



SCANA POLICY AND PROCEDURES MANUAL

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South Coastal Area of Narcotics Anonymous

Policy and procedures

Article I-Name

The name of this committee shall be the South Coastal Area of Narcotics Anonymous, Inc., hereinafter referred to as SCANA.

Article II- Service Area

This service area shall include the following South Carolina counties: Beaufort, Berkeley, Charleston, Colleton, Dorchester, Hampton, and Jasper. The SCANA Area Service Committee reserves the right to welcome groups from other counties as they may wish to join SCANA. All meetings within the geographical area of the SCANA will be included in the SCANA meeting schedule.

Article III- Committee Purpose

The purpose of this committee shall be to administer and coordinate the activities common to the welfare of Narcotics Anonymous groups within the boundaries of SCANA in an effort to foster unity. For the purpose of these policies, "Narcotics Anonymous groups" shall be defined as stated in the Guide to Local Services in Narcotics Anonymous (GTLS).

Article IV- Policy Purpose

The purpose of this policy is to expedite the business of this body in a fair and reasonable manner using the Twelve Traditions, Twelve Concepts, The Guide to Local Service and any other NA conference approved material deemed necessary.

Article V- Amendment of Policy and Procedures

This policy may be amended by a 2/3rd majority of the groups present with voting rights at any time necessary by the ASC, providing the exact wording of the amendment has been submitted, in writing, and announced at a previous meeting, to allow a group consensus.

Article VI- Participants

This committee shall have four (4) classes of participants: Group Service Representative (GSR's), Administrative Officers (Chairperson, Vice-Chairperson, Secretary, Treasurer, Regional Committee Member (RCM), and Regional Committee Member Alternate (RCMA), Subcommittee Chairpersons and Vice-Chairpersons and General Members. All SCANA members shall follow these guidelines:

A.) Group Service Representative (GSR):

- 1.) Comply with the description of this position, as provided in the Guide to Local Services in Narcotics Anonymous (GTLS).
- 2.) Attend all SCANA ASC meetings.
- 3.) Submit a monthly group report. All GSR reports must be written on the adopted Group Report forms and given to the area secretary prior to the conclusion of the ASC

meeting. (see *Addendum 10*)

4.) Inform as soon as possible, the PR Chairperson, or anyone else charged with the duty of copying the meeting schedules, of any changes in the groups meeting time, location, or format.

B.) Administrative Officers:

1.) The Administrative officers shall consist of Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member (RCM), and Regional Committee Member Alternate (RCMA).

2.) A member may not hold more than one Administrative position and may not simultaneously hold a position as a GSR.

3.) Duties of Administrative Officers:

a.) All Officers:

- 1.) It is the duty of all Administrative Officers to attend and participate in all administrative meetings as deemed necessary by the ASC Chairperson.
- 2.) The Chairperson, Secretary, Treasurer, and RCM or the alternates of each position, each hold a key to the Area post office box, and are responsible for checking the box prior to each ASC meeting. Key holders are in the following order 1.) Chairperson, 2.) Secretary, 3.) Treasurer, and 4.) RCM.
- 3.) All PO Box keys are to be turned in at the July ASC meeting.
- 4.) Attend all SCANA ASC meetings.

b.) Chairperson's Duties:

- 1.) To prepare the agenda with input from other ASC members, for inclusion in the minutes.
- 2.) To chair the regular ASC meeting, as well as any special SCANA meetings. The Chair shall notify the relevant participants of each special meeting, using such methods of notification as agreed upon by the committee.
- 3.) To maintain frequent contact with committee members and visit home groups in the area to enhance enthusiasm and create unity.
- 4.) Call the meeting to order at the appointed time and determine that a quorum is present.
- 5.) Ensure that the ASC meeting opens with the Serenity Prayer, the SCANA Service Prayer, The Twelve Tradition, Twelve Concepts, and our groups propose: that the meeting will follow the agenda submitted in the previous month's minutes; and that the meeting is closed with the Serenity Prayer.
- 6.) To recognize members who are entitled to the floor.
- 7.) State and put to a vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of the proceedings, and to announce the results of each vote. If a motion is made that is out of order, to rule it "out of order".
- 8.) Enforce the rules related to debate, order and decorum within the assembly when appropriate.
- 9.) Expedite business, in every way, with the rights of members taken into consideration.

- 10.) Decide all questions subject to appeal. When in doubt, the Chairperson may submit such a question to the assembly, for decision.
- 11.) Be responsible for general correspondence of the committee.
- 12.) Be co-signer on the SCANA bank account.
- 13.) Sign all certified copies of acts of the committee.
- 14.) Submit a report of the years worked at the July ASC meeting.
- 15.) Conduct the meeting without prejudice or bias.
- 16.) Appoint all ad-hoc subcommittees.
- 17.) Shall schedule, in November, an area inventory for the following January.

c.) Vice-Chairperson's duties:

- 1.) In the absence of the Chairperson, chair the ASC meeting.
- 2.) Co-ordinates functions of the committee, to ensure an NA calendar is available to the Secretary, by assisting the appropriate subcommittee.
- 3.) Be a co-signer on the SCANA bank account.
- 4.) Be a non-voting member of all subcommittees.
- 5.) To chair SCASC subcommittee meetings in the event of the absence of SCASC subcommittee chairpersons or vice-chairpersons.

d.) Secretary's Duties:

- 1.) In the absence of the Chairperson, the Vice-Chairperson and the RCM, the secretary shall call the meeting to order and call for the immediate election of a Chairperson pro tem.
- 2.) Maintain and include the committee's official membership list.
- 3.) Make the records available to NA members, upon request.
- 4.) Provide committee members with all documents required for the performance of their duties.
- 5.) Sign all certified copies of acts by the committee.
- 6.) Maintain records containing the SCANA Policy and Procedure, correspondence and minutes. These records shall be on hand at every ASC meeting.
- 7.) Type and mail the correspondence of the committee that is not a proper function of another officer or subcommittee.
- 8.) Ensure all group and subcommittee reports are included in the minutes, word for word.
- 9.) To distribute copies of the minutes, including motions, to each Administrative officer, subcommittee chair and vice-chair and all registered GSR's no later than one week following the ASC meeting. Members requesting copies of minutes will receive them for the meeting at which the request was made.
- 10.) Keep an updated NA calendar of known NA events, meetings, conventions and other functions that may to the SCANA.
- 11.) Manage the registration of member groups.

e.) Alternate Secretary's Duties:

- 1.) In the Absence of the Secretary, serve as the ASC secretary.
- 2.) Assist and perform duties, as designated, by the ASC secretary.

f.) Treasurer's Duties:

- 1.) Be the custodian of the committee's funds.
- 2.) Be a co-signer of the committee's bank account.
- 3.) Make a written and verbal report of receipts and disbursements at each regular meeting.
- 4.) Make a complete, written financial report for audit at the July ASC budget review meeting.
- 5.) Disburse SCANA funds as directed by the area service committee.
- 6.) To reimburse members with receipts for their expenses, up to and including \$25.00. Expenditures in excess of \$25.00 shall require ASC approval.
- 7.) Be responsible for arranging for the addition of qualified signatories to the SCASC checking account and the deletion of those signatories no longer qualified to be signatories.
- 8.) Attend CRSC Finance subcommittee meetings.

g.) Alternate Treasurer's Duties:

- 1.) In the absence of the Treasurer, serve as the Area Treasurer.
- 2.) Assist and perform duties, as designated by the Area Treasurer.

h.) Regional Committee Member's Duties:

- 1.) In the absence of the Chairperson and the Vice-Chairperson, serve as the Chairperson.
- 2.) Represent the committee at the Carolina Regional Service Committee (CRSC) meetings.
- 3.) Provide the Chairperson with additional agenda items, if appropriate, for the next regular meeting of the CRSC, sixty (60) days prior to the meeting.
- 4.) Make a written and verbal report to the ASC committee at each regular meeting, covering the business of the previous CRSC meeting.
- 5.) Be a co-signer of the SCANA bank account.
- 6.) This is a two (2) year term.

i.) Regional Committee Member- Alternate (RCMA) Duties:

- 1.) in the absence of the RCM, serve as the RCM.
- 2.) Attend all SCANA ASC meetings.
- 3.) This is a two (2) year term.

C.) Subcommittee Chairpersons and Vice-Chairperson:

- 1.) The ASC may establish "Standing" subcommittees as necessary, to perform certain duties. These committees may include, but shall not be limited to: Administrative, Public Information, Hospitals and Institutions, Activities and any other standing subcommittee, which shall be deemed necessary to carry on the work of the ASC. The standing subcommittee Chairpersons and Vice-Chairpersons shall be elected as addressed elsewhere in this policy. The subcommittee members will elect all other officers of the standing subcommittees.
- 2.) All standing subcommittees of the SCANA shall create and adopt guidelines, which are consistent with the Guide to Local Services in Narcotics Anonymous (GTLs), the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous, and the best information available from the World Service Conference (WSC) in the form of the WSC approved handbooks and guidelines.

- 3.) The guidelines of each standing subcommittee shall be submitted to the ASC, to be included in the Area Policy and Procedures Manual.
- 4.) All subcommittee reports must be type written when turned in to the SCANA.
- 5.) All subcommittee meetings will be held on a weekend.
- 6.) **Duties of the Subcommittee Chairpersons:**
 - a.) Follow the policy for nominations set forth with in Article VII Section B.
 - b.) Attend all SCANA ASC meetings
 - c.) Attend all Carolina Regional Subcommittee meetings related to the subcommittee elected to.
 - d.) Submit, in writing, all activities of their sub-committee at the monthly ASC meeting.
 - e.) Comply with all Narcotics Anonymous handbooks relating to, and designated for the subcommittee elected to.
 - f.) See the addendum corresponding with the particular subcommittee.
- 7.) **Ad-hoc Subcommittees:** The Chairperson of the SCANA shall have the authority to appoint Ad-hoc subcommittees, for such special purposes, as may, from time to time, be deemed necessary to fulfill special functions. The Chairperson of the ASC shall specifically designate the purpose, membership and duration of the existence of such Ad-hoc committees, at the time of appointment.
- 8.) **General Members:** NA members not addressed elsewhere in this policy shall be classified as General Members. General Members shall only have the right to request the floor. The Chairperson has the exclusive right to grant or deny such request. The Chair's decision may be subjected to appeal and may be over-turned with a 2/3rds Majority of the voting participants.

Article VII- Elections

A.) Criteria for selection of candidates for each position:

- 1.) Be an active member of a SCANA home group.
- 2.) Shall have acted as the alternate for the office during the past year, or have had service experience in an NA group.
- 3.) Must have a minimum of two (2) years of continuous abstinence and a record of active involvement in the NA fellowship. The candidate for the position of Vice-Chairperson for all ASC subcommittees and Alternate Secretary, must have a minimum of one (1) year of continuous abstinence and a record of active involvement in the NA Fellowship.
- 4.) Be willing and have a desire to serve.
- 5.) Have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- 6.) Have a working understanding of the service structure of Narcotics Anonymous, and the responsibilities of the position they are seeking.

B.) Nominations:

- 1.) Shall be open in May and close in June, at the end of the ASC meeting. New Administrative officers and subcommittee chair/vice chairpersons will be elected at the July ASC meeting and take office at the August ASC meeting, to coincide with the CRSC election procedures.

- 2.) To be considered for a position, nominees shall be present at the time of nomination and have a typed or hand-written SCANA Service Resume (see *Addendum 12*).
- 3.) All nominees shall be present at the time of election. If a nominee is absent without prior notification to the ASC chairperson or Vice-Chairperson, that nomination will be withdrawn. If a nominee is absent, but has notified the ASC Chairperson or Vice-Chairperson, a simple majority GSR vote will be taken to decide whether to withdraw or extend that person's nomination, or to vote in that nominee's absence- however, no election involving multiple nominees will be postponed.
- 4.) Any member of the SCANA may nominate a qualified individual for an ASC position. Additionally, any member of NA may submit a nomination thru the GSR or Alternate GSR who represents his/her group.
- 5.) GSR's must take nominations back to their home group for input.
- 6.) Only those previously nominated in the designated period for their nominations shall be voted.

C.) Balloting:

- 1.) ASC voting on nominations shall be by written, secret ballot. The exact vote count will not be noted in the minutes, which will state either *elected* or *not elected* only.
- 2.) The candidate who receives 51% of the votes shall be considered the winner. If no nominee receives 51% of the votes, the nominee's names shall be sent back to the home groups for reconsideration.
- 3.) If only one candidate is running for a position, he or she must still receive a 51% majority vote.

Article VIII- Meetings

A.) Regular ASC Meetings:

- 1.) The regular meetings of the SCANA ASC shall be held using SCANA's Zoom 925 5343 0465; password: 2020, on the second Sunday of each month. If the second Sunday falls on Mother's Day or Easter, the meeting will be rescheduled for the third Sunday of that month.
- 2.) All ASC meetings shall be non-smoking.
- 3.) If an ASC participant is absent at the final roll call, he or she will be considered absent for the entire meeting.

B.) Special Meetings:

- 1.) Special meetings may be called by the ASC Chairperson.
- 2.) Seven (7) days of notice shall be given to the ASC members.
- 3.) All such notices shall include the date, time, and the purpose of the meeting. No business, other than that so stated, will be conducted.

C.) Quorum:

- 1.) 50% of the voting participants shall constitute a quorum.
- 2.) Any group missing two (2) consecutive SCANA ASC meetings shall be automatically be removed from quorum.
- 3.) If a GSR is absent at the final roll call, he or she is considered absent for the entire meeting.
- 4.) In the event that a home group is removed from quorum a notice shall be included in that home group's minutes: "Your home group has been removed from quorum".

- 5.) Upon request, a group's voting rights shall be restored and that group shall immediately be restored to quorum in the meeting in which its' GSR makes such a request.
- 6.) A new group is established by submitting a motion during the new business portion of the Area Service Committee meeting. The motion will specify GSR, meeting format, and contact information. GSRs will vote to approve new groups; voting rights will be granted during the next ASC meeting

D.) Voting

- 1.) GSRs shall vote on all business considered by the ASC. In the case of a tied vote, the question shall be decided at the next ASC. Members holding more than one Area service position may vote only once per motion during ASC meetings.
- 2.) Administrative officers and subcommittee chairpersons, or their designated alternate, will be included in voting on housekeeping issues only:
 - a.) Motions to close the meeting.
 - b.) non-monetary subcommittee requests
 - c.) Change in date/time/location of the ASC meeting.
 - d.) Acceptance of the minutes
- 3.) All motions shall be decided by simple majority of those GSR's present and that have established voting rights (a 2/3rds majority required to change policy).
- 4.) General Members are non-voting participants.

E.) Motions

- 1.) Any member of the ASC may make motions; however, the motion must be seconded by a GSR.
- 2.) All motions shall be submitted on the adopted area motion forms prior to Group Concerns.

3.) Order of Discussion:

- a.) GSRs
 - b.) Administrative Officers and subcommittee chairpersons
 - c.) General members
 - d.) Discussion is closed
 - e.) Motion is called to a vote
- 4.) A motion to change the Policy and Procedure shall contain the Article, Section number and the current reading, as well as the proposed change.
 - 5.) Any motion affecting policy shall be referred to the ASC parliamentarian. The parliamentarian will forward to the secretary, all the effects the proposed changes would have on area policies for inclusion in that month's minutes.

Article IX- Removal of Administrative Officers and Subcommittee Chair and Vice-Chair Persons

A.) Removal: Administrative officers and subcommittee chair/vice chairpersons may be removed from their position for non-compliance. A 2/3rd majority vote of the body is required for removal. Non-compliance includes, but is not limited to:

- 1.) Loss of abstinence
- 2.) Non-fulfillment of the duties of their position

3.) Absence from three (3) regular meetings of the SCANA, will be considered voluntary resignation.

B.) Resignation: An administrative officer or subcommittee chairperson of this committee may resign by providing notices to the ASC Chairperson, at least four (4) weeks in advance of the upcoming regular meeting of the committee.

Article X- Budget

A.) The Budget shall be voted on by the ASC without home group review, unless a GSR requests home group conscience on some or all of the budget items. The budget shall be reviewed twice each year, at the July and January ASC meeting.

1.) An in-house audit of the Treasurer's books will be performed prior to the July ASC meeting and made available for review at the July ASC meeting.

2.) The ASC shall be allowed to make Seventh Tradition donations to the Carolina Region (CRNA) and Narcotics Anonymous World Services (NAWS), without home group approval.

3.) Unused monthly budget allocations shall be reallocated.

4.) The SCANA will have a prudent reserve of Five Hundred Dollars (\$500.00).

5.) The priority list for disbursements is as follows:

a.) Rent

b.) Phone Line

c.) Meeting Schedules

d.) H&I Literature

e.) Travel Expenses (RCM, H&I, PR)

f.) Activities

g.) Website

B.) Disbursement of funds:

1.) Members responsible for money and/or merchandise must sign a Financial Policy Agreement (see *Addendum 8*).

2.) Members requesting disbursement or reimbursement shall submit a completed Disbursement or Reimbursement Form (see *Addendum 9*).

3.) The treasurer shall make a recommendation, each month, for the distribution of funds over prudent reserve. The GSRs present, if quorum has been met, have sole responsibility for distribution of such funds.

4.) Any SCANA expenditure in excess of \$150, not included in annual budget, shall require homegroup approval.

C.) Subcommittee Chairpersons are responsible for funds related to their subcommittees, and shall give the ASC treasurer proper justification (dated, legible receipts, etc.) for their expenses

D.) SCANA shall, upon request, fund GSR travel to ASC meetings.

Article XI- Abolishment and Dissolution

In the event of the abolishment and dissolution of SCANA and its administrative committee, all money and World Service Conference approved literature is to be sent to the Carolina Region Service Committee (CRSC). Other service items, materials, etc. are to be disposed of as quickly and efficiently as possible.

Addendum 1

SCANA SERVICE PRAYER

“God, Grant us 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 our- in order that no addict, anywhere need die from the horrors of addition.”

Adapted from the Basic Text, page xvi

Addendum 2

The Twelve Traditions of Narcotics Anonymous

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on N.A. unity.
2. For our group purpose there is but one ultimate authority- a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or N.A. as a whole.
5. Each group has but one primary purpose- to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and film.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Basic Text PG: 57-58

Addendum 3

Twelve Concepts for NA Service

1. 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.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued In Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. 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.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Addendum 4

South Coastal Area Activities Subcommittee Guidelines

Purpose:

To further the primary purpose of NA through fun and enjoyable events that promote unity within the fellowship of Narcotics Anonymous.

Membership:

A member attends all sub-committee meetings, has knowledge of the sub-committee's purpose, has a willingness to serve, and maintains personal recovery in N.A.

Requirements & Duties of Officers:

Chairperson (elected by SCANA)

Vice Chairperson (elected by SCANA)

Requirements

- a. Be an active member of an NA Group in the SCANA.
- b. May have acted as an Alternate or Vice Chair for the office or has service experience that will help them with their duties.
- c. A minimum of two (2) years clean time for the Chairperson and one (1) year for the Vice-Chair.
- d. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- e. Have an understanding of the responsibilities of the position

Duties

- a. Attend all ASC Meetings.
- b. Attend all Activities subcommittee meetings.
- c. Have a written report of the activities of their subcommittee and give it to the ASC Secretary
- d. Consult with all NA handbooks relating to and designed for this committee (GTLS).

Secretary & Alt. Secretary (elected by Activities Committee)

Requirements

- a. Be an active member of an NA Group in the SCANA.
- b. May have acted as an Alternate for the office or has service experience that will help them with their duties.
- c. A minimum of one (1) year cleantime.
- d. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- e. Have an understanding of the responsibilities of the position

Duties

- a. Attend all Activities Committee Meetings.
- b. Take accurate minutes of the subcommittee meetings.
- c. Maintain an archive of subcommittee minutes, flyers, and ASC reports.
- d. Inform other Areas in the Carolina Region about activities (i.e., Carolina Service office, Web Servant)

Elections

- a. Nominations may come from and N.A. member present at the subcommittee meeting.
- b. Nominees must meet all requirements for that office as stated in these guidelines.
- c. The nominee is entitled to decline any nomination.
- d. All nominees must be present at the time of nomination and election.
- e. Any member of the subcommittee may nominate themselves.

General Members

Any NA member with at least one (1) day clean, and a desire to serve can join this committee.

Sub-committee Meetings

This Sub-committee will meet on the Weekend (Sat. or Sun.)

Events

- a. Events shall be preplanned and brought before the ASC for approval
- b. Fliers will be distributed at area and included in the minutes no later than the last ASC prior to the event. Fliers will include what, when, where, and contact numbers. Events that have no financial impact need to go out 30 calendar days ahead of time.

Finances

- a. This Sub-committee is budgeted one hundred dollars (\$100.00) per month
- b. The Chairperson and all committee members who handle any money must sign the SCANA Financial Policy Agreement.
- c. The Committee must request funds one (1) month in advance of an event. Said request must be a written itemized budget request.
- d. Admission to all Activity Committee Events will be donation only unless the event is specified as a fundraiser. If the event is deemed a fundraiser, there will be an admission charge,
- e. A written financial accounting, with dated and legible receipts, will be made at the first ASC meeting after the Event. All funds collected at the event will be turned over to the ASC at this time.

Addendum 5

South-Port Hospitals & Institutions Subcommittee Policy and Procedure

The South-Port Hospitals & Institutions Subcommittee is a joint service subcommittee made from the members of the South Coastal and Port City Areas of Narcotics Anonymous.

Article I- Basic Purpose

The South-Port Hospitals & Institutions Subcommittee serves the needs of all the groups within the Areas by conducting activities that promote the growth and strength of all H&I efforts and needs within the Area and the NA Fellowship.

Article II- Function of the Subcommittee

- A. Is a resource for members, groups and areas in the H&I efforts by providing supplies, literature, information, and other materials necessary to better carry the message of Narcotics Anonymous.
- B. Provides a forum for H&I Subcommittee members to share their experience, strength, and hope.
- C. Maintains an updated listing of all appropriate facilities within the Area and records of the facilities are served by the Areas.
- D. Conducts workshops to address and/or work on problems that Areas are experiencing, or to discuss new methods of H&I work.
- E. Maintains communication with the Carolina Regional H&I Committee so that our Areas may be informed of its activities. Communication flows both ways between the groups and Regional level through the South-Port H&I Subcommittee.
- F. Performs any other activities that benefit the H&I efforts in the Areas.

Article III- Subcommittee Membership

- A. Members on the South-Port H&I Subcommittee shall consist of the following:
 - 1. Steering Committee
 - 2. Panel Coordinators
 - 3. Panel Leaders
 - 4. Any member of the fellowship who wishes to better carry the message to hospitals and/or institutions.

Article IV- Steering Committee

- A. The Steering Committee shall consist of the following:
 - 1. South-Port H&I Chairperson
 - 2. South-Port H&I Vice Chair
 - 3. South-Port H&I Secretary
 - 4. South-Port H&I Alt-Secretary
- B. A representative from Steering Committee will attend Regional H&I Subcommittee meetings quarterly.

Article V- Voting

- A. Voting members of the South-Port H&I Subcommittee are:
 - 1. Any person/member who has attended two (2) consecutive business meetings and has been orientated by the South-Port H&I Subcommittee within the last two (2) years.
- B. Voting Privileges:
 - 1. Any members that miss two (2) consecutive subcommittee meetings will lose their right to vote for one (1) meeting.
 - 2. Chair only votes in case of tie.

Article VI- Elections

- A. The Chairperson and Vice Chairperson shall alternate between the two (2) Areas annually.
- B. The Chairperson and Vice Chairperson are elected in July in each respective Area. The South-Port H&I Subcommittee elect all other Steering Committee positions.
 - 1. Election of all trusted servants will be held in July to coincide with the Regional/Area Elections.
 - a. Any position filled in the middle of a term, one that does not start in July, will not be construed as a full term.
 - 2. Trusted servants are not to serve more than two (2) consecutive terms. A term-by-term exception can be made by a 2/3 vote.
 - 3. Anyone wanting to serve on the South-Port H&I Subcommittee must be in attendance to state his or her willingness.

Article VII- Removal

- A. The Chairperson or Vice Chairperson if necessary, may be removed by their respective Area. This action is outlined in the Area Policy.
- B. All other positions on the committee, if necessary, may be removed by 2/3 vote of the South-Port H&I Subcommittee.
- C. Any subcommittee member missing two (2) consecutive South-Port H&I Subcommittee meetings without a written report can be subject to removal by Subcommittee passed by 2/3 vote.
- D. A relapse during a term will be considered an immediate involuntary resignation.
- E. Failure to perform responsibilities will be considered by this subcommittee as cause for involuntary resignation.

Article VIII- Qualifications and Responsibilities

- A. Chairperson-
 - 1. Must have abstained from drugs for at least three (3) years.
 - 2. Must have at least one (1) years experience in Area H&I work and must have a working knowledge of the Twelve Steps and Twelve Traditions through application.
 - 3. Must attend all meetings of the Mid-Carolina H&I Subcommittee and Area Service Committee Meetings.
 - 4. Mediates all meetings of the South-Port H&I Subcommittee with a general understanding of parliamentary procedure.
 - 5. Prepares a written report for each South-Port H&I Subcommittee meeting, makes all motions on behalf of, and is the voice of the subcommittee at their respective Areas.
 - 6. Coordinates and/or delegates and is ultimately responsible for all work done by the

Subcommittee.

7. Is available to answer questions from the Area H&I Subcommittee(s).
8. Prepares a budget, with the subcommittee, to be submitted to each Area. The budget is to include travel expenses if applicable.
9. Provide an agenda for each South-Port Subcommittee meeting. The agenda is to reflect all topics of discussion for the meeting.

B. Vice Chair-

1. Must have abstained from all drugs for at least two (2) years.
2. Must have at least one (1) years experience in Area H&I work and must have a working knowledge of the Twelve Steps and Twelve Traditions through application.
3. Must attend all meetings of the South-Port H&I Subcommittee.
4. Works with the Chairperson to ensure the smooth operation of the South-Port H&I Subcommittee.
5. Performs the duties of the Chairperson in their absence.
6. Must have a written report at all South-Port H&I Subcommittee meetings.

C. Secretary-

1. Must have abstained from all drugs for at least one (1) year.
2. Must have at least 6 months experience in Area H&I work and must have a working knowledge of the Twelve Steps and Twelve Traditions through application.
3. Must have a certain amount of clerical and organizational skills, and must have access to a computer.
4. Must create an accurate set of minutes of all South-Port H&I Subcommittee Meetings. The minutes should be ready for approval of the Chairperson within ten (10) days of the meeting.
5. Works with the Chairperson to ensure the smooth operation of the South-Port H&I Subcommittee.
6. Must retain Subcommittee archives. (i.e., all letters requesting H&I presentations, NA Literature, and copies of the minutes) One copy of the minutes is to be sent to each Area for the archives.
7. The secretary is allowed to use a tape recorder in meetings.

D. Alternate Secretary-

1. Must have abstained from drugs for at least six (6) months.
2. Must have a desire to serve as Secretary for the South-Port H&I Subcommittee for upcoming year.
3. Performs the duties of the secretary in their absence.
4. Contacts all Steering Committee members, panel leaders, and panel coordinators seven to ten (7-10) days before the meeting to confirm that they are coming to the next South-Port H&I Subcommittee meeting, or they will be sending a report.
5. Assist the secretary in record keeping, dating motions, reports, etc. as they are received.

G. Panel Coordinator-

1. Must have abstained from drugs for at least two (2) years.
2. Must have at least one (1) year experience in Area H&I work and must have a working knowledge of the Twelve Steps and Twelve Traditions through application.
3. Must contact facility monthly and provide feedback in monthly written report.
4. Must contact Panel Leaders of their facility monthly and obtain report if Panel Leader cannot attend business meeting.
5. Submits volunteer applications to the facilities of which they are responsible.

6. Must attend all meeting of South-Port H&I Subcommittee.
7. Must attend H&I Orientation at least once every two years.

H. Panel Leader-

1. Must have abstained from drugs for at least one (1) year.
2. Must have working knowledge of the Twelve Steps and Twelve Traditions.
3. Must attend facility meeting every week. In the case of co-panel leaders, must attend every other week.
 - a. If unable to attend, contact Co-Chair to attend at least 24 hours prior to meeting or as soon as possible.
 - b. If neither can attend, contact Panel Coordinator.
 - c. If Panel Coordinator cannot attend, contact facility to let them know there will be no meeting.
4. Must attend all South-Port H&I Subcommittee meetings.
5. Must provide or send written report monthly to South-Port H&I Subcommittee.
6. Must attend H&I Orientation at least once every two years.
7. Follow all guidelines from H&I Orientation Handbook.

Article IX- Subcommittee Assembly

A. Meetings-

1. The South-Port H&I Subcommittee will meet the 4th Saturday of each month unless otherwise specified by the Subcommittee Chairperson.
2. Meetings are to be held on Saturdays and are to begin at 3:00 PM for the Orientation and 3:30 PM for the Business meeting. The meeting is currently being held as a zoom meeting.

B. Reports-

1. All Area reports are to be written or typed. (Please use dark ink if writing) The report form can be obtained from the Alt-Secretary prior to the start of the meeting.
2. Written reports are to be turned in prior to end of business meeting.

C. Motions-

1. Motions are to be written by the motion maker and must have a second and read back to Subcommittee before voting.

Article X- Agenda

A. The meeting is to open with the Serenity Prayer, Service Prayer, Twelve Traditions, and Twelve Concepts.

B. Minutes need to be read and a motion needs to be made to either accept minutes as written, or a motion needs to be made to amend the minutes and accepted as amended.

C. Secretary is to take Roll Call.

D. Reports

1. Steering Committee
2. Panel Coordinators
3. Facility reports - if necessary for a particular facility. Otherwise, written reports are handed in to Secretary to become part of archives.

E. Old Business

F. New Business

G. Determine the next meeting day and meeting place.

H. Close the meeting.

Rules of Order (generally)

1. Obtaining the Floor:

- a. Raise your hand after the floor has been yielded.
- b. After the chair recognizes you - identify yourself, your position, your facility or the home group you represent
- c. You now have the floor, direct your business to the chairperson.
- d. A member cannot be interrupted after obtaining the floor except by the chairperson.

2. Making Motions:

- a. Obtain the floor.
- b. Make the motion by stating, "I move that... (state your motion)"
- d. Yield the floor and wait for the chairperson to ask for a second.

3. After the motion has been made and restated aloud by the secretary, the chairperson's options are:

- a. Ask for a second (if the motion is not seconded; it dies).
- b. Table the motion.
- c. Refer to Ad-hoc Committee.
- d. Refer to South-Port H&I Subcommittee for debate.
- e. If the motion is out of order or refers to an outside issue, toss it out.

4. Debate:

- a. Obtain the floor (as listed above).
- b. State pro or con to the motion or amendment.
- c. Debate on divided issues may be limited at any time by the chairperson.

5. Amendments:

- a. May be made at any time after the motion has been made and seconded.
- b. Must be seconded.
- c. Must be stated aloud by the secretary.

6. Call for a vote:

- a. Call for a vote.
- b. Must come from the voting body.
- c. Voting must take place immediately (No further debate).

7. Voting:

- a. Each member has but one vote.
- b. Voting will be by a show of hands, except for elections, which will be by secret ballot.
- c. Vote yes, no, or abstain.
- d. When motions have been amended in proper order, amendments will be voted on first.
- e. After the amendment has been voted on, the motion is voted on. If the motion dies, the amendment also dies.

Addendum 6

Public Relations Guidelines

Purpose:

The purpose of this subcommittee is to inform the public that Narcotics Anonymous (NA) exists, and that NA offers recovery from the disease of addiction. We give out information about how and where to find Narcotics Anonymous meetings and about the fellowship of NA. All Public Relations (PR) activities are carried out in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

Functions:

- a. To open and maintain lines of communication between NA and the general public, as well as between the SCANA PR subcommittee, other PR subcommittees within the Carolina Region, and the Carolina Regional PR subcommittee(CRPRSC).
- b. Respond to all requests for information about NA. This is to be done in a timely and effective manner.
- c. To be sure that all request are to be handled by the appropriate level of service.
- d. To refer to the Public Relations Handbook, SCANA PR Guidelines, and other appropriate information available, when doing all PRprojects.
- e. Compile and publish updated meeting schedules, with the information provided by the GSR's.
- f. Refer to the Guide to Local Services (GTLs) and follow the guidelines (in principle), which apply to PR.
- g. Maintain SCANA website to be the single point of accountability for maintaining and updating the SCANA website.

Committee Requirements:

- a. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
- b. A willingness to serve.
- c. Suggested clean time for officers:
 1. Chairperson-two (2)years
 2. Vice-chairperson- two (2)years
 3. Secretary- two (2)years
 4. Alternate Secretary- two (2)years
- d. All terms are for one (1)year.
- e. Elections are to be held concurrently with the ASC elections.

Nominations:

The SCANA will elect the subcommittee Chairperson and Vice chairperson. The subcommittee body will elect all other subcommittee positions. The subcommittee may submit a nomination to the ASC for consideration.

Election of officers:

- a. The nominees for the Chairperson and Vice-chairperson must attend the SCANA ASC meeting for nomination and election.
- b. All other positions- must be at the subcommittee meeting to be nominated and elected- this is to show willingness and allow for questions to be asked by the subcommittee members.
- c. Voting on both the ASC and subcommittee will be done by secret ballot, and tallied by

the Secretary of the committee.

d. The tallying of the vote shall be as follows: The first candidate to receive 51% of the vote shall be declared the winning ballot. If no one receives the required 51%, the nomination will be left open, and a new vote taken at following meeting

e. all other business of the subcommittee shall be done by group consensus whenever possible, rather than a group vote.

Chairperson:

- a. Must attend the SCANA committee meeting, and give a written and oral report.
- b. Arranges the subcommittee meeting agenda, and presides over the subcommittee meetings.
- c. Responsible for being a link of communication between the ASC and the subcommittee, as well as between the Carolina Regional PR subcommittee (CRPRSC) and the SCANA.
- d. Responsible for communications between the general public and SCANA.
- e. Responsible for all correspondence that concerns PR.
- f. Is a voting member of the CRPRSC, and should attend the Regional subcommittee meeting whenever possible?
- g. Maintains a copy of all files and records of the subcommittee (archives).
- h. Responsible for Help line, including maintaining up-to-date lists of volunteers, and visiting the answering service on a monthly basis.

Vice-chairperson:

- a. Must attend the SCANA meeting, and where appropriate give a written and oral report.
- b. Assumes the position of the Chairperson in his/her absence.
- c. Gives a report at each subcommittee meeting.
- d. Works closely with the Chairperson in all aspects of the Chairperson position.
- e. Attend the CRPRSC, preferably with the SCANA PR Chairperson.

Secretary and Alternate Secretary:

- a. Keeps a written record of the subcommittee meetings, to include attendance records.
- b. Gives a report at each subcommittee meeting.
- c. Handles correspondence, as directed by the subcommittee Chairperson.
- d. Maintains an archive of the subcommittees' records and files.

Removal of Trusted Servants:

- a. Loss of clean time
- b. Voluntary resignation, in writing.
- c. Missing two (2) consecutive meetings without reasonable cause, and notification to the subcommittee Chairperson (or for the Chairperson and Vice-chairperson-the ASC Chairperson).
- d. Failure to fulfill the functions and duties of the office. A motion must be made and seconded. A 2/3rd majority vote is necessary, (the Chair and Vice Chairpersons' can only be removed by the ASC).

Voting members:

- a. All members may vote; however, the Chairperson will cast a vote only in the case of a tie.
- b. All elected Group PR Representatives.
- c. Persons willing to serve and participate in the subcommittees' work will be eligible to vote at their second consecutive meeting.

Quorum:

- a. Quorum must be met by 15 minutes after the beginning of the scheduled meeting opens.
- b. Required quorum is 51% of the members eligible to vote.
- c. Any member missing two (2) or more consecutive meetings will be removed from the quorum number.

Voting procedures:

- a. All business will be handled by group consensus; a simple majority vote will be used only if necessary.
- b. A simple majority vote will be used to elect all Officers not elected by the ASC.

Requirements and duties of Public Speakers:

- a. All public speakers are to be familiar with the PR subcommittee guidelines for speaking, and attend at least two (2) subcommittee meetings.
- b. Suggested clean time required-two (2) years.
- c. An understanding of the Narcotics Anonymous Primary Purpose, and carry a clear and concise message of recovery.
- d. A working Knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

Requirements and duties of members giving presentations:

- a. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- b. Suggested clean time requirement-one (1) year.
- c. Members shall utilize the format outlined by the PR subcommittee.

Parliamentary procedures: If necessary, after referring to these guidelines, the SCANA Policy and Procedures and all reference materials published by NA, revert to Roberts Rules of Order, Newly Revised.

Addendum 7

SCANA Policy Subcommittee Guidelines

Purpose- The purpose of the SCANA policy subcommittee is to be responsible for the review and revise of policy as requested by the ASC, either for the purpose of clarification during a scheduled ASC meeting, or for an amendment to be made as requested through a motion. The policy subcommittee may also help with the writing of motions as requested by any member bringing a motion forward, with the intent of ensuring the motions written accurately.

Positions:

Chair- Minimum two (2) years clean time requirement. Policy chair will be responsible for providing all GSR's and subcommittee chairs with current paper copy of policy each August along with summary of Robert's Rules of Order. Policy Chair is responsible for completing all updates in Policy and providing accurate records of any and all policy changes, along with 2 paper copies at the following ASC. Chair is responsible for completing any Vice Chair duties if a Vice chair is not formally elected. Chair must turn in at minimum emailed report of subcommittee meeting to ASC to be entered into the minutes.

Vice Chair- Minimum one (1) year clean time requirement. Policy vice chair is responsible for understanding how motions are written and brought forward to the ASC. Vice chair will be responsible for helping any member with the writing of a motion in an accurate form upon request. Vice chair is responsible for reviewing any grammatical errors in any current policy and making changes as necessary. Experience as a GSR is not a requirement, but it is recommended before filling this position. Vice chair is responsible for filling secretary duties if a secretary has not been formally elected. Vice chair is also responsible for filling in as chair if chair is not formally elected, or unable to attend the policy subcommittee meeting or ASC.

Secretary- Minimum one (1) year clean time requirement. Secretary is responsible for taking minutes of the policy subcommittee meeting, and turning them into the chair for approval and to be submit to the ASC for the minutes.

ALT Secretary- Minimum six (6) months clean time requirement. To assist the secretary and subcommittee as needed.

Addendum 8

South Coastal Area of Narcotics Anonymous Financial Policy Agreement

*This form is to be read and signed by all SCANA members who, as Trusted Servants for SCANA: request, receive, or distribute NA funds or merchandise, on the behalf of or in the interest of Narcotics Anonymous. After signing and dating this form, one copy will be given to the signer, and the original will be kept on file with the SCANA Executive Committee archives. An active file will be kept on hand and marked **Financial Policy-Approved Trusted Servants**.*

1. The Eleventh Concept of Service states: "A funds are to be used to further our primary purpose, and must be managed responsibly." It is strongly suggested that you read the Twelve Concepts for NA Service, and familiarize yourself with them.
2. A *Trusted Servant Financial Policy* has been created and implemented, to help prevent a financial problem. This policy is based on principles, not personalities. *There will be no exceptions made to these stated policies.*
3. All Trusted Servants handling SCANA funds or saleable merchandise will be given a copy of the financial policy to read and sign. One copy will be given to the Trusted Servant, and the original will be kept on file with the SCANA Executive Committee archive.
4. With regard to SCANA fund disbursement: All SCANA checks are to be completely filled out, to include: date, payee, amount, reason for disbursement, and two executive committee members' signatures. The writer of the check will be the primary signature. The secondary signature is responsible for verification of correct and completeness of the check.
5. With regard to traveling funds and funds requested in advance: All request must come before the SCANA body. Such request must be made on a SCANA motion form. Such request must pass by a simple majority prior to disbursement. In the event of advance disbursement, receipts from the approved event must be provided to the Executive Committee, at the ASC meeting immediately following the event.
6. With regard to reimbursement request: All such request must be made on a SCANA motion form, and be passed by a simple majority, prior to disbursement. Such request must include legible dated receipts.
7. With regard to the borrowing of personal property by an individual on the ASC, the ASC will assume no financial responsibility for said property.

As part of your responsibility as a volunteer member of the South Coastal Area of Narcotics Anonymous ASC, you may become involved in the handling of merchandise and or funds. Please be advised that all Trusted Servants and individual addicts entrusted with the handling of SCANA merchandise and or funds will be held accountable. If any merchandise and or funds are found to be missing or misused, an investigation will be initiated by the Executive Committee of SCANA, If you are found to have stolen or misused merchandise and or funds, your Trusted Servants' position will immediately forfeited and the Executive Committee of SCANA will have you prosecuted to the fullest extent of the law.

I have read and understand these financial policies:

Signature

Date

Signature (witness)

Date

**Reimbursement or Request for Money
SCANA**

Your name: _____ Date: _____

Phone: _____ Subcommittee/Position: _____

Reimbursement(s) or request(S):

Event / Function	Date	Description of expenditure(s)	Amount

Total: _____

To be completed by Treasurer before writing check:

Check payable to: _____ Date: _____

Check number: _____ Amount of check: _____

To be completed by Treasurer after transaction is completed:

Receipts submitted (total): _____ Cash returned (total): _____

Initials: _____

SOUTH COASTAL AREA OF NARCOTICS ANONYMOUS

MONTHLY GROUP REPORT

DATE _____ :

GROUP: _____ GROUP PHONE #: _____

REPORTED BY: _____ POSITION HELD: _____

GROUP MAILING ADDRESS: _____

EMAIL mail Address: _____

MEETING DAY(S) & TIME(S): _____

MEETING LOCATION: _____

DISCUSION TOPICS: _____

BIRTHDAYS: _____

GROUP / CONCERNS/ PROBLEMS & ASSISTANCE REQUESTED: _____

GROUP ANNOUNCEMENTS / INFORMATION: _____

DONATION: \$ _____ CASH OR CHECK (CIRCLE ONE)

OPTIONAL FINANCIAL INFORMATION:

Prudent Res	7 th Tradition	Supplies	Literature	Rent	ASC Donation	RSC Donation	NAWS Donation

The South Coastal Area of Narcotics
Anonymous MOTION FORM

Date:			
Motion Made By:			
Motion Seconded By:			
The Motion Reads as Follows:			
Intent:			
Financial Impact:			
<input type="checkbox"/> Carried			
<input type="checkbox"/> Failed			
<input type="checkbox"/> Tabled			
<input type="checkbox"/> Amended			
<input type="checkbox"/> Withdrawn			
<input type="checkbox"/> Thrown Out			
<input type="checkbox"/> Referred to:			
GSR Only:			
All Vote:			
Yes	<input type="text"/>	No	<input type="text"/>
		Abstain	<input type="text"/>



SCANA SERVICE RESUME



Name:	Clean Date:	Position:
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Address:	Phone:
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Answering these questions honestly will NOT necessarily stop you from being of service.

Do you have an NA Sponsor:	Are you willing to learn the NA 12-Steps:
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Are you willing to learn NA 12-Traditions:	Are you willing to learn the NA 12-Concepts:
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Group Service (list position, dates served):

Area Service (list position, dates served):

Regional Service (list position, dates served):

World Service (list position, dates served):

Have you ever failed to complete a service commitment? _____ If yes, please explain why?

Please list any other pertinent information:

Are you currently employed full time? _____ Can you travel in connection with this service commitment? _____

