

**Guidelines for the
West Puget Sound Area Service Committee
Of Narcotics Anonymous**

Approved 7/26/09

ARTICLE I: NAME

The name will be, West Puget Sound Area Service Committee of Narcotics Anonymous (WPSASCNA), hereinafter known as ASC, or Committee.

ARTICLE II: PURPOSE

The purpose of the ASC is to be supportive of the Groups and their primary purpose by linking together the Groups within the Area, by helping the Groups deal with their basic situations and needs, and by encouraging the overall growth of the fellowship of Narcotics Anonymous.

ARTICLE III: SPIRITUAL GUIDANCE

- 1) The ASC, and its subcommittee, shall not make any motion or take any action that conflict with the Twelve Traditions of Narcotics Anonymous.
- 2) The Committee shall comply in all of its actions by using the following documents in succession:
 - a. The Twelve Traditions
 - b. The Twelve Concepts of Service
 - c. The current publication of the ASC Guidelines
 - d. Past major motions
 - e. The Guide to Local Services in Narcotics Anonymous or its successor
 - f. The current publications of all Narcotics Anonymous Handbooks.

ARTICLE IV: MEMBERSHIP

- 1) General membership in the ASC will be open to all persons who share in the stated purpose of the committee.
- 2) Voting membership in the ASC will be limited to Group Service Representatives (GSR) as elected or appointed by their respective Groups (See Article X VOTING).
- 3) A new Group GSR will become a voting member upon the attendance of two consecutive ASC business meetings.
- 4) Any Group GSR missing 3 consecutive ASC business meeting shall lose their voting privileges until such time as they have been present at 2 consecutive ASC business meetings.

ARTICLE V: OFFICERS / SUBCOMMITTEE CHAIRS

- 1) The officers for the ASC will be as follows: Chair, Vice-Chair, Secretary, Treasurer, Assistant Treasurer, Regional Committee Member (RCM1), Alternate Regional Committee Member (RCM2, C&ECM and Alternate C&ECM.
- 2) The ASC Officers and Subcommittee Chairs will be elected to their service position by the voting members of the ASC, except as noted in ARTICLE VI, Section 4. The length of term for all officers and Subcommittee Chairs is one year.

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- 3) No service member will be eligible to serve more than two consecutive terms in the same position.
- 4) Loss of abstinence constitutes an immediate and automatic resignation of a service member.
- 5) Following written notification, a service member may be removed for non-compliance at the next ASC meeting. A two-thirds (2/3) majority vote is required for removal. Non-compliance includes, but is not limited to:
 - a. Non-fulfillment of the duties of their position, as outlined in the ASC Guidelines
 - b. Missing 2 consecutive ASC or scheduled meetings without prior notification to the ASC Chair.
- 6) Grievances may be filed against any service member or member serving on a subcommittee. The procedure for a grievance to be filed is as follows:
 - a. A written letter stating the grievance and the sought resolution, solution, or remedy shall be provided to the ASC Chair or Vice Chair in the event of the grievance is against the Chair.
 - b. The letter shall be discussed between the Chair and the writer to substantiate the validity of the grievance, the intent, and the proposed resolutions.
 - c. The Chair shall contact the recipient of the grievance and seek to mediate between the parties involved.
 - d. Should the Chair be unable to resolve the issue, the letter should be read during new business at the next ASC business meeting, and the parties given time to explain their positions.
 - e. The parties involved should leave the meeting to allow for discussion and return after the issue is voted on. Pro and cons should be heard concerning the issues. The resolutions or remedies to the issues should be voted on by the ASC. Any action voted on at the ASC regarding a grievance will require a two-thirds (2/3) majority vote to institute.
- 7) A six (6) month moratorium for ASC Service shall be required for any service member who resigns or is removed from their position prior to the completion of their term. The only exception to this will be when their resignation is to fill another elected position.
- 8) It is suggested that ASC officers and Subcommittee Chairs be active members of NA and are to attend at least 2 different regularly scheduled WSPANNA meetings each month.

ARTICLE VI: SUBCOMMITTEES

- 1) Standing Subcommittees shall be formed upon the approval of the voting members. These Subcommittees shall include, but not be limited to the following: Public Relations (PR), Activities, and Literature.
- 2) Chairpersons for standing Subcommittees shall be elected to their service position by voting members of the ASC.
- 3) Subcommittees will perform their functions as stated in Article III Spiritual Guidance and Article VII Qualifications and Duties.
- 4) Adhoc (Special Subcommittees) may be appointed by the Area Chair, or they may be formed by a motion upon approval by the voting members.
- 5) Adhoc (Special Subcommittees) Chairpersons will be appointed by the ASC Chair, unless otherwise specified in the motion to commit.
- 6) ASC Subcommittees will record minutes of their meetings and give a copy of each to the ASC Secretary for inclusions in the area archives, the RCM1 for forward to Region, and a copy mailed to the appropriate committee at the WSC.
- 7) Each Subcommittee shall have a set of written guidelines to operate from. A current copy of these guidelines shall be kept with the area guidelines for easy reference.
- 8) Each Subcommittee's guidelines shall be approved by ASC body by a two-thirds (2/3) majority.

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- 9) Subcommittee's Chairperson will conduct an annual audit upon election and submit a report the following ASC meeting.

ARTICLE VII: QUALIFICATIONS AND DUTIES

1) Chair

A. Qualifications:

- 1) Completion of a service position within the fellowship of Narcotics Anonymous.
- 2) Previous ASC experience
- 3) Required clean time of three (3) plus years.
- 4) A working knowledge of the Twelve Traditions and the Twelve Concepts of Service.

B. Duties:

- 1) Insures that the monthly ASC meeting has a place to assemble and do business. Provides the PR Committee with the place, date, and time of meeting to be included in the meeting schedules.
- 2) Facilitates an orderly monthly ASC meeting abiding by the guidelines for the committee.
- 3) In the event of a tied vote on the floor of the ASC, participates in the triumvirate.
- 4) Is a participant in the bi-yearly audits of Treasurer, Literature, Activities, and PR Subcommittees.
- 5) Insures that the Vice Chair is informed and able to run the ASC monthly meeting, if must be absent.
- 6) Prepares a written report when necessary to be read at the monthly ASC meetings and given to the ASC Secretary.
- 7) Is a signatory on the Area bank account.

2) Vice Chair:

A. Qualifications:

- 1) Previous ASC experience.
- 2) Required clean time of two (2) plus years.
- 3) Willing and able to serve in the position of Chair if elected by the Committee at the end of term.

B. Duties:

- 1) Attend all monthly ASC meetings and special meetings, staying abreast of the issues and problems confronting the ASC.
- 2) Attend each of the Area Subcommittee meetings at least once each quarter.
- 3) Facilitate the monthly ASC meeting if the Chair must be absent.
- 4) Facilitate a GSR workshop one hour before each ASC meeting and to work with RCMQ and RCM2 to appoint a GSR Mentor at ASC meetings to new GSR's.
- 5) Prepares a written report to be read at the monthly ASC meetings and given to the ASC Secretary when appropriate.
- 6) Is a signatory on the Area bank account
- 7) Participate in the bi-yearly audits of the Area Literature inventory, Treasurer, Activities, and PR in June prior to the July ASC election and in January prior to the ASC meeting. These audits will be done by the Literature Chair, Area Treasurer, the Assistant Treasurer, the Area Chair and the Area RCM1, PR Chair & Vice Chair, Activities Chair & Vice Chair.
- 8) In the event of a tied vote on the floor of the ASC, participates in the triumvirate.

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3) Secretary:

A. Qualifications:

- 1) Required clean time of one (1) year.
- 2) Completion of service position within the fellowship of Narcotics Anonymous.
- 3) Must have, or have access to, computer equipment and be able to use basic word processing.

B. Duties

- 1) Attend all monthly and special ASC meetings.
- 2) Take clear, accurate minutes of the ASC meetings and prepares the agenda for the ASC monthly meeting and any special meetings as necessary and prepare agenda for next ASC meeting.
- 3) Mail and/or provide the minutes within 14 days of ASC meetings to all ASC voting members, officers, subcommittee chairs, Region and the WSC.
- 4) Keep an accurate and up to date motion log. Motion log shall be present at all ASC meetings.
- 5) Keep and maintain Area archives. Achieve all meeting minutes that are older than 2 years.
- 6) Provide a copy of the area guidelines to new GSR's and newly appointed or elected Officers or Chairpersons.
- 7) Maintain a current, up-to-date mailing list of ASC Officers, ASC Subcommittee Chairs and Group Service Representatives.
- 8) Is signatory on the Area bank account.
- 9) In the event of a tied vote on the floor of the ASC, may be an alternate participant in the triumvirate.
- 10) Must keep previous years meeting minutes at ASC meetings.

4) Treasurer:

A. Qualifications:

- 1) Required clean time of 3 years
- 2) Completion of a service position at either the Group or Area level.
- 3) Must have a viable income (i.e. job or regular income from a reliable source).
- 4) Able to perform basic accounting math.

B. Duties:

- 1) Attend all ASC meetings.
- 2) Bring all bank records after last audit with current statement to all ASC month meetings
- 3) Prepare a monthly written report and provide copies to all officers at ASC at the monthly ASC meeting.
- 4) Keep the Area checkbook balanced and current
- 5) Conduct an audit of the Area treasury in June prior to the June ASC meeting and in January prior to the ASC elections. This audit will be done by the Area Treasurer, the Assistant Treasurer, the Area Chair, and the Area RCM1.
- 6) Train the Assistant Treasurer in the duties of Treasurer and the functioning of the Area Treasury.
- 7) Is a signatory on the Area checking account.
- 8) Receive and disburse funds as per the ASC guidelines
- 9) Participate in a bi-yearly audit of the Area Literature inventory in June prior to the July ASC election and in January prior to the ASC meeting. This audit will be done by the Literature Chair, Area Treasurer, the Assistant Treasurer, The Area Chair, and the Area RCM1.
- 10) In the event of a tied vote on the floor of the ASC, may be an alternate participant in the triumvirate.

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- 11) Pick up the mail from the Area Post Office Box and distribute to the appropriate persons.
- 5) **Assistant Treasurer:**
- A. Qualifications:
 - 1) Required clean time of 2 years.
 - 2) Knowledge of basic accounting math.
 - 3) Willing and able to assume the duties of the Area Treasurer on the completion of, the resignation from, or the removal from the service position on the approval of the ASC voting members.
 - B. Duties:
 - 1) Attend all ASC meetings
 - 2) Assist the Area Treasurer in the duties of their position
 - 3) Verify all incoming funds and disbursements
 - 4) Participate in a bi-yearly audit of the Area Literature, Activities, Treasurer, Public Relations inventory in June prior to the July ASC election and in January prior to the ASC meeting. This audit will be done by the Literature Chair, Area Treasurer, the Assistant Treasurer, The Area Chair, and the Area RCM1.
- 6) **Regional Committee Member (RCM1):**
- A. Qualifications:
 - 1) Required clean time of 2 years
 - 2) Prior service at Area level
 - 3) Working knowledge of the Twelve Traditions and Twelve Concepts.
 - B. Duties:
 - 1) Act as liaison between the Area and the Regional Service Committees.
 - 2) RCM1 and RCM2 shall attend all ASC meetings.
 - 3) Attend all Regional Service Committee (RSC) quarterly meetings, annual Fellowship Services Association (FSA meeting and any emergency meetings if called.
 - 4) Prepare and provide the ASC Secretary with written pre Regional report and post Regional report the corresponding ASC meetings and quarterly Regional meetings.
 - 5) As a voting participant at the RSC, carry the Area's group conscience to the floor of the RSC.
 - 6) Stay abreast of the Area's concerns, and feelings towards issues so as to be able to vote at the RSC without a vote having been presented at the ASC.
 - 7) Is a signatory on the ASC checking account.
 - 8) Participate in the bi-yearly audit of the ASC Treasury.
 - 9) Participate in the bi-yearly audit of the Literature Committee inventory.
 - 10) Stay abreast of issues at the Regional and World levels that will impact the Area or Groups so as to provide the best possible information and opinion to the Area for consideration.
 - 11) In the event of a tied vote on the floor of the ASC, participates in the triumvirate.
- 7) **Alternate Regional Committee Member (RCM2):**
- A. Qualifications:
 - 1) Required clean time of 1 year.
 - 2) Willing to assume the position of RCM1 upon the completion of term if approved by the ASC voting members.
 - 3) Prior service at Area level
 - B. Duties:
 - 1) Attend 3 of the 4 RSC quarterly meetings with at least one of those being the meeting prior to the ASC elections for RCM1.

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- 2) RCM1 and RCM2 shall attend all ASC meetings.
- 3) Act as the Area's representative at the RSC if the RCM1 is unable to attend and provide a written report to the ASC.
- 4) Assist in a GSR workshop one hour before each ASC meeting and to work with the Vice Chair to appoint a GSR Mentor at ASC meetings to new GSR's.
- 5) Stay abreast of the issues at the Regional, ASC and World levels of service.
- 6) In the event of a tie vote on the floor of the ASC, may participate in the triumvirate.

8) Public Relations (PR) Chair:

A. Qualifications:

- 1) Clean time requirement of five years and six months active PRC membership
- 2) Prior Chair experience either as a Subcommittee Chair/Vice Chair or Area Chair/Vice Chair.
- 3) Previous PRC or other relevant service experience.
- 4) Familiarity with all public relations related NAWA approved handbooks. (Includes Public Relations Handbook when approved, H & I Handbook, PI Handbook and Phone line Handbook).

B. Duties:

- 5) Coordinates all public relations efforts.
- 6) Presides at all regular and special subcommittee meetings
- 7) Provides agenda at regularly scheduled meetings of PRC
- 8) Makes regular reports to ASC on the status of all proposed, current or completed plans.
- 9) Represents PRC at the regular meeting of the ASC
- 10) Submits current copy of the PRC guidelines to the ASC annually in January
- 11) Attend the quarterly regional all subcommittee meeting
- 12) If an elected Officer or coordinator position is vacant, insures the duties of that position are fulfilled.
- 13) Shall rotate with the Vice Chair in performing a monthly orientation, one half hour prior to the subcommittee meeting per orientation schedule.
- 12) Participate in a bi-yearly audit of the Public Relations Subcommittee inventory in June prior to the July ASC election and in January prior to the ASC meeting. The Literature Chair, Area Treasurer, the Assistant Treasurer, The Area Chair, and the Area RCM1 will do this audit.

9) Activities Chair:

A. Qualifications:

- 1) Recommended clean time of 2 years.
- 2) Prior activities experience.

B. Duties:

- 1) Attends and facilitates all meetings of the Activities Committee
- 2) Attends all ASC business meetings and the quarterly Regional All-Subs Day.
- 3) Prepare and provide the ASC Secretary with written subcommittee and pre-Regional reports for the ASC monthly meeting and quarterly Regional All-Subs day meeting.
- 4) Attend Activities workshops where possible
- 5) Cooperates with the other ASC subcommittees when and where appropriate.
- 6) Coordinates and is responsible for all work done by the Activities Committee.
- 7) Submits a written monthly financial report at every ASC meeting.
- 8) Keeps the committee guidelines current and supplied to the ASC secretary for inclusion in the ASC archives.

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- 9) Provides a copy of the monthly meeting minutes to the ASC Secretary for inclusion in the ASC archives.
- 10) Provides the PR Committee with a regularly monthly meeting place, date, and time for inclusion in the published schedules.
- 11) Provide flyers for all events at least one ASC meeting prior to the function.
- 12) Participate in a bi-yearly audit of the Activities Subcommittee inventory in June prior to the July ASC election and in January prior to the ASC meeting. This audit will be done by the Literature Chair, Area Treasurer, the Assistant Treasurer, The Area Chair, and the Area RCM1.

10) Literature:

A. Qualifications:

- 1) Recommended clean time of 2 years and a requirement of 1 year.
- 2) Prior service in the fellowship of Narcotics Anonymous.

B. Duties:

- 1) Attends and facilitates all meetings of the Literature Committee
- 2) Attends all ASC business meetings and the quarterly Regional All-Subs Day.
- 3) Prepare and provide the ASC Secretary with written subcommittee and pre-Regional reports for the ASC monthly meeting and quarterly Regional All-Subs day meeting.
- 4) Attend Literature workshops where possible
- 5) Cooperates with the other ASC subcommittees when and where appropriate.
- 6) Coordinates and is responsible for all work done by the Literature Committee.
- 7) Submits a written monthly financial report at every ASC meeting.
- 8) Keeps the committee guidelines current and supplied to the ASC secretary for inclusion in the ASC archives.
- 9) Provides a copy of the monthly meeting minutes to the ASC Secretary for inclusion in the ASC archives.
- 10) Provides the PR Committee with a regularly monthly meeting place, date, and time for inclusion in the published schedules.
- 11) Maintains Area literature inventory at the level set by the ASC
- 12) Provides literature for sale at costs that have been determined by the Literature Committee and approved by the ASC at each ASC business meeting.
- 13) Participates in and holds Area workshops for the development of new literature as released by NAWS.
- 14) Holds a bi-yearly audit of the Area Literature inventory in June prior to the July ASC election and in January prior to the ASC meeting. This audit will be done by the Literature Chair, Area Treasurer, the Assistant Treasurer, The Area Chair, and the Area RCM1.
- 15) Responsible for preparing coffee for ASC meetings and will provide receipts for reimbursement.

11) Convention & Events Committee Member:

A. Qualifications:

- 1) A member of Narcotics Anonymous.
- 2) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
- 3) Recommended clean time of 5 years
- 4) Willingness to serve a 2-year commitment.
- 5) Have prior area level service experience.
- 6) Have prior convention or other qualifying experience.

B. Duties:

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- 1) Willingness to serve on a Subcommittee of the C & E.
- 2) To be thoroughly familiar with the content of the C & E Committee guidelines
- 3) Act as liaison between the WPSA and the Convention & Events Subcommittee
- 4) Attend all Convention and Events Subcommittee meetings and any emergency meetings if called for.
- 5) Prepare and provide the ASC secretary with a written pre-quarterly subcommittee report and post-quarterly Subcommittee report for the corresponding ASC meetings.
- 6) As a voting member of the C & E Subcommittee carry this Area's group's conscience.
- 7) Provide a copy of the C & E Subcommittee minutes to the ASC Secretary for inclusion in the area archives.
- 8) To stay abreast of issues at the Regional and World levels that will impact the area or the groups so as to provide the best possible information and opinion to the area for consideration.
- 9) To accept and complete tasks assigned at each C & E Committee meeting
- 10) To be willing to attend C & E hosted events and assist host committee where directed by the liaison or Treasurer.

ARTICLE VIII: ELECTIONS

- 1) ASC Officers and Subcommittee Chairs are to be elected on the following schedule:
 - A. January ASC business meeting:
 - a) Chair
 - b) Vice Chair
 - c) Secretary
 - d) Treasurer
 - e) Assistant Treasurer
 - B. July ASC business meeting:
 - a) Activities Chair
 - b) Public Relations Chair
 - c) Literature Chair
 - C. December ASC business meeting:
 - a) RCM1 (annually)
 - b) RCM2 (annually)
 - c) C&ECM (every 2nd year (2009, 2011, 2013, etc)
- 2) Any member may place a nomination or volunteer to fill a service position. GSR's will vote on the approval of the person to fill the position.
- 3) If there is only one person who is nominated or volunteers for a position, there will still need to be discussion on the qualifications and a vote to determine approval.
- 4) That all applicable candidates leave the room prior to voting.
- 5) A position that is vacated prior to the election date for that position will have nominations placed and voted on at the earliest opportunity. If there are no volunteers or nominations to fill a position, the ASC Chair may appoint a person to fill the position until such time as there is a nomination or volunteer.
- 6) Any position that is filled prior to its election date will only be for the term left until the next election date.
- 7) A person who is nominated for a position or one who wishes to volunteer for a position, must be present at the ASC business meeting in order to be elected
- 8) A simple majority is required to approve an election.

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ARTICLE IX: ASC MEETINGS

- 1) The ASC business meeting shall be held monthly
- 2) The date, time and place of the monthly business meeting should be consistent from month-to-month to allow for inclusion in the West Puget Sound (WPS) meeting schedule.
- 3) The date, time place of a monthly meeting may be changed by a motion and vote from the GSR's. In the event there is a change in the meeting schedule, all absent GSR's and Office should be notified of the change. GSR's should inform the members of their groups of the changes to allow participation by as many persons as possible.
- 4) Special meetings may be called by the ASC Chair and will be called upon the written request of three voting member. The purpose of, place, date, and time of the special meeting will be stated in the call. Except in the case of emergency, at least seven days notice should be given.

ARTICLE X: VOTING

- 1) Voting on all ASC motions and elections will be done on a one group, one vote system.
- 2) A voting member for one group cannot carry the vote for any additional group.
- 3) A group's vote on a special issue or election may be made in absence by providing the ASC with a written report. This vote shall be read into the record and shall be cast by the ASC Secretary.
- 4) A quorum is required to pass motions or make amendments. A quorum will be defined as ½ of the voting member groups of the ASC. If ½ of the member groups is not a whole number, the number defining a quorum shall be rounded down to the nearest whole number. A group that currently has their voting privileges suspended does not count toward the quorum requirement.
- 5) When a quorum is present, a simple majority is required to pass motions, except in cases of major money motions of \$100.00 or more of new money expenditures, amendments to the guidelines, or motions to reconsider/rescind, which will require a 2/3 majority of the quorum.
 - A. A simple majority is defined as 51% or more of the yes and no voters.
 - B. A 2/3 majority is defined as 2/3 or more of the voting members present. If 2/3 of the voting members present do not equal a whole number, the result should be raised to the next highest whole number. Abstentions will have no effect on the outcome of the vote.
 - C. If 50% or more of the voting members abstain from a vote, except for a 2/3-majority vote, the issue will be reopened for discussion a re-vote. Attention will be paid to what the abstaining votes need to reach a decision. The second vote will count regardless of the number of abstentions.
 - D. In the event of a tied vote on an issue or election, the matter will be re-discussed and re-voted. If the second vote results in a tie, the triumvirate will cast the tie-breaking vote.
- 6) In a tied vote on a motion or election, the triumvirate of the ASC Chair, ASC Vice Chair and ASC RCM! Will cast one vote each to decide the issue. If one or more of these officers is absent, the RCM2, Secretary, and the Treasurer in that order will replace the missing Officers.
- 7) Any business that is brought to the floor of the ASC that will require a vote should be placed on an approved ASC motion form.
- 8) Any member of Narcotics Anonymous may present a motion or participate in discussion. Seconds to all motions will be by voting members (GSR's).
- 9) A motion may be amended or withdrawn at any time prior to voting by the maker of the motion. Any motion that has been amended in this manner will need to be re-seconded.

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ARTICLE XI: FUNDS

- 1) All monies collected from Group donations or other Narcotics anonymous sources will be maintained in a checking account general fund, subject to disbursement by the ASC Treasurer for paying obligations.
 - A. Public Relations, Activities and Literature Subcommittees will each maintain a bank account separate from the General Fund.
 - B. Monies in excess of their prudent reserves shall be turned over to the ASC General Fund.
- 2) All monies disbursed by the Treasurer will be paid by check. At no time will cash be disbursed from the general fund.
- 3) All checks will be required to have two of the following signatures: Treasurer, Chair, Vice Chair, Secretary, or RCM1.
- 4) In the event a check is made payable to one of the authorized signatories on the account the payee will not be authorized to sign the check and another signature will be required.
- 5) A 2-month prudent reserve should be maintained when possible, that includes an average of 2 months of bills, 2 months subcommittee budgets, and 2 months operating expenses plus \$100.00 to cover unexpected expenses.
- 6) At the ASC business meeting prior to each Regional business meeting an accounting should be done to determine excess funds. Excess funds are those that remain after the prudent reserve is met and all expenses for the month have been paid. If there are excess funds in the Treasury, a motion should be made to forward excess funds to the Region. If approved, a check should be cut to WIRSCNA and given to the RCM1 to carry to the next RSC business meeting. Upon return from the RSC business meeting, the RCM1 will provide a receipt from the RSC.
- 7) Disbursement of funds will only be made for the following:
 - A. For approved bills and donations
 - B. For pre-approved expenses accompanied with receipts. If no receipt is available, approval for the disbursement must be made by the ASC voting members.
 - C. Advance payment only with the approved estimate with the receipt returned to the ASC Treasury at the ASC business meeting following the event or transaction.
 - D. All prepaid subcommittee budget monies are to be accounted for the following ASC meeting with copies of receipts and or return of funds. Subcommittees that do not provide receipts or funds will not receive subsequent budgets until receipts and or funds are provided, or approved by the ASC body.
- 8) The ASC Treasury and Subcommittees with checking accounts will be audited bi-yearly in June and January. This audit will be conducted by the ASC Treasurer, Assistant Treasurer, Chair, and RCM1.
- 9) A written financial statement is to be prepared and made available at each ASC business meeting along with the Area checkbook, check register, and bank statements.

ARTICLE XII: TRAVEL

- 1) When a trusted servant is required to attend an event or meeting by the ASC they may be reimbursed for some or all expenses to aid in their ability to serve the Area.
- 2) The RCM1 and the REC2 will be given \$100.00 each for travel and attendance at the RSC business meeting held quarterly. The RCM1 and RCM2 will need to file a request for funds each quarter. If either does not attend the RSC meeting after drawing funds their respective funds will be returned to the ASC general fund.

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- 3) Chairpersons for the ASC subcommittees will be reimbursed for gas expenses to attend the quarterly Regional All-subs Day with the accompaniment of receipts. This provision only applies to standing subcommittees and is not relevant to special or Adhoc committees.
- 4) All other travel expenses will need to be authorized by the ASC voting members on a case by case basis prior to the incurring of the expense.

ARTICLE XIII: GUIDELINE AMENDMENTS

- 1) Any member may propose an amendment to the ASC Guidelines. A voting member must second any proposed changes. The proposal must be submitted in writing as a regular ASC business meeting.
- 2) Spelling and grammatical changes, as long as they do not change the intent of the section to be revised, may be made with the approval of the voting members on a simple majority vote.
- 3) Any proposals that change the original intent of any section of the ASC Guidelines will be referred back to the groups prior to voting. A 2/3-majority vote will be needed to approve these changes.
- 4) Amendments to the guidelines will go into effect immediately upon approval unless the motion to amend contains an otherwise specified time.
- 5) Amendments to the guidelines should be written into the section entitled "Addendums" until such time as the amendments can be incorporated into the body of the guidelines and the guidelines redistributed.