

CHINOOK AREA POLICIES AND PROCEDURES

OCTOBER 2016

1. General Meeting Guidelines

- 1.1 ASC's are to be held 11 months per year, once each month, except December and not to be held the same week as the RSC (Nov '11)
- 1.2 The ASC meeting is to always be held in Calgary unless an out of town group submits a motion to host an ASC. This motion must include location details and costs. (June '14)
- 1.4 One-way travel subsidy of \$0.20/km is available to all GSR's and Admin Committee members for travel to out of town ASC's. As needed, per vehicle. (July'13)
- 1.6 ASC meetings shall not take place on long weekends except when coinciding with a convention in the Chinook Area
- 1.7 ASC Admin Committee meets at 6:00pm followed by the ASC Committee meeting at 6:30pm; ending at 9:00pm. (2016.06.269)
 - 1.7.1 If so desired by the ASC Attendees, a workshop will be held immediately after the ASC at 9:00pm and run until 9:30pm (2016.06.269)
- 1.8 We abstain from ALL abuse at ASC meetings.
- 1.9 Appropriate behaviour is decided by the ASC Chair's discretion; expulsion is an option.
- 1.10 ASC's are never to be held on a Sunday.

2. GSR Guidelines

- 2.1 Pages 107-114 from the GLS guide ASC meetings.
- 2.2 Outreach Bulletin #4 is the official GSR guideline.
- 2.3 Approved GSR Support material: Guidebook for the Group Service Representative (Nov '11)

3. Meeting Procedures

- 3.1 All motions that are New Business must be submitted to the Chair by the conclusion of the Open Forum/Discussion on the ASC agenda; and motions must be printed or typed and include projected costs, if any. (2016-05-265)
- 3.2 All motions, except those generated by our Policies and Procedures (P&P) or from the RSC, must be seconded by a voting member of the ASC. (May '07)
 - 3.2.1 Motions to be limited to a maximum of three motions per group per ASC meeting. (Jan '14)
- 3.3 All motions shall be number sequentially. (Aug '07)
- 3.4 Motions are carried by a 66% majority of attending GSR's, excluding abstentions. If the abstentions total more than For and Against combined, motion is automatically tabled until further information is revealed. (Nov '01)

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- 3.5** Motions at the ASC are to be brought forward by groups, sub-committees, or the Al-Sask Region. (Aug '07) The admin committee is able to make and submit area motions. (Apr '12)
- 3.6** Names and meetings voting for or against elections are to be anonymous.
- 3.7** All groups not in attendance are allowed to vote by proxy on motions sent back to groups.
- 3.8** Voting and Elections:
- a)** All voting, including elections, shall be conducted on the basis of one group-one vote. (Nov '03)
 - b)** During discussion, the ASC recognizes Group Representatives, ASC Administration, and Sub-Committee Chairs can participate on matters affecting their positions and duties. (Sept '03)
- 3.9** To have an open discussion by the fellowship at large, inserted into the agenda before announcements. (Oct 2013)
- 3.10** Motions must be presented on Motion Forms. (July '01)
- 3.11** Any motions that affect P & P changes will be discussed first at the ASC then automatically be sent back to groups for group conscience; excluding housekeeping changes to the P&P (wording, grammatical errors, numbering, etc.) (May '14)
- 3.12** Item #2 in the agenda shall be to read the paragraph on page xxvi in the Basic Text ("Everything that occurs...growth.") (May '05) (Updated Jan '09 for 6th edition)
- 3.13** That each and every report that is to be included in the ASC minutes is emailed wherever possible to the Area Secretary, and where not possible be typed or printed, and personally delivered to the Area Secretary by the end of the ASC. (Apr '09)

4. Administrative Positions

4.0 General

- 4.0.1** Sub-committee Chairs and Area Positions are to provide written reports at all ASCs (May '01)
- 4.0.2** When a Sub-Committee Chair or Area Position holder misses:
- 2 consecutive ASCs without written reports, or -
 - 3 consecutive ASCs, regardless of reporting, -
- A motion shall be brought forward in New Business to remove the individual from the position. A person shall be considered absent if he/she has not arrived before the start of New Business. (Aug '07)
- 4.0.3** In the event of known theft or misappropriation of Area funds, the following seven-point procedure will be implemented:
- 1)** The individual involved will be invited to meet with this body for the purpose of discussing the matter and clarifying the issues.
 - 2)** A Payment Plan will be developed between the individual and this body or a delegate of this body.

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- 3) If payment is not received according to the terms of the Payment Plan a letter requesting payment will be sent to the individual.
- 4) If payment is not received according to the timelines specified in the letter a registered letter will be sent to the individual requesting payment.
- 5) If payment is still not forthcoming legal action will be implemented at the ASC's discretion.
- 6) If the individual member is a member of the ASC administration, they shall automatically be removed from office.
- 7) The ASC administrative committee shall conduct an internal investigation regarding the incident and present its findings to the ASC with recommendations to prevent future occurrences. (Oct '03)

4.0.4 Copies of minutes to be kept on a USB flash drive and chinookna.org website. The USB flash drive will be held by the ASC Secretary. (2015.09.254)

4.0.5 A list be updated and distributed at each ASC that lists ASC positions, holders, election date, and term. (Aug'07)

4.0.6 A policy of Commercial General Liability Insurance will be in place to cover the meetings, functions, and activities of the Area including coverage for the literature depot's stock and equipment (Aug'07)

4.0.7 The suggested minimum **clean time** for nominees standing for ASC position is:

ASC Chair:	3 years
Vice Chair:	2 years
Treasurer:	3 years
Secretary:	2 years
RCM:	5 years
RCM Alt:	4 years
Sub-Committee Chairs:	2 Years
Literature Depot Operator:	5 years (Aug'07)
Convention Chair:	5 years

4.0.7.1 The **terms of service** for these positions are as follows: (Aug '14)

ASC Chair:	1 Year
Vice Chair:	1 Year
Treasurer:	2 Years
Secretary:	1 Year
RCM:	2 years
RCM Alt:	2 years
Sub-Committee Chairs:	1 year
Literature Depot Operator:	2 years

4.0.8 The Chinook Area Admin Committee, in conjunction with all operating Sub-

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Committee Chairs, will present for the approval of the groups a yearly expense projection for the upcoming fiscal year, at the November ASC (Jan'11)

4.1 Chair

4.1.1 The Chair is to set a written agenda for every ASC and will provide copies for attendees.

4.2 Vice Chair

4.2.1 Vice Chair will create and maintain a Motion Log (May '13)

4.2.2 Responsible for continuity and inconsistencies present in the P&P. The Vice Chair is to present these inconsistencies to the Admin committee; from there the admin committee will suggest further action (motions, etc.) (May'14)

4.3 Treasurer

4.3.1 The Prudent reserve is set at \$2,000.00

4.3.2 Send 100% excess of our prudent reserve at the end of each ASC to the Al-Sask Region. (Motion# 2014-11-240)

4.3.4 Area Bank Account signing authorities are named as Area Chairperson, Area Vice Chairperson, Area Treasurer, Area Secretary and Area RCM. As the position holders rotate, signing authority will automatically transfer to new position holder and will be entered into the minutes for bank authorization to change/update signing authorities. (Oct'12)

4.4 Secretary

4.4.1 A list must circulate at each ASC with contact and/or email information for members of the ASC

4.4.2 That all elected administrative officers and subcommittee chairpersons of the Chinook Area be given upon request and in trust, the most current copy of the contact list providing it is used only for:

Distribution of information

Enhance communications with groups through their GSR's

To communicate with other elected chairpersons and administration committees. (Oct'03)

4.4.3 A budget for copying, printing, and distribution of the minutes be set as \$50.00 per ASC (July'01)

4.4.4 ASC minutes posted on the web site and distributed to groups via email two weeks after each ASC. (July'01)

4.4.5 The secretary will maintain a "mentor" log - a book to record all administrative and sub-committee chair holders (Jan '06)

4.4.6 Maintain an updated group contact list in the Chinook Area so all groups can receive ASC Minutes. (Sept, 14)

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4.5 RCM

4.5.1 Reimbursement for RCM and/or RCM Alt travel expense to the Al-Sask RSC meeting will be as follows: ½ shared accommodation at the host Hotel, \$40 per day maximum for meals, and full cost of ground transportation. All items must be receipted in order to receive reimbursement. (Jan'12)

4.5.2 A budget of \$100.00 is set to cover the costs of hosting the RSC meeting. (Jan'06)

4.5.3 The more senior RCM representing the Chinook Area has the vote at RSC meetings.

4.5.4 The RCM and RCM Alt will each be provided a \$300.00 float at the ASC before each Regional Committee Meeting. The RCM and the RCM Alt are to bring receipts and reconcile with the Treasurer at the ASC following the Regional. (Sept'11)

4.6 Admin. Committee

4.6.1 The Admin Committee attend a minimum of three (3) Admin Committee meetings per calendar year (Apr'11)

4.6.2 Admin Committee is defined as the following positions: Area Chair, Vice Chair, Treasurer, Secretary, Literature Depot, RCM, RCM Alt, and Sub-Committee Chairs (Aug'11)

5. Sub-Committees

5.1 General

5.1.1 Sub-committees have to provide a written report to receive reimbursement of funds

5.1.2 Sub-committee Chairs are to deliver a verbal or written report to their regional sub-committees

5.1.3 When a sub-committee has no elected chair the decisions concerning that committee can be made by the ASC.

5.1.4 Any sub-committee with more than \$500.00 on hand shall have a treasurer and bank account with 2 of 3 signatures for withdrawal, or funds will be held by the ASC Treasurer. (Feb'05)

5.1.5 Each sub-committee is to provide a written detailed financial report annually to the ASC and bring an account ledger to each ASC. (Aug'06)

5.1.6 That the sub-committee chairs are responsible for keeping their own receipts in their books for possible audit purposes. (Feb'09)

5.1.7 That all Chinook Area Service Committee e-mails are sent out BCC (Blind Carbon Copy) (Mar '14)

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5.2 **HOPE Subcommittee**

5.2.1 HOPE consists of Service activities made up of: Hospitals & Institutions, Public Information, Outreach.

5.2.2 HOPE budget will be \$525.00 per month plus a literature accrual budget of \$250.00 per month. (2016-01-259)

5.3 **Literature**

5.3.1 Cost of starter kits is to be paid for by the Area.

5.3.2 In order to receive a starter kit from the Area, 2 contact names and an address for the new group must be provided (Feb'09)

5.3.3 One annual report to be submitted to the ASC in January and a summary report be provided at each ASC.

5.4 **Convention**

5.4.1 All profits made from each Convention Committee remain in the Convention account until the seed money amount reaches \$6,000.00 (May'07)

5.4.2 All conventions have 2 Treasurers with a minimum recommended clean time as per convention guidelines (July'08)

5.4.3 The Convention Committee will make up a poster that contains: the current logo, date and location of the convention, and shall be 18" x 24" in size and will be laminated onto 3/16" gator-board. It will also have an easel back attachment on the back of the poster. (Feb'09)

5.5 **Chinook Area Activities**

5.4.1 That the Activities Committee report directly and be accountable to the ASC. (Sept. '14)

6.1 **Elections**

6.1.1 When a contender for a position at the ASC is the only one standing for the position, a two-thirds majority of voting members present at the table is required to ratify this contender.

6.1.2 Sub-committee Chair elections take place at the ASC. (Sept'01)

6.1.3 Nominations for all positions at the ASC are to close at one ASC and the election to occur at the next ASC. (Oct'07)

6.1.4 Ballot voting is to be used for all elections and dismissals/removals. (Jan'10)

6.2 In order for an election to take place at the ASC, quorum must be established. Quorum is 2/3 (66%) of the average group attendance (including Proxy votes) over the previous 6 months. (2016-01-257)