

GNASC Guidelines

Revised October 2016

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Section I - The Greater Nashville Area Service Committee of Narcotics Anonymous

A. Purpose

The purpose of this subcommittee shall be to administer and coordinate the activities common to the welfare of the Narcotics Anonymous Groups within the boundaries of the Greater Nashville Area, to support the needs of these groups, to serve as a link between these groups and the Volunteer Regional Service Committee of Narcotics Anonymous, to carry the message of recovery through its various subcommittees, and to foster unity. For the purpose of these guidelines, the term "Narcotics Anonymous Group" shall be defined as stated in the approved service manual of Narcotics Anonymous.

B. Spiritual Guidelines, Order of Guiding Documents

The committee shall comply in all its actions with the following documents in order of listing. The committee shall not make any motion or take any action that conflicts with the Twelve Traditions of Narcotics Anonymous.

1. The Twelve Traditions of NA
2. The Twelve Concepts of NA Service
3. A Guide to Local Service in NA
4. The GNASC Guidelines
5. Any Special Rules that the GNASC may adopt
6. The rules contained in the current edition of "Robert's Rules of Order", newly revised, except when they are not consistent with the above.

C. The GNASC consists of;

1. Elected GSR's from the member groups of GNANA
2. Elected Trusted Servants (i.e. Chairperson, Vice Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, RCM, RCM Alternate, and Sub-Committee Chairpersons).

D. Membership of the GNASC

1. For the purpose of this committee, an NA Home Group is a meeting which occurs regularly at a specified time and place, which follows the Twelve Traditions of NA.
2. A group may become an Active Voting Participant of the GNASC after;
 - i. Registering with the GNASC Secretary.
 - ii. Attending two (2) consecutive, regularly scheduled GNASC meetings. Voting shall begin at the third (3rd) meeting.
 - iii. Attendance at a regularly scheduled GNASC meeting includes attendance through first and second roll call. (Updated April 2015)
3. A group shall lose their privilege to vote after missing two (2) consecutive, regularly scheduled GNASC meetings.
4. A group shall regain its status as an active voting participant after following the new group procedure.

5. Narcotics Anonymous members not addressed elsewhere in these guidelines shall be classified as observers. NA members only shall have the specific right to request the floor. The Chair has the exclusive right to grant or deny such requests. The Chairperson's decision is subject to appeal by a voting member, and may be overturned by a 2/3 majority vote.

E. Meetings

1. The regular meetings of the committee shall be held on the 4th Sunday of the month, unless otherwise ordered by this committee. Special meetings may be called by the Chairperson of the committee and shall be called upon by written request of members in the committee. The purpose of the meeting shall be stated. No business, other than that which is stated will be conducted. At least 14 days notice shall be given to all involved. Any special meeting shall follow the GNASC Guidelines.

2. Discussion at the GNASC meeting is welcomed from any concerned member of the NA Fellowship but may be limited at the discretion of the Chairperson. The Chairperson will designate the limits of discussion at the appropriate time.

3. In order to gain the floor, a "Raise of the Hand" and recognition by the Chairperson is necessary.

4. Administrative Committee Meetings (ACM) are meetings consisting of the officers listed in Section I, c. They should be held on a regular basis to provide support and communication within the various committees of the GNASC. At all ACM's the following shall be adhered to;

i. A quorum of 2/3rds of the members is required to conduct business.

ii. The GNASC Guidelines should be followed.

iii. While the ACM cannot set guidelines or conduct business of the GNASC, they can make recommendations to this committee.

iv. The ACM is directly responsible to the GNASC and shall submit a written report after each meeting at the next regular GNASC meeting.

Section II - Voting Procedures

A. Voting, Motions and Quorum

1. Voting members of the GNASC are: GSR's, GSR Alternates in the absence of the GSR, Secretary of Group, or a member specifically designated, in writing, by their group (Designated Member)

2. Voting in Elections

- i. Electoral voting shall be done on paper ballots and shall be given to the Secretary or Vice Chair in the event that there is no Secretary.
- ii. The votes shall be recorded in the following manner;
 1. Office being filled.
 2. Nominations and Seconds.
 3. Qualifications of the nominees.
 4. Outcome of the vote. (By name only - not number of votes)
- iii. Counting of the votes shall be Yea, Nay and Abstentions.
- iv. It shall take a simple majority of yes votes for an election.
- v. In the case of only one (1) nomination for a position at the time of elections, the nominee must be elected by a simple majority vote of the GNASC membership.

3. A simple majority is required for the GNASC to conduct business, meaning over one half of the active voting participants or alternates being present. Simple majority shall be established by the Chairperson after roll call.

4. Discussion of Motions.

- i. Discussion on motions should be kept to two (2) pro and two (2) con speakers.
- ii. A time limit for discussion may be set by the Chairperson before opening the floor to discussion. If this occurs, the Chairperson shall call for an end of discussion at the set time.
- iii. At the Chairperson's discretion, informed members may be called upon to answer questions or deliver points of information.
- iv. The 2 pro and 2 con rule can be suspended if the Chairperson deems further discussion is necessary.

5. Voting on motions

- i. Motions brought up before the GNASC that deal with ASC business only, should be voted on as soon as possible.
- ii. Issues of controversy may be subject to a straw vote - decided by a simple majority of those eligible to vote - to either vote on the matter at that time or send the motion back for a "Group Conscience". Any member of the service

body may suggest motion referred to Homegroups for review, input and communication, written input will be more effective.

iii. If an issue falls under the responsibility of a subcommittee, it should be deferred to that committee. The Subcommittee shall return with a recommendation at the following month's meeting.

6. Recording of the Vote

i. Results of all votes should appear in the minutes of the meeting where the vote occurred.

ii. Fact of whether the motion is seconded or not.

iii. Whether there was discussion on the motion or election.

iv. Disposition of the motion (i.e. carried, defeated, tabled, out of order, deferred, sent back to Groups, etc.)

v. All motions should be in written form on a "Motion Form" by the author to include the intent of the motion.

7. The GNASC Guidelines shall only be changed or amended by a 2/3 majority vote.

Procedure for amending the Guidelines;

i. A motion for changing or amending the Guidelines shall be submitted as any other motion.

ii. The motion shall be written by the author with reference to the specific Guideline to be changed, followed by the new wording, and finally the intent.

iii. All motions to amend or change shall be deferred to the Policy and Procedure Committee for review and input.

iv. When the motion is deferred to the Policy and Procedure Committee, that committee shall provide their input at the following area meeting, where it shall be discussed and then a vote taken to consider the motion.

v. If a simple majority votes not to consider the motion, the motion dies. If a simple majority votes to consider the motion, it shall go back to Groups for a "Group Conscience".

vi. Any member of the service body may suggest a motion be referred to Home Groups for review, input and communications; written input will be more effective.

a. Home Groups are asked to send input, concerns and any pertinent information and suggested changes to the next area, written input will be more effective.

b. At the next area, information and input can be compiled and sent back to groups for consideration.

c. At this point, if there is no dissension or controversy, the motion may be voted on.

vii. The proposed motion shall be accepted as an Amendment if a positive 2/3 vote is reached.

8. An abstention does not count in the total number of present voting members from whom a needed percentage is derived, unless a situation occurs where there are more abstentions than the total of yes and no votes. The motion will then be returned to the floor for further deliberation and clarification.
9. In case of a tie vote on any motion or election, the Chairperson shall vote to break the tie. This privilege does not apply whenever actions require a 2/3 majority vote.
10. Only Active Voting Participants, Vice Chair, Secretary, Treasurer, RCM or Alternate, and Subcommittee Chairs make motions at the GNASC. All motions must be seconded by Active Voting participants to be entertained by this committee.
11. Voting on all GNASC motions and elections shall be done on a one group/one vote system.
12. No member may hold more than one (1) voting position at the GNASC.
13. Motions may be amended or withdrawn at any time by the maker, prior to voting. A motion amended in this manner must be re-seconded.
14. Majority vote: The word majority means more than half. For the purposes of this committee, it means more than half of the votes cast by persons present and legally entitled to vote, at a regular or properly called meeting at which a quorum is present.
15. Two-Thirds Vote (2/3): When the term is unqualified means at least two thirds of the votes cast by persons present and legally entitled to vote at a regular or properly called meeting at which a quorum is present. As a compromise between the rights of the individual and the rights of the assembly, the principle has been established that a 2/3 vote is required to adopt any motion that:
 - i. Suspends or modifies the rule of order previously adopted.
 - ii. Prevents the introduction of a question for consideration.
 - iii. Closes, limits, or extends the limits of debate.
 - iv. Closes the nominations or the polls, or otherwise limits the freedom of nominating or voting.
 - v. Or takes away membership or office.

Section III - Elections of Officers for the GNASC

A. Nominations

1. Nominations for the Administrative Committee Trusted Servants shall be made in May. Voting of these Trusted Servants positions will be in June with service beginning in July.
2. Nominations for GNASC Sub-Committee Chairs shall be in November. Voting of these Trusted Servants positions shall be in December with service beginning in January.
3. Nominations for the Administrative Committee should first come from the current GSR's of this ASC. If the GSR is not available, any member who has the support of their home group may submit their nomination through the Active Participant who represents their home group at the GNASC meeting.
4. Only participating members of the GNASC may nominate a qualified individual for a GNASC position.
5. All nominations require a second from an Active Voting Member.
6. An individual must be present at the time of nomination and must either accept or decline the nomination.
7. Each nominee shall state:
 - i. Their willingness and desire to serve.
 - ii. Their clean time in Narcotics Anonymous.
 - iii. Their past service experience in Narcotics Anonymous and whether such commitments were completed.
 - iv. Any special skills or talents they feel will be beneficial to that service position.
8. Each nominee shall answer any questions asked by any member of the fellowship.
9. Nominations shall be closed at the regularly scheduled GNASC meeting, one month prior to elections.
10. At the time of election, all nominees shall be present in order to accept their position.
11. Although individuals who share the same living residence shall be allowed to serve as officers of the GNASC, this arrangement would not allow both to be signers on any GNASC checking account. In this case, the Secretary would be granted signing duties unless the same condition would apply.
12. GNASC Officers or Subcommittee Chairs may be elected as needed to fill vacant positions.
13. Any member nominated for a position at the GNASC shall be elected by a simple majority vote.
14. No member shall serve more than two (2) consecutive terms in the same position.

B. Resignation, Suspension and Removal of Trusted Servants

1. Area Trusted Servants may be removed from office for any of the following reasons:

- i. Relapse
- ii. Missing 2 consecutive meetings
- iii. Non-fulfillment of the duties of their position.
- iv. Misuse and/or misappropriation of any NA funds.

2. Procedure for removal from office:

- i. Request of resignation or notice of impending removal from office must be presented to the GNASC in the form of a motion and be accompanied by an explanation.
- ii. The Trusted Servant in question will be notified in writing by two (2) GNASC Administration Members, 10 days prior to impending action.
- iii. In the event of a resignation or removal of Subcommittee Chairpersons, the Vice Chair shall assume the duties and responsibilities of the Chair until the time as scheduled.
- iv. RCM Alternate and Vice Chair may move into RCM and Chairpersons position respectively in case of resignation or removal, upon a vote of confidence of the GNASC.
- v. Anyone elected mid-term (with the exception of temporary Committee Chairs) will serve the remainder of the regular term of office.

3. Procedure for Suspension - In extreme circumstances, a GNASC officer may be suspended pending the resolution of this question upon a 2/3 majority vote.

Section IV - Format and Agenda of the GNASC

A. Format

1. Opening Prayer
2. Reading of the Twelve Traditions of NA. (Vice Chair)
3. Reading of the Purpose.
4. Roll Call: All those eligible to make motions.
5. Establishment of Quorum.
6. Reports: All home group reports are to be submitted in writing to the Secretary.
7. Home Group concerns addressed.
8. Secretary's Report: The minutes can be read aloud or silently and then;
 - i. A motion to accept the minutes as is, or;
 - ii. Accept the minutes with changes shall be entertained and voted on.
9. Treasurer's Report; After reading of the report then;
10. RCM Report.
11. Subcommittee Reports; Alphabetically.
12. Recess for a said period of time: optional.
13. Chairpersons Report: optional.
14. Old Business: To include any unfinished business from the previous meetings and any items that were sent out for "Group Conscience". Old Business to include Area Inventory Review Session in the months of April, August and December.
15. Elections of Officers: Chair, Vice Chair, Secretary and Alt., Treasurer and Alt., in July. Subcommittee Chairs in January, or as needed to fill positions.
16. New Business: Beginning with motions on the pre-arranged agenda, and followed by motions submitted after the agenda's preparation. (Motions submitted after the agenda preparation should be put on next months agenda, but may be voted on during the current meeting at the discretion of the Chairperson or by a decision of 2/3 majority vote.)
17. Announcements.
18. Review of the business of the day.
19. Set time and date of the next GNASC meeting.
20. Move for Adjournment.
21. Closing Prayer.

B. Agenda

1. The Chairperson shall arrange and submit to the GNASC Secretary, to be mailed with the minutes, a tentative agenda, twelve (12) days after each regularly scheduled GNASC meeting.
2. All motions, ideas, and input should be submitted in writing to the Chairperson prior to the regularly scheduled GNASC meeting.
3. Items appearing on the pre-arranged agenda shall have priority over any new business introduced at the meeting.
4. Seconds can and shall be solicited by the Chair at the time of the reading to the GNASC.

Section V - Qualifications and Responsibilities of the GNASC Officers

All Administrative Committee members are expected to have the following:

1. The desire and willingness to serve.
2. Time and resources necessary to carry out the functions of their office.
3. The ability to communicate and organize.
4. A working knowledge of the Twelve Traditions of Narcotics Anonymous and the GNASC Guidelines.

A. Chairperson Qualifications:

1. One (1) year commitment
2. Three (3) years continuous abstinence from all drugs.
3. Minimum of two (2) years active service involvement in NA.

Responsibilities:

1. Arrange tentative agendas for and preside over the monthly Committee meetings.
2. Handle and/or direct correspondence of the GNASC.
3. One of the three co-signers on the GNASC bank account(s)
4. Vote in the GNASC in the event of a tie vote.
5. Enforce the "Rules of Decorum and Discipline" at the Committee meetings.
6. Maintenance of the GNASC Files and Archives.
7. Call "Special" GNASC meetings as necessary.
8. Appoint all Ad-Hoc Committee Chairpersons as needed.
9. Train the Vice-Chair in the performance of the Chairperson's duties.
10. Call and Chair Administrative Committee meetings as necessary.
11. To open the meeting at the appointed time by taking the chair and calling the meeting to order, having ascertained that a quorum is present.
12. To recognize members or observers who are entitled to the floor.
13. To state and put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings except questions that relate to the Chairperson and to announce the result of each vote, or, if a motion that is not in order is made, to rule it out of order.
14. To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
15. To expedite business in every way compatible with the rights of members and observers.

16. To decide all questions of order, subject to appeal - unless, when in doubt, the Chairperson prefers to submit such a question to the assembly for a decision.

17. To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.

18. To conduct an Area Inventory each year, prior to election of new officers in June. To make ongoing and consistent review of the area inventory a regular part of the Area meeting in the months of April, August and December.

19. To make report of the years work at the annual meeting.

20. To conduct the meeting with impartiality and fairness.

21. To authenticate by the Chairperson's signature, when necessary, all acts, orders, and proceedings to the assembly.

22. In the event of a resignation, the Chairperson shall appoint an interim Administrative Committee position until proper nomination and election procedure can be followed.

23. The Chairperson shall see to it that the GNASC Administrative Committee will sponsor and put on one service learning day per year. All Administrative Committee members are expected to participate in workshops such as NA Member Responsibility, Chairing open meetings, and Importance of Traditions. The events to occur before new officer take positions in July.

B. Vice Chairperson Qualifications:

1. Two (2) year commitment - 1 year as Vice Chair and 1 year as Area Chair.

2. Minimum of two (2) years continuous abstinence from all drugs.

3. One (1) year active service involvement in NA.

Responsibilities:

1. In the absence of the Chairperson, be prepared to assume his/her duties.

2. One of the three co-signers on the GNASC bank account(s)

3. Serve as a liaison between all standing subcommittees and ad-hoc committees to ensure cooperation and coordination of the functions within the GNASC.

4. Act as Parliamentarian of the GNASC meetings.

5. To manage the registration and eligibility of new members.

C. Secretary Qualifications

1. One (1) year commitment.

2. Two (2) years continuous abstinence from all drugs.

3. One (1) year active service in NA.

Responsibilities:

1. Be prepared to assume the duties of the Chair and Vice-Chair in their absence or until a Chair Pro-Temp can be elected, if required.

2. Keep an accurate record of the proceedings in all GNASC meetings. To include regular, special and Administrative meetings.
3. Maintain a file of all GNASC group and Subcommittee reports submitted.
4. Maintain the committee's files and archives at the direction of the Area Chair.
5. Mail and/or distribute copies of the minutes to each member of the GNASC, Subcommittee Chairs and Administrative Committee, no later than fourteen (14) days following each area meeting.
6. Maintain an updated list of the GNASC membership, showing active and non active voting participants.
7. Maintain a current attendance record for use by the Chair in determining quorums, voting privileges, etc.
8. Maintain the Record Book(s) in which the GNASC Guidelines, Special Rules of Order, minutes, etc are entered along with any amendments properly recorded, and have them on hand at any GNASC for verification when requested.
9. Prepare ballot records for all GNASC elections and voting.
10. Make available all blank forms in regard to registration, motions, and reports at every GNASC meeting.
11. Train the Alternate Secretary as to the performance of duties.
12. To sign all certified copies of acts of this committee.
13. To notify the participants of all special meetings, utilizing such methods of notification as directed by the Chairperson.

D. Alternate Secretary Qualifications:

1. Two (2) year commitment - one year as Alternate and one year as Secretary.
2. One (1) year continuous abstinence from all drugs.
3. Six (6) months active service involvement in NA.

Responsibilities:

1. Assume the duties as Secretary in his/her absence at GNASC meetings.
2. Assist the Secretary in the performance of his/her duties.
3. Assist the Vice Chair and record information as needed in regard to his/her liaison duties with committees.

E. Treasurer Qualifications:

1. One (1) year commitment.
2. Three (3) years continuous abstinence from all drugs.
3. One (1) year active service involvement in NA.

Responsibilities:

1. To be the custodian of the committee's funds as received from the Groups, Sub-Committee's and other NA sources.
2. To be the third co-signer on the committee's bank account(s) and always one of the signers on any GNASC check.
3. To make a report of receipts and disbursements at each regular meeting from the Groups, Sub-Committees and other NA sources.
4. To make a full financial report at the end of his/her term. If necessary, a committee may be appointed to audit said report.
5. To disburse funds as necessary in accordance with committee decisions when the funds are available.
6. Maintain the GNASC financial record book(s) and to have the current information on hand at the GNASC meeting for verification and review when requested.
7. Train the Alternate Treasurer as to the performance of the Treasurer's duties.

F. Alternate Treasurer Qualifications:

1. Two (2) year commitment - one year as Alternate and one year as Treasurer.
2. Two (2) years continuous abstinence from all drugs.
3. One (1) year active service involvement in NA.

Responsibilities:

1. Be prepared to assume the duties of the Treasurer in their absence.
2. Assist the Treasurer in the performance of his/her duties as requested by same.
3. Assist, as needed, in the collection of funds at all special events and provide accountability of same.

G. Regional Committee Member (RCM) Guidelines

1. One (1) year commitment.
2. Three (3) years continuous abstinence from all drugs.
3. Two (2) years active service involvement in NA.

Responsibilities:

1. Regular attendance at the GNASC meetings.
2. To represent the committee at each Volunteer Regional Service Committee meeting and provide a link between the two committees.
3. To provide the VRSC Chairperson with additional agenda items, if appropriate, for the next regular meeting of the VRSC fourteen (14) days prior to that meeting.
4. To make a report to this assembly, at each regular meeting covering the business of the previous VRSC meeting.

5. Carry the GNASC "Group Conscience" to all VRSC meetings.
6. To take an active part in any VRSC discussions as the "voice" of the GNASC.
7. Train the Alternate RCM in the performance of the duties of the RCM.
8. To submit an annual projected budget to the GNASC that reflects the finances required to perform their duties as RCM. (April 2015)

H. Regional Committee Member Alternate (RCM-Alt) Qualifications:

1. Two (2) year commitment - one year as RCM-Alt and one year as RCM.
2. Two (2) years continuous abstinence from all drugs.
3. One (1) year active service involvement in NA

Responsibilities:

1. Be prepared to assume the duties as RCM in their absence.
2. Regular attendance at GNASC meetings.
3. Regular attendance at VRSC meetings.
4. Work with and assist the RCM in the performance of his/her duties.

Section VI - Standing Subcommittees

The GNASC may establish subcommittees as necessary to perform certain duties. These subcommittees will be formed upon the approval by the members of the GNASC. Subcommittees may include, but are not limited to: Activities, Metro Hospitals and Institutions, Outreach, Kiss Kampout, Policy and Procedures, Public Relations, and any other subcommittee deemed necessary to carry the work of the GNASC.

1. At the inception of these subcommittees, a Chairperson shall be elected by the Area members.
2. Subsequent officers shall be elected by the subcommittee (i.e.: Vice Chair, Secretary, Treasurer, etc.)
3. Subsequent Chairs will be recommended by the subcommittee, but must receive a majority vote from the GNASC Home Group members.
4. Each subcommittee shall be autonomous, but directly responsible to the GNASC.
5. The Activities Subcommittee Treasurer shall be voted on by the GNASC Home Group members.
6. All subcommittees of the GNASC shall create, adopt and keep current Guidelines which are consistent with the Twelve Traditions, the GNASC Guidelines and World Service Conference approved handbooks or Guidelines.
7. Each Subcommittee is responsible for maintaining contact and communications with the appropriate counterpart in the VRSC, World Services Office and World Service Committee.
8. The Guidelines of each subcommittee will be subject to review by the GNASC Policy and Procedures Subcommittee and the Assembly of Trusted Servants, for final approval by the Active Voting Participants.
9. Subcommittees should be used by the GNASC to:
 - i. Assume responsibility in fulfilling our Primary Purpose in specific ways.
 - ii. Minimize the time spent in debate over certain issues.
10. Each Subcommittee Chair should attend Regional Meetings.
11. Any subcommittee may open and maintain a bank account with the approval of the ASC.
 - i. The monthly allotment (budget) requested by the Subcommittee but shall be determined by the GNASC.
 - ii. A written Subcommittee Treasurer's Report should be submitted to the GNASC at each monthly meeting.
 - iii. All record books should be available to the GNASC for review upon request.
 - iv. A yearly Treasurers Report should be submitted at the end of the current Chairperson's term of office.
12. Any property and supplies procured by a Subcommittee shall be owned by the GNASC for use within other area Subcommittees and GNASC functions as needed.

Purpose of each Standing Subcommittee:

Activities - This committee deals with creating and organizing activities through which recovering addicts may learn to live life as a whole in a clean and loving environment. They organize and coordinate fundraisers, picnics, camp-outs, dances, etc.

Hospitals & Institutions - Is in charge of carrying the message of recovery to addicts that cannot come to us or to an institution which (for any reason) has restrictions that differ from the Twelve Traditions. The Metro H&I Subcommittee keeps a record of H&I meetings, coordinates panels and establishes new meetings for as many hospitals and institutions as possible. They are accountable for all disbursed literature.

Kiss Kampout - To provide and maintain an atmosphere of recovery and unity throughout the fellowship of Narcotics Anonymous within the GNA. To financially support the GNA with the proceeds above the prudent reserve going to the GNA general fund. To provide the fellowship of Narcotics Anonymous with a celebration of recovery.

Newsletter - Exists to serve the needs of addicts seeking recovery in our fellowship by informing the fellowship of news, upcoming events, birthdays, hospitalizations or deaths of members in NA and to promote unity within our fellowship.

Outreach - Promotes unity within the GNASC providing service to groups in outlying areas. Also, helps to establish new meetings in outlying areas and to keep old and new meetings going.

Policy and Procedures - Deals with those things which are the policy of the GNASC. The general policies of NA are expressly stated in the Traditions and the Guide To Local Services. However, the application of these Traditions at the local level, and our adherence to them is the concern of this subcommittee. We may, also, look to this subcommittee for an interpretation and verification of our Guidelines.

Public Relations - Has a purpose to inform the public that Narcotics Anonymous is available to the addict who still suffers. This committee deals with attraction through the media and other accepted means of communication within the community.

Ad-Hoc and Temporary Committees -

- i. Ad-Hoc Committees may be formed for the purpose of information gathering only. The Chair has the authority to appoint ad-hoc committees for such special purposes, as deemed necessary, to fulfill specific functions. The Chair for an ad-hoc committee should be appointed by the GNASC Chair. The purpose and duration of existence of any such subcommittee should be set at the time of appointment.
- ii. Temporary Subcommittees may be formed for the purpose of carrying out specific functions that cannot be carried out by the GNASC or other subcommittees. These temporary subcommittees shall follow the guidelines for any other subcommittee and shall also be dissolved when their specific function has been completed.

Subcommittee Chairperson Qualifications:

1. One (1) year commitment
2. One (1) year continuous abstinence from all drugs.
3. One (1) year active service involvement in NA.
4. Six (6) months active service involvement in the committee nominated for.

5. Working knowledge of the appropriate committee's guidelines.

Responsibilities:

1. Hold one (1) monthly scheduled meeting of that subcommittee.
2. Preside over the monthly meetings.
3. Regular attendance at the GNASC monthly meeting.
4. Submit a written report of the subcommittee's activities including a treasurer's report at the monthly GNASC meeting.
5. Keep the GNASC informed of their needs and other relevant information.
6. Expedite action on motions deferred to their subcommittees.
7. Submit a year-end written report to the GNASC consisting of the past years activities, accomplishments, specific problems or situations, financial records and plans for the coming year.
8. Ensure that the subcommittee has a working set of guidelines and submitted to the GNASC for approval.

Section VII - Funding

1. All monies accumulated from Group contributions and other Narcotics Anonymous sources shall be maintained in a bank, subject to disbursement by the Area Treasurer for paying obligations.
2. Monthly, any funds not obligated or pending shall be disbursed to the Volunteer Regional Service Committee (VRSC) Treasurer.
3. All expenditures made by this committee shall be paid by check, except when electronic payment is required.
4. All checks shall be required to have two signatures; that of the Treasurer and one of the following:
 - i. Chairperson
 - ii. Vice Chairperson
5. In the event that a check is made payable to one of the authorized signers of the bank account, the payee shall not be authorized to sign said check and another signature is required.
6. No expenditures shall be made from the Treasury without a receipt or proof of payment.
7. The Treasury shall maintain a prudent reserve of four thousand dollars (\$4,000) and will be determined and/or changed by a 2/3 majority vote. (Oct 2016)
8. Each officer and subcommittee chairperson shall submit a monthly budget projection annually, any additional funds required during the year shall be voted on by this committee.
9. A petty cash fund in the amount of five hundred dollars (\$500.00) will be used to pay expenses as needed. Any expenditures over this amount, outside of normal operating expenses, shall be sent back to the groups for a "Group Conscience" vote. (May 2015)
10. Before any vote can be entertained regarding expenditures the Chair shall ask the Treasurer if funds are available.
11. The GNASC shall have an Auditing Committee consisting of the ASC Chairperson, Vice Chairperson and Recording Secretary. Said committee shall perform the duties prescribed by "A Guide to Local Service" and its successors.