

# CHINOOK AREA OF NARCOTICS ANONYMOUS

Policies and Procedures

Approved Jan 2022

# Chinook Area NA Policies and Procedures

## Contents

1. Overall	2
1.1. Vision	2
1.2. Guiding Principles	2
1.3. Purpose and Scope	2
2. Annual General Meeting Guidelines	2
3. Monthly Area Service Committee Meeting Guidelines	3
4. Administrative Positions	4
4.1. General	4
4.2. Chair	5
4.3. Vice Chair	5
4.4. Treasurer	6
4.5. Secretary	6
4.6. RCM	6
4.7. Administration Committee	6
5. Sub-Committees	7
5.1. General	7
5.2. Chinook Area Subcommittees	7
5.3. Literature	7
5.4. Convention	7
6. ASC or Interim Elections	8
7. Appendix 1 - CBDM Rules of Order	9
8. Appendix 1- Degrees of Dissent	9
Degrees of Dissent:	9
Assent with Reservations	9
Stand Aside	9
Block	9
Consider:	10
9. Appendix 2 – Chinook ASC Ground Rules	12

# Chinook Area NA Policies and Procedures

## 1. Overall

### 1.1. Vision

Our vision is that one day all addicts in the Chinook Area, inspired by the gift of recovery, will experience spiritual growth and fulfillment through fellowship, service and collaborative support. All the efforts of our groups and trusted servants are inspired by this vision.

### 1.2. Guiding Principles

Honesty, trust and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power. The trusted servants of the Area Service Committee work together in a spirit of unity and cooperation to support the groups in carrying the NA message of recovery.

### 1.3. Purpose and Scope

- 1.3.1. The purpose and scope of the Area Service Committee is to be supportive of its groups and members and their primary purpose – to link together groups within the area; to help groups deal with basic situations and needs; and to encourage the growth of the fellowship.
- 1.3.2. The Area Service Committee ensures that trusted servants are provided guidance in order to inspire, grow and develop effective leadership within our fellowship.
- 1.3.3. The Area Service Committee oversees and facilitates the coordination of activities and subcommittees common to the welfare of the NA groups within the Chinook Area.
- 1.3.4. The Area Service Committee supports the needs of NA groups within the Chinook Area and the community; to serve as the link between these groups and the greater NA community as a whole (e.g., AL-SASK Regional Service Committee, CANA, NAWs).

## 2. Annual General Meeting Guidelines

- 2.1. Annual General Meetings (AGM) to be held on the Saturday prior to the ASC meeting in November, of every year.
- 2.2. AGM's are to start at 11:00AM
- 2.3. ALL MEMBERS in attendance are eligible to vote
- 2.4. All members will hear nominations for elected positions, and nominees will have the opportunity to stand for the nomination immediately.
- 2.5. All nominees must be in attendance to accept nominations
- 2.6. Following accepting a nomination the candidate must provide a written service resume that is read to all voting members.
- 2.7. The nominee must answer the questions of the election questionnaire to the body.
- 2.8. Anyone who has been removed or resigns from a position is ineligible from a position for a 6-month period.
- 2.9. In the event of a lack of opposition, the incumbent is considered elected by acclamation which is a form of unanimous consent.
- 2.10. Voting members will have an opportunity to ask the candidate questions related to the service position they are nominated for.
- 2.11. After all nominations are heard and answered to, the body will break for an amount of time decided by the ASC body.

## Chinook Area NA Policies and Procedures

- 2.12. During this break the past trusted servants will submit for review an annual report for the previous year that includes financial documents and sub-committee policy changes.
- 2.13. The AGM body will return from break and voting will begin.
- 2.14. Voting will be cast by secret ballot.
- 2.15. In the event of multiple candidates and no clear majority is returned, the balloting shall be repeated without the candidate with the least number of votes.
- 2.16. The role of the new trusted servant begins at the close of the AGM.
- 2.17. Any positions remaining open after closing of AGM will go back to groups for nominations and election at any of the following ASC meetings as per 6.0 ASC or Interim Elections.
- 2.18. All positions are limited to 2 terms of service, as terms are stated in 4.1.10 Terms of Service

### 3. Monthly Area Service Committee Meeting Guidelines

- 3.1. 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.
- 3.2. The ASC meeting is to always be held in Calgary unless an out of town group submits a request to host an ASC. This discussion must address location details and costs.
- 3.3. GSR and Admin committee out-of-town fuel cost will be fully reimbursed with proof of full tank receipt and a post trip refueling receipt. The difference shall be submitted to the ASC treasurer for reimbursement.
- 3.4. ASC meetings shall not take place on long weekends except when coinciding with a convention in the Chinook Area
- 3.5. The ASC Admin Committee meets at 6:00pm, followed by the ASC Committee meeting at 6:30pm, ending at 9:00pm.
- 3.6. If so desired by the ASC Attendees, a workshop will be held immediately after the ASC at 9:00pm and run until 9:30pm.
- 3.7. We abstain from ALL abuse at ASC meetings.
- 3.8. Appropriate behaviour is decided by the ASC Chair's discretion; expulsion is an option.
- 3.9. All business shall be conducted using the **Consensus Based Decision making (CBDM)** procedure as per Appendix 1
- 3.10. All items of business shall be presented as discussion items. Proposals may result from the discussion.
- 3.11. Items or proposals affecting the policy and procedure document (**P&P**), including the appendices, shall be referred to the groups for discussion for at least one month.
- 3.12. After the allotted time, the item shall return to the area table for discussion, and consensus.
- 3.13. The yearly budget shall be referred to the groups for one month for discussion prior to consensus building
- 3.14. If a group is unable to attend, and wishes its voice to be heard, they may submit a topic, idea, or opinion to be read at the appropriate time during the ASC.
- 3.15. In order for a block to be valid, the blocking group must be in attendance.
- 3.16. Business items from the Region, CANA, or WSO are to be treated as discussion items.
- 3.17. Anyone in attendance may participate in discussion.
- 3.18. Only a group representative may block.
- 3.19. The Facilitator has the responsibility to ensure a balanced discussion occurs.

# Chinook Area NA Policies and Procedures

3.20. The Facilitator is responsible to ensure that the Meeting adheres to the Chinook Ground Rules, as per Appendix 2

## 4. Administrative Positions

### 4.1. General

4.1.1. Sub-committee Chairs and Area Positions are to provide written reports at all ASCs.

4.1.2. When a Sub-Committee Chair or Area Position holder misses:

- 2 consecutive ASCs without written reports, or -
- 3 consecutive ASCs, regardless of reporting, -
- A proposal shall be brought forward in the discussion period 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.

4.1.3. In the event of known theft or misappropriation of Area funds, the following seven-point procedure will be implemented:

- i) The individual involved will be invited to meet with this body for the purpose of discussing the matter and clarifying the issues.
- ii) A Payment Plan will be developed between the individual and this body or a delegate of this body.
- iii) If payment is not received according to the terms of the Payment Plan a letter requesting payment will be sent to the individual.
- iv) If payment is not received according to the timelines specified in the letter a registered letter will be sent to the individual requesting payment.
- v) If payment is still not forthcoming legal action will be implemented at the ASC's discretion.
- vi) If the individual member is a member of the ASC administration, they shall automatically be removed from office.
- vii) 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.

4.1.4. 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. **Google Drive or other Cloud storage??**

4.1.5. A list be updated and distributed at each ASC that lists ASC positions, holders, election date, and term.

4.1.6. 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.

4.1.7. As per the Guidelines to Local Service (GLS)(Modified), 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

# Chinook Area NA Policies and Procedures

<i>RCM:</i>	<i>5 years</i>
<i>RCM Alt:</i>	<i>4 years</i>
<i>Sub-Committee Chairs:</i>	<i>2 Years</i>
<i>Literature Committee Chair:</i>	<i>5 years</i>
<i>Convention Chair:</i>	<i>5 years</i>
<i>Ad-Hoc Committee Chair:</i>	<i>1 year</i>

4.1.8. As per the Guidelines to Local Service (GLS), the terms of service for these positions are as follows. All terms require the outgoing service member to mentor the incoming member until the end of the following ASC.

<i>ASC Chair:</i>	<i>1 Year</i>
<i>Vice Chair:</i>	<i>1 Year</i>
<i>Treasurer:</i>	<i>1 year</i>
<i>Secretary:</i>	<i>1 Year</i>
<i>RCM:</i>	<i>2 years</i>
<i>RCM Alt:</i>	<i>2 years</i>
<i>Sub-Committee Chairs:</i>	<i>1 year</i>
<i>Literature Committee Chair:</i>	<i>1 year</i>
<i>Convention Chair:</i>	<i>1.5 years</i>
<i>Ad-Hoc Committee Chair:</i>	<i>TBD</i>

4.1.9.

The Chinook Area Admin Committee, in conjunction with all operating Sub-Committee Chairs, will present for the approval of the groups a yearly expense projection for the upcoming fiscal year, at the November ASC

4.1.10. All positions have a two-term limit. Positions filled by interim election are considered to be one term

## 4.2. Chair

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

4.2.2. May appoint a member to any open service position within the ASC until the position is fulfilled by election; to be reviewed by the ASC monthly

## 4.3. Vice Chair

4.3.1. Vice Chair will create and maintain a Motion Log

# Chinook Area NA Policies and Procedures

4.3.2. 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 (proposals, etc.) impacting the P&P.

## 4.4. Treasurer

4.4.1. The Prudent reserve is set at \$2,000.00

4.4.2. Send 100% excess of our prudent reserve at the end of each ASC to the AI-Sask Region.

4.4.3. Area Bank Account signing authorities are named as Area chairperson, Area Vice Chairperson, Area Treasurer, Area Secretary and Area RCM or RCM-Alt. As the position holders rotate, signing authority will automatically transfer to new position holders and will be entered into the minutes for bank authorization to change/update signing authorities.

4.4.4. Literature and Activities to have individual signers from the respective committees on their accounts

4.4.5. The annual area budget shall be proposed in October prior to the coming year.

4.4.6. The Chinook Area audits the General account for the prior year ending October 31st. The audit will take place within 30 days thereafter. The treasurer should be available, and the audit committee is made up of one member of the admin team and a GSR. The auditors will present the audit at the January ASC.

## 4.5. Secretary

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

4.5.2. 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:

4.5.3. Distribution of information

4.5.4. Enhance communications with groups through their GSR's

4.5.5. To communicate with other elected chairpersons and administration committees.

4.5.6. A budget for copying, printing, and distribution of the minutes be set as \$50.00 per ASC

4.5.7. ASC minutes posted on the web site and distributed to groups via email two weeks after each ASC.

4.5.8. The secretary will maintain a "mentor" log – a book to record all administrative and sub-committee chair holders

4.5.9. Maintain an updated group contact list in the Chinook Area so all groups can receive ASC Minutes.

## 4.6. RCM (Regional Committee Member)

4.6.1. Reimbursement for RCM and/or RCM Alt travel expense to the AI-Sask RSC meeting will be as follows: ½ shared accommodation at the host Hotel, \$50 per day maximum for meals, and full cost of ground transportation. All items must be receipted in order to receive reimbursement.

4.6.2. The RCM representing the Chinook Area has the vote at RSC meetings.

# Chinook Area NA Policies and Procedures

4.6.3. The RCM and RCM Alt will each be provided a \$350.00 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.

## 4.7. Administration Committee

4.7.1. The Administration Committee must attend a minimum of three (3) Admin Committee meetings per calendar year.

4.7.2. The Administration Committee is defined as the following positions: Area Chair, Vice Chair, Treasurer, Secretary, Literature Depot, RCM, RCM Alt, **and Sub-Committee Chairs.**

## 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.

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.

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

5.1.7. That all Chinook Area Service Committee emails are sent out BCC (Blind Carbon Copy)

### 5.2. Chinook Area Subcommittees

5.2.1. The Subcommittees of Hospitals & Institutions, Public Relations, and Outreach will report directly and will be accountable to the groups at the ASC.

5.2.2. These subcommittees will have a total budget of \$525.00 per month plus a literature accrual budget of \$250.00 per month.

5.2.3. The Activities sub-committee will have a prudent reserve of \$1,200.00 intended to cover deposits and expenditures related to activities.

### 5.3. Literature

5.3.1. Cost of starter kits for new NA groups 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.

5.3.3. The Literature Chair or Coordinator will attend at least three (3) Administration Committee meetings per year.

5.3.4. Written and financial reports will be provided at all ASCs and an inventory including profits and losses will also be provided on a yearly basis. Both statements are to be mailed to the Area Chair and Secretary.

5.3.5. A literature bank account will be maintained and managed, with a minimum of two signing authorities for the account.



# Chinook Area NA Policies and Procedures

- 5.3.6. Literature will be supplied to the H&I, PR and Outreach subcommittees to a maximum of \$3,000 per year.
- 5.3.7. The literature committee inventory valuation and bank balance limit shall not exceed \$17,000 by the November AGM/ASC meeting. Any excess cash or inventory valuation above \$17,000 shall be handed off to the ASC Treasurer at this time to keep the Inventory and Bank Balance under the maximum \$17,000 total valuation. The Literature Bank balance should not fall below \$2500 during this handover to the ASC as a rule.
- 5.3.8. The Chinook audits the Literature Committee account for the prior year ending October 31st. The audit will take place within 30 days thereafter. The Literature Committee Chair should be available, and the audit committee is made up of one member of the admin team and a GSR. The auditors will present the audit at the January 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.
- 5.4.2. All conventions have 2 Treasurers with a minimum recommended clean time as per convention guidelines.
- 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.

## 6. ASC or Interim Elections

- 6.1. Candidate(s) must be present to be nominated
- 6.2. Sub-Committee Chairs and Administrative officers shall be elected at the ASC
- 6.3. In the event of multiple candidates and no clear majority is returned, the balloting shall be repeated without the candidate with the least number of votes
- 6.4. Anyone who has been removed or resigns from a position is ineligible from a position for a 6-month period
- 6.5. Questionnaire of pre-set questions will be asked to the candidate(s) by the Area Chair Person; followed by a period of discussion if desired (Appendix 3)
- 6.6. If decided by the ASC body the balloting can be held over until next ASC meeting
- 6.7. Voting to be done by secret ballots
- 6.8. Proxy votes will be accepted by the ASC Admin Committee up to 24 hours by email before an election is held. A hand delivered letter may be accepted at the beginning of the monthly ASC meeting.
- 6.9. Only group service representatives present shall vote

# Chinook Area NA Policies and Procedures

## 7. Appendix 1 - CBDM Rules of Order

- 1) Introduction of topic - Topics shall be presented as issues for discussion; the topic now belongs to the body.
- 2) Test for interest – Topics must be prioritized for discussion.
- 3) Discuss topic – Focus on the issue that needs to be solved. The body achieves a thorough and common understanding of the issue.
- 4) Brainstorm solutions - Ideas are presented and developed into proposals.
- 5) Clarify proposal - The Facilitator restates the proposal for clarity and the minutes
- 6) Test for Consensus - 100% proceed with implementation. Less than 100% proceed to next step.
- 7) Hear dissent – Dissenters present their viewpoints. Body discusses the dissent, seeking understanding and solutions. Small group discussion, or a break may be necessary.
- 8) Test for Consensus - 100% proceed with implementation. Less than 100% proceed to next step.
- 9) Delay – Consult – Inform - If possible delay the decision to the next meeting or later. Refer to the groups for consideration of the topic (not just the proposal). Form a workgroup. Seek more information
- 10) Test for Consensus – 90% support shall be considered consensus. 11% or greater BLOCK, consensus will not have been achieved.

## 8. Appendix 2- Degrees of Dissent

### Degrees of Dissent:

#### Assent with Reservations

*"I think this may be a mistake, but I can live with it."*

Going along with the group so that we can move forward, but not fully on board - not stopping what the group wants to do.

#### Stand Aside

*"I personally cannot do this, but I will not stop others from doing this"*

Basically, taking yourself out of the equation - You do not agree, but will allow the group to move forward. (A sizable number of stand asides may indicate that support for a proposal is too weak.) The content of the dissent is noted in the minutes.

#### Block

*"I cannot support this or allow the group to support this, it is against our principles."*

Blocking is a rare and extreme form of dissent taken only if you honestly believe that one of the Traditions or Concepts is directly violated by a proposal, or that some fundamental moral position would be violated.

A participant who blocks must be able to articulate which and how a tradition, concept, policy or spiritual principle fundamental to NA is being violated.

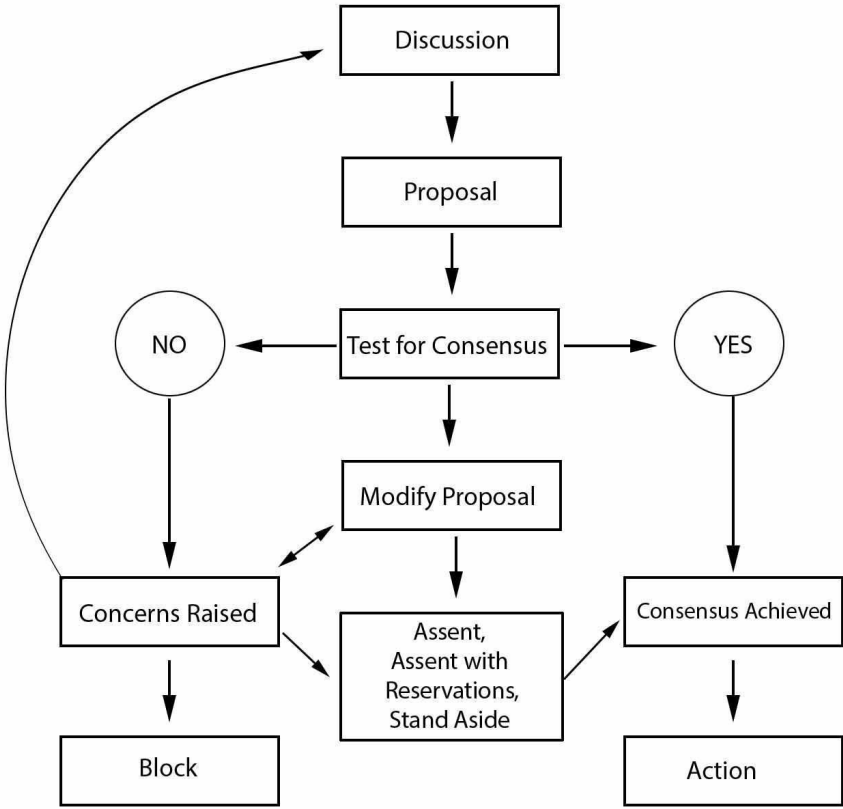
A block must be based on a generally recognized principle, not a personal preference. Before a concern is considered to be a "valid" block, the group must have accepted the validity of the concern, and a reasonable attempt must have been made to resolve it.

# Chinook Area NA Policies and Procedures

Consider:

Blocking a proposal is a last resort and only done in rare and extreme cases  
Can I put aside my personal opinion to allow the rest of the group to move forward?  
Am I able to pass on making a point, when someone else has already made it?  
Straw Polls are for information to assess where the body is at. They are not votes.

## How It Flows



# Chinook Area NA Policies and Procedures

## 9. Appendix 3 – Chinook ASC Ground Rules

1. We strive to achieve consensus whenever possible. When possible, decisions are reached by asking if there are any objections.
2. We will focus on establishing unity, mutual respect, and trust at the beginning of each meeting.
3. We will strive to achieve our stated objectives for each meeting. In order to use our time effectively, we will follow our agenda and support the facilitator in moving us through discussions. If in the course of discussion, other issues or tangents arise, they can be identified for future discussion.
4. Our meetings and breaks will start and stop on time.
5. We will be critical of ideas, not people, focusing on opportunities, options, and solutions.
6. We will discuss issues openly at ASC meetings. Individual members may have conversations about Area issues to seek clarity or information; however, if one of us has a concern or an issue, we will bring it to the full body. We agree to address our issues through facilitated dialog and group discussion.
7. We will make every effort not to limit ourselves by expressing negative thinking. While it is the body's responsibility to discuss problems and difficulties, we will stay solution-oriented.
8. During each ASC meeting, any member can request a session to alleviate a burden or conflict and to refocus on trust and mutual support.
9. We affirm that deliberation will be balanced, with no one person or perspective dominating the discussion and every member contributing in some fashion.
10. We agree that only one person should speak at a time and should have the full attention and focus of the body. There will be no sidebar conversations or other distractions not related to the meeting activity.
11. We agree not to gossip or to let conflict fester, but to face disagreement in a direct and respectful manner.

### REVISION TABLE

DATE	SECTION & PARAGRAPH	DETAIL
Dec-22-2021 (Ad hoc committee's P&P review)	Section 2, article 2.1	Day of AGM changed from '4th Saturday in November', to ' <u>Saturday prior to the November ASC meeting</u> '
	Section 2, article 2.2	Start time for ASC AGM changed from 9:00 AM to 11:00 AM

## Chinook Area NA Policies and Procedures

	Section 4, article 4.1.8	Terms of service for Treasurer and Literature Chair changed from 2 years to 1 year
	Section 4, article 4.3.2	The word 'motions' changed to " <i>proposals</i> '...impacting the P&P"
	Section 4, article 4.4.3	Added "or RCM-Alt"
	Section 4, inserted article 4.4.4 (resulting in renumbering of subsequent articles below 4.4.4)	4.4.4: "Literature and Activities to have individual signers from the respective committees on their accounts."
	Section 4, added article 4.4.6	Inserted language around the details of the annual ASC financial audit.
Jan-24-2022 (ASC Meeting)	Section 5, article 5.2.1	Article 5.2.1 edited to remove Activities as Subcommittees that are directly accountable to the groups at the ASC.
	Section 5, article 5.2.3	Inserted article 5.2.3: The Activities sub-committee will have a prudent reserve of \$1200 intended to cover deposits and expenditures related to activities.
	Section 5, article 5.3.7	Edited article to reflect changes to Literature's \$17K inventory valuation guidelines, and transfer of excess funds (as of the Nov. AGM) from the Literature account to the ASC main ATB account.
	Section 5, article 5.3.8	Added 5.3.8 to reflect guidelines related to the annual Literature financial audit.

# Chinook Area NA Policies and Procedures