

POLICY OF THE

SOUTH SHORE

AREA SERVICE

COMMITTEE

OF NARCOTICS

ANONYMOUS

LAST AMENDED—08/2021

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ARTICLE I

NAME AND DESCRIPTION

The name of this committee is the South Shore Area Service Committee of Narcotics Anonymous (hereafter referred to as the “SSASC”). The SSASC is a service committee directly responsible to the Narcotics Anonymous Groups (each hereafter referred to as a “Group” and collectively as the “Groups”) in the “South Shore Area” (hereafter referred to as the “SSA”) of Massachusetts, that it serves in accordance with the traditions of Narcotics Anonymous (hereafter referred to as “NA”). As used in SSA Guidelines, SSA refers generally to the geographic area south of, and proximate to Boston, Massachusetts. The SSASC is neither incorporated nor otherwise organized as an entity under law.

ARTICLE II

PURPOSE

The purpose of the SSASC is to support Groups that have chosen to be affiliated with the SSASC in pursuit of their primary purpose: to carry the message to addicts still suffering. The support that the SSASC and its Subcommittees provide to Groups includes, without limitation, assisting with the formation of new Groups (including providing new Groups with starter kits (later described in ARTICLE IX); providing outreach services to Groups and to recovering addicts; training new trusted servants of Groups; organizing and overseeing commitment programs; fostering unity in accordance with NA Tradition One; and providing the Groups with access at cost to NA literature, meeting lists and other materials that Groups utilize to carry the message to addicts still suffering. The SSASC also provides a link between the Groups and the New England Region Service Committee of NA (hereafter referred to as “NERSC”) and is registered with Narcotics Anonymous World Services (hereafter referred to as “NAWS”).

ARTICLE III

GROUP VOTING REPRESENTATIVES

Group Voting Representatives. Any NA Group (**Motion 02/03/19**) may participate in the work of the SSASC by electing a “Group Voting Representative” to attend meetings of the SSASC and to vote on the Group’s behalf at such meetings. A “Group Voting Representative”, as used hereafter, shall mean a Group Service Representative of a Group (hereafter referred to as “GSR”); or, in the absence of its GSR, the Group’s Alternate GSR (hereafter referred to as “Alt GSR”); or in the absence of both the Group’s GSR and ALT GSR, a member of the Group purporting to have authority to represent the Group at the SSASC meeting (hereafter referred to as a “Vote of Confidence Representative” or “VCR”). No individual or Group shall have more than one vote at any SSASC meeting. Every Group Voting Representative attending a meeting of the SSASC shall vote on matters coming before the SSASC in a manner that is consistent with his/her understanding of his/her Group’s conscience. The primary responsibilities of Group Voting Representatives are to provide communication between his/her Group and the SSASC and to help every Group participating in the SSASC fulfill its primary purpose of carrying the message to addicts still suffering.

Groups Not Represented at SSASC Meetings. In the event that a Group at the SSASC has not been represented at two or more consecutive SSASC meetings, a member of the SSASC Executive Committee or its Outreach Subcommittee shall attend the next business meeting of such Group to see if there are services the group requires from the SSASC (**Motion 02/03/19**).

ARTICLE IV

SSASC TRUSTED SERVANTS AND MEMBERS

SSASC Trusted Servants. The trusted servants of the SSASC (hereafter referred to as “Trusted Servants”) consist of the following Officers and Subcommittee Chairpersons:

- (a) SSASC Officers, consist of the Chairperson, Vice Chairperson, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary, Policy Officer, Regional Committee Member, Alternate Regional Committee Member, and Web Page Contact Person.
- (b) Chairpersons of the “Standing Subcommittees” listed in Article V below and Chairpersons of any Ad Hoc Subcommittees created by the SSASC.
- (c) All Area Officers and Subcommittee Chairpersons, or designee, (as outlined in Article IV, Bullets (a). & (b).) shall be required to remain in attendance throughout the entire ASC meeting. (**Motion: 07/12/15**)
- (d) The Chairperson, or Acting Chairperson may not vote in any capacity except as a tiebreaker. (**Motion 02/03/19**).

ARTICLE V

SSASC EXECUTIVE COMMITTEE AND SUBCOMMITTEES

Executive Committee. The Executive Committee of the SSASC shall consist of the Chairperson, Vice Chairperson, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary, Policy Officer, Regional Committee Member and Alternate Regional Committee Member. The Executive Committee shall take any action between regular meetings of the SSASC that cannot reasonably be deferred until the next SSASC meeting.

Standing Subcommittees. The “Standing Subcommittees” of the SSASC shall consist of the Outreach, Literature, Hospitals and Institutions (“H & I”), Activities, Public Relations (“PR”), Thanksgiving Marathon and Holiday Marathon Subcommittees (**Motion 02/03/19**).

Ad Hoc Subcommittees. The SSASC may create, from time to time, one or more Ad Hoc Subcommittees, each for one or more specific purposes described at the time of creation by the SSASC. An Ad Hoc Subcommittee shall exist only for the time necessary to fulfill its specific purposes (or to determine that it is not reasonably possible to fulfill such purposes). When the work of an Ad Hoc Subcommittee has been completed, it shall be disbanded.

ARTICLE VI

NOMINATIONS, QUALIFICATIONS AND RESPONSIBILITIES OF THE SSASC TRUSTED SERVANTS

Each Trusted Servant of the SSASC shall be nominated and such nomination seconded, by a Group Voting Representative or any Trusted Servant of the SSASC. Any individual nominated to be a Trusted Servant of the SSASC shall, immediately after such nomination, confirm or deny that he/she meets both the general and specific qualifications, listed below, for the position for which he/she has been nominated.

General Qualifications of Nominees for Trusted Servant Positions (Motion 02/03/19).

Every nominee for any SSASC Trusted Servant position shall:

- Be familiar with the 12 Steps, the 12 Traditions and the 12 Concepts of NA;
- Be an active participant in one or more Groups;
- Have an NA sponsor;
- Have the availability, willingness and resources to perform the responsibilities of the position described below; and
- Be familiar with SSA Guidelines.

Specific Qualifications for, and Responsibilities of each Trusted Servant Position.

In addition to the general qualifications listed above for all Trusted Servant positions, every nominee shall have the following specific qualifications, and be able to assume the following responsibilities, relating to the position:

POSITIONS

1. Clean time does not include time on drug replacement therapy.
2. Clean time requirements for Trusted Servant positions will not be waived. **(Motion: 04/03/2016)**

Chairperson

Specific Qualifications. The Chairperson shall have at least three years of clean time and one or more years of involvement on the Executive Committee, as a Subcommittee chairperson, or as a GSR; and shall have organizational and communication skills consistent with the position, including the ability to conduct business in a responsible manner.

Responsibilities. The Chairperson shall preside over, and set the agenda for meetings of the SSASC and the Executive Committee; shall be an authorized signature on the SSASC's bank accounts; and shall hold the key to post office box #2265. The Chairperson or a designee shall pick up the mail prior to every monthly meeting of the SSASC, read it and shall take appropriate action(s) as needed.

Vice Chairperson

Specific Qualifications. The Vice Chairperson shall have at least two years of clean time and one or more years of involvement on the Executive Committee, as a Subcommittee Chair, or as a GSR; and be willing and able to preside over meetings of the SSASC in the absence of the Chairperson and to succeed the Chairperson when his/her term has ended.

Responsibilities. In the absence of the Chairperson, the Vice Chairperson shall preside over, and set the agenda for, meetings of the SSASC and the Executive Committee. The Vice Chairperson shall be an authorized signature on the SSASC bank accounts; and shall hold the second key to post office box #2265. The Vice Chairperson shall learn the responsibilities and practices of the Chairperson so that he or she is best able to succeed the Chairperson when his or her term has ended. Also The Vice-Chairperson is responsible for assisting a sub-committee to continue with business in the event of the absence or resignation of a subcommittee chairperson.

Treasurer

Specific Qualifications. The Treasurer shall have at least three years of clean time, a personal bank account and some bookkeeping and/or accounting experience.

Responsibilities. The Treasurer's primary responsibility is the management of the SSASC's funds. The Treasurer shall maintain the SSASC's check book, has the first signature on SSASC's bank account and is the primary signer of all checks written on such account. The Treasurer shall be responsible for the complete accounting of all funds received through donations from Groups, as well as moneys generated by Subcommittees, and for all expenditures of the SSASC. The Treasurer shall make a report of the contributions and expenditures at every SSASC meeting, as well as an Annual Report of all such contributions and expenditures at the end of each calendar year. The Treasurer shall deposit all donations and funds contributed and/or reimbursed by Subcommittees into the SSASC's Bank Account within 72 hours of the close of every SSASC meeting. Shall be responsible for maintaining the laptop and flash drive provided and for storing archives of the Treasurer's report (**Motion 03/03/19**).

Assistant Treasurer

Specific Qualifications. The Assistant Treasurer shall have at least two years of clean time, a personal bank account and be willing to succeed the Treasurer when his or her term has ended.

Responsibilities. The Assistant Treasurer shall work closely with the Treasurer in order to learn the responsibilities of the Treasurer and how best to fulfill them. The Assistant Treasurer shall assist the Treasurer at every meeting of the SSASC and, in the absence of the Treasurer at any such meeting, shall perform the duties and responsibilities of the Treasurer, with the help of other Officers, as needed.

Secretary

Specific Qualifications. The Secretary shall have at least two years of clean time, some secretarial skills and organizational ability and be willing and able to perform the secretarial function at meetings of the SSASC.

Responsibilities. The Secretary shall draft concise minutes of the business conducted at each SSASC meeting, summarizing Subcommittee reports, as needed. After every monthly meeting of the SSASC, the Secretary shall distribute (a) all announcements from the SSA, including any approved Group, SSASC or Regional flyers, within three (3) days and (b) the minutes of the meeting including all motions; money and otherwise (**Motion 03/03/19**), including a copy of the Literature order form, within ten (10) days to all Group Voting Representatives. Shall be responsible for maintaining the laptop and flash drive provided and for storing archives of the Secretary's Minutes. (**Motion 03/03/19**).

Assistant Secretary

Specific Qualifications. The Assistant Secretary shall have at least one year of clean time and be willing and able to perform the secretarial function at meetings of the SSASC in the absence of the Secretary and to succeed the Secretary when his/her term has ended.

Responsibilities. The Assistant Secretary shall work closely with the Secretary to learn the responsibilities of the position and how best to fulfill them. The Assistant Secretary shall assist the Secretary at each meeting and, in the absence of the Secretary, be prepared to stand in for the Secretary.

Regional Committee Member ("RCM")

Specific Qualifications. The RCM shall have at least three years of clean time and one year of involvement within an RSC (**Motion 03/03/19**).

Responsibilities. The RCM's primary responsibility shall be to work for the good of NA, particularly as a liaison between the SSASC and NERSC and between neighboring area service committees and the rest of NA. As the representative of the SSASC at the level of New England Region of NA ("Region"), the RCM shall speak for the members of the SSASC and the Groups that it serves. In furtherance of these responsibilities, the RCM shall attend all SSASC and NERSC meetings, including Regional Conferences (**Motion 03/03/19**). The RCM represents the conscience of the SSASC at the Regional level and should be informed of issues from the SSA, the Region and NAWS. The RCM shall prepare and deliver a written report at each NERSC meeting on the SSASC's progress with existing, ongoing material projects and difficulties or dilemmas and such other matters as the RCM or the SSASC determines warrant the attention of NERSC. The RCM shall also prepare and deliver a written report to the SSASC at each of its meetings to report on business of interest conducted at NERSC meetings. The RCM may serve on one or more of the SSASC or NERSC Subcommittees, but not as a chairperson. The RCM and Alternate RCM shall hold workshops to present NAWS Conference Agendas and any related follow-up matters. The RCM will hold GSR orientations at 2:00 p.m. on the day of every meeting of the SSASC. Must be willing and able to preside over meetings of the SSASC in the absence of the Chairperson and Vice Chairperson. (**Motion (09/2018)**).

Alternate Regional Committee Member ("Alt RCM")

Specific Qualifications. The Alt RCM shall have at least two years of clean time and the willingness to succeed the RCM when his/her term has ended.

Responsibilities. The Alt RCM shall assist the RCM in performance of the RCM’s duties and responsibilities, including attendance at all meetings of the SSASC and NERSC, including Regional Conferences, and filling in for the RCM if absent or unable to complete his or her term. It is expected that the ALT RCM shall succeed the RCM at the end of his/her term. Accordingly, this position is a two-year commitment. A vote of confidence in the ALT RCM at the June meeting of the SSASC shall be necessary for the Alt RCM to succeed the RCM beginning July 1.

Policy Officer (Motion 03/03/19)

Specific Qualifications. The Policy Officer shall have at least two years clean time and at least one year involvement at the ASC level. The Policy Officer shall have knowledge of the SSA Policy.

Responsibilities. Policy Officer clarifies policy during discussion as well as updates and amends the policy as voted on and directed by the groups of the SSA. The Policy Officer shall be available to assist any Standing Subcommittee with the drafting of Subcommittee Guidelines. Policy Officer must be willing and able to preside over meetings of the SSASC in the absence of the Chairperson, Vice Chairperson and RCM (**Motion 9/2018**).

Web Page Contact Person (“WPC”)

Specific Qualifications. The WPC shall have at least three years of clean time and basic computer skills.

Responsibilities. The WPC shall be responsible for updating online SSA meeting lists to NAWS, the names of SSASC Trusted Servants online and online Group information such as time and place of meetings, name of contact person and Group-established dates. The WPC shall also periodically check at <http://newenglandna.org/home/index.cfm> and submit necessary updates and perform any other online-related tasks assigned by the SSASC.

Standing Subcommittee Chairpersons

Specific Qualifications. All Standing Subcommittee Chairpersons shall have at least two years of clean time and knowledge and experience relating to the Subcommittee and its purposes. Have had at least one-year involvement within the ASC level or in the Subcommittee he/she has been nominated to Chair.

Responsibilities. Standing Subcommittee Chairpersons shall be responsible for calling and presiding at meetings of the Subcommittee and leading and/or overseeing all activities in the pursuit of the Subcommittee’s objectives, including assigning projects to other members of the Subcommittee. He/she shall generate a written report for each meeting of the SSASC, which report shall summarize the activities of the Subcommittee and include any other information of interest to the SSASC regarding the Subcommittee. Subcommittee Chairpersons shall take direction from the SSASC and from its Chairperson and Executive Committee.

Activities, H&I, PR and Outreach Subcommittee Chairpersons are voting members at their respective Regional Subcommittees and should attend such.

- **H&I Subcommittee**- carries the message to addicts in facilities who do not have full access to regular NA meetings. The H&I committee schedules and organizes these commitments on behalf of the ASC.
- **Public Relations Subcommittee** - informs the public about Narcotics Anonymous. Common techniques for spreading the message include flyer hanging, health fairs and public IP displays.
- **Literature Distribution Subcommittee** - maintains and distributes literature and other materials to aid groups in carrying the message.
- **Outreach Subcommittee** - strengthens area unity by supporting new groups or meetings looking for addict support. Outreach is also responsible to bring the NA message to home and hospital bound addicts when practical.
- **Activities Subcommittee** - organizes the various activities for the area (i.e. speaker jams, campouts and dances).(Motion: 04/03/16)
- **Thanksgiving Day Subcommittee** - shall organize and oversee a marathon meeting to run from 12 pm to 12 am.
- **Holiday Marathon Subcommittee** - shall organize and oversee a marathon meeting to run from 6 pm Dec 24th to 6 pm Dec 25th.

Ad Hoc Subcommittee Chairpersons

Specific Qualifications. Ad Hoc Subcommittee Chairpersons shall have knowledge and experience relating to the specific purposes of the Ad Hoc Subcommittee.

Responsibilities. Each Ad Hoc Subcommittee Chairperson shall pursue the purposes of the Ad Hoc Subcommittee to the best of his/her ability. The duties of an Ad Hoc Subcommittee Chairperson shall include calling and presiding at meetings of the Ad Hoc Subcommittee and overseeing the completion of the project and matters assigned by the SSASC to the Ad Hoc Subcommittee.

ARTICLE VII

ELECTIONS, TERMS AND REMOVAL OF TRUSTED SERVANTS; VACANCIES

Elections and Terms. The specific qualifications and responsibilities for each position are to read and clearly stated to the nominee and any questions by the nominee answered. Upon confirmation of qualification, a nominee shall leave the meeting room while the SSASC considers his/her election. Trusted Servants shall be elected by a Majority (as defined in Article VIII below) of the Group Voting Representatives in attendance at the SSASC meeting considering their election, provided there is a Quorum (as defined in Article VIII below). All Officers of the SSASC to include the Chairperson, Vice Chairperson, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary and Policy Officer shall be nominated and elected by the SSASC in December of every year to serve for the next calendar year. The RCM, Alt RCM Subcommittee Chairs (Dec 2016) shall be nominated and elected by the SSASC in June and shall serve for the 12 months commencing on July 1.

All Standing Subcommittee Chairpersons shall be nominated and elected in June of every year to serve for the next calendar year.

The Thanksgiving Marathon Subcommittee Chairperson shall be nominated and elected at the September SSASC meeting and his/her term shall end at the following December SSASC meeting. The Holiday Marathon Meeting Subcommittee Chairperson shall be nominated and elected at the October SSASC meeting and his/her term shall end at the following January SSASC meeting.

Ad Hoc Subcommittee Chairpersons shall be elected by the SSASC at the meeting at which the Ad Hoc Subcommittee is created; and the term in office of any Ad Hoc Subcommittee Chairperson shall be the length of time that the Ad Hoc Subcommittee continues to exist.

No Trusted Servant of the SSASC shall serve more than two consecutive terms in the same position.

Removal of Trusted Servants. In the event of one “unexcused” absence at an SSASC meeting by any SSASC Trusted Servant, the SSASC Chairperson shall contact the absent Trusted Servant to determine the facts relating to such absences. **(Motion: 09/13/15)** If the SSASC Chairperson is the absent Officer, then the SSASC Vice Chairperson shall contact the Chairperson to determine such facts. **(Note: This contact should happen within one week of the ASC.)** **(Motion: 05/01/16)**

The SSASC Chairperson or Vice Chairperson, as the case may be, shall report such facts at the next meeting of the SSASC and the SSASC may vote to remove such Trusted Servant by a Majority of the Group Voting Representatives in attendance at the meeting, provided there is a Quorum. An “unexcused” absence for purposes of this paragraph shall mean an absence at an SSASC meeting that was not (i) explained in advance to the SSASC Chairperson or Vice Chairperson and (ii) determined by such Chairperson or Vice Chairperson to be reasonable and excusable in light of the facts. Attendance by the RCM and/or Alt RCM at Regional meetings or events held on the same weekend as an SSASC meeting shall not be considered an absence for these purposes.

Filling Vacancies. In the event of a vacancy in any SSASC Trusted Servant position, the open position and the related General and Specific Qualifications and Responsibilities shall be prominently noted in the minutes of the SSASC meeting at which the event was discussed, together with an announcement of a vacant position. There shall be an election to fill such vacancy at the first SSASC meeting at which one or more qualifying members has been nominated. Any Trusted Servant elected to fill a vacancy shall serve for the remainder of the term.

ARTICLE VIII

SSASC MEETINGS

Regular Meetings of the SSASC. SSASC Members (as defined in Article IV) shall meet regularly on the first Sunday of every month, provided that such meetings shall be held on the second Sunday of January, April, July, and September if the first Sunday of the month falls on a holiday weekend that includes New Year’s Day, Easter Sunday, Independence Day, or Labor Day, respectively. At every regular monthly meeting the Chairperson shall note the date of the next meeting, and the Secretary shall post in SSASC announcements the time and location of the next regular meeting of the SSASC.

When the first Sunday of the month falls on a Holiday weekend, or dependent upon the availability of the facility, then the meeting will be held on the following Sunday.

The following is a list of the holidays for the next 5 years. The list will be updated every 5 years. **(Motion: 05/01/2016)**

The following is a list of Holidays—2021 - 2025:

Holiday	2021	2022	2023	2024	2025
New Year’s Day	Fri Jan 1, 2021	Sat Jan 1, 2022	Sun Jan 1, 2023	Mon Jan 1, 2024	
Easter	Sun Apr 4, 2021				
Independence Day	Sun Jul 4, 2021	Mon Jul 4, 2022			Fri Jul 4, 2025
Labor Day	Mon Sept 5, 2021	Mon Sept 5, 2022	Mon Sept 5, 2023	Mon Sept 2, 2024	Mon Sept 1, 2025

A suggested agenda for regular SSASC meetings is set forth in Appendix 1 of the SSA Guidelines. The Chairperson, or the Vice Chairperson if the Chairperson is not available, shall set the final agenda for each regular meeting and for any emergency meeting of the SSASC.

Any member of NA is welcome to attend, and participate as a non-voting member, at any meeting of the SSASC. The SSASC Executive Committee shall be responsible for determining whether a meeting facility is a healthy and safe location at which to hold a meeting.

Smoking and vaping nicotine and/or non-nicotine products is prohibited inside the facility during all SSA Service Committee Meeting, regardless of the facilities smoking and vaping policy. Smoking and vaping is allowed outdoors in strict adherence to specific facility regulations.

Emergency Meetings of the SSASC. The Executive Committee may call an emergency meeting of the SSASC to be held at any time and place designated by the Executive Committee, provided that SSASC Members shall have been given at least 24 hours prior notice of any such emergency meeting. Notice for this purpose shall consist of written notice upon its delivery, notice by telephone calls (excluding voice mail), and notice by confirmed email or text message.

Guidelines for Conducting Business. In conducting business at SSASC Meetings, SSASC Members (as defined in Article III) and others in attendance shall be guided by The Twelve Traditions of Narcotics Anonymous, The Twelve Concepts of Narcotics Anonymous, “A Guide to Local Service in Narcotics Anonymous”, and the SSA Guidelines. The SSASC Chairperson or, in the absence of the Chairperson, the Vice Chairperson shall maintain order over the meeting and any discussion, but may not express any opinion or vote on any motion or other matter before the SSASC.

Quorum at SSASC Meetings; Definition of Majority; Absence of Quorum. A quorum for conducting business at any SSASC meeting shall consist of a Majority of the Group Voting Representatives in attendance at the previous regular monthly SSASC meeting (hereafter referred to as the “Quorum”). For purposes of these Guidelines, a “Majority” shall mean one more than one half, for example, a Majority of 17 or 18 would be 10 and a Majority of 19 or 20 would be 11. In the absence of a Quorum, the only business that can be conducted at a meeting is the acceptance of reports.

Procedural and Substantive Motions. Procedural Motions include without limitation, motions for clarification, motions to end discussion, and motions to table, amend or delay consideration of a motion; and may be made by any SSASC Member. A Substantive Motion includes motions to nominate, elect or change SSASC Policy. Any Substantive Motion shall be brought before the SSASC only if (a) it has been submitted in writing by a SSASC Trusted Servant or at least two Group Voting Representatives on the approved form supplied by the Secretary and (b) it has been submitted to the Chairperson or Facilitator of the Meeting prior to “New Business” on the meeting agenda.

Discussions of Motions and Other Matters. Anyone participating in a SSASC meeting, other than the Chairperson, shall be entitled to express his or her opinion on any motion or other matter properly being considered by the SSASC. At the discretion of the Chairperson, any discussion may be limited to not more than 10 minutes and not more than three SSASC Members speaking in favor of, and three speaking in opposition to, such motion or other matter.

Voting on Motions, Other than Trusted Servant Elections. Only Group Voting Representatives may vote on motions at SSASC meetings. No absentee ballot shall be accepted by the SSASC at any time. NOTE: Abstention votes are not counted as a vote. If abstention votes cause a motion to not take place due to lack of votes for quorum, or if there are not sufficient voting members for quorum, the motion will be tabled and brought up first under “New Business” at the subsequent ASC.” (Motion: 05/01/2016)

A motion that would change the SSA Guidelines (hereafter referred to as a “Policy Motion”) shall be carried by the vote of not less than two-thirds of the Group Voting Representatives in attendance at the meeting, provided there is a Quorum. If a Majority of the Group Voting Representatives in attendance at the meeting votes in favor of delaying a vote on a Policy Motion so that they may seek guidance from their Groups’ consciences, the motion shall be tabled until the next regular SSASC meeting that is at least one month after such vote. Except as otherwise provided in Article IX below, a motion that is not a Policy Motion shall be carried by a Majority of the Group Voting Representatives in attendance at the meeting, provided there is a Quorum. After the voting has been completed on any matter, the Chairperson or Secretary shall provide a verbal count of the voting.

ARTICLE IX
FINANCIAL AND ACCOUNTING MATTERS

Bank Account. The SSASC shall maintain a bank checking account (hereafter referred to as the “Bank Account”) on which the Chairperson, the Vice Chairperson, the Treasurer and the Secretary shall be authorized signatories.

Sub-Ledgers. For accounting purposes only, the Bank Account shall be divided into the Sub-Ledgers consisting of General Funds, Prudent Reserve Sub-Ledger, Subcommittee Sub-Ledgers and any Temporary Reserve Sub-Ledgers either approved by the SSASC or determined by the Treasurer to be in the best interests of SSASC.

Calculation of Prudent Reserve Sub-Ledger. The SSASC maintains, when possible, a Prudent Reserve Sub-Ledger equal to the sum of the SSASC’s and its Subcommittees’ monthly expenses. The Executive Committee is responsible for reviewing the adequacy of the Prudent Reserve Sub-Ledger at least twice a year and recommending to the SSASC that it increase (or decrease) the Prudent Reserve Sub-Ledger, as appropriate. At the time of this Restatement of Guidelines, the Prudent Reserve Sub-Ledger had last been set at \$970.

In the event that spending in a month exceeds the amounts available in the General Funds and Subcommittee Sub-Ledgers for expenses, (a) the Chairperson shall announce that regular SSASC operating expenses have been exceeded; (b) rent, secretarial expenses, insurance premiums and telephone line bills shall be paid without a vote; and (c) all other money motions, including those from Subcommittees shall require a vote of two-thirds of the Group Voting Representatives in attendance.

Calculation of the General Funds. Any moneys in the Bank Account in excess of the sum of the Prudent Reserve Sub-Ledger, Subcommittee Sub-Ledgers and Temporary Reserve Sub-Ledgers shall be allocated to the “General Funds.” To the extent possible the SSASC shall maintain General Funds of \$970.

Contributions to NERSC. “If there is more than \$970 in the General Funds calculated at the end of an ASC meeting on even-numbered months (Feb., Apr., June, Aug., Oct., & Dec.), the excess over \$970 shall constitute the ASC’s bi-monthly donation to NERSC. If there is less than \$970 in the Ending Balance, an amount equal to 10% of the Ending Balance shall constitute the ASC’s bi-monthly donation to NERSC. There will be no donations on odd-numbered months (Jan., Mar., May, Jul., Sept., & Nov.).” **(Motion: 05/01/2016)**

Expenses Relating to Activities or Events. Subcommittee Chairpersons overseeing an SSASC activity or event shall submit for approval, at least one month prior to the event, a breakdown of projected expenses and a flyer for the event. At the first regular SSASC Meeting after the activity or event, the Subcommittee Chairperson shall provide the Treasurer with a breakdown of actual expenses and related receipts.

Net Funds Raised by Subcommittees. After the completion of an SSASC sponsored event overseen by his or her Subcommittee, the Chairperson shall deliver to the Treasurer at the next SSASC meeting a check or money order for all funds raised at the event, after payment of approved expenses. At every regular SSASC meeting the Chairperson of the Literature Subcommittee or his or her designee shall deliver to the Treasurer all cash received from the sale of literature and other materials to Groups and NA members before the SSASC Meeting. The sum of such checks, money orders and cash is hereafter referred to as “Net Funds Raised by Subcommittees.”

Donations from Groups. During regular monthly meetings of the SSASC, the Treasurer shall receive donations from the Groups (collectively, the “Group Donations”).

Expenses Payable, and Sub-Ledgers Restored, by Treasurer without a Vote. The Treasurer shall pay the following expenses every month, as incurred, first from General Funds and then from the Prudent Reserve Sub-Ledger, without any vote being required: (a) rent, (b) insurance premiums, (c) telephone, (d) \$120 for secretarial expenses as incurred.

The Treasurer shall also reimburse (i) Trusted Servants for SSASC operating expenses incurred by them (copies, mailing, etc...); and (ii) the RCM, Alt RCM and any Subcommittee Chairpersons for travel expenses reasonably incurred by them in connection with attending NERSC or NERSC Subcommittee meetings, including lodging and mileage (to be reimbursed at the charitable rate of \$0.14 plus \$0.10) (Motion 03/02/2014); upon presentation to the Treasurer of appropriate receipts.

In addition, the Treasurer shall (a) restore monthly the H&I and PR Subcommittee Sub-Ledgers to the maximum amounts that have been approved for each; (b) contribute \$50 each month (except in June and December) to the H&I Learning Day Sub-Ledger; (c) restore the Activities Subcommittee Sub-Ledger to its maximum amount of \$500.00 if an event has ended and all related amounts raised and/or remaining from advances from the Subcommittee Sub-Ledger have been given to the Treasurer, together with a breakdown of actual expenses and appropriate receipts; (d) pay for WSC Conference Agenda Reports for any of the Groups that want to participate and for the RCM, Alt RCM and other members of the SSASC Executive Committee; (f) reimburse the Literature Subcommittee for leftover meeting lists; and (g) pay up to \$50 for two sets of the following materials, as needed by the Outreach Subcommittee: (i) Guide to Local Services, (ii) six service pamphlets (consisting of Group Business Meetings, NA Groups and Medication, An Introduction to NA Meetings, Disruptive and Violent Behavior, Principles and Leadership in NA Service, Group Trusted Servants—Roles and responsibilities), and (iii) Treasurer Handbook.

Expenses Requiring a Vote. The Treasurer shall pay all of the following expenses for which payment or reimbursement is requested at a meeting, first from the General Funds and then from the Prudent Reserve, provided such expenses have been approved by a vote of a Majority of the Group Voting Representatives in attendance at the meeting: (a) amounts proposed by the Literature Subcommittee to purchase literature and materials for distribution to Groups at future SSASC meetings, (b) any other expenses not listed above under “Expenses Payable, and Sub-Ledgers Restored, by Treasurer without a Vote”, and (c) that no checks (including checks for Customary Expense) be issued until close of business. **(Motion: 05/01/16)**

Opening and Closing General Funds and Prudent Reserve Balances. Near the beginning of all regular meetings of the SSASC, the Treasurer shall announce the SSASC's Opening General Funds Balance, which is the amount in the General Funds Sub-Ledger at the opening of the meeting. Near the end of each meeting the Treasurer shall announce the Closing General Funds Balance, which is the amount in the General Funds Sub-Ledger after (a) adding all Net Funds Raised by Subcommittees and Group Donations, (b) subtracting the payment of all expenses and the restoration, as possible and appropriate, of all other Sub-Ledgers and (c) subtracting the amount, if any, of any monthly contribution to NERSC.

Subcommittee Budgets. Every January all SSASC Officers and Subcommittee Chairpersons shall submit to the Treasurer a budget for the calendar year then beginning, provided that the Holiday Marathon Meeting Subcommittee shall have a budget of \$250. If an Officer or Subcommittee Chairperson does not submit a budget, it shall be assumed that his/her office or subcommittee does not expect to incur any expenses during the year.

Starter Kits. The SSASC will provide new Groups with starter kits (limited to \$50) consisting of key tags (five each), informational pamphlets (three each), Group readings (one set of seven), SSASC and Region meeting lists (twenty of each), one Group booklet, and four white booklets)

Raffles. There shall be no raffles at any SSASC-sponsored event or function.

ARTICLE X

SUBCOMMITTEE MEETINGS, MEMBERSHIP AND GUIDELINES

Regular Meetings. Regular meetings of the H&I and Literature Subcommittees shall be held before every regular meeting of the SSASC and, except in the event of unavailability or unsuitability of a premises, such Subcommittee Meetings shall be held in the same location as regular SSASC meetings. The Outreach and Activities Subcommittees shall meet monthly. The Holiday Marathon Meeting Subcommittee shall meet no less often than monthly from October through the Holiday Marathon Meeting.

Special Meetings. Every Subcommittee Chairperson may call special meetings of the Subcommittee, as needed, in addition to the regular meetings described above. The Chairpersons of the Public Relations, Policy and any Ad Hoc Subcommittees shall call and conduct meetings as necessary to accomplish their purposes.

General Matters. Except as otherwise provided above, the Chairperson for each Subcommittee shall determine the times, dates and locations of each Sub-committee meeting; shall be responsible for assuring that such times, dates and locations are known in advance by the other members of the Subcommittee and are reasonably convenient for them; and, to the extent reasonably possible, shall provide the SSASC Secretary with the times, dates and locations of each Subcommittee meeting so that they will appear in the next SSASC announcements to be published by the Secretary.

Subcommittee Guidelines. Every Standing Subcommittee may employ guidelines that describe its purposes and the manner in which the Subcommittee shall conduct its business in pursuit of those purposes (hereafter referred to as “Subcommittee Guidelines”). The Policy Subcommittee Chairperson shall be available to assist any Standing Subcommittee with the drafting of Subcommittee Guidelines. All Subcommittee Guidelines shall be subject to the approval of the SSASC and, after approval, shall be maintained in an SSASC file by the Policy Subcommittee Chair.

ARTICLE XI
MISAPPROPRIATION OF FUNDS

Any Trusted Servant of SSASC who steals, misappropriates or misuses any property or monies of SSASC shall be criminally and civilly prosecuted unless a restitution plan is approved by SSASC and followed to its conclusion; and his/her service commitment shall be terminated, even if restitution is made in full.

APPENDIX 1
SUGGESTED SSASC REGULAR MEETING AGENDA

1. The Chairperson opens the meeting at the designated time with a moment of silence followed by the “we” version of the Serenity Prayer.
2. Those present (the “Participants”) introduce themselves.
3. The Participants read the “Vision for NA Services” 12 Traditions and 12 Concepts of NA.
4. The Chairperson announces the Quorum for the meeting (a Majority of the Voting Representatives present at the previous regular SSASC Meeting).
5. Roll call of SSASC Officers.
6. Nominations for open positions.
7. Treasurer announces the Opening General Funds Balance _____
8. Group Reports and Donations
9. Chairperson’s Report
10. Vice Chairperson’s Report
11. Secretary’s Report
12. RCM’s Report
13. H&I Report
14. Policy Report
15. Outreach Report
16. Web Page Contact Report
17. Ad Hoc Subcommittee Reports

18. Money Motions
19. Closing General Funds Balance, including Group donations and funds raised by Subcommittees and delivered to the Treasurer _____
20. Break (15 minutes)
21. Old Business
22. Open Forum (15 minutes)
23. New Business
24. Circulation and review of flyers, including flyers for Regional events.
(Approved flyers shall be included in the minutes of the meeting.)
25. Literature report
26. Treasurer's report
27. Chairperson announces next meeting date, time and place
28. Chairperson closes meeting with reading from **Just for Today** and the "we" version of the Serenity Prayer.