

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

Table of Contents

MISSION STATEMENT	1
SERVICE PRAYER	2
ARTICLE I-AREA SERVICE	2
ARTICLE II-MEMBER GROUPS	2
ARTICLE III-TRUSTED SERVANTS	3
ARTICLE IV-ELECTIONS	5
ARTICLE V-SUBCOMMITTEES	6
ARTICLE VI-VOTING	7
ARTICLE VII-MOTIONS	8
ARTICLE VIII-COMMUNICATION and LITERTURE	8
ARTICLE IX-POLICY and PROCEDURE	10
ARTICLE X-CHALLENGES and APPEALS	12
ARTICLE XI-TREASURY and DISBURSEMENTS	13
APPENDIX A-ASC AGENDA	15
APPENDIX B-SERVICE POSITIONS	16
APPENDIX C-RULES of ORDER	26
APPENDIX D-MOTION and REPORT FORMS	31

MISSION STATEMENT

The primary mission of the MHASC is to help our groups, and other NA groups, to be more effective in carrying NA’s message to the still-suffering addicts. We shall dedicate and rededicate ourselves to serving our groups, providing local communities with NA services, and supporting NA regional and world services. We shall perform our service work with a sense of purpose. Our agendas shall schedule only matters concerning our service goals. As such, we shall work together to:

- attract addicts to Narcotics Anonymous meetings, in our area and worldwide;
- supply approved materials and practical necessities for use in NA meetings;
- conduct local activities to unite and strengthen our member groups; and
- perform only those functions necessary to accomplish these priorities.

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

SERVICE PRAYER

**GOD GRANT US THE KNOWLEDGE THAT WE MAY SERVE
ACCORDING TO YOUR DIVINE PRECEPTS.
INSTILL IN US A SENSE OF YOUR PURPOSE.
MAKE US SERVANTS OF YOUR WILL
AND GRANT US A BOND OF SELFLESSNESS,
THAT THIS MAY TRULY BE YOUR WORK, NOT OURS –
IN ORDER THAT NO ADDICT, ANYWHERE,
NEED DIE FROM THE HORRORS OF ADDICTION.**

ARTICLE I – AREA SERVICE

*“To fulfill our fellowship’s primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.” –
The First Concept for NA Service*

1. **PURPOSE** – The MHASC was created in accordance with NA’s Ninth Tradition. We are delegated by our member groups to unify NA groups within our area, while providing help and support to individual groups, carry the Narcotics Anonymous message of recovery through our various subcommittees and contribute to the growth of, and enhance the quality of, Narcotics Anonymous as a whole.
2. **PARTICIPANTS** – The MHASC is comprised of group service representatives and their alternates from NA groups in our area, as well as the area trusted servants elected by those. Any NA member may participate or observe.
3. **GUIDANCE** – Our actions shall always be guided by the Twelve Concepts for NA Service. We turn to *A Guide to Local Services in Narcotics Anonymous* for general direction, while these MHASC guidelines detail our area service committee’s policies and procedures.

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

4. MEETINGS – We meet on the last Thursday of every month. The meeting is called to order at 7pm, and ends no later than 10pm, unless a majority of our GSRs votes for a time extension.

5. AGENDA – This is our standard format for area meetings (See **Appendix A**). If your group has an item to include in the day’s agenda, please see our chairperson before the meeting begins.

ARTICLE II – MEMBER GROUPS

“The final responsibility and authority for NA services rests with the NA groups.” – The Second Concept for NA Service

1. Group conscience is carried by group service representatives (GSR) elected by our member groups.

2. For any new or additional NA group to be eligible for inclusion in our ASC, its elected GSR need only attend monthly area meetings and declare the represented NA group a member group.

3. Any member group which has held eight regular NA meetings, or whose GSR or alternate has attended at least two area meetings, may be listed in the next printing of our area meeting list.

4. If a listed group appears to stop meeting, our Outreach committee will contact an NA member who attended it or lives nearby. The listed facility may also be contacted. If questions remain, an Outreach member will try to attend. If the group hasn’t met for two consecutive weeks, and no one contacts us with an explanation, the meeting shall be removed from our area meeting list.

ARTICLE III – TRUSTED SERVANTS

“The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.” – The Third Concept for NA Service

1. Area trusted servants are elected by our GSRs. Our chairperson may appoint trusted servants on a temporary basis only, to chair ‘ad hoc’ subcommittees charged with specific, limited tasks.

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

2. To allow for a period of transition, standard commitments begin in January, following the December election and last through January of the following year. The incoming and outgoing trusted servants will transition through the month of January. The only exception is our Area elected Festival Committee Chair and Festival Treasurer.

3. Elected trusted servants of our ASC carry out commitments in the following areas of service:
 - Steering Committee – Chair, Vice Chair, Treasurer, Policy Chair and the Regional Committee Chairs
 - Subcommittees – Hospital and Institutions; Public Relations; Helpline; Meeting List; Outreach; Literature Supply; Literature Review; Events and Activities; Festival Committee; Convention Committee
 - Mail Accountability and Coffeemaker

4. Only our Corresponding Secretary, RCM #1, RCM #2, Helpline, Outreach, Festival Committee Treasurer, Convention Treasurer, Coffee Maker, Mail Accountability, Meeting List and Literature Review chairs may hold concurrent GSR commitments. GSRs elected to other area positions must resign as GSRs.

5. To assure the smooth functioning of our ASC, a steering committee may meet as necessary to address emergencies, set special agendas, and help minimize our time spent in general assembly. Our area steering committee is comprised of MHASC administrative officers, RCMs, and our policy chair. However, any addict may attend a steering committee meeting.
 - Steering committee meetings may convene unannounced to the general assembly, but a full report of any decisions and actions must be made at the following area meeting.
 - No policy changes or changes of officers shall be affected by our steering committee independently, but it is authorized to resolve matters requiring emergency attention.
 - If necessary, to address pressing and immediate area needs, such as unexpected ASC meeting space changes, or emergency treasury disbursements when time is an issue, our steering committee is authorized to cut MHASC checks as deemed necessary. Our area chairperson or vice chairperson must be present for a check to be signed.
 - In the absence of a Policy Chair, the responsibilities of the Policy Chair be assumed by our Area Vice Chair.

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

ARTICLE IV – ELECTIONS

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.” – The Fourth Concept for NA Service

1. Area trusted servants are elected by our GSRs. Contested elections are won by plurality vote. Uncontested nominees may be elected by two-thirds majority vote.

2. Nominations for most area service positions are solicited in October and accepted in November, so that potential nominees for regularly open positions are given a full month to come forward. Most scheduled elections are held in December (April 2011).

3. Vacated positions may also be filled through special elections called by our area chairperson.

4. Area trusted servants may serve up to two terms consecutively.

5. If an open position is filled within six months prior to regular elections, an election need not be held for that position in December. If it is 6 months or more, than the time served counts as the first term. If time served is less than 6 months, it does not count as first term.

6. If the vice chair of any committee is willing to step into its open chair, or any area trusted servant position with an alternate open and the individual in the alternate position is willing to step into the open commitment, a vote of confidence shall be taken, which our chairperson may call by acclamation. If the vote is not unanimous, that position remains open for nominations.

7. Nominees may be elected to area commitments without attending consecutive area meetings. However, an individual must be present to accept nomination, and must be present to be elected.

8. Nominations and elections shall always be conducted according to set MHASC procedure:

- Nomination process:

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

- Each position’s responsibilities and qualifications are read from **Appendix B**.
 - Nominations are called for. Members may volunteer for any position.
 - Nominations for all area steering committee positions must be referred back to our member groups by GSRs for group consideration and consent.
 - Election Process
 - Nominees state their service experience, willingness to serve and clean time
 - Nominees then leave the room to allow for discussion prior to the vote.
 - Election votes are cast by paper ballot and the vote tally is read aloud.
 - Nominees are then called back in and told the result of the election.
9. Commitments take effect at the close of the area meeting during which that position is filled.

ARTICLE V – SUBCOMMITTEES

“For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.” – The Fifth Concept for NA Service

1. Subcommittees of the Mid-Hudson Area Service Committee are accountable to the ASC, but autonomous in carrying out most assigned functions, with the exception of money expenditures
2. Subcommittee members may elect, or their chairpersons appoint, service positions as needed.
3. Our GSRs may do service on area subcommittees, but not as subcommittee chairs – with the exception of our RCM #1 & #2, Helpline, Outreach, Festival Treasurer, Convention Treasurer, Corresponding Secretary, Coffee Maker, Mail Accountability, Meeting List and Literature Review chairs. (Amended 10/24/19)
4. Chairs shall be provided NA World Service Office guidelines for their type of subcommittee. Outgoing chairpersons shall transfer all subcommittee materials, including WSO guidelines, to incoming chairs after the close of the area meeting during which the new chairperson is elected.

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

5. Through our subcommittees, our ASC shall sponsor four yearly workshops – one each season. These activities shall be held by our E&A committee, in partnership with our H&I, PR, Helpline and Outreach committees in turn, to attract interest and participation. These events shall be designed to be fun as well as informative, and presented in tandem with dances, picnics, campouts and other fellowship activities put on by our E&A committee.
6. Pictures taken at any NA event cannot be posted on any internet sites. (Aug 2011)
7. Ad hoc subcommittees are created by our area chairperson to carry out special tasks. Ad hoc chairs are appointed with GSR consent, bypassing standard nomination and election procedures.
8. Subcommittee meetings are only to be held at places that are accessible to all members. Not in restaurants or private homes. (Aug. 2011)

ARTICLE VI – VOTING

“Group conscience is the spiritual means by which we invite a loving God to influence our decisions.” – The Sixth Concept for NA Service

1. All voting is performed by GSRs elected by their groups, or alternate GSRs in their absence. A voting quorum of fifteen GSRs (or their alternates) must be present for any voting to proceed.
2. A two-thirds majority vote is necessary to change area policy, or to remove a trusted servant. A simple majority vote is necessary to pass motions. (See list of motions in **Appendix C**)
3. Voting is by show of hands, except for elections or removal of officers, which are by ballot. Generally, abstentions shall be considered ‘non-votes’ for the purpose of tabulating vote counts.
4. Voting on any motion may proceed if two-thirds of GSRs are ready to cast an immediate vote. However, if any GSR prefers to abstain, a two-thirds majority ‘pro’ vote of all GSRs present shall be required for the motion to pass. All votes (pro, against & abstentions) are counted.

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

5. In any situation where our area chairperson senses a general consensus among GSRs, a vote of acclamation may be called for. If no GSRs object, then that motion, election or debate is settled. ('Acclamation' is a voiced vote of approval or non-dissent, without any vote count being taken.)

6. Any motion that it results in a tie vote shall fail, defaulting to the *status quo* until a more agreeable solution to the matter under consideration may be proposed and passed by GSRs.

ARTICLE VII – MOTIONS

“All members of a service body bear substantial responsibility for that body’s decisions and should be allowed to fully participate in its decision-making processes.” – The Seventh Concept for NA Service

1. Motions may be introduced by our GSRs and RCM (or their alternates in their absence), by subcommittee chairs (or vice chairs in their absence), and ASC officers (except our area chair). A GSR must second all motions, except those made by our subcommittees or chairs.

2. All motions must be submitted to our recording secretary in writing prior to break before being recognized. Motion forms shall be kept available by our secretaries. (See **Appendix D** for a sample form.) (Feb 2017)

3. In most cases, three *pros* (supporting a motion) and three *cons* (against it) should be sufficient before a motion is called to a vote. The motion’s author generally voices the first of the *pros*.

4. If debate goes beyond three pros, three cons, and any questions from GSRs, then the motion may be tabled, ‘referred to committee’ or referred back to our member groups for consideration.

ARTICLE VIII – COMMUNICATION and LITERATURE

“Our service structure depends on the integrity and effectiveness of our communications.” – The Eighth Concept for NA Service

1. Reports shall be submitted in writing, and shall include completed actions, planned activities, and any motions to be presented. Area officer reports shall be read to the assembled committee.

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

(For sample reports and report forms, see **Appendix D.**)

2. Subcommittee reports shall further explain any subcommittee elections or appointments, any challenges or situations requiring MHASC attention, and specific goals for the upcoming month.

3. GSR reports shall state the group's name; day, time, and address of meetings; amount of area contribution; average number of addicts attending; number at the group's latest business meeting; any group difficulties; and group conscience on any motions brought back to the group for input.

4. GSRs decide what matters go back to groups for input.

5. GSRs shall hand in group orders to our Literature Supply committee prior to area meetings and pick up their filled orders at the end of the meeting. Orders and payments must be accurate. Literature is to be sold only at Area Service,

6. A) Our Literature Supply committee shall stock Narcotics Anonymous approved material, area and regional meeting lists, and NA-related flyers issued by this ASC, our subcommittees, our trusted servants, our member groups, and other recognized NA service boards or committees.

B) Maintain stock of the following (motion #052815-02 May 2015) – “The Impossible Dream” as well the following 6 pamphlets:

- Group Business Meetings
- NA Groups & Medications
- Principles and Leadership in NA Service
- Social Media & Our Guiding Principles
- Group Trusted Servants
- Disruptive & Violent Behavior

7. An announcement sheet shall be passed around at area meetings and returned to our recording secretary before the break. After the break, the completed sheet shall be passed around again, so that all GSRs have an opportunity to note upcoming anniversaries, special meetings and events.

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

8. Our recording secretary or corresponding secretary shall email a copy of the announcement sheet to all GSRs with email addresses during the weekend after the area meeting. Full minutes shall be mailed or emailed to all GSRs no later than during the week following any area meeting.
9. Our Mid-Hudson Area NA meeting list is updated and reprinted every other month, and made available at our MHASC meetings, as supplies last. Any changes or additions must be submitted in writing to the meeting list chair at the MAHASC meeting prior to printing.
10. Our H&I and PR committees are issued a third (1/3) of all new area meeting lists printed.
11. Upon the release of newly updated area meeting lists, older lists in our literature supply, H&I and PR inventories shall be destroyed.

ARTICLE IX – POLICY and PROCEDURE

“All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.” – The Ninth Concept for NA Service

1. The twelve articles comprising the main body of these Mid-Hudson Area Service Committee guidelines constitute our area’s policy. The attached appendices serve as a guide to procedure.
2. We refer to *A Guide to Local Services in Narcotics Anonymous* and other NA service material for general direction. However, these MHASC guidelines take precedence where any conflicts exist. *Roberts Rules of Order* may be referred to in debate.
3. In area assembly, rules of procedure shall be respected by all and enforced by our chairperson.
4. Any participant may be recognized by our chairperson during discussion and debate.
5. If our area chairperson wishes a voice in a particular debate, the chair must be turned over to our area vice chairperson, who shall facilitate the proceedings until the matter has been resolved.

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

6. Any change to ASC guidelines, or adoption of new policy, must be passed by our GSRs by a two-thirds majority. Any policy changes or additions may not be passed by acclamation.

7. New policy shall be incorporated into this body of guidelines, to avoid confusing ‘addenda.’ Our policy chair shall include any new changes in forthcoming printings of our ASC guidelines.

8. Area meeting locations shall never be rendered into policy. A simple majority vote of GSRs is all that shall be required to set or change meeting locations and facilities for our area meetings.

9. It is not the role of this service body, nor its right, to dictate to any NA group. We may offer direction, but ours is not to police or control how groups conduct their meetings or their business.

10. The MHASC shall maintain an active archive of past motions, to be kept by our sitting chair.

ARTICLE X – CHALLENGES and APPEALS

“Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.” – The Tenth Concept for NA Service

1. Removal of officers shall be conducted only in strict accordance with set MHASC policy.
 - Any area officer may be removed from office by a two-thirds vote of our GSRs.

2. A removed officer may appeal to the assembly for reconsideration during new business of the following area meeting. Time shall be allotted to hear reasons for absence or other explanations. The dismissed officer shall then step out to allow time for discussion. If the position has not yet been filled and a motion is made to reinstate, a simple majority vote shall reverse the dismissal.

3. If any participant feels wronged during an area or subcommittee meeting, that individual may petition the MHASC for redress. Our assembly shall address the matter promptly, to the best of our ability, and amends shall be made where deemed appropriate and passed by majority vote.

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

4. If complaint is brought against our area chairperson, she or he must turn over the chair to our vice chair while the matter is addressed and may participate in the discussion that follows.

5. Any ruling made by our chairperson may be contested by any area member, who may do so by saying, *“I appeal the decision of the chair.”* If the appeal is seconded, the person making it shall state the reason for contesting the ruling. Our chairperson shall then speak briefly to the intent of the decision under appeal. The assembly may then debate the ruling and the merits of the appeal. After debate, a vote shall be taken, requiring a simple majority to overrule the chair’s decision.

6. Points of order, points of appeal and points of personal privilege may be made freely, without any fear of embarrassment or reprisal. Our chairperson shall honor any reasonable appeal made by any participant.

7. All participants of our area meetings shall, in turn, contribute to the smooth running of area business by behaving in accordance with recognized rules of decorum. Disruptive participants may be asked to leave. Disruptive officers may be removed from office by an immediate vote.

ARTICLE XI – TREASURY and DISBURSEMENTS

“NA funds are to be used to further our primary purpose and must be managed responsibly.”
– The Eleventh Concept for NA Service

1. The MHASC is self-supporting through the contributions of our member groups. GSRs turn in the group contributions to our treasurer prior to the beginning of each meeting.

2. In the spirit of our Seventh Tradition, a basket is passed at all area meetings to help cover rent and other expenses.

3. Our area treasury is kept in a business bank account in the name of ‘Mid-Hudson ASC of NA’. No ATM or other card is activated or held for the bank account.

4. Original bank statements are to be mailed to our area post office box. Our vice chairperson and treasurer reconcile all financial records every month.

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

5. Our area chairperson, vice chairperson, area treasurer, and recording secretary are authorized to sign area checks. Any two signatures of these four signors are required on all MHASC checks. Checks are cut and signed only at area meetings or, if necessary, at a steering committee meeting.

6. Rent for area meeting spaces shall be paid by check, made out to a facility or a business only.

7. Our area service committee is responsible for financially supporting all of its subcommittees.

8. Subcommittees shall include in their monthly reports to our ASC a full financial accounting, where applicable, including but not limited to: starting funds, itemized expenses, ending balance, and any foreseen extra expenses. For example:

	Expenses	Income	Balance
E&A Starting Balance			(+) \$200.00
Facility Rental	(-) \$50.00		
D.J.	(-) \$100.00		
Beverages/Supplies	(-) \$50.00		
Donations at Door		(+) \$125.00	
Beverage Sales		(+) \$75.00	
Total Expenses	(-) \$200.00		(-) \$200.00
Total Income		(+) \$200.00	(+) \$200.00
Ending Balance			(+) \$200.00

	Purchases	Sales	Balance
Lit Starting Inventory			(+) \$1250.00
Order		(+) \$650.00	
Sales	(-) \$825.00		
Closing Inventory			(+) \$1075.00

All unbudgeted expenses must be approved by majority vote.

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

9. Our Literature Supply committee shall keep orders to \$1200.00 or less. Budgetary figures shall be reviewed periodically to keep pace with price increases and the needs of our groups and area.

10. The following MHASC subcommittees maintain a budget in these set amounts:

Outreach: \$150.00 – Public Information: \$350.00 --H&I: \$350

11. Events & Activities annual budget is \$500. For each event, an itemized budget (i.e. rent, DJ, food, etc.) must be presented a minimum of two (2) months prior to the event for planning purposes. At the Area following any event an expense report with receipts must be submitted. If additional funding is needed for an event, it must be approved by a two third (2/3) majority of GSR's prior to the event.

12. Our Festival and Convention committees maintain separate bank accounts, overseen by its elected treasurer. Each bank account retains the seed money after their events and donating proceeds to Area. The Area Chair, Festival/Convention Chair and treasurers will be authorized signors on their respective committee bank accounts. Any two of these three (3) signors are required on any committee checks.

13. Bills pertaining to MHASC business must be mailed to our area post office box: Mid-Hudson Area Service, P.O. Box 1092, Kingston, NY 12401.

14. 5% of the ASC operating balance is sent to NAWS and Region.

15. MHASC prudent reserve is \$2000.00 (Motion October 2012)

15. In the event the ASC is operating within its prudent reserve the following steps will be taken (Motion August 27, 2015):

- No new motions calling for additional expenditures shall be considered
- Literature purchases will be limited to one half (1/2) of the normal cap on expenses

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

- Subcommittee expenses shall be limited to \$100 per month for each subcommittee. A written budget must be presented to the ASC and subjected to approval by a simple majority of GSR's present.

16. In the event that the ASC is operating under one half (1/2) of its Prudent Reserve, the following steps will be taken (Motion August 27, 2015):

- No new motions calling for additional expenditures shall be considered
- Literature purchases will be limited to Basic Texts, White Booklets and key tags
- The only expenditures that shall be authorized are Literature (as mentioned above), Rent for ASC and subcommittee meetings, Help Line, Meeting Lists and PO Box expenses
- Requests to wave any of the above provisions will be subjected to a $\frac{3}{4}$ majority of GSR's present.

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

APPENDIX A – ASC AGENDA

- Serenity Prayer
- Twelve Traditions
- Twelve Concepts
- Decorum Statement
- Announcement Sheet is being passed
- Call for volunteers to clean up
- Roll Call (Secretary) – Confirmation that Quorum is reached
- Are there any new Meetings?
- Remind the new meeting to provide the meeting list chair and secretary information
- Any New GSRs?
- Vice Chair to provide New GSR Packet and ASC Guidelines
- Motion to accept Last Month's Minutes
- Seventh Tradition (basket passed)
- Trusted Servants Reports
- Chairperson's
- Vice Chairperson's
- Treasurer
- Recording Secretary
- Corresponding Secretary
- RCM #1 Report
- RCM #2 Report
- Policy Chairperson
- H&I Chairperson
- Helpline Chairperson

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

- E&A Chairperson
- Literature Chairperson
- Literature Review Chairperson
- Meeting List Chairperson
- Mail accountability
- Outreach Chairperson
- PR Chairperson
- Festival Chairperson
- Festival Treasurer
- Convention Chairperson
- Convention Treasurer
- Coffeemaker
- Ad Hoc Committee Reports (if any)
- All motions need to be turned in before leaving for 10-minute break
- BREAK – 10 MINUTES
- Service Prayer:

Instill in us a sense of your purpose

Make us servants of your will

And grant us a bond of selflessness.

That this may truly be your work, not ours

In order that no addict, anywhere need die from the horrors of addiction

- Roll Call (Secretary) – Confirmation that Quorum is reached
- Reading of a Concept
- Open Sharing from the Floor – Open forum on any group problems or Area Service Issues
- Old Business – Motions in Order, regarding business left over from previous meeting
- New Business – Motions in Order, regarding business which is new to this committee
- Nominations & Elections (if any)

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

- Motions
- Confirmation of Next Area Service Date and Meeting Location
- Motion to Close

APPENDIX B – SERVICE POSITIONS

MID-HUDSON ASC

SERVICE QUALIFICATIONS SHORT FORM

Trusted Servant Position	Commitment	Clean Time	Service Experience
Area Chairperson	1 year	2 years	1 year
Area Vice Chairperson	1 year	1 year	6 months
Area Treasurer	1 year	5 years	2 years
Recording Secretary	1 year	1 year	6 months
Corresponding Secretary**	2 years	6 months	3 months
Regional Committee Member #1 **	2 years	2 years	1 year
Regional Committee Member #2 **	2 years	2 years	1 year
Policy Chair	1 year	4 years	2 years
Meeting List Chair **	1 year	2 years	1 year
Mail Accountability **	1 year	6 months	3 months
Coffee Maker **	1 year	3 months	90 days
Hospitals & Institutions Chair	2 year	2 years	1 year
Public Relations Chair	2 year	2 years	1 year
Helpline Chair **	1 year	2 years	1 year
Outreach Chair **	1 year	2 years	1 year
Literature Supply Chair	1 year	2 years	1 year

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

Literature Supply Vice Chair	2 years	1 year	6 months
Events & Activities Chair	1 year	2 years	1 year
Festival Committee Chair	2 years	2 years	1 year
Festival Committee Treasurer **	2 years	5 years	2 years
Literature Review Chair **	1 year	1 year	6 months
Convention Committee Chair	2 years	5 years	2 years
Convention Treasurer **	2 years	5 years	1 year

** Corresponding Secretary, RCM #1 & RCM #2, Meeting List, Mail Accountability, Helpline, Outreach, Coffee Maker, Festival Treasurer, Convention Treasurer and Literature Review Chair may hold a GSR position.

SERVICE POSITION DESCRIPTIONS

“Each trusted servant position will have a working knowledge of the 12 Traditions and 12 Concepts of NA; familiarity with *A Guide to Local Services in Narcotics Anonymous*; a working knowledge of these MHASC guidelines; willingness and desire to serve and to commit the time and resources required for the job; strong leadership, communication and organizational skills.”

Area Chairperson - Term of office is 1 year with a term limit of 2 years.

Responsibilities: arranges for and facilitates ASC meetings; enforces rules of order and decorum; remains fair and impartial while presiding; forms and dissolves ad hoc committees and appoints their chairs; oversees all area correspondence; and is co-signer on our MHASC bank account.

Qualifications: suggested clean time of at least 2 years, with at least 1 year of prior experience in the NA service structure and “a firm hand, a calm spirit and a clear mind.”

Area Vice Chairperson - Term of office is 1 year with a term limit of 2 years

Responsibilities: coordinates our area’s subcommittee functions; keeps in regular touch with all subcommittee chairs to stay informed of their projects and challenges, attending subcommittee meetings whenever possible; acts as liaison between subcommittees; assumes all responsibilities of our area chairperson when called upon to fill the chair; is co-signer on our area bank account; teams with our area treasurer to reconcile area financial records. Responsible for maintenance of MHANA page on Regional Website.

Qualifications: suggested clean time of at least 1 year, with at least 6 months of prior experience in the NA service structure.

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

Area Treasurer - *Term of office is 1 year with a term limit of 2 years*

Responsibilities: acts as our area's financial chairperson; makes monthly reports of contributions and expenditures; keeps careful records of all transactions and reports on the financial condition of our area at ASC meetings; is co-signer on our MHASC bank account; distributes funds to pay bills as needed, keeping accurate records of donations and disbursements, and accurate receipts; teams with our area vice chair to reconcile area financial records every month at ASC meetings.

Qualifications: *required* clean time of at least 5 years, with at least 2 years of prior experience in the NA service structure. A full-time job or other means of economic support. Some accounting experience is a plus. Access to a computer and the internet a must.

Recording Secretary - *Term of office is 1 year with a term limit of 2 years.*

Responsibilities: keeps clear and accurate records of area meetings, including motions introduced on the floor, discussion, and voting outcomes; transcribes reports to the assembly for inclusion in our minutes; compiles area minutes and announcements and forwards them to our corresponding secretary in the time prescribed in our guidelines; is a co-signer on our MHASC bank account; provides copies of the most recent printing of these ASC guidelines, and other suggested written material, at all area meetings; and executes any other secretarial tasks charged by this committee.

Qualifications: suggested clean time of 1 year, with 6 months' prior experience in the NA service structure. Ability to use word, excel and Adobe pdf documents. Access to a computer and internet a must.

Corresponding Secretary - *Term of office is 2 years.*

Responsibilities: becomes familiar with all responsibilities of our recording secretary; assumes those duties if our recording secretary is absent or unable to perform those duties; maintains an updated list of our members' addresses; distributes, via mail or email, area minutes forwarded by our recording secretary in the time prescribed, making sure that all interested participants receive copies; forwards copies of our mailing list (with the permission of our members) to our regional committee and the WSO once a year, following area elections, to keep their records up-to-date.

Qualifications: suggested clean time of 6 months, with 3 months' experience in the NA service structure. Ability to use word, excel and Adobe pdf documents. Access to a computer and internet a must.

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

Regional Committee Member (RCM) - *Term of office is 2 years (We have two RCMs, elected to alternating terms, so there is always an RCM 1 and an RCM 2)*

Responsibilities: represents the group conscience of our area at the regional level; attends all regional service committee meetings; participates in all decisions that potentially affect our area; reports to the ASC on all RSC activities; makes monthly reports relevant to subcommittee affairs and important issues being discussed at various levels of NA service. Our RCMs keep our area in touch with NA by providing information about activities in neighboring areas and functions sponsored by our region, and by representing our area to the broader NA Fellowship.

Qualifications: suggested clean time of at least 2 years, with at least 1 year experience in the NA service structure. Ability to travel to regional service committee meetings is required.

Policy - *Term of office is 1 year with a term limit of 2 years.*

Responsibilities: maintains our ASC guidelines; advises our chairperson concerning ASC policy during area meetings; coordinates with our secretaries to update and distribute ASC guidelines to all interested participants; chairs area meetings in the absence of our chair and vice chair.

Qualifications: suggested clean time of at least 4 years, with at least 2 years' experience in the NA service structure.

Meeting List - *Term of office is 1 year with a term limit of 2 years*

Responsibilities: compiles meeting information; gets our area meeting lists typeset and printed; updates our meeting list; ensures that we keep enough meeting lists available; coordinates with our regional meeting list committee to ensure that our area's meetings are listed correctly in the regional meeting list; updates the regional and NAWS websites with any meeting list changes.

Qualifications: suggested clean time of at least 2 years, with at least 1 year experience in the NA service structure. Access to a computer and internet a must.

Mail Accountability - *Term of office is 1 year with a term limit of 2 years.*

: regularly checks our ASC's post office box; distributes all incoming mail to the appropriate area officer, RCM or subcommittee chairperson, or to our GSRs if applicable.

Qualifications: suggested clean time of at least 6 months, with 3 months' experience in the NA service structure.

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

Coffee Maker - *Term of office is 1 year with a term limit of 2 years*

Responsibilities: supplies and prepares coffee and light refreshments during our area meetings; coordinates with our area treasurer to provide supplies; turns in receipts for all purchases made.

Qualifications: suggested clean time of at least 90 days; willingness and desire to serve and to commit the time and resources required for the job; ability to brew coffee or desire to learn how.

Hospitals & Institutions chair - *Term of office is 2 years*

Responsibilities: oversees our efforts to carry the NA message to addicts who cannot come to us; keeps records of all H&I committee meetings; coordinates panels; establishes new meetings at as many area hospitals and institutions as possible; keeps an accounting of all funds utilized and all NA literature disbursed; maintains communication with regional and WSO H&I committees.

Qualifications: suggested clean time of at least 2 years, with at least 1 year experience in the NA service structure.

Public Relations - *Term of office is 2 years.*

Responsibilities: oversees our efforts to carry the NA message of recovery to local communities; coordinates our efforts to inform addicts and others (including professionals who help or have contact with addicts), about Narcotics Anonymous and area NA meetings; works to establish a sense of cooperation, not affiliation, with local resources to help addicts in our area; maintains lines of communication with the public via radio shows, public service announcements, posters, mailings, interviews, professional conferences, etc. Maintains literature in racks disbursed throughout the community.

Qualifications: suggested clean time of at least 2 years, with at least 1 year experience in the NA service structure.

Helpline - *Term of office is 1 year with a term limit of 2 years.*

Responsibilities: maintains and coordinates and effective 2-hour, 7-days-a-week area telephone service that helps addicts and others in our local communities find NA meetings, contacts, and information easily and quickly; assures that all calls to our helpline are answered promptly and courteously; checks for messages at least twice a week and takes appropriate

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

action; trains helpline volunteers to connect addicts seeking recovery (and others seeking direction or NA information) with a local member of Narcotics Anonymous who can help them.

Qualifications: suggested clean time of at least 2 years, with at least 1 year experience in the NA service structure.

Outreach - *Term of office is 1 year with a term limit of 2 years.*

Responsibilities: assists our area groups in solving problems to help fulfill the primary purpose of NA; serves as the outstretched hand of the greater NA Fellowship to isolated groups and their members; assists groups to overcome isolation or other challenges by encouraging increased knowledge, the fielding of GSRs, and involvement with NA's service structure; and works to compliment the activities of our other area subcommittees.

Qualifications: suggested clean time of at least 2 years, with at least 1 year experience in the NA service structure. Ability to travel is necessary.

Literature Supply and Vice-Chair - *Term of office is 1 year for chair, 2 for vice chair.*

Vice chair term is 2 years, the first year as vice chair (or alternate) and the second as chairperson. (Our Literature Supply positions are filled each year with the idea that we always have a "senior" Literature Supply and a "junior" Literature Supply serving these commitments.)

Responsibilities: procures, stores and dispenses approved literature, key tags and medallions for our area's member groups and subcommittees; maintains an inventory of approved supplies to area-recommended levels; keeps an accurate account of our inventory-on-hand; records all sales, purchases, donations and other transactions, whether in funds or materials; fills orders for GSRs at all our area meetings; and reports on our literature supplies and needs at our area meetings.

Qualifications: suggested clean time of at least 2 years for our chair and 1 year for our vice chair, with at least 1 year experience in the NA service structure for chair and 6 months for vice chair.

Events and Activities - *Term of office is 1 year with a term limit of 2 years.*

Responsibilities: plans and coordinates activities which promote unity and fellowship among our area groups, and between area groups and the rest of NA; works with our other subcommittees to conduct 'learning days' and 'workshops' designed to enhance NA's primary purpose; reports on all progress and upcoming events in our area; provides accurate financial accounts concerning all committee activities, always keeping in the spirit of NA's Seventh Tradition.

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

Qualifications: suggested clean time of at least 2 years, with at least 1 year experience in the NA service structure. Ability to travel a must.

Festival chair: - *Term of office is two 2 years.* (Term commences in August as opposed to most other area commitments which begin in December)

Responsibilities: arranges for and presides over our Festival committee meetings; reports on all committee activities and progress to our area committee; plans and coordinates our annual area festival to further NA's primary purpose.

Qualifications: suggested clean time of at least 5 years, with at least 2 years' experience in the NA service structure.

Festival treasurer: - *Term of office is two 2 years.* (Term commences in August as opposed to most other area commitments which begin in December)

Responsibilities: keeps the treasury of our Festival committee; oversees all its fund collections and disbursements and keeps records of all income and expenditures throughout the year; acts as the financial chairperson of the Festival committee; and provides accurate financial accounting to the Festival subcommittee and, through monthly reports, to our area service committee.

Qualifications: suggested clean time of at least 5 years, with at least 2 years' experience in the NA service structure; A full-time job or other means of economic support. Some accounting experience is a plus.

Literature Review chair: - *Term of office is 1 year with a term limit of 2 years*

Responsibilities: coordinates our efforts to provide a forum and atmosphere where members may contribute to the development and creation of NA literature; communicates with others reviewing new NA literature at our region and in world service, to ensure continuity of effort in that regard; delivers regular reports to our ASC on material being reviewed, along with deadlines for input.

Qualifications: suggested clean time of at least 1 year, with at least 6 months' experience in the NA service structure. Some editing experience is a plus.

Note: When no proposed Narcotics Anonymous literature is under review, our Literature Review chairperson may just report on planned additions or changes, and any deadlines for submissions.

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

Convention Chair – *Term of office is 2 years.*

Responsibilities: Arranges for and presides over the Convention Committee meetings, reports on all committee activities and progress to our area committee; plans and coordinates our annual area festival to further NA's primary purpose. Is co-signer on our MHASC Convention Committee bank account.

Qualifications: suggested clean time of 5 years', with at least 2 years' experience in the NA service structure. Previous convention experience a plus.

Convention Treasurer- *Term of office is 2 years.*

Responsibilities: for making monthly reports of contributions and expenditures, acts as financial chairperson. All monies are channeled through the Treasurer who then distributes the monies to pay bills as needed and keeps accurate receipts. Is co-signer on our MHASC Convention Committee bank account. 2 signatures are required on all checks.

Qualifications: *required* clean time of at least 5 years, with at least 1 years of prior experience in the NA service structure. A full-time job or other means of economic support. Some accounting experience is a plus. Access to a computer and the internet a must.

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

APPENDIX C - RULES of ORDER

Here are some widely used rules of order, excerpted in edited form from *A Guide to Local Services in Narcotics Anonymous*. They have been adapted from *Robert's Rules of Order, Newly Revised*.

MOTIONS

There are two types of motions our chair will recognize: *main motions* and *parliamentary motions*.

MAIN MOTIONS

A *motion* is a statement of an idea a committee member wants our committee to put into practice. Because the exact wording of all motions must be recorded in our minutes, the maker of the motion shall write it on an ASC motion form and deliver it to our recording secretary before new business.

When the motion is brought up for consideration by our area chairperson, the person making the motion shall “speak to the intent of a motion” (if necessary), explaining why the idea is important.

Every motion requires a *second* – the backing of another person who either wants the idea to put into practice or simply wants to see further discussion of the idea take place. After a motion is proposed, our chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chair, says, “I second that.” If nobody seconds a motion, that motion dies.

Our area chairperson may rule a motion *out of order* if the motion goes against our committee’s standing policy, contradicts any of NA’s Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. *Robert's Rules of Order* may be consulted for more specific examples of motions which are out of order at any given time.

PARLIAMENTARY MOTIONS

Parliamentary motions can be best understood as “sub-motions” made during debate on a main motion, that affect the main motion in some way. Here are a few that seem to be the most practical:

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

1. Motion to AMEND. (Simple majority required. Is debatable)

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if any area member feels that the motion would benefit from a change in its language, that member can say, “*I move to amend the motion*” and suggest specific language changes in the motion. If acceptable to the maker and seconder of the original motion, no second is required and no debate is called for, because it is a *friendly amendment*. However, if the amendment is not approved by the maker, but is seconded, debate on the amendment shall follow, and then a vote on the amendment shall be taken. If the amendment carries, debate shall resume on the merits of the main motion as amended.

2. Motion to call the PREVIOUS QUESTION. (Two-thirds majority required. Is not debatable.)

This motion is made by saying, “*I call for the question,*” or “*I move the previous question.*” It is another way of saying, “I move that debate stop right now and that we vote immediately.” This is one important means to prevent needless, lengthy discussion once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. Our chairperson must recognize the maker of this motion, and a vote must be taken with no debate. If two-thirds of our GSRs feel that no more discussion or debate is necessary, then the vote is called immediately.

3. Motion to TABLE. (Simple majority required. Is not debatable)

One way of disposing of a motion that is not ready for a vote is to *table* it. This is done by saying, “*I move we table this motion until. . .*” If this motion is seconded, GSRs vote on it immediately. If it fails, debate continues. If it passes, we shall revisit the tabled motion at a future area meeting.

4. Motion to REMOVE FROM THE TABLE. (Simple majority required. Is not debatable)

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

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

5. Motion to REFER. (Simple majority required. Is debatable)

Sometimes we don't have enough information to make an immediate decision on a main motion. Such motions can be sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by saying, "*I move to refer the motion to the such-and-such subcommittee.*" If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the subcommittee specified is charged with further researching the issue and will report back to the full assembly at our next area meeting. If the motion to refer fails, debate on the main motion continues.

6. Motions to RECONSIDER or RESCIND. (Majority required varies. Is debatable)

If a member feels that a motion, we have passed in either the last or the current meeting might prove harmful, that member can move to either *reconsider* (reopen for debate and voting) or *rescind* (void the effect of) that motion. *Note:* The maker of the motion must present new information on the issue and *must have been with the winning side in the original vote.* (These limits protect us from having to reconsider motions repeatedly, while still allowing us to examine potentially harmful situations. So, if any of these requirements are not met, our chairperson will declare the motion out of order.)

7. Request to WITHDRAW A MOTION. (Unanimous consent required. Is not debatable)

Once a motion is made and the debate begins, the maker of that motion may request to withdraw it. Our chair will ask GSRs if there are any objections. If no GSR objects, the motion is withdrawn. However, if there is even one objection, the motion shall stay on the floor and debate shall resume.

8. Offering a SUBSTITUTE MOTION. (Simple majority required. Is debatable)

A substitute motion is much like an amendment to a motion. The difference is that it proposes to replace the original motion, instead of merely revising it. It is handled the same as an amendment.

9. Motion to ADJOURN. (Simple majority required. Is not debatable)

Any GSR may move to adjourn at any time, but frivolous motions to do so may be ruled out of order. (After all business is concluded, our chair may declare the meeting adjourned without a motion.)

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

OTHER PROCEDURES

Here are a few of the most common ways in which members may alter or clarify the proceedings:

1. Order of the day

Anyone who feels that we are straying from our agenda may say, “*I call for the order of the day.*” This requires no second, no debate, and no vote; our chairperson is obligated to enforce the request and bring the proceedings back on track with our agenda, unless two-thirds of GSRs vote otherwise.

2. Point of information

Anyone needing certain information before making a decision about a motion may say at any time to our chairperson, “*Point of information.*” This means, “I have a question” (not “I have information to offer”). A point of information requires no second, no debate, and no vote. The person raising the point of information may direct the question to our chairperson or to any other member of our ASC.

3. Point of order

If it seems that rules of order are being violated, anyone, at any time, may say, “*Point of order.*” Our chairperson then asks, “What is your point of order?” The member then asks for clarification. If our chair agrees that the rules are not being followed, the applicable rules of order will be enforced. If our chair doesn’t agree, the point may be overruled. (This decision, as all others, may be appealed.)

4. Point of personal privilege

If conditions are uncomfortable (too hot or cold or noisy, etc.), you may request that something be done about it. If the matter seems urgent, you may interrupt the proceedings at any time by saying, “*Point of personal privilege*”; if not, wait until the person speaking has finished. Our chairperson must recognize you immediately. If your request seems reasonable, the chair will accommodate it.

5. Point of appeal

Anytime our chair makes a decision, that decision may be appealed. (See **Article X, Section 5.**)

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

6. Parliamentary inquiry

If anyone wants to do something but isn't sure when to bring it up, that member may, at any time, say out loud, "*Point of parliamentary inquiry.*" Our chairperson must immediately recognize the member, who may then ask how to do whatever it is. Our chair will answer the question, possibly by referring to our policy chair, these guidelines or *A Guide to Local Services in NA* for direction.

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

APPENDIX D - MOTION & REPORT FORMS

**MID-HUDSON ASC
SUBCOMMITTEE REPORT**

SUBCOMMITTEE: _____ TODAY'S DATE: _____

CHAIRPERSON: _____ NUMBER OF MEMBERS: _____

REPORT: _____

EXPENDITURES THIS MONTH: _____

NEXT MEETING (day, time & place): _____

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

MID-HUDSON ASC
GSR REPORT

GROUP NAME: _____

GSR NAME: _____

TODAY'S DATE: _____

MEETING DAY/TIME: _____

AREA CONTRIBUTION: _____

AVERAGE GROUP ATTENDANCE: _____

BUSINESS MEETING ATTENDANCE: _____

GROUP INFO:

(PLEASE CIRCLE ONE)

- | | | |
|-----------------------------------|--------|-----------|
| 1. ANY CHANGE OF GSR INFORMATION? | YES | NO |
| 2. ANY CHANGES TO GROUP FORMAT? | YES | NO |
| 3. PREFERRED METHOD OF CONTACT? | E-MAIL | U.S. MAIL |

IF THERE ARE ANY CHANGES REGARDING YOUR GROUP'S GSR, PLEASE LIST
HERE:
**(NEW GSR INFORMATION, OR ANY ADDRESS, PHONE NUMBER OR E-MAIL
CHANGES)**

**ANYTHING TO REPORT TO OUR AREA? (TO BE PRINTED WITH UPCOMING
MINUTES):**

MID-HUDSON AREA OF NARCOTICS ANONYMOUS
ASC GUIDELINES
(Updated January 1, 2020)

MID-HUDSON ASC
MOTION FORM

TODAY'S DATE: _____

PERSON OR COMMITTEE MAKING MOTION: _____

MOTION SECONDED BY (may leave blank): _____

BODY OF MAIN MOTION:

INTENT:

MOTION #: _____ MAJORITY NEEDED: SIMPLE 2/3

VOTE COUNT: PRO: _____ CON: _____
ABSTAIN: _____

OUTCOME: PASSED FAILED TABLED REFERRED TO COMMITTEE

IF MOTION TABLED, UNTIL WHAT DATE?

IF REFERRED, TO WHAT SUBCOMMITTEE? _____

Motions Log:

- Motion 072811-01 – Pictures taken at any NA Event cannot be posted on any internet site. Passed 8/2011
- Motion 201402 –Corresponding Secretary can be filled by a GSR. Motion passed 3/2014
- Motion 092712-02 – Increase our Prudent Reserve by \$500, from its current level of \$1500 to \$2000. Motion passed 10/2012
- Motion 201404 - added the One Day Convention positions to policy. Motion passed in 8/2014
- Motion 2019 –raised PR budget from \$200.00 to \$350.003/2019
- Motion 2019—added example of how to write a financial report to Article XI (8)