearing our message. Treatment panels are conducted for patients at addiction treatment centers, mental health facilities, and therapeutic communities. Correctional panels are held for inmates at jails, prisons, and forensic hospitals.” – A Guide to Local Services*

#### **B. Functions of the H&I Subcommittee**

1. Coordinates and conducts outreach projects and panels that carry the message into facilities where addicts seeking recovery cannot get to a meeting to hear the message.
2. Maintains an updated listing of all appropriate facilities within the area and records which ones are served by the area’s H&I Subcommittee and the type of services that are being performed at each facility.
3. Conducts an H&I Learning Day for the Small Wonder Area to educate attendees about H&I and attract new subcommittee members.
4. Maintains communication with the World Services H&I subcommittee, so that SWANA stays informed of its activities. Communication flows both ways between the Area and the World through the Regional level H&I subcommittee.
5. Holds two (2) subcommittee meetings each month, on dates and at locations determined to be the most convenient for interested members to attend
6. Performs any other activities that benefit the H&I efforts in the area.
7. If needed, may remove the H&I co-chair or secretary from office by a 2/3rds vote of the subcommittee.

#### **C. H&I Subcommittee Positions**

##### **H&I Chairperson**

*Term of office: 1 year, up to two consecutive terms*

*H&I Chair Responsibilities:*

- Coordinates and is responsible for all work done by the subcommittee
- Answer questions from GSRs about the H&I Committee
- Maintains communication with the WSC H&I Committee

- Must attend ASC, JAC and “on month” Regional service meetings; stays for each entire meeting
- Must provide a written report to the Area Secretary at each ASM, including a detailed financial accounting of expenses and outstanding funds on hand

*H&I Chair Requirements:*

- A minimum of 2 years’ clean
- At least one year of experience on an H&I subcommittee
- Has and uses an NA sponsor, including doing step work
- An example of recovery as evidenced by the application of step work to life on life’s terms
- Working knowledge of the 12 Traditions & 12 Concepts of NA
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

**H&I Co-Chairperson**

*Term of office: 1 year, elected by the H&I subcommittee*

*H&I Co-Chair Responsibilities:*

- Performs the duties of the Chairperson in his or her absence.
- Works with the Chairperson to ensure the smooth operation of the H&I Sub-Committee
- Should attend all meetings of the Sub-Committees as well as ASC and JAC

*H&I Co-Chair Requirements:*

- One year clean
- At least one year of experience on an H&I subcommittee
- Has and uses an NA sponsor, including doing step work
- An example of recovery as evidenced by the application of step work to life on life’s terms
- Working knowledge of the 12 Traditions & 12 Concepts of NA
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

**H&I Secretary**

*Term of office: 1 year, elected by the H&I subcommittee*

*H&I Secretary Responsibilities:*

- Keeps accurate minutes of all H&I subcommittee meetings and learning sessions
- Works with the Chairperson to ensure the smooth operation of the H&I Sub-Committee

*H&I Secretary Requirements:*

- One year clean, with at least one year of experience on an H&I subcommittee
- Clerical skills
- Has and uses an NA sponsor, including doing step work
- An example of recovery as evidenced by the application of step work to life on life's terms
- Working knowledge of the 12 Traditions & 12 Concepts of NA
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

**H&I Subcommittee Membership**

- Those who are interested in becoming a member of the H&I subcommittee must attend two consecutive H&I meetings. No clean time is required to be a subcommittee member.
- Those who are interested in becoming a panel leader (taking a meeting into a facility) must monitor a minimum of two meetings and attend an orientation. Panel leaders should have at least six months clean.
- To become better oriented to the subcommittee, it is recommended that members receive and review the "Sample Panel Member Orientation Package" [pages 97-100] and "Do's and Don'ts" [page 28] of the H&I Handbook.

**D. Financial Policies & Guidelines – H&I**

- 1) H&I has a budget of \$100 per month to cover the cost of background checks at facilities served
- 2) H&I's literature order is paid for by the Area
- 3) The Area Treasurer will automatically pay the rent for subcommittee meeting space
- 4) The H&I Chair must submit any request for funds to the Area Treasurer on a Requisition for Funds form at the ASCM.
- 5) All subcommittee expenses must be supported with documentation, such as receipts or paid vouchers; the Chair must bring any discrepancies to the attention of the ASC for resolution

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## SECTION VIII-4: LITERATURE COMMITTEE

### A. Purpose:

*“The Literature Subcommittee maintains a stock of NA books and pamphlets that can be purchased by local groups at the monthly ASC meeting...A ready supply of NA books and pamphlets can make it easier for groups to stock their literature tables.” – A Guide to Local Services*

### B. Functions of the Literature Subcommittee

1. Buys, sells and maintains an inventory of NA literature and supplies, and makes it available for purchase by the home groups at the monthly Area Service meeting
2. Is accountable to and receives direction from the JAC
3. Assists new home groups with their initial literature order by providing a Starter Kit consisting of the literature listed below. The cost to the home groups will be 60% of the kit’s current market value (to be set by Literature subcommittee). The Area will reimburse Literature for the remaining 40%.
  - Books: 1 of each - Basic Text, It Works: How & Why, Just for Today
  - 1 set of Group Readings
  - Informational Pamphlets (IPs) - 3 of each
  - Keytags: 5 of each - white, 30, 60 & 90 days
4. Provides Spanish versions of each IP and White Booklet as needed to PR and H&I (Note: should maintain 20 of each)

### C. Literature Subcommittee Positions

#### Literature Chairperson

*Term of office: 1 year, up to 2 consecutive terms*

*Literature Chair Responsibilities:*

1. Maintain an inventory of NA literature
  - o NA books, informational pamphlets (IPs), key tags, medallions, service handbooks, etc.
  - o Monitors and keeps accurate records of inventory levels
  - o Orders additional inventory and supplies from the Free State Region or WSO as needed
  - o Maintains a stock of regional meeting lists, to be provided to groups that request it at no cost



2. Fulfill home group orders at Area Service
  - o Accepts and fulfills orders submitted by the home groups at Area Service
  - o Distributes home group orders at the end of the meeting
  - o Must attend ASC, JAC and “on month” Regional service meetings; stays for each entire meeting
  - o Distributes meeting lists with literature orders
3. Maintain Literature funds
  - o Maintains accountability for all Literature funds
  - o Makes bank deposits by end of next business day following Area Service. The Literature Chair will be given a night deposit key by the Area to ensure that deposits can be made after hours.
  - o Reports on quarterly reconciliation between orders filled and bank deposits
  - o Provides a verbal report at of subcommittee activities at each Area Service and a written report to the Area Secretary, including a financial accounting of all expenses and outstanding funds

*Literature Chair Requirements:*

- A minimum of 1 year clean
- At least 1 year of prior experience as a GSR or subcommittee member
- Must sign a fiscal responsibility statement with the area secretary
- Must be able to provide valid identification that complies with current banking regulations
- Must be present at the bank whenever bank account changes are made
- Has and uses an NA sponsor, including doing step work
- An example of recovery as evidenced by the application of step work to life on life’s terms
- Working knowledge of the 12 Traditions & 12 Concepts of NA
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

**Literature Co-Chairperson**

*Term of office: 1 year, elected by the Literature Committee*

*Literature Co-Chair Responsibilities:*

- Assists Chair in fulfilling home group orders at ASC
- Assists in the monitoring of inventory levels
- Help with ordering literature and supplies as needed
- Fills in as Chairperson in case of the absence of the Chair

*Literature Co-Chair Requirements:*

- 6 months of clean time
- Should be a subcommittee member
- Has and uses an NA sponsor, including doing step work
- An example of recovery as evidenced by the application of step work to life on life's terms
- Working knowledge of the 12 Traditions & 12 Concepts of NA
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

**D. Financial Policies & Guidelines – Literature**

- 1) The Literature subcommittee maintains its own bank account, for which the Literature Chair, Area Chair and Area Treasurer will be bank signers.
- 2) A credit/debit card linked to the subcommittee's bank account will be available for use at the discretion of the Literature Chair.
- 3) Literature funds collected at Area Service must be deposited by the end of the next business day. The Literature Chair will be given a night deposit key by the Area to ensure that deposits can be made after hours.
- 4) The Literature Chair must include dated deposit slips in his/her report for Area Service.
- 5) All subcommittee expenses must be supported with documentation, such as receipts or paid vouchers.
- 6) Literature will be sold to subcommittees at the established pricing at the time of purchase.
- 7) Literature subcommittee reports given at Area Service must include a detailed financial accounting of expenditures as well as all outstanding funds on hand.

- 8) The Literature Chair is responsible for bringing any financial discrepancies to the attention of the ASC for resolution (e.g. lack of documentation for an expense, missing funds, discrepancies carried forward by a previous chair, etc.).
- 9) Literature financial records will be kept in paper or electronic format for a period of seven (7) years.

## **SECTION VIII-5: MEETING LIST/WEBSITE SUBCOMMITTEE**

### **A. Purpose:**

*SWANA's meeting list and web site include all of the Area's meeting times and locations, along with information such as meeting format and length, so that NA members and newcomers can easily find a meeting that fits their needs. Meetings and a variety of other information can be found on the Area's web site, such as activities & events, Convention information, links to NA literature, service committee descriptions and more.*

### **B. Functions of the Meeting List/Website Subcommittee:**

1. Holds a monthly subcommittee meeting.
2. Maintains website administrative password(s). For new members to receive site passwords, the subcommittee must first vote for that person to receive access.
3. Updates meeting list each month and has it printed in time for JAC & Area Service. Meeting lists should be delivered to the Literature subcommittee for distribution at Area Service.
4. Assures that the approved SWANA logo is used on the Area website, meeting lists and all official SWANA documents, where applicable.
5. Reaches out to subcommittees and home groups to solicit announcements, event information, home group changes, etc.

### **C. Meeting List/Website Subcommittee Positions**

#### **Meeting List/Website Chair**

*Term of office: 1 year, up to 2 consecutive terms*

*Meeting List/Website Chair Responsibilities:*

1. Maintain, update and print monthly meeting list
  - o Updates meeting list with home group changes, new groups, closed groups, etc. each month
  - o Chooses printing vendor to print the meeting list and communicates with vendor throughout printing process
  - o Determines quantity of meeting lists to be printed according to the needs of the home groups

- 
- o Brings payment (typically in the form of a check) to the designated printer when picking up meetings lists
  - o Brings meeting lists to Area Service each month for distribution to home groups
2. Maintain and update the SWANA website
- o Assures the Area's web site, [www.smallwonderarea.org](http://www.smallwonderarea.org), reflects current information about the Area and its meetings
  - o Posts ASC Minutes, meeting list changes, group reports, Convention information, etc. monthly or as needed
  - o Replies to email messages sent to the Area's email address: [smallwonderarea@gmail.com](mailto:smallwonderarea@gmail.com)
  - o Maintains contact with other subcommittees that want to have information posted on the website
  - o Uses the approved SWANA logo for the website, meeting lists and all official SWANA documents, where applicable
3. Keep the Area informed of meeting list and website changes
- o Must attend monthly JAC and ASC meetings; stays for each entire meeting
  - o Provides a written report to the Area Secretary at each ASM, including a detailed financial accounting of all expenses and outstanding funds on hand.

*Meeting List/Website Chair Requirements:*

- A minimum of 1 year clean
- Should have served on the subcommittee for three months
- Should have knowledge of web programming
- Has and uses an NA sponsor, including doing step work
- An example of recovery as evidenced by the application of step work to life on life's terms
- Working knowledge of the 12 Traditions & 12 Concepts of NA
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

**D. Financial Policies & Guidelines – Meeting List/Web Site**

- 1) The Area Treasurer will pay the designated printer for the monthly printing of the Small Wonder Area's meeting list. The Treasurer may either write a check directly to the printer or, in the event of a rush or other challenge, may call the printer and use the SWANA credit card to pay.

- 2) The Chair will work with the Area Treasurer to ensure the renewal of the Area's domain name, smallwonderarea.org, for a period determined by the subcommittee to be cost-effective and reasonable. The next renewal date is August 2020, and renews every three years.
- 3) The Chair will work with the Area Treasurer to purchase and/or renew the Area's website server, currently Wix.com, for a period determined by the subcommittee to be cost-effective and reasonable. The next renewal date is August 2018, and renews annually.
- 4) The ASC Treasurer will automatically pay meeting space rent for the subcommittee.
- 5) The subcommittee chair must submit any request for funds to the Area Treasurer on a Requisition for Funds form at the ASCM.
- 6) All subcommittee expenses must be supported with documentation, such as receipts or paid vouchers; the Chair must bring any discrepancies to the attention of the ASC for resolution.

## **SECTION VIII-6: OUTREACH SUBCOMMITTEE**

### **A. Purpose:**

*“Outreach subcommittees serve as the outstretched hand of an established NA community to isolated groups and addicts, particularly in large rural areas. By phone, by mail, and by car they make sure that no group and no addict has to go through it alone if at all possible. The subcommittee helps keep geographically isolated groups and addicts in touch with the mainstream of the NA Fellowship.” - A Guide to Local Services*

### **B. Functions of the Outreach Subcommittee:**

1. Works to bring groups into the larger NA community by getting them involved with the Area Service Committee to the greatest extent possible
2. Supports struggling groups by attending their meeting in teams of at least 2 NA members
3. Provides information and offers suggestions during conversations with the group's trusted servants.
4. Answers questions and explains the purpose and functions of the Area and its subcommittees
5. Meets as a subcommittee monthly to discuss financial/budget issues and plan ways to reach struggling groups
6. Visits only those home groups who request Outreach services or who have missed ASC meetings in 2 or more consecutive months.
7. During home group visits, if the team finds that a group no longer wants or needs the team's suggestions, then the team will report back to the ASC where a discussion and determination of the group's status with the Area will be made

8. Discusses how to introduce the subcommittee at home groups, and clarify their function to avoid uncomfortable situations. It is important for visiting members to respect the autonomy of the groups.
9. May hold workshops and learning days for isolated groups
  - Workshops generally last 1-3 hours, and focus on a specific aspect of service
  - Workshops can be conducted in a way that allows brainstorming
  - Solutions are guided by the steps, traditions and concepts for service, and other spiritual principles of NA
  - Workshops are not the final word on service issues

### **C. Outreach Subcommittee Positions**

#### **Outreach Chairperson**

*Term of office: 1 year, up to 2 consecutive terms*

*Outreach Chairperson Responsibilities:*

- Visits any groups requesting help and support
- Helps keep Home Groups actively involved in the NA service structure
- Helps new meetings get established by providing information and suggestions
- Must attend monthly JAC and ASC meetings; stays for each entire meeting
- Must provide a written report to the Area Secretary at each ASM, including a detailed financial accounting of expenses and outstanding funds on hand

*Outreach Chairperson Requirements:*

- 1 year of clean time
- Should have knowledge of SWANA's policy
- Understanding of the NA Outreach Resource Information Guide
- Has and uses an NA sponsor, including doing step work
- An example of recovery as evidenced by the application of step work to life on life's terms
- Working knowledge of the 12 Traditions & 12 Concepts of NA
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

**D. Financial Policies & Guidelines - Outreach**

- 1) The Outreach subcommittee will have a monthly budget of \$30 to purchase literature for the GSR education meeting.
- 2) The rent for the Outreach subcommittee meeting is automatically paid by the Area Treasurer.
- 3) The Outreach Chair must submit any request for funds to the Area Treasurer on a Requisition for Funds form at the ASCM.
- 4) All subcommittee expenses must be supported with documentation, such as receipts or paid vouchers; the Chair must bring any discrepancies to the attention of the ASC for resolution.

**SECTION VIII-7: PHONE LINE SUBCOMMITTEE****A. Purpose:**

*“The phone line subcommittee maintains a telephone information service for Narcotics Anonymous that helps addicts and others in the community find us easily and quickly. Phonenumber volunteers often serve as the first point of contact between the community-at-large and the NA Fellowship. For this reason, it’s vital that careful attention be paid to the work of this subcommittee.” – A Guide to Local Services*

**B. Functions of the Phone Line Subcommittee:**

1. Helps addicts seeking recovery find a meeting in their Area
2. Answers hotline calls from addicts who need information or support
3. Talks with struggling addicts who may need support until a craving passes
4. Provides information about NA to interested community members
5. All volunteers should attend the monthly meeting of the phone line committee

**C. Phone Line Subcommittee Positions****Phone Line Chairperson**

*Term of office: 1 year, up to 2 consecutive terms*

*Phone Line Chair Responsibilities:*

- Coordinates volunteers to serve on Phone Line including scheduling for specific time slots
- Works with the Regional Phone Line committee to ensure coverage

- 
- Contacts all volunteers three to four times a year to keep the phone line list updated, and distributes list to all phone line volunteers
  - Acts upon any complaints about the Phone Line
  - Must attend ASC, JAC and “on month” Regional service meetings; stays for each entire meeting
  - Must provide a written report to the Area Secretary at each ASM, including a financial accounting of all expenses and outstanding funds

*Phone Line Chair Requirements:*

- At least 1 year of clean time
- Experience currently serving as an active member on the phone line for at least 3 months (this can be waived by a vote of the GSRs)
- Has and uses an NA sponsor, including doing step work
- An example of recovery as evidenced by the application of step work to life on life’s terms
- Working knowledge of the 12 Traditions & 12 Concepts of NA
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

#### **D. Financial Policies & Guidelines – Phone Line**

- 1) The Area Treasurer will pay for the monthly Regional Phone Line cost.
- 2) The Area Treasurer will automatically pay the rent for subcommittee meeting space.
- 3) The subcommittee Chair must submit any request for funds to the Area Treasurer on a Requisition for Funds form at the ASCM.
- 4) All subcommittee expenses must be supported with documentation, such as receipts or paid vouchers; the Chair must bring any discrepancies to the attention of the ASC for resolution.

### **SECTION VIII-8: POLICY SUBCOMMITTEE**

#### **A. Purpose:**

*“A regularly updated log of area policy actions can be of tremendous help. When confronted with a policy question, area committees can consult it to see what decisions have already been made regarding it. The policy log makes it unnecessary for area committees to rehash the same question over and over and over again.” – A Guide to Local Services*



**B. Functions of the Policy Subcommittee:**

1. Creates, updates and maintains a document of guidelines, policies and rules of order, including Trusted Servant and subcommittee responsibilities, designed to help the Area run efficiently and effectively
2. Prepares an annually updated policy that incorporates all passed motions from the previous twelve (12) months
3. Prints an annual copy of the Area Policy for each home group, to be distributed at Area Service in June of each year.
4. Maintains a list of passed motions, to be added to the policy on a regular basis.

**C. Subcommittee Positions:****Policy Chairperson**

*Term of office: 2 years, ending in odd years, up to 2 consecutive terms*

*Policy Chairperson Responsibilities:*

- Updates the policy when a motion or motions are passed
- Communicates the policy to the home groups
- Serves as a resource for Area guidelines and policies during Area Service meetings
- Enforces the policy when needed
- Enforces a 6-month moratorium on policy changes once a motion has passed
- Assembles a committee of interested members to serve with him/her
- As needed, purchases 3-ring binders for all home groups to have for the Area Policy
- Must attend monthly JAC and ASC meetings; stays for each entire meeting
- Provides a written report to the Area Secretary at each ASM, including a detailed financial accounting of expenses and outstanding funds on hand

*Policy Chairperson Requirements:*

- At least 1 year of clean time
- Minimum of 1 year prior experience as a GSR or subcommittee member
- Good communication skills
- Has and uses an NA sponsor, including doing step work
- An example of recovery as evidenced by the application of step work to life on life's terms
- Working knowledge of the 12 Traditions & 12 Concepts of NA

- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

#### **D. Financial Policies & Guidelines – Policy**

- 1) The Policy Chair must submit any request for funds to the Area Treasurer on a Requisition for Funds form at the ASCM.
- 2) All expenses must be supported with documentation, such as receipts or paid vouchers; the Chair must bring any discrepancies to the attention of the ASC for resolution.

### **SECTION VIII-9 - PUBLIC RELATIONS (PR) SUBCOMMITTEE**

#### **A. Purpose:**

*“The general mission of your area public information subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous.” – A Guide to Local Services*

#### **B. Public Relations (PR) Subcommittee Functions:**

1. Provides information and conducts presentations that help others understand what NA is about
2. Visits facilities, schools, hospitals and other institutions to provide literature and meeting lists to anyone seeking recovery in NA
3. Cooperates with the public by providing information about recovery from drug addiction and helping to clarify the role of NA in the community
4. Seeks to increase awareness of NA’s existence through presentations, media exposure, and telephone services, enhancing our relationships with those outside our fellowship
5. Helps the still suffering addict find the NA program
6. Develops and communicates a positive image of the NA program to society at large
7. Increases the awareness of individual NA members about their role in NA’s public image
8. Develops cooperative relationships with outside professionals

#### **C. Public Relations Subcommittee Positions**

##### **Public Relations Chairperson**

*Term: 1 year, up to 2 consecutive terms*

*PR Chairperson Responsibilities:*

- 
- Leads Public Relations presentations for requesting facilities or new meetings
  - Chairs the monthly Public Relations subcommittee meetings
  - Maintains communication with H&I, Meeting List, Phone Line and Convention subcommittees
  - Purchases literature for the subcommittee each month that will be paid for by the area treasurer
  - Provides regular orientations for phone line volunteers
  - Should organize a PR Workshop at least once every 1-2 years
  - Must attend ASC, JAC and “on month” Regional service meetings; stays for each entire meeting
  - Must provide a written report to the Area Secretary at each ASM, including a detailed financial accounting of expenses and any outstanding funds on hand

*PR Chair Requirements:*

- 2 years of clean time
- Willingness to serve on the subcommittee after term is over
- Has and uses an NA sponsor, including doing step work
- An example of recovery as evidenced by the application of step work to life on life’s terms
- Working knowledge of the 12 Traditions & 12 Concepts of NA
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

**Public Relations Co-Chair**

*Term: 1 year, up to 2 consecutive terms*

*PR Co-Chair Responsibilities:*

- Attends and may lead Public Relations presentations
- Attends the Regional Public Relations monthly meeting
- Fills in for Chair if she/he is unable to attend JAC, Area Service or PR meetings

*PR Co-Chair Requirements:*

- At least 1 year of clean time
- Willingness to succeed the Chairperson after one year
- Has and uses an NA sponsor, including doing step work
- An example of recovery as evidenced by the application of step work to life on life’s terms

- Working knowledge of the 12 Traditions & 12 Concepts of NA
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

### **Public Relations Secretary**

*Term: 1 year, up to 2 consecutive terms*

*PR Secretary Responsibilities:*

- Takes and distribute minutes of each subcommittee meeting (whether in person or via phone)
- Organizes and archives minutes
- Maintains a mailing list of places that may need meeting lists
- Maintains and updates cover letters for schools and organizations requesting meeting lists
- Sends a meeting lists with a cover letter to individuals who request a meeting list through the phone line
- Sends meeting lists and letters to all schools at least once a year

*PR Secretary Requirements:*

- 6 months of clean time
- Organizational skills helpful
- Has and uses an NA sponsor, including doing step work
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

### **Public Relations Committee Members**

*PR Committee Member Responsibilities:*

- Must attend the monthly PR subcommittee meeting
- Must attend two consecutive meetings in order to become a voting member of the subcommittee
- If a member misses two consecutive meetings, he or she will lose the right to vote

## **D. Financial Policies & Guidelines – Public Relations**

- 1) PR has a monthly budget of \$50.00.

- 2) SWANA is to pay for and donate a Basic Text to all libraries in the area, which the PR subcommittee will distribute annually.
- 3) The PR Chair must submit any request for funds to the Area Treasurer on a Requisition for Funds form at the ASCM.
- 4) All subcommittee expenses must be supported with documentation, such as receipts or paid vouchers; the chair must bring any discrepancies to the attention of the ASC for resolution.

## **SECTION VIII-10: UNITY & ACTIVITIES (U&A) SUBCOMMITTEE**

### **A. Purpose:**

*“Dances, picnics, campouts, special speaker meetings—these events are put on by area activities subcommittees. Activities like these can provide a greater sense of community for the local NA Fellowship and produce additional area income. It should always be kept in mind, however, that these functions are designed to enhance NA’s primary purpose, not to replace group contributions in funding area services.” – A Guide to Local Services*

### **B. Unity & Activities Subcommittee Functions**

1. Organizes and hosts special events, such as speaker jams, dances and picnics, designed to:
  - Enhance our primary purpose
  - Build unity throughout our Area
  - Provide a safe place to carry the message
2. If requested by the Free State Region, provide speakers for a speaker jam
3. Schedule, coordinate and host two the following annual activities:
  - Two learning days per year
  - Holiday (Dec 24-Dec 25) and New Year (Dec 31-Jan 1) Marathon Meetings
  - SWANA anniversary event on or about July 19<sup>th</sup>, to commemorate our area’s founding history

### **C. Unity & Activities Subcommittee Positions**

#### **Unity & Activities Chairperson**

*Term of office: 1 year, up to 2 consecutive terms*

*U&A Chair Responsibilities:*

- Facilitates subcommittee meetings and is present at all activities that involve money

- Collects, counts and maintains U&A funds following an event
- Secures facilities, negotiates contracts and making payments, unless the subcommittee members vote for a specific member to handle the negotiations and securing of facility. The Chair and/or Co-Chair will handle any payments to be made.
- Should make sure all subcommittee members are present when accumulated funds are being counted
- Provides a written subcommittee report to the ASC Secretary at every Area Service meeting, including an itemized financial report
- Must include any events the subcommittee is planning in their reports for 2 consecutive months prior to the events.
- All expenses carried forth by UAC must be supported with documented verification of the expense, such as receipts or paid vouchers. The chairperson has the responsibility to bring any discrepancies to the attention of the ASC for resolution.
- Must attend ASC, JAC and “on month” Regional service meetings; stays for each entire meeting

*U&A Chair Requirements:*

- At least 1 year of clean time
- Has and uses an NA sponsor, including doing step work
- An example of recovery as evidenced by the application of step work to life on life’s terms
- Working knowledge of the 12 Traditions & 12 Concepts of NA
- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

**Unity & Activities Co-Chair**

*U&A Co-Chair Responsibilities*

- Assists the U&A Chair with the duties of his/her office
- Counts funds following an event
- Attends ASC, JAC and Regional Service meetings in the absence of the Chair

*U&A Co-Chair Requirements*

- At least 6 months of clean time
- Has and uses an NA sponsor, including doing step work

- Has a home group and attends it regularly
- Has time and resources necessary to be an active participant
- Has a willingness and desire to serve

### **Unity & Activities Subcommittee Members**

#### *U&A Subcommittee Member Responsibilities*

- Carries out responsibilities for planning area subcommittee events
- Attends and participates in all events
- Cleans up facility after an event
- Should attend all subcommittee meetings
- Should be present during the counting of funds following an event

#### *U&A Subcommittee Member Requirements*

- No clean time requirement, only a willingness and desire to serve

### **D. U&A Financial Guidelines:**

- 1) U&A has a monthly budget of \$400 per event, up to 2 events per month.
- 2) The U&A Chair must submit any request for funds to the Area Treasurer on a Requisition for Funds form at the ASCM.
- 3) All subcommittee expenses must be supported with documentation, such as receipts or paid vouchers; the Chair must bring any discrepancies to the attention of the ASC for resolution.

## **SECTION VIII-11: AD-HOC COMMITTEES**

### **A. Purpose:**

*“Ad hoc committees are set up for specific purposes and have limited lives. When they have finished their jobs, they are disbanded. In creating an ad hoc committee, the ASC should clearly specify what the committee’s purpose will be, what authority and resources it will be given, and how long it should take to complete the job.” – A Guide to Local Services*

### **B. Ad-Hoc Subcommittee Functions:**

1. The ASC Chair has the authority to appoint Ad-Hoc committees for special situations as needed
2. The purpose, membership and duration of the existence of any such Ad-Hoc committee should be specifically designated by the ASC Chair at the time of the appointment





# PART FIVE: MOTIONS



## ARTICLE IX. MOTIONS

### SECTION IX-1: WHAT IS A MOTION?

A motion is the statement of an idea made by a member describing a specific practice that the individual wants the Area to put into place. There are a number of guidelines that help the Small Wonder Area negotiate this process, the primary one being Robert's Rules of Order. Below is an outline of these guidelines.

### SECTION IX-2: WHO CAN MAKE A MOTION

Motions can be made by any member of NA during the ASC meeting. Motions can be made by a GSR or Alternate GSR on behalf of their home group, a subcommittee chair, or can be made by an ASC officer.

### SECTION IX-3: WHEN TO MAKE A MOTION

Regardless of who is making the motion, all motions are made during the New Business section of ASCM. During subcommittee reports, the chair may make reference to a motion the subcommittee will be making, but the formal discussion and debate of the motion will take place in New Business.

### SECTION IX.4 - HOW TO MAKE A MOTION

Motions are first made verbally to the assembled GSRs, subcommittee chairs and officers. Every motion must then also be submitted in writing on a motion form and given to the Secretary prior to the end of Area Service. Members should follow the rules of order below:

1. The member who wishes to make a motion raises their hand and waits to be recognized by the Chair.
2. When recognized, the member says, "I move that..." and states their motion.
3. The member should then describe the intent of the motion – why or how the motion will improve policy, simplify a process, or provide something needed by a committee to fulfill their service commitment, for example.
4. If the motion is made by an ASC officer:
  - The Chairperson will ask whether the motion has a second.
  - A GSR or Alt-GSR raises their hand and states, "I second that." GSRs and Alt-GSRs are the only members who can second a motion.
  - If no one seconds a motion, the Chair will say, "The motion dies for lack of a second."
5. Motions from subcommittees and home groups do not need a second, as they represent the group conscience of that subcommittee or group.
6. Once a motion has been seconded, the Chair may rule it out of order for reasons such as: the motion goes against the Area's standing policy, contradicts the 12 Traditions or 12 Concepts or is another version of a motion that has already failed to pass.

7. All motions that are seconded should then be discussed and/or debated as described in the next section.

### **SECTION IX-5: THE RULES OF DEBATE**

Discussion on a motion allows for members to ask questions and gain clarification about the motion and its intent. Debate is the formal exchange of views on an idea. During debate on a motion, members should raise their hand to be recognized by the Chairperson.

1. The member upon whose motion a subject is in debate should be entitled to the floor, even if another member has addressed the Chair.
2. Unless otherwise specified, debate on the motion is usually limited to two (2) pros and two (2) cons.
3. Speakers addressing a motion in debate will have three (3) minutes in which to speak their minds for each time they are recognized by the Chair, and may only speak twice on the same motion.
4. It is important not to squelch debate before an issue has been thoroughly aired. You should ask more questions if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions.

### **SECTION IX-6: WHO VOTES ON A MOTION**

Any motion affecting NA as a whole should be brought back to the individual home groups for a true group conscience prior to being voted on at ASC. Exceptions may be made, however, in certain circumstances:

- Matters that need to be voted on due to time requirements
- Area business expenses
- Management of ASC meetings and subcommittees
- Matters not pertaining to the home groups

Motions will be sent back to the groups with at least one pro and one con whenever possible. The motion should also include the intent, where applicable.

## ARTICLE X. SUB-MOTIONS

During debate on a motion, one or more members may feel that the motion needs to be modified in some way prior to voting on it, or that the motion may not yet be ready for a vote. In these cases, members present may make a “sub-motion” to address such issues.

### SECTION X-1: MOTION TO AMEND

- A. If a member feels that a motion would benefit from a change in its language, that member can say, “I move to amend the motion...” and suggest specific language changes in the motion.
- B. Ordinarily, an amendment must be moved and seconded before it can be debated.
- C. When debate on the amendment is exhausted, the body votes on the amendment.
- D. If it fails, debate continues on the original motion as presented.
- E. If it passes, debate resumes on the original motion, as amended.
- F. When debate is exhausted on the merits of the main motion, the body moves on to the next item of business.

### SECTION X-2: MOTION TO TABLE

- A. One way to dispose of a motion that is not ready for a vote is to table it. This is done by saying, “I move we table this motion until such-and-such date/meeting.”
- B. This sub-motion is not debatable; if it is made and seconded, it is voted on immediately.
  - o If it fails, debate continues on the motion itself.
  - o If it passes, the committee moves on to its next item of business.
- C. The tabled motion will be included in the committee agenda on the date specified.

### SECTION X-3: MOTION TO REMOVE FROM THE TABLE:

- A. A motion that has been tabled can be taken up before the time originally set in motion to table. This is done by saying, “I move to remove from the table the motion to such-and-such.”
  - o If it passes, the tabled motion becomes the main motion and debate on it begins again.
  - o If it fails, the body moves on to the next item of business.

### SECTION X-4: MOTION TO REFER:

- A. When the committee does not have enough information to make an immediate decision on a motion, it can be removed from debate and sent to either a standing sub-committee or an ad-hoc committee for further study. This can be done by a member saying, “I move to refer the motion to the such-and-such sub-committee.”

- B. If the motion is seconded, the body may debate it before voting.
  - o If the motion passes, the committee moves on to its next item of business.
  - o If the motion to refer fails, the committee either continues debating the original motion, or sends it back to the home groups for a vote.
- C. The subcommittee or ad-hoc to which a motion is referred will take up the motion at its next meeting. They will report back on what they have come up with at the next JAC/ASC meetings.

**SECTION X-5: MOTION TO RECONSIDER OR RESCIND:**

- A. When a member feels that a motion that has passed will prove harmful, that member can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion.
- B. There are several conditions that must be met in order for the ASC to debate a motion to reconsider or rescind. These limits are in place to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it may have inadvertently created. If any of these requirements are not met, the chairperson will declare the motion out of order.
  - o The motion must have been passed at either the prior month's ASC meeting or the current meeting.
  - o The member making the motion must have information on the issue that was not available in the original debate on the motion.
  - o The member must have been with the winning side in the original vote.
- C. The motion to rescind requires a simple majority, provided that the committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

**SECTION X-6: REQUEST TO WITHDRAW A MOTION:**

- A. Once a motion is made and debate begins, the maker of the motion may ask to withdraw it.
- B. The Chair asks if there are any objections.
  - o If there is even one objection, the motion stays on the floor and debate resumes.
  - o If there are no objections, the motion is withdrawn and the body moves on.

**SECTION X-7: OFFERING A SUBSTITUTE MOTION:**

A substitute motion is the same as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

# PART SIX: FINANCES





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## ARTICLE XI: XI. FINANCIAL AND RELATED POLICIES

### SECTION XI-1: FINANCIAL ACCOUNTABILITY

- 1) Anyone handling money for the area must sign a statement of fiscal accountability with the Area Secretary. See form in Appendix.
- 2) At the end of ASM, the Literature Chair and Treasurer will count and state to the groups the amount of money collected that day and put it into their respective reports. This money is to be deposited by the end of the next business day, and dated deposit slips must be provided with their next Area Service reports. Failure to do so can be grounds for dismissal of the office position.
- 3) Anyone in service for SWANA, from the group to area level, found misappropriating any funds in any amounts, and refusing to make restitution to the satisfaction of the Area, can and will be held liable and lawful prosecution will be pursued.
- 4) When an incident regarding the handling of money occurs, where money is lost, stolen or not accounted for in any way by the individual responsible for that task, three actions **MUST** occur as soon as the matter is discovered:
  - The person responsible for the monies belonging to the area must immediately report it to the Area Chair and with sufficient details to understand the incident to their satisfaction, and to any other person(s) that merit reporting.
  - The person responsible for monies being lost, stolen, misplaced or otherwise unaccounted for, regardless of reason or fault, must step aside and immediately relinquish all financial responsibilities with the Area; return any monies or property belonging to the Area to others as may be directed by the Area; and if a person in any position (elected or appointed by the Area or a subcommittee) must relinquish that position. This action may be immediately reversed by a vote of confidence from the Area Service body.
  - Any monies which cannot be recovered are to be replaced by the person responsible, in a time and manner acceptable to the Area Service Body.

### SECTION XI-2: BANK ACCOUNTS

- 1) The ASC, Literature and Convention committees will each have their own bank accounts:
  - Authorized signatures will consist of: Area Chair, Area Treasurer, Area Co-Treasurer, Subcommittee Chair and Subcommittee Treasurer.
  - **Checks will require any combination of two authorized signatures on each check.**
  - Members elected to positions of fiscal responsibility must be able to provide valid identification that complies with current banking regulations, and must be present at the bank whenever account changes are made.
- 2) A night deposit key will be distributed to all/any members responsible for deposits to ensure all deposits can be made after hours if needed.

**SECTION XI-3: FINANCIAL RECORDS**

- 1) Financial records must be saved for a period of seven (7) years for the Literature and Convention committees as well as the ASC Treasurer.

**SECTION XI-4: AREA EXPENSES**

- 1) Rent, cleaning fees and any similar monthly meeting space fees for Area Service, subcommittee meetings or ad-hoc committee meetings (except for Convention Body, which has its own treasurer) are automatically paid each month by the ASC Treasurer.
- 2) Area Service will not pass the basket to pay for the rent of ASC meeting space.
- 3) All Area expenses must be supported with documented verification of the expense such as receipts or paid vouchers. The Area Treasurer is responsible for bringing any discrepancies to the attention of ASC for resolution.
- 4) The area will automatically donate 10% of each month's home group donations at Area Service to the Free State Region. This donation can be waived during each or any month by a vote of the GSRs if the need arises, such as not enough funds remaining to suitably run the SWANA area.
- 5) The Area Treasurer will pay certain fixed subcommittee costs on an annual basis. Annual is defined to include July through June of the following year, and to coincide with the yearly elections. Annual expenses include:
  - Regional phone line fees
  - U&A's storage fee & meeting space rent
  - U&A's pavilion rental at Brandywine Springs Park for the annual SWANA picnic
  - H&I's meeting space rent
- 6) Any other subcommittee's fixed repeating monthly expense that can be paid annually should also be paid in this manner

**SECTION XI-5: FUNDS DISTRIBUTED AT AREA SERVICE**

- 1) All requests for funds (whether inside or outside of the regular operating budget) must be submitted to the Area Treasurer on a Requisition for Funds form. This includes monthly subcommittee budgets. The Requisition form will also be used to account for all transactions related to the requisition for funds. A sample form is included in the Appendix.
- 2) Funds requested outside of the operating budget must be approved by the ASC under New Business. The Treasurer has the responsibility to maintain one copy of the form and will also provide a copy to the party requesting the funds.

**ARTICLE XII: SUBCOMMITTEE & OFFICER BUDGETS****SECTION XII-1: GENERAL GUIDELINES**

In general, the following guidelines apply for all subcommittees and officers who have budgets and/or handle funds:

- 1) Each subcommittee must submit a six-month budget request by August and February of each year.
- 2) Each subcommittee chair will submit a written report to the ASC secretary at Area Service, including a review of their budget, if applicable. The report should include a detailed financial accounting of all expenditures as well as any outstanding funds on hand.
- 3) All subcommittee expenses must be supported with documented verification of the expense such as receipts or paid vouchers. The Area Treasurer is responsible for bringing any discrepancies to the attention of ASC for resolution.
- 4) **Subcommittee chairs are the only members who may collect funds from the Treasurer for their committee.**
- 5) The Area Treasurer will reimburse all ASC subcommittee members for Free State Region-related business. This reimbursement will cover tolls and mileage at the rate stipulated by the IRS.
- 6) Budget specifics for each subcommittee are detailed below.

**SECTION XII-2: CONVENTION**

- 1) The Convention Sub-Committee is required to surrender 25% of the net proceeds from the bi-annual SWANA convention to the Area Treasurer.
- 2) The other 75% of net proceeds will be held by the SWANA treasurer and disbursed to the treasurer of the next convention body (when elected and requested) as seed money for the next bi-annual convention.
- 3) Each convention will establish a “direct bill” account with convention venues (locations) at the start of convention negotiations.
- 4) The Area Treasurer will pay for one case each of the Basic Text and It Works (24 books per case) for the Convention Body to give out at SWACNA as needed.

**SECTION XII-3: HOSPITALS & INSTITUTIONS**

- 1) The Area Treasurer will pay H&I’s meeting space rent on an annual basis.
- 2) H&I has a monthly budget of \$100, to be requested as needed. Part of this budget will assist with providing required background checks at state facilities where H&I maintains commitments.

**SECTION XII-4: LITERATURE**

- 1) Literature will be sold to subcommittees at the Area's cost.
- 2) Each home group will be given a receipt for their order by the Literature subcommittee
- 3) A debit/credit card will be available for the Literature subcommittee's bank account.
- 4) The Literature Chair must provide the Area Treasurer with dated deposit slips at each Area Service meeting.
- 5) NA literature that has been requested and paid for by the Area will be given by the Literature subcommittee directly to the PR subcommittee.
- 6) At the end of ASM, the Literature Chair will count and state to the groups the amount of money collected that day and add this amount to the subcommittee's report.
- 7) All money collected at ASM by the literature committee is to be deposited by the end of the next business day. Failure to do so can be grounds for dismissal of the office position.

**SECTION XII-5: MEETING LIST**

- 1) The Area Treasurer will write a check each month to the printer currently being used by the Meeting List subcommittee for the printing of meeting lists.
- 2) The Area Treasurer will pay the annual fee for the SWANA website host, currently Wix.com, when it is due – currently every August.
- 3) The Area Treasurer will pay the cost of registering the domain name, smallwonderarea.org, when it is due – currently every three years in August. The domain name is registered via Wix.com.

**SECTION XII-6: OUTREACH**

- 1) The Outreach subcommittee has a monthly budget of \$30.00 to purchase literature (12 Concepts, group booklets, books) for its GSR education meeting
- 2) The Area Treasurer will provide the subcommittee with their monthly budget when requested.
- 3) If the subcommittee is not in need of its budget in any given month, the subcommittee chair should note this in their Area Service report.

**SECTION XII-7: PHONE LIST**

- 1) The Area Treasurer will pay the Regional Phone Line bill automatically on an annual basis.

**SECTION XII-8: PUBLIC RELATIONS**

- 1) The Public Relations subcommittee has a monthly budget of \$50.00.
- 2) The Area Treasurer will provide the subcommittee with their monthly budget when requested.

- 3) If the subcommittee is not in need of its budget in any given month, the subcommittee chair should note this in their Area Service report.

### **SECTION XII-9: UNITY & ACTIVITIES**

- 1) The U&A subcommittee has a budget of \$400.00 per event, with a maximum of two events per month.
- 2) SWANA will cover the U&A costs associated with printing fliers for the Area and for regional distribution, separate from their event budget.
- 3) The Area Treasurer will be responsible for reserving and paying for a pavilion at Brandywine Springs Park for the Area's annual picnic, typically held in July.

### **SECTION XII-10: ASC OFFICERS**

- 1) The Area Secretary has a budget of \$125.00 a month.
- 2) RCM – The Small Wonder Area financially supports sending regional representatives to the Zonal Forum each September.

### **ARTICLE XIII. AUDITS**

1. An ad-hoc committee will form annually for the purpose of performing audits on the ASC Treasurer, ASC Literature and Convention Body committees. The audit ad-hoc committee will consist of the ASC Chair, ASC Co-chair, ASC Secretary, Policy Chair and RCM.
2. Audits are to be conducted annually, starting in April (through June of each year, where possible), and the audit ad-hoc committee is to report back to area once a year in the month of June, or earlier. Audits can be called at other times as required by the ASC
3. In the event that an ASC trusted servant steps down early, an immediate audit will be conducted on their financial reports

### **ARTICLE XIV: INSURANCE**

1. The Small Wonder Area shall maintain an insurance policy that provides coverage to all home groups in the Area, as well as offering the opportunity for special riders to cover the bi-annual Convention, fundraisers, U&A events and other functions.
2. SWANA pays 100% of the cost of the insurance policy every other year, and shares the cost of the policy with the Convention Body during Convention years, with each paying 50%.
3. Riders for special events may be obtained by contacting our carrier. Information regarding this policy and contact names & numbers can be found in the Appendix.



# PART SEVEN: RECORD OF MOTIONS





**ARTICLE XV: SMALL WONDER AREA****APPROVED MOTIONS 1986 - 2001**

Date	Motion
Sep 1986	All approved NA materials (Books, Medallions, etc.) will be made available at ASM through the Literature Committee.
Oct 1986	All groups make a report of names, addresses and phone numbers of all group officers to be turned over to each group's meeting facility and be kept on file.
Nov 1986	Secretary will mail Literature order forms out with minutes each month.
Dec 1986	All GSRs can vote at ASM regardless of whether or not they attended previous ASM.
Feb 1987	H&I returns as a panel system.
Apr 1987	Helpline requirement of 3 months' clean time is changed to 6 months.
Nov 1987	All H&I donations should be given to ASC. H&I will request funds from ASC.
Jun 1988	Literature Chairperson should keep 20 of each IP and White book in Spanish for PI and H&I use.
	Secretary will include a Group Treasurer form with copies of the minutes.
Dec 1988	ASC pays for RCM and RCM2's room at Regional Service Weekend (one night).
Jun 1989	Nominees running for office on a regional or area level will have their qualifications included in the ASM minutes prior to group votes.
Aug 1989	Regional meeting lists will be sold to groups at cost.
Oct 1989	All merchandising for our Area will be done by the Activity Committee
	The name SMALL WONDER AREA and/or SWANA is not be used on any merchandise unless first approved by the ASC.
Nov 1989	Groups are suggested to submit a financial statement to the secretary.
	Any group found to be in violation of the 12 Traditions of NA may be removed from the Area's meeting list.
Sep 1990	All groups, subcommittee chairpersons, and committee officers should prepare their reports before the ASC meeting, not during.
	Set up a basic literature starter package for new groups with a value of \$15, not to be exceeded unless prices are increased. This is to be paid back within 3 months.
Nov 1990	SWANA will sponsor a Christmas Marathon Meeting each year on 12/24 from 10:00pm to Midnight.
Apr 1991	Subcommittees must submit a 6-month budgetary request by August.
	Assistant secretary position will be established.
	Qualifications for nominations of trusted servants will be sent out in the April minutes.
June 1991	Literature committee will sell Basic Text to the groups at cost.
	The ASC has the option of taking a vote at the beginning of each ASM to determine if the meeting will be smoking or non-smoking.
	Recognition of new groups - The group will advise the ASC of its existence after its first meeting and make a request for official recognition. After three months of existence, the ASC will vote on official recognition of the new group before the meeting is added to the meeting list.
	All subcommittee chairpersons will submit a written report to the secretary at each ASM. This report should include a financial accounting of all outstanding funds on hand.
	The area literature committee will have it's own bank account, however, it will be accountable to and receive direction from the JAC.

	The area secretary and treasurer, and the PI chairperson should have keys to the ASC P.O.Box.
Jul 1991	Provision made to continue ASM beyond the time limit to have all reports that are available be given. If ASM runs beyond 2 hours GSRs have the right to leave.
Sep 1991	A group report can be taken from a member of a home group when the group is in need of trusted servants, even though the group is doing well.
	The treasurer will pay the helpline bill automatically each month.
	The literature committee will sell literature to subcommittees at cost.
	The treasurer will automatically pay rent for ASM each month.
	Our policy committee will consist of the policy chairperson, area secretary, area co-chair and treasurer.
	The literature committee has the responsibility to make, update, print, and distribute the area's meeting list.
Oct 1991	Subcommittees will submit their motions during their reports as part of their new business.
Jan 1992	No voting on motions if all groups didn't get minutes on time for business meetings. Based on whether minutes are sent out on time.
	The ASC must approve any request for funds outside of the operating budget. All expenses must be supported with documentation such as a receipt or paid voucher. The treasurer has the responsibility to bring any discrepancies to the attention of the ASC for resolution. All requests for funds must be submitted in writing to the treasurer and the treasurer must keep one copy for records.
Apr 1992	Each group will be given a receipt of their literature monies.
Jun 1992	Establish the position of literature co-chair.
Aug 1992	Allow the literature committee to increase prices to pay for its monthly expenses.
Oct 1992	Each group will have one month's or a \$5 reserve and will turn the rest of the money over to the area.
Sep 1992	Increase secretary budget from \$28 to \$35.
Apr 1993	Increase secretary budget from \$35 to \$40.
May 1993	Increase U&A budget to \$300.
Oct 1993	Form a convention committee.
Nov 1993	Use all new service structure literature put out by WSO unless it is in conflict with our current Policy.
Nov 1994	Dispense with the process for voting to approve subcommittee reports.
Jan 1995	Full financial disclosure of subcommittees is approved.
Apr 1996	A quorum of more than half of the groups must be met before voting can be valid.
	No voting on motions if all groups didn't get minutes on time for business meetings. Based on whether minutes are sent out on time.
Apr 1996	Area will hold a convention (SWACNA 3)
	Co-chairs will automatically move into chair positions for all subcommittees. Co-chairs will be voted in by the groups.
July 1996	Increase the secretary's budget from \$40 to \$60.
Aug 1996	Increase H&I's budget from \$150 to \$250.
Sept 1996	Create a literature review/meeting list subcommittee.
Oct 1996	Get a stamp for literature with the Area's address and helpline phone number.
Dec 1996	Subcommittee chair must be present to collect funds for the budget or other business.
Feb 1997	Form a region consisting of Delmarva, Ocean Gateway, and Small Wonder Areas.

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Mar 1997	Have literature orders distributed at the end of ASM
	ASM will be non-smoking
Apr 1997	Include ASM minutes on the website
July 1997	All written motions will be debated.
Sept 1997	Small Wonder Area Convention will be held bi-annually
Feb 1998	GSR for new groups must be present at 3 consecutive ASMs for new groups to be recognized.
Aug 2000	Include ASM minutes on the website.
Aug 2000	U&A and Treasurer will include line-by-line financial reports in the minutes.
Sept 2000	U&A will retain any money made on an event to be applied to future events up to \$999.
	All subcommittees and home groups will include any events they are planning in their reports for two consecutive months before the event.
Oct 2000	RCM will be a two-year term.
	The JAC meeting will change from the day before ASM to right before ASM.
	Literature review and meeting list will be split into two separate committees.
Feb 2001	Raise the Secretary's budget from \$80 to \$125.
Apr 2001	State in policy that the meeting list subcommittee will take care of changes and printing of the meeting lists.

<b>ARTICLE XVI: MOTIONS OCT 2012-PRESENT</b>		
<b>Date (Mo/Yr)</b>	<b>Motion</b>	<b>Pass/Fail</b>
Oct 2012	Increase the monthly H&I budget to \$100/mo as needed, for the purpose of purchasing background checks for panel leaders bringing meetings to facilities which require them	Pass
Oct 2012	Change bank signers for the Literature Committee's bank account to include the Literature Chair, ASC Chair and ASC Treasurer	Pass
Jan 2013	Increase U&A's budget for activities to \$400 per event	Pass
Mar 2013	Add a link to the Teleconference meeting website to the SWANA website	Pass
	Literature committee will give literature directly to the PR committee	Pass
Feb 2014	Change the nomination of convention body officers to the month of March, with elections in the April	Pass
Apr 2014	In the event an ASC trusted servant steps down early, an immediate audit of their financial reports will be conducted	Pass
	Allow a debit/credit card to be tied to the Literature Committee's bank account	Pass
July 2014	The requirement of 3-months' subcommittee experience for phone line chair can be waived	Pass
	The ASC Treasurer and Literature Chair must include dated deposit slips in the reports for the ASM minutes	Pass
	Provide a budget of \$30 monthly for the Outreach subcommittee to purchase literature for the GSR education meeting	Pass
	A night deposit key will be distributed to all/any members responsible for deposits to ensure all deposits can be made, even after hours	Pass
	Add Co-Treasurer to the list of check signers for SWANA bank account.	Pass
	When an incident regarding the handling of money occurs where money is lost, stolen or not accounted for in any way by the individual responsible for that task, that 3 actions MUST occur as soon as the matter is discovered: <ol style="list-style-type: none"> <li>1. That the person responsible for the monies belonging to the area must immediately report it to the Area Chair and with sufficient details to understand the incident to their satisfaction, and to any other person(s) that merit reporting.</li> <li>2. That the person responsible for the monies being lost, stolen, misplaced or otherwise unaccounted for, regardless of reason or fault, must step aside and immediately relinquish all financial responsibilities with the Area, return any monies or property belonging to the Area to others as may be directed by the Area, and if a person in any position (elected or appointed by the Area or a subcommittee of the Area) must relinquish that positions. This action may be immediately reversed by a vote of confidence from the Area Service body.</li> <li>3. Any monies which cannot be recovered are to be replaced by the person responsible, in a time and manner acceptable to the Area Service Body.</li> </ol>	Pass

Date (Mo/Yr)	Motion	Pass/Fail
Dec 2014	Only remove groups from the meeting list upon the recommendation of the Outreach Subcommittee	Pass
	The Area must produce documentation that shows home group votes for policy revisions over the last 7 years	Fail
Jan 2015	Remove Serenity Group from the meeting list	Pass
	Call for nominations in April so we have two months of nominations (April & May) with elections in June. A person who is nominated need only be present the month they are nominated and for the election. Notice should be sent out to home groups in March.	Pass
Feb-June 2015	No motions	N/A
July 2015	Add clarity to the Unity & Activity item #4 to read "Schedule Christmas & New Year's 24-hour marathon meetings"	No vote can be found
	Approve the new Financial Accountability Statement currently used by Convention Body (see Appendix	Pass
	Increase H&I budget to \$100 per month, to be requested as needed. This is intended to cover background checks in state facilities where we have commitments.	Pass
Aug 2015	No motions	N/A
Sept 2015	In order to fulfill a quorum at the time of voting at Area Service, at least 51% of home groups in the area must have a GSR or Alt-GSR present	Pass
Oct 2015	No motions	N/A
Nov 2015	No motions	NA
Dec 2015	ASC Treasurer is to buy and use accounting software	Pass
Jan 2016	ASC Treasurer is to provide Area with a detailed financial report that includes all subcommittee budgets, area expenditures & deposits, bank statements from area's financial and maintenance expenses	Tabled
Feb 2016	<p>The Area shall have an insurance policy that will cover SWANA and all events &amp; functions. The total for the policy is \$1,876 annually.</p> <p>Within the motion was a request for the Convention to receive a 50% deposit that day, with the Area covering \$638 and the Convention \$300. The balance would be paid by April 1<sup>st</sup> when the Convention turned in its proceeds to the Area.</p>	Pass

Date (Mo/Yr)	Motion	Pass/Fail
	Raise all literature costs across the board, with the exception of the Basic Text, 20% at the end of each order to cover the costs of bags, order forms and price increases.	Pass
Mar 2016	Reconsider as per SWANA policy the insurance policy that was purchased for the groups based on new information provided on 3/15/16 (the policy itself) and subsequent review of WSO Bulletins #32 and #33 as it pertains to incorporations, 501(c)3 nonprofit status as well as seeking insurance and the 6-step process to do so,	Fail
	ASC Treasurer to provide Area with a detailed financial report that includes all subcommittee budgets, area expenditures & deposits, bank statements from area's financial and maintenance expenses	Fail
March 2016	Create an inventory committee to complete an Area inventory in accordance with the Guide to Local Service (pg 58-59). This inventory would include ASC, all subcommittees and home groups, to commence in June and take place annually.	Fail
April-June 2016	No motions	N/A
July 2016	The Area will reimburse all subcommittee chairs for gas and tolls to travel to and from the Regional Area Service meeting.	Pass
	Change H&I literature costs from being paid by the Literature Committee to being paid by the ASC	Pass
Aug-Oct 2016	No motions	
Nov 2016	Revert literature prices back to regular prices before the 20% increase <i>Note: There is a 6 month moratorium on changing a motion that has passed</i>	Rescinded
Dec 2016	Revert literature prices back to regular prices before the 20% increase	Pass
Jan 2017	Literature committee will return price calculation to what it was before adding 20% to pay for the cost of H&I literature	Pass
Feb 2017	No motions	N/A
Mar 2017	No Motions	N/A
April 2017	All future ASC minutes will be emailed to the gmail accounts of home groups, set up by the Area Secretary. Each home group will have its own gmail account in their group's name.	Pass
	Change the ASM in the months of April & June from the 3rd Sunday to the 4th Sunday of the month.	Pass
	Implement a budget of \$100 to have refreshments at Area Service	Fail

Date (Mo/Yr)	Motion	Pass/Fail
	Add Co-Treasurer duties & requirements to Convention Body policy. Duties & requirements to include: Responsibilities: <ul style="list-style-type: none"> <li>● Serve as Convention Treasurer in Treasurer’s absence</li> <li>● Assist Treasurer with bookkeeping</li> <li>● Work with Treasurer at events and at the Convention and with subcommittees that handle money</li> </ul> Requirements: <ul style="list-style-type: none"> <li>● 5 years clean</li> <li>● Must sign a financial accountability statement</li> <li>● Must have a job or other source of income (Le.g. disability, retirement) and bank account</li> <li>● Working knowledge of the 12 steps, 12 traditions and 12 concepts</li> <li>● Have an NA sponsor</li> </ul>	Passed
June 2017	Motion made and referred to Convention Body	N/A
July 2017	No motions	N/A
Aug 2017	Remove the dollar amount of the new home group “starter kit.” Starter kit to be given to the new home group will consist of a Basic Text, It Works, Just for Today, group readings, 3 of each IP, and 5 of each key tag up to 90 days. Value of kit will be at cost which is set by Literature Committee	Pass
Sept 2017	The cost of the home group starter kit will be 60% of Literature’s current price, with the Area to reimburse Literature for the remaining 40% balance. Example: an \$85 starter kit value would cost a home group \$51 and the Area \$34.	
	Public Relations requested the subcommittee’s unused budget from the prior 6 months (\$50/mo x 6 = \$300) in order to rebuild the subcommittee’s materials and resources needed to carry out its primary purpose	Pass
Nov 2017	Remove Keep It Simple group from meeting list	Pass
Dec 2017	No motions	
Jan 2018	Add to the duties and responsibilities of the Treasurer to secure the pavilion at Brandywine Springs Park for the Area’s annual function	Pass
Feb 2018	No motions	Pass
March 2018	Policy Subcommittee will purchase 3-ring binders for all home groups to have for the Area Policy, making it easier to circulate and insert revisions as needed	Pass

<b>Date (Mo/Yr)</b>	<b>Motion</b>	<b>Pass/Fail</b>
Oct 2018	To have the 24 hour marathon for Christmas and New Years	Pass
Nov 2018	To request monies in total of \$145.00 for the production of table cloth with the Narcotics Anonymous name & logo for Public Relations information table is set up at events.	Pass
Nov 2018	To give Outreach the ability to remove meetings not actively meeting at scheduled date & time from the meeting list.	Pass
Jan 2019	No Motions	
Feb 2019	No Motions	
Mar 2019	In the event of inclement weather, all SAM participants will be notified of cancellation of the meeting at least three hours prior. Cancellation will be posted on the SWANA website.	Pass
June 2019	Motion to make sure flyers are posted on our website	Pass
July 2019	No Motions	
Sept 2019	To expand the responsibilities of Meeting List/Website Chair to include Posting SWANA Area events & event fliers to the Free State Region.	Pass
Sept 2019	To expand the responsibilities of Meeting List/Website Chair to include updating SWANA Meeting List info on the NA World Basic Meeting List Table.	Pass
Oct 2019	No Motions	
Nov 2019	No Motions	
Dec 2019	No Motions	
Jan 2020	In the event that a single individual has been nominated for an area level position but cannot be present for elections their name may be carried forward as a nominee to elections under the following conditions; 1) The nominee must have a valid reason for not attending elections (e.g. severe illness, family emergency). 2) The nominee has a desire to continue running for the position. 3) The nominee must convey both conditions 1 & 2 to the Area Chair or Co-Chair prior to area service.	Pass
Jan 2020	In addition to policy that clearly states, when nominations come up for any and all area positions that the acting chair must serve their responsibility and commitment until a successor has been voted on. This would include training the incoming chair for that position.	Pass
Feb 2020	No motions	
Mar 2020	Remove following from the Convention Financial Policies and Guidelines: "Note: the remaining 75% of profits is temporarily given to the Area Treasurer to be held for the subsequently distributed to the incoming Convention Committee."	Pass



April-Dec 2020	No Motions	
<b>Date (Mo/Yr)</b>	<b>Motion</b>	<b>Pass/Fail</b>
Jan-July 2021	No Motions	
Aug 2021	To donate \$600 to the Free State Region	Pass
	To hold monthly ASC meetings	Pass
	To hold ASC on a weekday	Pass
Sept 2021	No Motions	
Oct 2021	JAC & ASC returning to meeting in person	Pass
Oct 2021	For ASC to be hybrid	Pass
Nov 2021	No Motions	
Dec 2021	ASC to pay \$75 a month for rent and \$25 for cleaning service. For a total of \$100 a month for JAC and ASC rent and cleaning.	Pass
Jan 2022	No Motions	
Feb 2022	To purchase an additional storage cabinet for literature	Pass
Feb 2022	To send additional \$1000 to region	Pass
Feb 2022	To have the Literature Co-chair voted on by ASC	Pass
Jan 2023	Motion for RCM to attend Region 6 months in person and 6 months on Zoom	Pass
	Motion to vote Shayla B for Meeting List/Web Site	Pass
Feb 2023	No Motions	
Mar 2023	No Motions	
Apr 2023	No Motions	
May 2023	No Motions	
May 2023	Emergency Meeting - Motion to remove Convention Chair	Pass
Jun 2023	No minutes	
Jul 2023	Motion to give U&A additional \$200 for the Annual Picnic	Pass
Aug 2023	Motion to change date of ASCM from 9/20/23 to 9/27/23 due to not having access to the large meeting room.	Failed
Sep 2023	No Motions	
Oct 2023	No Motions	
Nov 2023	No Motions	

<p>Dec 2023</p>	<p>To change the language under section VI-3 The Election Process, sub section c How the election process works, 4th bullet (p21-SWANA Policy)</p> <p>From: “The member receiving the most for votes wins, and the nominees are asked to return to the room”</p> <p>To: “The member receiving the most votes wins, unless there are more Against than For votes for the nominee. The nominees are asked to return and they are informed of the outcome.”</p>	<p>Pass</p>
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