

Suburban Essex Area Service Committee (SEASC)

ASC Officers

The officers of this service committee shall be a Chairperson, Vice Chairperson, Secretary, Treasurer, Regional Committee Member (RCM) and Alternate RCM (RCMA).

Trusted Servants

Coffeemaker & Subcommittee Chairpersons

Election of Area Service Officers

Section 1: The officers shall be elected to a term of one (1) year. Their term shall begin at the start of the following area service meeting. Area Trusted Servants can only serve two full terms consecutively in the same position. If an Area Trusted Servant position is vacant during the current term, but gets filled at some point later in the year, an individual can fill the unexpired vacant term, but is still eligible for up to two additional full year terms upon approval of the GSR's

Section 2: No officer shall hold more than one Area Service Office at a time (with the exception of coffeemaker), be a GSR or hold the same Regional level officer commitment.

Section 3: Any member of the ASC may nominate a member for an ASC position.

Section 4: A member must be present to be nominated and elected to any ASC commitment.

Section 5: Upon election to an ASC position, they must resign from any other ASC position (with the exception of coffeemaker).

Section 6: Calendar Year for Area commitments runs from January through December, with nominations beginning in October and elections held in December.

Procedure for the Election of Area Service Committee (ASC) Officers and Subcommittee Chairpersons

- Read the 4th Concept prior to elections and when taking nominees & volunteers for open commitments.
- Nominations for all open positions, as well as any additional nominations for any open office will be taken.
- Each nomination must be seconded.
- In the case of only one nomination for a position at the time of elections, the nominee must be elected by a simple majority vote.
- The ASC Chairperson may also ask for volunteers.
- At the time of nominations, each nominee should state if he/she accepts the nomination.
- At the time of nomination, each nominee must state their qualifications for that position, such as clean time, past service experience, etc.
- Questions may be asked to the nominee about their qualifications.
- Nominees do not have to qualify again when voting takes place unless requested by GSR.
- Nominees must leave the room before discussion portion of elections.
- Nominees will be elected by simple majority vote
- Voting will not be published by number

Qualifications & Duties for SEASC Officer Positions

All Trusted Servant positions (Area Officers, Subcommittee Chairs & Coffeemaker) are required to attend the entire ASC meeting and the Service Workshop. All required reports from Area Trusted Servants and Subcommittee Chairs should be submitted to the Area Secretary a week before the Area meeting (with the exception of the RCM if necessary due to Regional meeting dates).

Chairperson

The chairperson presides over the monthly ASC meetings, casts the deciding vote in case of a tie or tables motion, reserves the right to entertain a motion, and is one of the co-signers of the ASC bank account.

The ASC Chairperson must be able to conduct a business meeting with a firm, yet understanding hand.

The ASC Chairperson must be an active member of Narcotics Anonymous, have the willingness to serve, have NA service experience, knowledge of the Twelve Traditions and Twelve Concepts of NA, knowledge of Robert's Rules of Order, and a minimum of two (2) years continuous abstinence from all mind or mood altering substances.

Chairperson Duties

- To open Area Service Committee meeting at the appointed time by taking chair and calling the meeting to order.
- To recognize members or observers who are entitled to the floor.
- To protect the ASC from obviously frivolous or dilatory motions by refusing to recognize them.
- To enforce Roberts Rules of Order.
- To respond to inquiries of members, relating to Parliamentary Procedure (Roberts Rules of Order) or factual information bearing on the business at hand.
- To declare the ASC meeting adjourned when the committee so votes.
- To arrange the agenda for each meeting.
- To conduct the general correspondence of the ASC.
- To be a co-signer of the ASC bank account.
- To conduct ASC meetings with impartiality and fairness.
- The ASC Chairperson may appoint Ad Hoc Committee Chairpersons.
- In the event of a tie vote, to cast the deciding vote or table the motion.
- Area Chairperson serves on the Board of Directors and contributes to resolving matters pertaining to the Board
- Attends Board meetings when scheduled
- Refer to By-laws for further responsibilities
- Resides on Treasury audit committee
- Point of contact for the Area facility
- Chair to go to Region if RCM or RCMA are unable to attend
- Responsible for conducting & implementing the Area Planning Tool (with Policy Chair & RCM) rotating with the non C.A.R. years

Chairperson-Policy Changes

- March 2010: Chairperson to reside on Treasury Audit committee
- November 2009: Policy Chair, Area Chairperson & RCM will be responsible for conducting & implementing the Area Planning Tool rotating with the non C.A.R. years
- November 2009: Add to policy that Area Chairperson will be responsible for updating and maintaining all matters related to the corporation and non-profit status.
- July 2009: Add to policy that the current Area Chairperson be the point of contact for the Area facility.
- November 2008: Add to the agenda at #10 that the Area Chairperson will ask "If anyone is interested in becoming a buddy for a new GSR, please see Secretary at the break".
- November 2008: The outgoing Area chairperson will coordinate the Area Trusted Servant Learning Day between Aug-Sept.
- June 2007: Chair to go to Region if RCM or RCMA are unable to attend
- March 2007: Chair will close Area Service by asking if anyone celebrated clean time since the previous Area and would like to be recognized

Vice Chairperson

The Vice Chairperson performs the duties of the ASC Chairperson in the absence of the Chair. The Vice Chairperson coordinates the activities of all ASC subcommittees & fills in for vacant Area positions. The Vice Chairperson is one of the co-signers of the ASC bank account.

Like the Chairperson, the Vice Chairperson must be an active member of NA, have knowledge of the Twelve Traditions and Twelve Concepts of NA, the willingness to serve, previous NA service experience, and have knowledge of Robert's Rules of Order.

The Vice Chairperson must have a minimum of one (1) year continuous abstinence of all mind or mood altering substances.

Vice Chairperson Duties

- In the absence of the ASC Chairperson, to act as the Chairperson.
- To coordinate the activities of the subcommittees & fills in for vacant Area positions.
- To be a cosigner on the ASC bank account.
- Responsible for maintaining the Area Insurance policy
- Responsible for contacting groups that have A) missed Area for 2 consecutive months as an outreach to see if they are active members of SEANA or B) have expressed a need for support, and coordinate with subcommittees to provide appropriate support.
- Gives an oral report after Treasurer and submits written report
- Resides on the Treasury audit committee
- Covers for the ASC Secretary in their absence

Vice Chairperson - Policy Changes

September 2015: Responsible for contacting groups that have A) missed Area for 2 consecutive months as an outreach to see if they are active members of SEANA or B) have expressed a need for support, and coordinate with subcommittees to provide appropriate support.

March 2010: Vice Chairperson will reside on Treasury Audit committee

December 2009: Area Vice-Chairperson will be the signature on the Insurance Policy.

November 2009: Area Vice-Chairperson will be responsible for updating and maintaining the insurance policy.

March 2007: Vice Chairperson to give Report after Treasurer

February 1994: Vice Chairperson to cover for Secretary in his/her absence

February 1994: Vice Chairperson must contact Groups who have missed Area Service Meeting for two (2) consecutive months to see if they are still active members of SEASC.

Secretary

The secretary keeps accurate minutes of each ASC business meeting and /emails copies of minutes to all ASC Officers, Subcommittee Chairpersons, and active Group Service Representatives (GSR) the week of the ASC meeting. These minutes should include blank agenda for upcoming area, last month's minutes, Treasurer's report with bank statement, Subcommittee Reports, any motions made, group reports and flyers

A candidate for Secretary must have a minimum of one (1) year continuous abstinence of all mind and mood altering substances and a willingness to serve.

Secretary Duties

- To keep a record of all proceedings of the ASC.
- To keep on file all ASC minutes and agendas, etc.
- To keep on file all subcommittee reports.
- To keep and maintain the ASC's attendance sheet.
- To take a voting member roll call.
- To make the records and minutes available to NA members upon request.
- To email the minutes and agendas no later than a week prior to the following ASC.
- To have Area agenda, Helpful Hints, new motion forms, group report forms and any other pertinent forms available.
- To record all vote tallies and enter same in the minutes along with corresponding motion.
- Resides on Treasury Audit Committee
- Distribute Welcome package to new Gsr's

Secretary - Policy Changes

November 2023: Area Minutes will be distributed a week before the Area meeting by the Area Secretary

March 2023: Area Secretary Guidelines updated

March 2023: Area Chair will assign & facilitate GSR buddy system

May 2010: Amended Storage Facility policy passed 6/09 to read: only 2 people to hold key to storage unit - Literature Chair & Area Secretary (add 2023 ASC no longer has storage unit)

- March 2010: Secretary to reside on Treasury audit committee
- July 2009: Include Subcommittee Reports back in (e)mailed minutes.
- November 2008: Secretary will assign & facilitate GSR buddy system during the break.
- April 2008: Order of roll call changed-Attendance 1st roll call-simple present 2nd roll call-group reports, 3rd roll call-simple present.
- July 2007: Mailing minutes will now consist of: blank agenda for upcoming area, last month's minutes, treasurer's report, and any motions made
- Feb 2007: Secretary to take roll call
- July 2004: Secretary to be responsible for the following forms:
- Sample Group Report Form
 - Sample Motion Form
 - Helpful Hints
- July 2004: Secretary to distribute a Welcome Package for all new groups, re-instated groups, and new GSRs, which will include the following:
- Helpful Hints
 - Area Officers and Sub-Committee Chair contact information
 - The GROUP Booklet - WSO Catalog Item No. EN-1600
- July 2004: Secretary to mail minutes to all GSRs of record for all active groups, Area Officers and Sub-Committee Chairpersons.
- January 2003: Hold key and pickup mail
- December 2002: Subcommittee Chairpersons to receive a copy of the minutes via mail
- November 2002: Attendance - Roll Call 1st - Roll Call after Break, and Group Reports.

Treasurer

The Treasurer shall maintain an effective liaison and cooperation with that committee.

Candidate for Treasurer must have willingness to serve, be gainfully employed, and have knowledge of the Twelve Traditions and Twelve Concepts of NA, and a minimum of three (3)

years continuous abstinence from all mind or mood altering substances. Prior experience as a Treasurer either at a group or subcommittee level is preferred. Treasurer is the primary signer of the SEASC bank account.

Treasurer Duties

- To be the custodian of the ASC funds.
- To be a co-signer of the ASC bank account.
- To give a financial report at each ASC meeting.
- To make a full annual financial report at the January ASC meeting.
- To disperse funds, as necessary, in accordance with committee decisions when funds are available.
- To maintain a prudent reserve as decided by the ASC.
- To ensure that all monies distributed be accounted for by receipt.
- Deposition (deposit) of all funds within seventy-two (72) hours of monthly ASC meeting.
- Maintain and keep area books clear and readable at all times.
- Furnish clear and legible financial reports to SEASC each month.
- Records funds for special purposes on SEASC books and monthly reports.
- Area Treasurer serves on the Board of Directors and contributes to resolving matters pertaining to the Board
- Attends Board meetings when scheduled
- Refer to By-laws for further responsibilities

Treasurer - Policy Changes

September 2022: Increase Activities seed money from \$250 to \$1,000. Projected budget must be presented to the ASC prior to receiving the seed money.

October 2012: Increase PR monthly budget from \$33.00 to \$50.00

April 2012: To increase our prudent reserve to \$1150 of which \$500 is allotted for use by the Area Activities Subcommittee to hold a fundraiser and the remaining \$650 can be used for SEANA expenses. Use of money will need a 2/3 majority vote.

March 2010: Adopt guidelines for conducting audit specified in the NA treasurer's handbook:

- ASC admin committee (chair, vice, secretary) should determine when this will take place.
- We recommend no more than 24 hours' notice be given before audit
- Those conducting audit must take physical possession of all records, statements, inventories and petty cash
- The treasurer should be available to the audit committee in order to assist and answer questions, if necessary
- An audit should be seen as a tool that can keep a minor error from becoming a major one. It is not intended to be an inquisition!
- Audits should not be predictable, but should be varied as to time and place.

August 2009: Increased Secretary monthly expenses from \$75.00 to \$100.00.

August 2009: Increased Coffeemaker monthly expenses from \$30.00 to \$40.00.

July 2009: Increase RCM monthly expenses from \$33.00 to \$60.00.

July 2009: Area debit card can only be used for goods and services that are area approved. It cannot be used to secure hotel rooms for any activities.

January 2009: Add to policy to include a budget of up to \$500 that allows for RCM & RCMA to attend the M.A.R.L.C.N.A. Service convention. This budget will include registration & lodging fees for (2) nights, \$25 cap on meals & travel expenses.

December 2008: RCM to receive a copy budget of up to \$33.00 per month

November 2008: Adopted a password secure debit card connected to the SEASC bank account which the Area Treasurer or Area Chairperson would be responsible for. This debit card would have a \$450 limit that would be replenished after every use. *(Amended 6/09 to also include Area chairperson as eligible to be responsible for card)*

November 2008: Chairperson to receive up to \$100 to cover rent and refreshments for Area Trusted Servant Learning Day

July 2007: RCM to receive up to \$325.00 for refreshments and rent when it is SEASC turn to host Region

February 2003: Donate \$2.00 per Active group per month for the Helpline

- February 2000: SEASC to donate \$50.00 (down from \$100) to region every other month. Amended from March 1993
- Year 1999: SEASC will keep a \$450.00 prudent reserve down from \$1,000. All motions that will use funds from the prudent reserve will require a two-thirds vote.
- September 1998: Service Workshop to receive \$20.00 per month for expenses
- April 1995: Coffeemaker to receive \$30.00 per month up from \$20.00
- July 1994: Treasurer's Guidelines pass
- October 1993: To have on hand \$250.00 seed money available for Activities Chairperson as needed
- March 1993: Checks will be accepted for Activities Events Ticket Sales and Promotions
- March 1993: SEASC to pass on \$100.00 to Region every other month over the \$1000.00 prudent reserve at the end of business of SEASC
- February 1993: Secretary to receive up to \$75.00 for monthly expenses
- April 1992: Public Information Chairperson to receive up to \$33.00 for monthly expenses.
- September 1991: All cash monies from Literature sales to be turned over to Treasurer who will in turn issue a check for amount needed to buy literature.
- November 1990: SEASC will keep \$1000.00 prudent reserve.

Assistant-Treasurer

Candidate for Assistant Treasurer must have willingness to serve, be gainfully employed, and have knowledge of the Twelve Traditions and Twelve Concepts of NA, and a minimum of three (2) years continuous abstinence from all mind or mood altering substances. Prior experience as a Treasurer either at a group or subcommittee level is preferred.

Assistant Treasurer Duties

- To aid and assist the Treasurer in the completion of their duties.
- Works closely with the ASC Treasurer to prepare (or in the absence of Treasurer, prepares) a financial report due at each ASC meeting, including a copy of the bank statement and any relevant reports.

- Assists and/or in the absence of the Treasurer collects and disperses money per group conscience and policies of the ASC.

Assistant Treasurer Policy Changes

August 2023: Assistant Treasurer policy adopted

Regional Committee Member (RCM)

The RCM is to the Area what a GSR is to the group. The RCM represents the ASC at the Regional Service Conference. The RCM works as a two-way communicator; relaying information from the ASC to the Region and from the Region to the ASC. The RCM position is immensely important because the RCM is the link expressing the will of a loving God.

The RCM must be able to serve for the common good of NA, placing principles before personalities at all times.

The RCM must attend all RSC meetings; often traveling some distance to the meetings held throughout the Northern NJ Region.

A candidate for RCM must be an active member of NA, have the willingness to serve and have a good understanding of the Twelve traditions and Twelve concepts of NA and when and where they apply. A candidate must have a minimum of three (3) years of continuous abstinence of all mind or mood altering substances. It is also preferred that the candidate have prior experience as an Alt-RCM or a GSR.

Regional Conference Member (RCM) Duties

- To represent the Suburban Essex Area Service Committee (SEASC) at each Northern New Jersey Regional Service Committee (NNJRSC) meeting.
- To provide the ASC Chairperson with additional agenda items if appropriate for the next regular meeting of the SEASC, giving enough time for the motions to go to the individual groups for a group conscience.
- To give a report at the ASC meeting following the RSC meeting covering the business of the RSC meeting.
- Act as a channel of communication between the SEASC and the NNJRSC, providing a two-way communication between SEASC and the Fellowship as a whole.
- To provide an accurate written report to SEASC on all events, motions and issues covering all business of the previous RSC meeting.
- Carry and present requested motion from the RSC.
- The RCM has a vote of confidence from the SEASC. The RCM should use his/her judgment on matters where group conscience is not available. If necessary, the RCM should make a motion at the RSC to commit to group conscience.

- To submit all new or updated information relevant to member groups to the RSC to be included on the NJ meeting directory.
- To purchase and distribute the NJ meeting directories to the SEASC.
- Carries the SEASC donation to RSC meeting when monies are available.
- Responsible for refreshments when it is SEANJ turn to host Region
- Respond to correspondences from other Areas or Regions regarding NA service matters
- Maintain the Area flyer table
- Cover for Area Treasurer in their absence
- Responsible for conducting & implementing the Area Planning Tool (with Area Chairperson & Policy Chair) rotating with the non C.A.R. years

RCM - Policy Changes

November 2009:	Policy Chair, Area Chairperson & RCM will be responsible for conducting & implementing the Area Planning Tool rotating with the non C.A.R. years
July 2007:	RCM to be responsible for refreshments when it is SEANJ turn to host Region
Feb 2007:	RCM to respond to all correspondences from other Areas or Regions regarding NA service matters
Feb 2007:	RCM to purchase meeting lists
July 2004:	RCM to be responsible to maintain the flyer table.
January 2003:	RCM no longer to hold key to PO Box or pick up mail.
April 2000:	Change Alt-ASR to Alt-RCM
April 2000:	Change ASR to Regional Committee Member (RCM)
February 2000:	ASR to cover for Treasurer
December 1994:	ASR no longer responsible to buy meeting lists
December 1993:	ASR to coordinate all meeting list changes for groups
February 1991:	ASR to pick up SEASC mail from post office box

Alternate RCM

The Alt-RCM attends all RSC meetings becoming familiar with the duties of the RCM at the ASC or the RC's meetings and they must assume the duties of the RCM when necessary.

A candidate for Alt-RCM must be an active member of NA, have a willingness to serve, and have a good knowledge of the Twelve Traditions and Twelve Concepts of NA.

A candidate must have a minimum of two (2) years of continuous abstinence of all mind or mood altering substances. The candidate must also be willing to become RCM the following year or in the event that the RCM cannot complete his/her commitment, upon approval of the ASC.

Coffeemaker

The coffeemaker is a one year commitment with a (60) day clean time requirement. Coffeemaker must arrive at least one hour before Area to set up and must clean up after Area. The coffeemaker is required to take the coffeepot home between Area Service meetings, as to avoid it being stolen or broken(as needed). The Area Coffeemaker can hold ANY other Area commitment while being the coffeemaker.

Standing Subcommittees

Section 1: The ASC may establish subcommittees as necessary to perform certain duties. These standing subcommittees shall be formed upon approval of the voting members of the ASC. Standing subcommittees may include, but not limited to, administrative, Public relations, Hospitals & Institutions, Literature, Activities and any other standing subcommittees which shall be deemed necessary to carry on the work of the ASC. Subcommittee Chairpersons shall be elected by the voting members at the ASC. Subsequent officers of each subcommittee will be elected by the subcommittee membership.

Section 2: All standing subcommittees of this area service committee shall create and adopt guidelines which are consistent with the Twelve Concepts to the service structure, the Twelve Traditions of NA and from WSC approved handbooks and guidelines.

Section 3: The guidelines of each standing subcommittee shall be subject to approval and review by the ASC as a whole.

Section 4: Each subcommittee Chairperson or in their absence ideally the Vice Chairperson, shall give & submit a written report to the ASC Secretary containing work in progress, financial report, and any other subcommittee activities.

Current Standing Subcommittees

- Activities Subcommittee
- Hospitals and Institutions Subcommittee
- Literature Subcommittee
- Policy Subcommittee
- Public Relations Subcommittee
- Service Workshop Subcommittee
- Website Committee

Election of Subcommittee Chairpersons

Section 1: Subcommittee Chairpersons shall be elected to a term of one year. Their term shall begin at the start of the following ASC meeting. Subcommittee Chairpersons can only serve two full terms consecutively in the same position. If a Subcommittee Chair

position is vacant during the current term, but gets filled at some point later in the year, an individual can fill the unexpired vacant term, but is still eligible for up to two additional full year terms upon approval of the GSR's

Section 2: Any member of the ASC may nominate a member for a subcommittee chairperson position. A member must be present to be nominated and elected to a subcommittee chair position.

Section 3: Subcommittee can also present their own nominee for Chairperson

Section 4: Upon election to a subcommittee Chairperson position, the member must resign from any other ASC position.

Qualifications for ASC Subcommittee Chairpersons

The Qualifications of each subcommittee Chairperson(s) will be as follows;

- The willingness to serve.
- Willingness to give the time and resources necessary.
- Willingness to attend regional subcommittee meetings.
- Knowledge of the 12 Traditions and 12 Concepts of NA.
- Service experience, especially being involved with the respective subcommittee as a member of that subcommittee.
- The ability to give a subcommittee direction.
- Complete abstinence from all mind and mood altering substances for a minimum of (2) years.
- For other qualifications, see individual subcommittee guidelines.

Removal of ASC Officers/ Subcommittee Chairpersons

Section 1: A service member may be removed from their position for noncompliance. A 2/3 majority vote is required for removal. Non-compliance includes, but is not limited to;

- Loss of abstinence.
- Non-fulfillment of their duties.
- Absent at two consecutive ASC meetings without contacting any other trusted servant.

Ad-Hoc Committees

Section 1: The chairperson of the Area ASC committee shall have the authority to appoint Ad-Hoc committees for such special purposes as they may from time-to-time be deemed necessary to fulfill specific functions. The purpose of membership, and durations

of existence of any such Ad-Hoc committee, shall be specifically designated by the chairperson at the time of appointment.

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall be utilized to expedite the business of the committee in cases to which they are applicable and in which they are not inconsistent with the 12 Traditions, these guidelines and any special rules the committee may adopt.

Amendment of Guidelines

These guidelines may be amended by a 2/3 vote at the regular meeting.

Guidelines for GSR's

Group Reports will be in writing, listing the name of the group, donation to the Area, cost of literature purchase, GSR's name & any other group information they would like to provide.

Groups will be counted present if they are in attendance for all 3 roll calls.

Groups that are absent for (2) consecutive ASC meetings will lose voting privileges & become inactive members of the ASC.

Groups can be voted back in during old business and will be eligible to vote during that same ASC meeting.

New groups wishing to join the area will be added to the insurance policy after a 90 day waiting period.

Policy - Policy Changes

November 2023: Area Trusted Servants and Subcommittee Chairpersons can only serve two full terms consecutively in the same position.

If an Area Trusted Servant position or Subcommittee Chair position is vacant during the current term, but gets filled at some point later in the year, an individual can fill the unexpired vacant term, but is still eligible for up to two additional full year terms upon approval of the GSR's.

All reports from Area Trusted Servants and Subcommittee Chairs should be submitted to the Area Secretary a week and half before the

Area meeting (with the exception of the RCM if necessary due to the meeting date of Region).

- September 2023: Literature guidelines updated
- August 2023: Assistant Treasurer policy adopted
- July 2023: Increased Literature stockpile from \$3,200 to \$4,000
- June 2023: H&I Subcommittee guidelines updated
- March 2023: When a policy motion is presented, a 2/3 vote will determine if a proposed policy motion should be filtered back to the groups for approval or if the policy motion can be voted on that Area by the Gsr's themselves.
- March 2023: Policy Subcommittee & Area Secretary Guidelines updated
- January 2023: Groups that lost voting privileges can be voted back in during old business and vote that same day at the ASC meeting.
- November 2022: Literature Subcommittee guidelines updated
- March 2022: Website Subcommittee was created with guidelines
- October 2017: To be voted back in as an active group, a GSR(A) must be present for two consecutive ASC meetings.
- October 2017: The groups determine whom is entrusted to represent them and their will at the Area Service Committee, not the ASC. Thus any NA member, including ASC administrative officers, subcommittee chairs, or other subcommittee members functionally serving as chairs (e.g. Vice Chairperson) may serve as a named or functional GSR without restriction including with respect to voting, so long as they endorse having been entrusted by the group to represent the group's will at that month's ASC, no matter how informally or temporary the appointment as GSR. However, if an ASC administrative officer, subcommittee chair, or other subcommittee member functionally serving as chair chooses to act in the capacity of GSR in any way, that member may not carry out the duties of his or her ASC administrative officership, subcommittee chairship, or functional subcommittee chairship for that ASC meeting. And to prevent a recurring potential or apparent conflict, that member also immediately becomes eligible for removal from his or her ASC administrative officership, subcommittee chairship, or functional subcommittee chairship by vote of the ASC.

- November 2016: Area Service Learning Day to now be Area Service Learning Workshop, which is to be the first Service Workshop of the year and coordinated by the Service Workshop chair.
- December 2014: Read the 4th Concept prior to elections and when taking nominees & volunteers for open commitments.
- June 2013: New groups wishing to join the area will be added to the insurance policy after a 90 day waiting period.
- October 2012: All policy motions deemed credible by the Gsr's will go back to the groups to be voted on.
- July 2012: Read the 12 concepts at the start of Area, add it to the agenda after item #2 which is the 12 traditions.
- March 2012: Amend August 2009 budget policy to state annual budget will be submitted to the ASC Treasurer in December for the following term.
- November 2011: Amend July 2011 coffeemaker policy to state "as needed" in reference to the coffeepot.
- November 2011: Amend October 2011 policy to state: To allow groups to vote on policy motions without bringing it back to the groups that do not affect the groups directly. "Decision to be made by ASC Officers. Decision made during the break. All officers need to be present with a simple majority vote".
- October 2011: To allow groups to vote on policy motions without bringing it back to the groups that do not affect the groups directly. Decision to be made by Executive Body.
- November 2010: Amend wording of policy so that you cannot hold the SAME Regional Level Officer commitment and Area Level Officer commitment at the SAME time, but you can hold any other Regional commitment. (amended from July 2008)
- May 2010: Amended Storage Facility policy passed 6/09 to read: only 2 people to hold key to storage unit - Literature Chair & Area Secretary
- March 2010: Adopt guidelines for conducting audit specified in the NA treasurer's handbook:
 - A) ASC admin committee (chair, vice, secretary) should determine when this will take place.
 - B) We recommend no more than 24 hours' notice be given before audit
 - C) Those conducting audit must take physical possession of all records, statements, inventories and petty cash

D) The treasurer should be available to the audit committee in order to assist and answer questions, if necessary

E) An audit should be seen as a tool that can keep a minor error from becoming a major one. It is not intended to be an inquisition!

F) Audits should not be predictable, but should be varied as to time and place.

- November 2009: Policy Chair, Area Chairperson & RCM will be responsible for conducting & implementing the Area Planning Tool rotating with the non C.A.R. years
- November 2009: SEANJ will re-new our insurance policy in February.
- August 2009: Amend Nov.2008 policy to state Each Subcommittee (and Administrative body) will create an annual budget running from Sept-Aug. This will be submitted to Area Treasurer in Sept.
- July 2009: Add to Policy that Literature Chair & Service Workshop Chair hold keys to the facility where Area Service is held.
- June 2009: Secure a storage unit at Parkway Storage 973-748-1600, located at 58 Locust Avenue, Bloomfield NJ 07003. The unit will be a 5 x 5 area and cost \$29.99 per month. All Subcommittee Chairs and Area Trusted servants will have a key to the unit. (Yearly cost \$359.88)
- January 2009: A) "Dire Need" package will be in the amount of \$35
B) "Dire Need" package to include:
Welcome-90 day key tags only
IP's and meeting lists
- December 2008: In the event that the Area chairperson & Vice-chair are both absent, the Policy Chair will conduct Area service meeting.
- November 2008: All Subcommittee chairs & Area trusted servants will be required to attend service workshop
- November 2008: Each Subcommittee will create an annual budget running from Sept-Aug. This will be submitted to Area Treasurer in Sept.
- November 2008: Between Aug & Sept, the Area will hold a Learning Day for all outgoing Area trusted servants to teach the incoming Area trusted servants the responsibilities & duties of their commitment. This will be coordinated by the outgoing Area chairperson & will include a budget of up to \$100 for rent & refreshments.
- July 2008: Quorum for all Policy motions = 2/3 of active groups

- July 2008: Quorum for all Business motions = Simple majority of active groups
- July 2008: Subcommittee Chairs must abstain from voting on motions related to their subcommittee. (Only applies when a Subcommittee chair is also a GSRA)
- July 2008: SEANJ Area Officers or Subcommittee Chairs cannot hold a Regional Level officer or Subcommittee chair commitment at the same time. (To remove conflict of interest)
- Sept 2007: Area Officers will decide amongst themselves who will pick up the mail. (Secretary will still hold key...Jan 2003)
- July 2007: The coffeemaker commitment is 1 year long, (60) day clean time requirement. Coffeemaker must arrive at least one hour before Area to set up and must clean up after Area. The coffeemaker is required to take the coffeepot home between Area Service meetings, as to avoid it being stolen or broken. The Area Coffeemaker can hold ANY other Area commitment while being the coffeemaker.
- Feb 2007: Policy Chair to hold onto copies of any group policy for safekeeping.
- May 1994: ALL Policy motions must be taken back to Groups; business motions may be taken from floor and voted on by GSRs
- September 1990: NENJASC guidelines adopt as the guidelines for the new SEASC
- August 1990: When abstentions equal more than the prevailing vote the motion must be tabled to the next SEASC meeting
- August 1990: Approved the recommended procedures to split from NENJASC to new SEASC as proposed by the Policy Subcommittee

Hospitals & Institutions Subcommittee - Policy Changes

- June 2023: Accepted the following changes:
- *To conduct ONE regular business meeting a month.
 - *Chairperson/Vice Chairperson must attend Regional H&I every other month.
 - *Vice Chairperson of H&I can have experience with ANY H&I subcommittee.
 - *Panel Chairperson Requires one year clean time.
 - *All commitments will be rotated after one year.

*All members wishing to join H&I must be completely abstinent of all Drug Replacement Therapies and/or Medically assisted Treatment
*This policy will be strictly enforced.

- October 2017: A panel member being removed from a facility due to improper conduct results in an 18 month probationary period during which they may not enter any facility as a representative of SEANA H&I.
- November 2016: -All chairpersons are to be voted in by subcommittee, not appointed
-Panel chairperson must attend at least one (1) subcommittee meeting per month
-Panel members will be placed on commitment of their choice when available or asked to sit on another panel where needed until space is available
-A motion can be made at any subcommittee meeting to place anyone not following guidelines under review, in which case they cannot go into their commitment until they appear at a subcommittee meeting
- December 2011: Motion to change H&I subcommittee rule for membership from the current qualification of having to make 2 consecutive H&I subcommittee meetings before you can get a commitment to where you can go to your first H&I subcommittee meeting and get a commitment as long as you have the desired clean time requirement.
- June 2002: Revised H&I Guidelines.
- November 1991: Reinstate Group Hospital & Institution Representative (GHIR).
- December 1990: First Guidelines accepted.

Public Information Subcommittee- Policy Changes

- April 2008: Change the name of Public Information to Public Relations in accordance with the changes at World (New handbook also refers to it as Public Relations).
- Nov 2007: New P.I. Policy accepted.
- Feb 2007: P.I. Subcommittee to handle all correspondence asking for literature and inquires about NA.

Activities Subcommittee-Policy Changes

June 2009: Updated SEA Activities Guidelines accepted

Convention Subcommittee- Policy Changes

December 2016: Policy motion passed to eliminate the convention committee and transfer all funds into the ASC bank account.

September 2013: Updated guidelines accepted

June 2013: The Convention Committee will make their recommendation for the following year's Chairperson at the ASC (3) months after the conclusion of the convention.

June 2013: Length of Convention Committee Chairperson Commitment is one convention cycle.

June 2013: The Convention Committee Chairperson clean time requirement will be (4) years.

November 2011: That SEANA Corp hold seed monies in the SEANA Convention Committee bank account. That the seed monies shall be by formula after a complete accounting of all revenues & expenses of the previous convention (final numbers). That they hold \$5k off the top splitting the rest with area, but not to exceed \$15K in the conv bank account.

October 2011: To have SEANA Corp hold a Biennial Convention in August & that such convention be facilitated by The Convention Committee

March 2010: To extend deadline of convention committee to 2011. July or August.

Nov 2007: SEACNA Guidelines accepted

Service Workshop-Policy Changes

November 2016: The first Service workshop of the year will now be an Area Service Learning Workshop to replace Area Service Learning Day and will be coordinated by the Service Workshop Chair

November 2012: Service Workshop function will now state "To conduct one workshop per month"

Website Subcommittee Policy Changes

March 2022: Initial policy adopted

Miscellaneous

First Area Planning Tool conducted 6/08 and 7/08 as part of Service Workshop.

Second Area Planning Tool conducted 6/11, 7/11 and 8/11

Third Area Planning Tool conducted in 2013.

Fourth Area Planning Tool conducted in 2015.

Fifth Area Planning Tool conducted in 2016 as part of Service Workshop and for lack of funds

IMPORTANT BUSINESS MOTION (Passed at 11/08 Area)

Allocate \$1037.00 to form a new non profit corporation for SEA. This will include \$239.00 for articles of incorporation, \$75.00 in state fees, \$79.00 to obtain & prepare a federal tax ID#, \$149.00 for a registered agent for one year and \$495.00 to prepare & file for non profit status. *Intent: Comply with the law.*

IMPORTANT BUSINESS MOTION (Passed at 2/09 Area)

Obtain Liability Insurance (David Szerlip & Associates –Michelle Benson 800-508-3808)

Policy#NTPKG0033500 (year 1)

Policy#NBP1550389 (year 2)

Premium \$492.80 for 14 locations (year 1)

Premium \$1281.70 for 16 locations (year 2)

Added Montclair back to policy (7/10) 17 Locations covered.

Parliamentary Policy for SEANJ

The following policy is based on Roberts Rules of Order and has been composed using RRO and WSO guides. Their purpose is to allow SEANA to accomplish its purpose while allowing the greatest leeway for discussion and dissension.

- A. **Debate:** Debate should be limited to two (2) pros and two (2) cons for each motion unless. a two-third (2/3) majority of voting participants agrees to extend debate

"See Motion to Extend Debate

- B. **Main Motions:** There are two (2) types of Main Motions: Business Motions and Policy Motions.

- **Business Motions** are those motions that will not set or change or delete Policy. Examples might be a motion to create a committee to examine a tax situation or a motion to nominate someone to a WSC Committee Pool. Business Motions require a simple majority vote to pass. Chairperson will decide if a motion is Business OJ Policy in the event of a question. Chairperson's decision may be appealed

"See Point of Appeal

- **Policy Motions** are those motions, which set, change or delete Policy. Examples of Policy Motions are election procedures, terms of office, prudent reserves, budgets etc.

- C. **Sub-Motions:** Sub-Motions are motions that are made during discussion of a Main Motion (Business or Policy Motion).

- **Motion to Amend:** If during the debate of a motion a member feels that a motion would benefit from a change to the language of the motion, he/she may say "Motion to Amend this Motion to read ..." A Motion to Amend requires a second. If there is no second, the Motion to Amend is dead and debate returns to the original Main Motion. If a second is found, then the amendment is debated and voted on. This motion requires a simple majority to pass. If this motion is passed the amended Main Motion is then either debated further or it is voted on. If this motion fails, the original Main Motion is debated or voted upon.

- **Motion to Call the Question:** A Motion to Call the Question is a motion to stop debate and vote on the main motion that is on the table. This motion requests a second and is not debatable. If it is not seconded the Motion to Call the Questions is dead. If a member is not ready to vote on the Main Motion, or is confused about something, he or she should vote no on a Motion to Call the Question. This motion requires thirds (2/3) majority. If it passes, the Main Motion is voted on immediately: if it fails, the debate on the Main Motion is continued.
- **Motion to Table:** A Motion to Table is one way to remove from the floor any Main Motion that is not ready to receive a vote, either because of lack of information on the motion or because a member feels a group conscience is needed on a motion before they can vote for their group. A Motion to Table must include a time or date set for the motion to be tabled to, it must be seconded, and it is not debatable. This motion requires a simple majority to pass. If a Motion to Table passes, the Main Motion is then tabled to the time or date set. If it fails the debate on the Main Motion continues.
- **Motion to remove from the Table:** This motion is used to bring a Main Motion that has previously been tabled back before the body for debate and/or a vote before the time or date set in the Motion to Table. This motion request a second, and it is debatable. This motion requires a simple majority to pass. If this motion passes, the tabled motion then becomes the Main Motion, and is debated and voted upon. If this motion fails, the Main Motion referred to remains tabled until the time or date set.
- **Motion to Refer:** This motion is used to refer a Main Motion to a committee for further review, research or disposition. It requests a second, is not debatable and must pass by a simple majority. A motion can be referred to a standing subcommittee or an Adhoc committee (Note: An Adhoc Committee is .a committee where all members are appointed by the Chairperson, or the Chairperson appoints the Adhoc Committee Chairperson and he or she then selects the committee members). The committee will take up the matter at its next meeting and report its findings or results to the body in a timely manner.
- **Motion to Reconsider:** This motion refers to any Policy Motion that has been approved in the last two (2) Area Service Committee Meetings and certain conditions must exist before this motion-can be made."

The member making this motion must have voted yes in the original vote;

The member must have information that was not discussed at the time of the original vote. This motion requires a second, is debatable, and it requires two thirds (2/3) majority to pass. If any of the requirements for this motion are not met, the Chairperson will rule the motion out of order.

- **Motion to Withdraw:** Once a motion is made and debate begins the author can ask to withdraw the motion. The Chairperson must then ask if there are any objections, if there is even one objection the motion cannot be withdrawn. This motion does not require a second, is not debatable, and it must be unanimous to pass.
- **Substitute Motion** is similar to a motion to amend except that a complete motion is substituted, instead of just a portion of the motion. This motion requires a second; it is debatable; and it requires a simple majority to pass. If a substitute motion passes, it then replaces the original Main Motion as the Main Motion.
- **Friendly Amendment:** Only the author of the Main Motion can ask to make a Friendly Amendment. Its purpose is to allow a minor change to the wording of the motion. The Chairperson will ask if there are any objections to a Friendly Amendment, if there are, the friendly amendment fails and must be submitted as a Motion to Amend -if it is still necessary.
- **Motion to Adjourn:** A Motion to Adjourn can be made at any time. Requires a second, it is not debatable, and requires a two-thirds majority to pass.

The Chairperson may rule an obviously frivolous motion to adjourn out of order. Once business is concluded, the Chairperson can adjourn the meeting without a motion to Adjourn.

D. **Other procedures:** In addition to the motions discussed on the preceding pages, there are a few other ways to alter or clarify the proceedings.

- **Order of the Day:** If a member feels that the meeting is straying too far from the business at hand, he or she may call for the Order of the Day. This means that the Chairperson must bring the meeting back to the agenda and to the business at hand.

This does not require a second, and must be voted on immediately, regardless of whatever else is going on.

- **Point of Order:** if a member feels that there has been a violation of procedure and the Chairperson does not appear likely to do anything about it, he/she should say out loud "Point of Order". The Chairperson must then ask what the Point of Order is and then make a decision as to whether the point is valid. If the Chairperson is in agreement, the Chairperson then clears up the situation, if the Chairperson disagrees, the point of order is overruled. This, like all decisions of the Chairperson, can be appealed.
- **Point of Appeal:** Any member who disagrees with a decision of the Chairperson may appeal it by saying, "I appeal the decision of the Chairperson". The Chairperson then asks the member "on what grounds" and the member then states why he or she feels the decision is wrong (briefly please). The Chairperson then speaks as to the reason and intent of the decision (also briefly, please). A vote is then taken; it requiring a two-thirds (2/3) majority to overrule the Chairperson.
- **Point of Inquiry:** If a member wants to do something but is not sure how to do it, he or she should say, "Point of Inquiry". The Chairperson then will attempt to answer the member with the proper procedure needed to accomplish the member's inquiry: Note: A Point of Inquiry is not a question about a motion or general business; it is only a question about procedures. Any questions about motions are answered during debate and must be recognized by the Chairperson before being asked.
- **Point of Personal Privilege:** If there is too much noise in the room, or it is too hot, or a member feels the need for a serenity prayer, the member should say, "Point of Personal Privilege", to request action by the Chairperson. The Chairperson must recognize the member and attempt to remedy the situation, if at all possible.
- **Extending Debate:** If a motion is being debated and a member is concerned that it will need more than the number of pros & cons allotted, the member may request to extend the debate. This request does not need a second, is debatable and requires a simple majority to pass.

Motion
Guideline Table

Name	Second Required	Debate Allowed	Simple Majority	Majority 2/3	Appeal
Business	Y	Y	Y		Y*
Policy	Y	Y		Y	Y*
Sub-Motions					
Amend a Motion	Y	Y	Y		N**
Table a Motion	Y	N	Y		N
Remove from Table	Y	Y	Y		N
Call the Question	Y	N		Y	N
Refer to Committee	Y	N	Y		N
Substitute Motion	Y	Y	Y		N
Motion to Reconsider	Y	Y		Y	N
** Maker and Second must have voted for the Motion that is being reconsidered.					
Motion to Adjourn	Y	N		Y	Y
Friendly Amendment	Offered only by Author of main motion, usually to change a date or dollar amount. Must be accepted unanimously or it fails				
Withdraw a Motion	Offered only by Author of main motion, usually because motion is now unnecessary or it was poorly written and would be easier to resubmit than to amend.				
Personal Privilege	Must be recognized by Chairperson				
Order of the Day	N	N			Y*
Point of Order	N	N			Y*
Point of Inquiry	N	N			
Appeal the Decision of the Chairperson	N	Y		Y	N
Point of Personal Privilege	N	N			N

*Any decision of the Chairperson can be appealed to the Body.

** Only one amendment can be on the floor at any time. You cannot amend an amendment.

LITERATURE SUBCOMMITTEE GUIDELINES (Updated September 2023)

Purpose: The Literature subcommittee maintains a stockpile of NA approved literature and merchandise that can be purchased by the local groups of SEANJ at the monthly ASC meeting.

Officers: This subcommittee will operate with a Chairperson and Vice-Chairperson.

Officers of the subcommittee should have knowledge of spreadsheet creation and be responsible for maintaining and updating the literature order form.

The Chairperson must have (2) years of continuous abstinence of all mind and mood altering chemicals and have a working knowledge of the 12 Traditions, 12 Steps & 12 Concepts. Previous service experience is preferred.

Chairperson can be removed for not fulfilling their duties by way of 2/3 majority vote or upon relapse as per the ASC policy.

The Vice-Chairperson must have (1) year of continuous abstinence of all mind and mood altering chemicals and have working knowledge of the 12 Traditions, 12 Steps & 12 Concepts. Previous service experience preferred.

Vice Chair responsibilities are to aid and assist the Literature Chair in the completion of their duties, works closely with the Literature Chair to prepare (or in the absence of Literature Chair, prepares and gives) the Literature Subcommittee report at the ASC meeting, including a copy of the inventory sheet.

Membership: Additional members of the subcommittee can be any NA member who has the desire & willingness to serve, but only members with (1) year clean may hold onto inventory if needed.

Functions:

1. Responsible for providing NA approved literature to the groups at a nominal cost on the day of the ASC meeting. It should also provide NA key tags, medallions, and other NA approved merchandise.
2. All group sales must be submitted with a group order form. Sales will also be accompanied by a receipt.
3. A group starter kit of \$75.00 worth of literature is provided for all new groups in SEANJ. The group requesting the starter kit can determine the items needed.
4. "Dire Need" package of \$50.00 worth of literature will be given to any struggling group upon approval of the ASC. The Group making the "Dire Need" request can determine the items needed.

5. Prices of literature will reflect any cost increase at World handed down to SEANJ. Any increase will be stated to the ASC in the Literature report. No motion is needed.
6. Subcommittee will stockpile up to \$3,200 worth of literature/merchandise (policy as of April 2008). Any request to increase this amount will be made by way of a motion at the ASC meeting.
7. H & I Subcommittee is given \$450.00 worth of literature upon request (policy as of April 2005).
8. Public Relations monthly budget is up to \$50.00, which can be used for literature.
9. SEANJ local meeting lists are given free of charge.
10. Statewide meeting lists will be sold at \$0.25 per list.
11. Subcommittee is responsible for filling all group orders, monitoring stockpile levels and recording & tracking inventory.
12. The Literature Chairperson will submit receipts to Area Treasurer for all sales on the same day of the ASC meeting.
13. Literature sales can only be conducted at the ASC meeting.
14. The Area Treasurer will supply Literature Chairperson with a check to replenish stock.
15. The Literature Chairperson must submit a written report of orders & sales plus H&I donations at the ASC monthly meeting as per ASC policy.

Policy Changes for Literature

September 2023: Add vice chair commitment

Officers of the subcommittee should have knowledge of spreadsheet creation and be responsible for maintaining and updating the literature order form

Remove outdated language of Subcommittee Chair being voted in at the ASC during elections in August

The Vice-Chairperson must have (1) year of continuous abstinence of all mind and mood altering chemicals and have working knowledge of the 12 Traditions, 12 Steps & 12 Concepts. Previous service experience preferred.

Vice Chair responsibilities are to aid and assist the Literature Chair in the completion of their duties, works closely with the Literature Chair to prepare (or in the absence of Literature Chair, prepares and gives) the Literature Subcommittee report at the ASC meeting, including a copy of the inventory sheet.

Membership: Additional members of the subcommittee can be any NA member who has the desire & willingness to serve, but only members with (1) year clean may hold onto inventory if needed.

- July 2023: Increased Literature stockpile from \$3,200 to \$4,000
- November 2022: Literature sales can only be conducted at the ASC meeting.
- November 2022: Increase New Group Starter Kit from \$35.00 to \$75.00. The Group requesting the starter kit can determine the items needed.
- November 2022: Increase dire needs package from \$35.00 to \$50.00. The Group requesting the Dire Needs package can determine the items needed.
- May 2010: Amended Storage Facility policy passed 6/09 to read: only 2 people to hold key to storage unit - Literature Chair & Area Secretary
- August 2009: Updated Guidelines accepted
- April 2008: Increase Literature Stockpile from \$2,900.00 to \$3,200.00
- August 2005: Increase Literature Stockpile from \$1,560.00 to \$2,900.00
- April 2005: Increase H&I Literature to \$450.00 from \$350.00 per month
- April 2004: Increase H&I literature to \$350.00 from \$250.00 per month.
- December 2001: Increase H&I literature to \$250.00 from \$150.00 per month.
- May 2000: Donate \$5.00 of literature per month to Mountainside Hospital Detox (*expired...no longer a Detox at this location*)
- December 1998: Increase H&I literature to \$150.00 from \$90.00
- February 1998: Literature stockpile to \$1,560.00 from \$1400.00
- January 1998: Begin charging groups for State-wide meeting lists.
- December 1994: Meeting lists are responsibility of Literature chairperson (*changed to RCM as of Feb.2007*)

May 1993: Literature stockpile from \$1,200.00 to \$1,400.00
August 1992: Literature stockpile should be \$1,200.00 per month

December 1998: Increase H&I literature to \$150.00 from \$90.00
February 1998: Literature stockpile to \$1,560.00 from \$1400.00
January 1998: Begin charging groups for State-wide meeting lists.
December 1994: Meeting lists are responsibility of Literature chairperson (*changed to RCM as of Feb.2007*)
May 1993: Literature stockpile from \$1,200.00 to \$1,400.00
August 1992: Literature stockpile should be \$1,200.00 per month

SEANA ACTIVITIES POLICY

Accepted 6/13/09

Guidelines for Suburban Essex Activities Subcommittee

PURPOSE:

- To coordinate, develop and support various activities within the SEA designed to enhance our primary purpose
- To develop a greater sense of community for the local NA fellowship
- Produce additional Area income when needed as directed by SEA.

MEMBERSHIP:

- Any NA member who has the desire & willingness to serve may become a member of activities. (No clean time requirement for membership alone, but to hold a trusted servants position see policy below)

OFFICERS:

- All officer positions are one year commitments

CHAIRPERSON:

Requirements:

- The chairperson is nominated by the active members of the activities subcommittee & approved by the area service committee vote.
- Recommended clean time in NA is 2 years
- Desire & willingness to serve
- Knowledge of the 12 steps, traditions & concepts
- At least 1 year of previous service experience in SEA

Responsibilities:

- Attend area & bring report back to activities meeting
- Conduct monthly meetings (starts & end on time)
- Keeps atmosphere of recovery
- Attends ALL activities & events

VICE CHAIR:

Requirements:

- The Vice Chair is elected within the activities subcommittee
- Recommended clean time is 1 year
- Desire & willingness to serve
- Knowledge of the 12 steps, traditions & concepts

Responsibilities:

- Takes place of chair in chair's absence
- Works closely with the chair
- Must have desire to fulfill all of the chair's responsibilities
- Fills in for any other trusted servant in the event of an absence or to temporarily fill that position until someone else has the willingness and meets all requirements to fill position

SECRETARY:

Requirements:

- The Secretary is elected within the activities committee
- Recommended clean time is 6 months
- Desire & willingness to serve

- Knowledge of the 12 steps and traditions
- Responsibilities:
- Records minutes at all activities meetings and prepares monthly sub-committee report for area
 - Records attendance & keeps membership book updated
 - Posts all events on <http://www.nanj.org>
 - Make all flyers for upcoming events

TREASURER:

Requirements:

- The Treasurer is elected within the activities subcommittee
- Recommended clean time is 2 years
- Must have a legitimate source of income
- Desire & willingness to serve
- Knowledge of the 12 steps, traditions, & concepts

Responsibilities:

- Keeps accurate records of all expenses
- Gives financial report at all sub-committee meetings
- Responsible for all monies collected

REFRESHMENT COORDINATOR:

Requirements:

- The refreshment Coordinator is elected within the activities sub-committee
- Recommended clean time is 1 year
- Desire & willingness to serve
- Must have a legitimate source of income
- Knowledge of the 12 steps and traditions

Responsibilities:

- Purchase & coordinate food & beverages, up to \$250, for all activities

Misc. Policy of SEANA Activities:

1. All finances to be handled by committee members with minimum of 1 year clean time (1 year clean time requirement to work the door of an event)
2. Only Activities members with minimum 1 year clean can sell tickets for events.
3. All monies for ticket sales are to be given over to treasurer at next sub-committee meeting or at the event
4. All receipts must be store receipts. No handwritten receipts will be accepted
5. All receipts must be turned in by the next 2 sub-committee meeting after the fundraiser for reimbursement
6. All activities trusted servants must participate in fundraisers
7. Any addict that attends any fundraiser given by SEA activities who state they do not have money will be allowed to enter the function for free
8. All non-current activities members must attend two activity meetings In a row in order to vote or make motions in a activities meeting
9. All events and fundraisers requiring a financial impact of over \$250.00 must be approved by the Area.
10. Loss of clean time means relinquishing any subcommittee officer's commitment
11. All events/fundraisers MUST have WRITTEN contract with caterers
12. Payments of caterers must be attended by 2 trusted servants of activities & all foods must be checked against contract before payments
13. All Activities flyers MUST include the NA registered trademark
14. Any subcommittee officer who does not show up or call for two consecutive months can be voted out at the following activities meeting.
15. Any subcommittee officer who does not fulfill their responsibilities can be asked to step down by way of a vote
16. All requests for seed money at area must be accompanied by a projected budget for the event.

SEANA Hospitals & Institutions Subcommittee Guidelines (Updated June 2023)

1. DEFINITION & PURPOSE OF THE COMMITTEE FOR H&I GUIDELINES:

The Suburban Essex Area Hospitals & Institutions Subcommittee is a volunteer group from the fellowship of Narcotics Anonymous, existing for the express purpose of carrying the NA message of recovery to the men and women "housed" in correctional institutions, hospitals, and recovery houses. To effectively be helpful to the inmates, patients, and residents, we must necessarily be governed by the individual rules of the institution we serve and further impose certain standards on ourselves.

This subcommittee shall be autonomous, but as a subcommittee of the Suburban Essex Area Service Committee we shall maintain effective liaison and cooperation of that committee.

2. FUNCTIONS OF THE H&I SUBCOMMITTEE

- A. To conduct one (1) regular business meeting every month.
- B. To serve as a communications link between local H&I committees.
- C. To serve as a distribution point for literature to the facilities and their clients.
- D. To coordinate all H&I financial matters and report to these in full to the Area Service Committee.
- E. To conduct workshops and orientations on relevant topics.

3. STRUCTURE OF ELECTED OFFICERS

A service board of officers shall consist of Chairperson, Vice Chairperson, Secretary, Literature Coordinator.

Eligible voters include: All committee members who have been in attendance at two (2) consecutive general meetings prior to an election. Exceptions will be made ONLY with reasonable justification of absence, including GHIR.

Any committee officer, except chairperson, may be removed from their position by a majority of the H&I Subcommittee (2/3 vote). Chairperson can only be removed by SEASC.

Any member of Narcotics Anonymous wishing to participate in the H&I subcommittee must attend (1) general meeting of the subcommittee before joining. You can attend your first H&I meeting and be put on a panel that day as long as you have the clean time required.

4. QUALIFICATIONS AND RESPONSIBILITIES OF OFFICERS

CHAIRPERSON: Requires two (2) years uninterrupted period of being clean, plus a minimum of six (6) months activity in institutional work with the SEANA H&I Subcommittee. One year commitment.

Responsibilities include:

- A. Bringing before the general meeting of the committee such matters as should be acted upon by them.
- B. Carrying out policies and orders for the subcommittee.
- C. Appointing panel chairpersons and members for institutions served by the SEA H&I subcommittee
- D. Appointing special committee members when required.
- E. Ensuring the Twelve Traditions of Narcotics Anonymous are upheld.
- F. Chairperson/Vice Chair Person must attend regional H&I every other month

VICE CHAIRPERSON: Requires one (1) year uninterrupted period of being clean, plus six (6) months activity with ANY H&I subcommittee. One year commitment.

Responsibilities include:

- A. Assumes the responsibilities of Chairperson in the event of his/her absence.
- B. Helps coordinate new panels.
- C. Assumes responsibilities of other elected officers in the event of their absence.

SECRETARY Requires at least six (6) months of uninterrupted period of being clean. One year commitment.

Responsibilities include:

- A. To keep an accurate set of minutes and attendance at all meetings, have available minutes to subcommittee members at each subcommittee meeting.
- B. To keep all hospital, institutions and recovery house guidelines, rules and regulations if available.
- C. To be responsible for printing and or copying H&I logos, flyers, etc.
- D. To be responsible for maintaining updated mailing lists:
- E. To attend and take minutes of all ad-hoc meetings, learning days, etc.

LITERATURE COORDINATOR Requires at least six (6) months of uninterrupted period of being clean and a willingness to serve plus 3 months H&I experience. One year commitment.

Responsibilities include:

- A. To attend Suburban Essex Area Service Committee each month to pick up literature.
- B. To stamp and package all literature to be distributed at the S.E.A.H.I: subcommittee meeting.
- C. To monitor literature inventory and request quantities within limits as needed.
- D. To report to the general committee at each subcommittee meeting regarding literature availability.

GHIR COORDINATOR (ACCEPTED 4/92)

- Requirements:
- *One (1) year total abstinence from all mind and mood altering chemicals.
 - *Six (6) months H&I experience (as panel member)
 - *Willingness to serve
 - *One (1) year commitment

Responsibilities:

- Attend all H&I Sub Committee Meetings (workshops, learning days as needed)
- Keep accurate list of attendance for all GHIRs
- Give report at each sub-committee
- If GHIR is not attending H&I, go to their group and find out why.
- Answer any questions GHIR may have regarding guidelines, do's and don'ts etc.
- If a new group joins the area and they do not have a GHIR: go to group business meeting and tell them what GHIR is, and if they want to have one.

5. STRUCTURES OF PANELS;

PANEL CHAIRPERSON: Requires one year (12 months) uninterrupted period of being clean, plus a minimum of six (6) months activity in institutional work with any H&I Subcommittee. One year commitment. All panel chairpersons are to be voted in by subcommittee, not appointed.

Responsibilities include:

- A. Giving overall direction of their panel.

- B. Instructing panel members in institutional requirements.
- C. Furnishing up to date panel lists for that institution to each panel member.
- D. To call each panel member ahead of his/her meeting as necessary.
- E. Panel chairpersons must give a verbal report at each sub-committee meeting outlining attendance of panel members and reporting any problems with the commitment to the general committee for discussion and/or resolution.
- F. Panel Chairpersons must use their own discretion when choosing guest speakers. The quality may sometimes be more important than the quantity. Panel chairpersons must review the Do's & Don'ts with their intended speaker before the meeting at which they are speaking.
- G. Panel chairpersons must ensure that panel members adhere to the Do's & Don'ts for SEANA H&I
- H. Panel chairperson must attend at least one (1) subcommittee per month.

PANEL MEMBER: Requires ninety (90) days uninterrupted period of being clean and a willingness to be of service. Requires 6 months uninterrupted period of being clean to share their experience, strength and hope in an H&I meeting. One year commitment. Panel members will be placed on commitment of their choice when available or asked to sit on another panel where needed until space becomes available.

Responsibilities include:

- A. To be familiar with the institution's rules.
- B. To consistently attend meetings assigned to them, and if unable to make a meeting, contact the Panel Chairperson.
- C. Panel member should attend the S.E.A.N.A.H.I. subcommittee meetings once quarterly, unless otherwise notified.
- D. Adhere to the S.E.A.N.A.H.I. Do's & Don'ts at each H&I meeting.

6. GENERAL INFORMATION

1. A panel member being removed from a facility due to improper conduct results in an 18 month probationary period during which they may not enter any facility as a representative of SEANA H&I.
2. Any member of the SEANA H&I subcommittee is automatically disqualified from further H&I membership upon loss of their clean time, but may become eligible when they can conform to the requirements herein set forth. Being clean for the purposes of this H&I subcommittee shall be construed as freedom from the use of any drugs, including alcohol and any other mind altering drugs.

3. Any members not conforming to the foregoing requirements or to any others which might be hereafter added, or who refuses to abide by the rules and regulations of the institution being served shall automatically be relieved of an H&I Subcommittee assignment previously granted.
4. No NA meeting regularly conducted under the auspices of this Subcommittee shall be held in any institution, except under the direct supervision of a regularly delegated panel member specifically appointed by this subcommittee. He/she must also be acceptable to the authorities of the institution being served.
5. No member will involve himself or herself with any other activity at any institution that the Subcommittee serves to avoid possible conflict.
6. No member will involve himself or herself in any way that might damage the inmate, patient on the inside. The working ability and the privilege of this Subcommittee is to carry the message inside the institution. For these reasons, no member will interfere with or use any influence in any institution, court or hospital, nor with any judge, doctor, probation officer or parole officer, nor will he/she make any comments or promises. WE CARRY ONLY THE MESSAGE OF NA -recovery through spiritual help.
7. The length of clean time required by each institution is to be rigidly upheld by all Panel Chairpersons, Panel Members, and Guest Speakers.
8. NA life stories and/or NA principles or NA general information are to be the main topics of any NA meeting conducted within all institutions served by this Subcommittee. All speakers and panel members must strictly comply with regulations, confining their talks solely to NA recovery.
9. Excessive use of vile, profane or filthy stories is strictly prohibited by the authorities of all institutions served by this Subcommittee and requested by inmates and patients not to be used.
10. No member of NA on parole will be allowed to participate in or attend an NA meeting in an institution being served by the Subcommittee without the express clearance by the authorities of said institutions.
11. Printed instructions, which will include the foregoing and which shall be compiled and edited to fit the specific requirements of each separate institution shall be furnished by this Subcommittee to each panel member so that he/she will be in full knowledge of his/her responsibilities.
12. Failure to comply with the foregoing regulations shall be sufficient grounds for review of the suitability of a panel member.
13. All commitments are for one year and will be rotated after one year.
14. All members must attend (1) H&I meetings to be on a panel. You can attend your first H&I meeting and be put on a panel as long as you have the clean time requirement.
15. All guest speakers must have six (6) months uninterrupted period of being clean and must adhere to the rules and regulations of the subcommittee and institution.

16. A motion can be made at any subcommittee to place anyone not following guidelines under review, in which case they cannot go into their commitment until they appear at a subcommittee meeting.

17. All panel members be voted in using the same format as panel chairs. Panel members must qualify, be asked questions, and be asked to leave the room while H&I members discuss pros, cons, and vote on approval to join a panel.

18. Any Suburban Essex H&I panel chair person is required to have six months H&I experience. This experience is not limited to Suburban Essex, but applies to any area of Narcotics Anonymous.

19. All chairpersons are to be voted in by subcommittee, not appointed
-Panel chairperson must attend at least one (1) subcommittee meeting per month

20. Panel members will be placed on commitment of their choice when available or asked to sit on another panel where needed until space is available

21. All new members wishing to join H&I must be completely abstinent of all Drug Replacement Therapies and Medically Assisted Treatments.

22. This policy will be strictly enforced

GUIDELINES FOR THE POLICY SUBCOMMITTEE

The Policy Subcommittee is a standing subcommittee of SEASC and functions within the guidelines set forth by SEASC and the Twelve Traditions of Narcotics Anonymous. Policy Subcommittee meets every other month after Area Service meeting.

PURPOSE

The Policy Subcommittee serves the Area by keeping track of all policies for the Area, serving as a reference source for any policy issues that arise during Area service functions. Its primary purpose is to ensure that SEA as a whole functions with an awareness of guidelines and policies that the Area has adopted.

FUNCTIONS

The Policy Subcommittee is responsible for:

1. Providing information and assistance for the development of policy or guidelines for SEANA and its standing subcommittees.
2. Recording all policies adopted by SEANA and its standing subcommittees.

3. Serving as a reference point for established policy as needed during SEANA and subcommittee meetings.
4. Keeping an archive of all policies and guidelines adopted by SEASC and its standing subcommittees.
5. Policy Chairperson is responsible for conducting & implementing the Area Planning Tool (with Area Chairperson & RCM) rotating with the non C.A.R. years
6. In the event that the Area chairperson & Vice-chair are both absent, the Policy Chair will conduct Area service meeting.
7. Policy Chair to hold onto copies of any group policy for safekeeping

MEMBERSHIP

Membership is open to any member of Narcotics Anonymous. Policy subcommittee members may hold other service positions at any level of the NA service structure, with the exception of the subcommittee chairperson.

OFFICERS

1. Chairperson: The Chairperson is elected by SEANA. In accordance with SEANA guidelines, the qualifications for Chairperson are:
 - A. Willingness to serve.
 - B. Willingness to give the time and resources necessary.
 - C. Knowledge of the 12 Traditions of NA.
 - D. Service experience, especially being involved with the respective subcommittee as a member of that committee.
 - E. The ability to give a subcommittee direction.
 - F. Complete abstinence from all mind and mood altering substances for a minimum of 2 years.

The **responsibilities** of the Chairperson are:

- A. Arrange monthly meetings of the subcommittee.
- B. Arrange an agenda for monthly subcommittee meetings.
- C. Continuously updating the SEANA Policy with all approved policy changes.
- D. Provide an oral report at SEANA meetings.
- E. Ensure that all functions of the subcommittee are upheld.

2. Vice Chairperson: The Vice Chairperson is elected by members of the Policy subcommittee. Suggested requirements are **1 year clean**, a willingness to serve and working knowledge of the Twelve Traditions as well as **6 months** prior **Area Service** experience.

The responsibilities of the Vice Chairperson are:

- To assist the Chairperson in his/her set forth functions and assume the responsibility for the Chairperson's role in their absence.

3. Secretary: The Secretary is elected by members of the Policy subcommittee. Suggested requirements are **1 year clean**, a willingness to serve and working knowledge of the Twelve Traditions as well as **6 months** prior Area service experience.

The responsibilities of the Secretary are:

- To record and keep a file of the Policy subcommittee meeting minutes and to provide a copy of subcommittee meeting minutes to all subcommittee members.

Suburban Essex Area Public Relations Policy **Accepted 12/2007**

Purpose: To inform the Public that Narcotics Anonymous exists and offers recovery from the disease of addiction. All activities directed to that end shall be carried out in accordance with the Twelve Traditions and Twelve Concepts.

The Policy of this Subcommittee has been adapted from A Guide to Public Relations. Any area not addressed in S.E.A.N.A Public Relations Policy shall be referred back to "A Guide to Public Relations".

Commitments

Chairperson- Continuous abstinence for at least 2 years. The Chairperson must be an active member of NA with knowledge of the Twelve Steps, Traditions, and Concepts. They must be able to run subcommittee meetings with a firm, yet understanding hand. The chairperson must be able to effectively communicate with people both inside and outside the fellowship. One-year commitment.

Vice Chairperson- Continuous abstinence for at least 2 years. The Vice Chairperson must be an active member of NA with knowledge of the Twelve Steps, Traditions, and Concepts. They will fill in for the Chair in the event that they are unable to be present. Also, in taking this commitment it is assumed that the Vice Chairperson will become the Chairperson when their commitment is up. The vice chair is also responsible to fulfill any other commitments should their holders not be present. One-year commitment.

Secretary- Continuous abstinence for at least 1 year. The Secretary must be an active member of NA with knowledge of the Twelve Steps, Traditions, and Concepts. They will keep accurate minutes of each subcommittee meeting, as well as records of all PR endeavors. They are also responsible for maintaining a contact sheet of professionals encountered.

Public Information Public Relations Person- Continuous Abstinence for at least 3 years. Must have at least one-year prior experience in Area Service and a legal source of income. The PIPRP handles all fundraising endeavors and is responsible for maintaining clear and legible records of such endeavors. They are also the custodians of PI funds.

*Any member handling money must have over 1 year clean.

* Merchandise must be kept inventoried.

SEANA Service Workshop Subcommittee guidelines

1. DEFINITION & PURPOSE OF THE COMMITTEE FOR SERVICE WORKSHOP GUIDELINES

- To create an atmosphere of learning, a better understanding and application of the 12 concepts of NA. An understanding of these 12 concepts is designed to encourage our service groups to more readily achieve our traditions' ideals, and our service structure to function effectively and responsibly.

2. FUNCTIONS OF THE SERVICE WORKSHOP COMMITTEE

- To conduct one workshop per month.
- To conduct workshops and orientations on relevant topics taken from the 12 Concepts for NA service and the Group Booklet Revised. To conduct six subcommittee meetings whose purpose is to coordinate the upcoming workshops.

3. STRUCTURE OF ELECTED OFFICERS

- A service board of officers shall consist of: Chairperson, Vice-Chairperson and Secretary.

Eligible Voters Include

- All committee members who have been in attendance for at least two consecutive general committee meetings prior to an election. Exceptions will be made only with reasonable justification for absence.
- Any committee officer except chairperson may be removed from their position by a majority of the Service Workshop Sub-Committee. (2/3 vote).
- Chairperson can only be removed by Suburban Essex Area.
- Any member of Narcotics Anonymous wishing to participate in the Service Workshop Sub-Committee must attend at least two consecutive general meetings of the Sub-Committee before joining.

4. QUALIFICATIONS AND RESPONSIBILITIES OF THE OFFICERS

CHAIRPERSON

- Requires 2 years uninterrupted period of clean time, plus a demonstrated knowledge of the 12 Concepts of Narcotics Anonymous. – ONE YEAR Commitment.

Responsibilities include:

- Bringing before the general meeting of the committee such matters as should be acted upon by them.
- Carrying out policies and orders for the Sub-Committee.
- Appointing special committee members when required.

- Insuring the Traditions are upheld.
- Secures the speakers/facilitators for the Workshop.

VICE-CHAIRPERSON

- Requires 2 years uninterrupted period of clean time, plus a demonstrated knowledge of the 12 Concepts, 12 Traditions and 12 Steps of Narcotics Anonymous. – ONE YEAR Commitment.

Responsibilities include:

- Assume the responsibilities of the Chairperson in the event of his/her absence.
- Helps to coordinate the service workshops.
- Assumes the responsibilities of the other elected officers in the event of their absence.

SECRETARY

- Requires 6 months uninterrupted period of clean time, plus the willingness to learn about the 12 Concepts of Narcotics Anonymous. – ONE YEAR Commitment.

Responsibilities include:

- To keep an accurate set of minutes and attendance at all meetings, have available the minutes for sub-committee members at each sub-committee meeting.
- To be responsible for printing and/or copying service workshop fliers.
- To be responsible for maintaining updated mailing lists.
- To attend and take minutes at all Service Workshops.
- Distribution and collection of Service Workshop literature.

5.GENERAL INFORMATION

- There is no clean time requirement to be a member and participate in the Service Workshop Sub-Committee.
- To be a member of the Service Workshop all that is required is attendance at two consecutive sub-committee meetings.
- Service Workshop Sub-Committee trusted servant elections will coincide with the Suburban Essex Area trusted servant elections.c
- The first Service Workshop of the year will be an Area Service Learning Workshop, where the outgoing area service officials will teach the incoming ones about their positions. This will be coordinated by the Service Workshop chair.

SEANA Website Committee Guidelines Adopted March 2022

DEFINITION

The SEANA Website Committee (SEANAWC) is a standing subcommittee of the Suburban Essex Area Service Committee of Narcotics Anonymous (SEASC). This committee is responsible to serve the needs of the groups through maintaining an area website.

PURPOSE

- A) To inform the public, via the Internet, that recovery from the disease of addiction is possible, and available through the 12 Steps and 12 Traditions of NA. The information shall include what NA is, how, and where to find it.
- B) To maintain the information on our Web pages in a manner consistent with our 12 Traditions, SEANA guidelines, and guidelines from the World Service Office regarding online information.
- C) To provide a consistent and trustworthy source of SEANA information such as information about NA meetings, subcommittee meetings, events, and activities.
- D) To serve as the default communication method between Area Service members, Groups, and individuals.

FUNCTIONS

- A) To change, add and revise existing information on a monthly basis to reflect what is going on in SEANA. This includes updates to meeting information, events, activities etc.

- B) To maintain close working relationships with other standing subcommittees, thereby ensuring that all online information is accurate, timely, and meets each standing subcommittee's requirements.
- C) To ensure NA links on our website are accurately maintained and only include information provided by other NA areas or regions within the NorthEast Zonal Forum. In particular, we won't include links or references to web pages or bulletin boards maintained by individuals acting outside of the NA service structure.
- D) To update NAWS and the NNJ Region if our web address is changed. The Website Committee will verify that NAWS and the NNJ Region properly completes any change of link address.
- E) Remain open to providing new services through the website while keeping in mind the practicality and maintainability of the request.
- F) Standard upkeep of the website is the responsibility of the committee. However, all additions of new sections to the site must be reviewed and voted on at the Area level.
- G) Build and maintain an up to date "handbook" on how to use and update the website from an administrative standpoint.
- H) To maintain and budget for all costs of web hosting, software development programs, email services and domain registration. Changes to any of these items needs to be voted on the Area Level

PRIVACY AND ANONYMITY

Information via the WWW is accessible all over the world. We will not publish names, photographs, phone numbers, e-mail addresses, or street addresses of individual members. We will only publish phone numbers and addresses of Hotlines, NA Service Offices, "SEANA" email addresses that are linked to the appropriate individual, and meeting places that are not conducted in a member's home.

SECURITY

To ensure that materials remain available in the event of a server or personnel change, the SEANAWC will maintain up-to-date backups of the site and provide security and password access to the Area Vice Chair and the Area Policy Chair. All emails to and from any "SEANA" email address shall only be related to NA service work.

SUBCOMMITTEE MEMBERSHIP

Membership of the SEANAWC consists of the Website Chairperson, Website Coordinator(s), and NA members who have the willingness to serve.

Chairperson

- A) Is elected by the SEASC during annual elections.
- B) Requires two (2) years clean time and six (6) months PR or Website experience.
- C) Has a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA Service.
- D) Sets the agenda and facilitates all meetings of the SEANAWC.
- E) Responsible for assisting the maintenance and upkeep of the website, which ensures accuracy and compliance with the 12 Steps and 12 Traditions of Narcotics Anonymous.
- F) Prepares an oral and written report for and attends the SEASC meeting and other special meetings when required such as the shared service website committee.
- G) Makes motions and votes on behalf of the SEASC at meetings where the Website Subcommittee is entitled to have a vote.
- H) Prepares an annual budget in accordance with SEANA policy guidelines.
- I) Responsible for orientating the new Chair for a transitional period of two (2) months.
- J) Has access to a computer that is capable of running the latest web browsers and has a suitable connection to the Internet. The costs for these are the responsibility of the trusted servant.

SEANA Website Coordinator(s)

- A) Is elected by the SEANAWC.
- B) Requires at least (1) one year clean time.
- C) Is responsible to assist the Website Chairperson in the timely upkeep of website general maintenance and changes.
- D) Takes meeting minutes and drafts written report for the SEASC.

VOTING

The subcommittee will determine the appropriate voting procedures to conduct business so long as the 12 concepts of service are upheld.

GUIDELINE AMENDMENTS

- A) Any amendments of the SEANAWC Guidelines require a 2/3 majority of voting committee members and must be then presented to SEASC for approval.

B) Any change in SEASC Guidelines that affect the SEANAWC Guidelines will be immediately adhered to.