



SCANA POLICY AND PROCEDURES MANUAL

LAST EDITED: JANUARY 2021

Table of Contents

Name_____	Article I_____	pg.3
Service Area_____	Article II_____	pg.3
Committee Purpose_____	Article III_____	pg.3
Policy Purpose_____	Article IV_____	pg.3
Amendment of P&P_____	Article V_____	pg.3
Participants_____	Article VI_____	pgs.3-7
	Duties of Officers_____	pgs.4-6
	Duties of Subcommittees Chairs and V-Chairs_____	pgs.6-7
Elections_____	Article VII_____	pgs.7-8
Meetings_____	Article VIII_____	pgs.8-9
	Housekeeping Motions_____	pgs.8-9
	Order of Discussion_____	pgs.9
	Amendment of Policy and Procedures_____	pg.9
Removal of Officers_____	Article IX_____	pg.9
Budget_____	Article X_____	pg.10
Abolishment and Discontinuation_____	Article XI_____	pg.10

Addendums

Addendum 1 Service Prayer (pg. 11)

Addendum 2 The Twelve Traditions of Narcotics Anonymous (pg.12)

Addendum 3 The Twelve Concepts of Narcotics Anonymous (pg.13)

Addendum 4 Activities Subcommittee Guidelines (pg. 14 –15)

Addendum 5 H & I Subcommittee Guidelines (pg.16-19)

Addendum 6 PR Subcommittee Guidelines (pg. 20-22)

Addendum 7 Policy Subcommittee Guidelines (pg. 23)

Addendum 8 Financial policy agreement (pg. 24)

Addendum 9 Reimbursement or request for money form (pg.25)

Addendum 10 Group Report Form (pg. 26)

Addendum 11 SCANA Motion Form (pg.27)

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 9 pg.23)

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 Service Resume.
- 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.

D.) Voting

- 1.) GSR's 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.) GSR's
 - 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 (*Addendum 8*).
- 2.) Members requesting disbursement or reimbursement shall submit a completed Disbursement or Reimbursement Form (*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, find 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.

Commented [S1]: Updated Dec 2020, motion 20-11-01

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 addiction.”

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 clean time.
- 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 even. 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.

SCANA Hospitals and Institutions Guidelines

Article I – Purpose

- a. The South Coastal Area Hospitals and Institutions (SCANA H&I) subcommittee is responsible for carrying the message of recovery into hospitals and institutions whose residents have restricted access to regular NA meetings. An H&I meeting/presentation may also be held where such a meeting better suits the needs of the addicts within the facility.
- b. The H&I subcommittee initiates, coordinates, and conducts all H&I meetings/presentations in the SCANA area, but may use other methods (i.e. distributing literature and meeting lists) to make recovery more available to addicts in these facilities.

Article II – Trusted Servant Positions

Chairperson:

- a. Must have two (2) years of continuous abstinence.
- b. The H&I Chairperson is elected by the ASC, as outlined in the SCANA Bylaws.
- c. Must have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.
- d. Must attend all H&I subcommittee meetings and ASC meetings.
- e. The Chairperson is a voting member of the Carolina Regional Service H&I Committee (CRHISC), and should attend all of the CRHISC meetings. He/she acts as a link of communication between the subcommittee, the ASC and the CRHISC.
- f. He/she also makes sure that a link of communication between the subcommittee and the individual facilities is maintained. The Panel Coordinator does this communication. However, the Chairperson should ensure that this communication is taking place.
- g. The Chairperson is responsible for ensuring that all Panel Leaders and Panel Members comply with the H&I Guidelines, the ASC Bylaws and the individual facilities rules.
- h. The Chairperson is responsible for submitting a written report at the monthly ASC. This report shall include all budget expenditures, except for literature, which may be included in the Vice-chair's report.

Vice-Chairperson:

- a. Must have one (1) year continuous abstinence.
- b. The H&I Vice-chairperson is elected by the ASC, as outlined in the SCANA Bylaws.
- c. Must have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- d. Must have a minimum of six (6) months experience on the H&I subcommittee, and carry a strong message of recovery.
- e. Must attend all H&I subcommittee meetings and ASC meetings. It is strongly suggested the Vice-chair attend the CRHISC meeting, if possible.

- f. Helps the chairperson maintain smooth operations of the committee meeting. In the absence of the Chairperson, the Vice-chair will chair the subcommittee meeting.
- g. May give a monthly report at the ASC, with information about literature disbursements to be included.
- h. Will assume the duties of the Chairperson should the Chair be unable to fulfill the position until a new Chairperson can be elected.

Secretary:

- a. The H&I subcommittee elects its own secretary.
- b. The Secretary must have one year of continuous abstinence.
- c. The Secretary will keep an accurate set of minutes of all subcommittee meetings. These minutes are to be properly typed, approved by the Chairperson, and distributed to all subcommittee members within two weeks of the subcommittee meeting.
- d. Will maintain a copy of all minutes in an H&I subcommittee archive. The archive will also contain:
 - 1. all correspondence to and from the subcommittee
 - 2. all policies and/or requirements of all of the facilities that the subcommittee serves
 - 3. an updated list of the subcommittee members and their phone numbers
 - 4. an updated list of all people willing and eligible to be panel members

Panel coordinator:

- a. The coordinator is elected as needed by the H&I subcommittee.
- b. The Panel Coordinator must have one (1)
- c. year abstinence from all drugs, a strong NA message of recovery, and six months previous involvement in the SCANA H&I subcommittee meetings.
- d. Maintain a regular and ongoing link of communication with all of the facilities the subcommittee takes H&I meetings into.
- e. Will submit a monthly written report to the subcommittee body.

Panel leader:

- a. Panel leaders are elected as needed by the H&I subcommittee.
- b. There is a required one-year abstinence from all drugs, six months previous involvement in SCANA H&I subcommittee meetings, and carry a strong NA message of recovery.
- c. Attend all regular H&I subcommittee meetings.
- d. Will submit a monthly written report to the subcommittee body.
- e. Responsible for all aspects of the meeting/presentation such as keeping supplies (literature, serial publications, pamphlets, etc.) stocked at facilities, making sure the meeting/presentation begins and ends on time, panel members meet requirements, and the meeting has appropriate number of panel members.
- f. Maintain an open line of communication with the Panel Coordinator/Chairperson of the subcommittee, making him/her aware of any problems or situations

Panel Member:

- a. Shall be at least three months clean to observe.
- b. Shall be at least six months clean to share after an observation.
- c. Shall serve for one meeting at a time.
- d. Shall take an active role in a meeting as a speaker or in whatever other acceptable capacity as may be requested by the panel leader.
- e. Shall adhere to the rules of the facility wherein he/she is, in fact, a guest.
- f. Shall always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.
- g. May resign as a panel member by giving notice to the panel leader.

Article III General Information

- a. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines. Being clean for the purpose of this H&I subcommittee shall be defined as complete abstinence from all drugs.
- b. Any member not conforming to these requirements or any other which might be added later to abide by, or who refuses to abide by the rules and regulations of the facility, shall automatically be relieved of and H&I subcommittee assignments.
- c. No Narcotics Anonymous meeting regularly conducted under the auspices of the H&I subcommittee shall be held in any facility except when directly supervised by the H&I subcommittee or its delegated leader, this appointment must be acceptable to the facility being served.
- d. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to: (a) the inmate or patient inside, or (b) the working ability and privilege of the subcommittee to carry the message inside the facility. For these same reasons, no H&I member will interfere with or use influence in any facility, court, or hospital: or with any judge, doctor, probation or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of Narcotics Anonymous: recovery from addiction through our spiritual program: Of course, these members may participate on panels going to other facilities.
- e. Length of clean time by each facility is to be rigidly upheld by all H&I panel leaders.
- f. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I subcommittee.
- g. Any member of the H&I subcommittee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the subcommittee with the express clearance of the authorities of the facility, if applicable.
- h. H&I panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served.

- i. Printed instructions, which will include the foregoing and which shall be compiled and edited to fit the specific requirements of each separate facility, shall be furnished by this subcommittee to all panel members so that they will be in full knowledge of their responsibilities in connection with their individual assignments.
- j. You are reminded that the H&I subcommittee exists to share the Narcotics Anonymous message – our experience, strength and hope. H&I speakers should try to get residents involved with the H&I meeting/presentation through reading materials as well as through direct sharing. A personal contact should be established with any resident upon their release.

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 PR projects.
- 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.

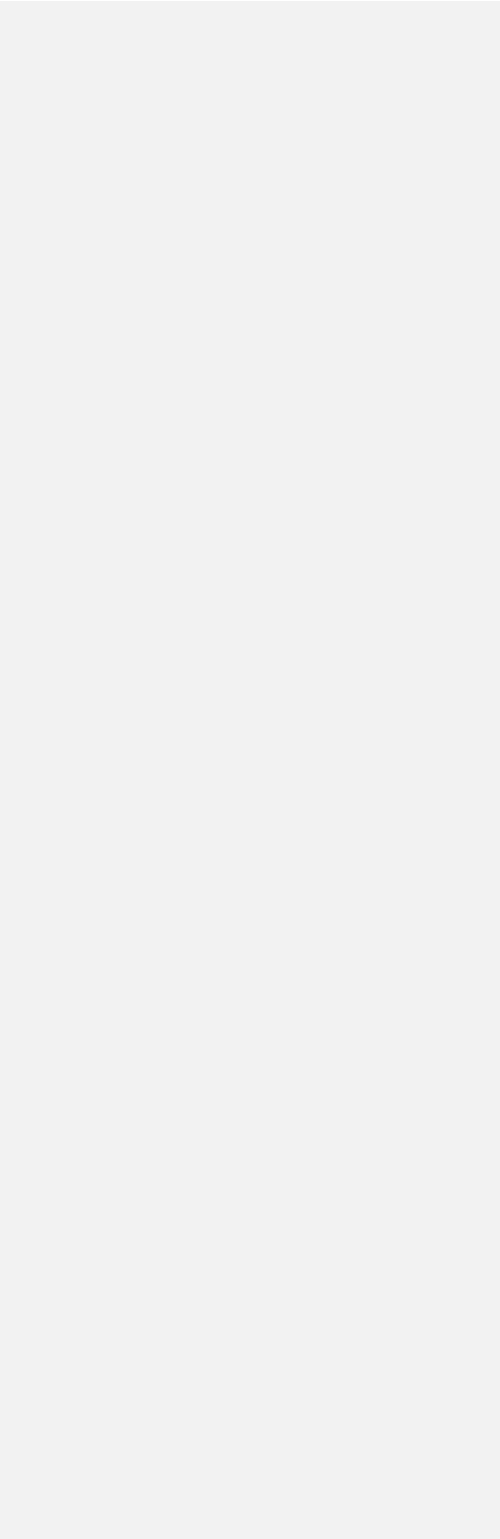
Nominations:

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 accuracy.

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.

Addendum8

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: _____

DISCUSSION 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

