

Policies & Procedures

Greater London Area Service Committee Of Narcotics Anonymous

July 2018

GREATER LONDON AREA SERVICE COMMITTEE
Policies & Procedures **Revised July 2018**

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GREATER LONDON AREA SERVICE COMMITTEE
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- 1.0** NAME: The name of this assembly shall be “GREATER LONDON AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS”, hereinafter referred to as the G.L.A.S.C. For the purpose of correspondence, documentation, public information, etc., It shall be known as the “GREATER LONDON AREA SERVICE COMMITTEE OF N.A.”.
- 2.0** GEOGRAPHICAL BOUNDARIES: This committee shall serve London, St. Thomas, Woodstock, Sarnia, Goderich, Exeter, Ingersoll, Seaforth, Stratford, Strathroy, and surrounding areas to encourage support and growth and the service structure of N.A. groups within the surrounding area.
- 3.0** G.L.A.S.C. MEMBERS: The members of this committee are: Group Service Representatives (G.S.R.s), Sub-Committee Chair-people, the Webservant, the P&P administrator, the A.S.C.R. and the Administrative Officers. These members meet regularly to carry out the purpose and perform the functions of the G.L.A.S.C. as described in Section 4.0 of these guidelines.
- 4.0** PURPOSE: The purpose of the G.L.A.S.C. is to help carry the message of recovery to the addict who still suffers, to be supportive of its member groups and to foster the primary purpose of the fellowship.
- 5.0** FUNCTIONS: The basic functions of the G.L.A.S.C. in support of this purpose are to administer and co-ordinate business and activities common to various groups comprising of its membership in accordance with the 12 Steps, 12 Traditions and 12 Concepts of N.A.

SPECIFIC FUNCTIONS OF THE GLASC INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING

- 6.0** To create sub-committees such as:
 - 6.0 (a)** Hospitals and Institutions - to carry the message to settings where the facilities restrictions make it unlikely for a regular group to operate freely;
 - 6.0 (b)** Public Information - to carry the message of NA to the general public;
 - 6.0 (c)** Literature - to provide literature to the groups;
 - 6.0 (d)** Activities - to plan and implement social functions and fundraisers for the fellowship;
 - 6.0 (e)** Newsletter - to provide a monthly newsletter to the fellowship;
 - 6.0 (f)** Outreach - to encourage participation of all groups at the GLASC through workshops and visits to new groups;
 - 6.0 (g)** Policies and Procedures – Custodian of P&P document.
- 6.1** To create Ad-Hoc committees or workshops to respond to needs as they arise.
- 6.2** To help its groups deal with their basic situations and needs.
- 6.3** To facilitate the communication of information to and from the groups.

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- 6.4** To hold regular business meetings.
- 6.5** To ensure the accountability of all sub-committees to the G.L.A.S.C. is maintained.
- 6.6** To ensure that the accountability of the G.L.A.S.C. to the fellowship is maintained.
- 6.7** To maintain co-operation between our area, other areas, regions, W.S.C. (World Service Conference) and W.S.O. (World Service Office).
- 6.8** To provide a copy of the G.L.A.S.C. policy and procedures to each voting group, sub-committee and G.L.A.S.C. officers.

G.L.A.S.C. REFERENCES

- 7.0** The G.L.A.S.C. and its committees shall comply in all actions with the following:
 - 7.0 (a)** The 12 Traditions;
 - 7.0 (b)** The 12 Concepts;
 - 7.0 (c)** The approved G.L.A.S.C. POLICIES AND PROCEDURES;
 - 7.0 (d)** The “A Guide to Local Services” and its successors;
 - 7.0 (e)** “Roberts Rules of Order”; and
 - 7.0 (f)** O.R.C.N.A. Policies and Procedures.

REGIONAL SUPPORT

- 8.0** This G.L.A.S.C. is represented at and is a voting member of the Ontario Regional Service Committee (R.S.C).
- 8.1** The G.L.A.S.C. is to financially support that committee and contribute to the growth and unity of N.A. in this region.
- 8.2** The G.L.A.S.C. is to maintain communication and cooperation between this and other areas, regions, W.S.C. and W.S.O.

SERVICE MEETINGS

- 9.0** **REGULARLY SCHEDULED SERVICE MEETINGS:** The principle on which all service meetings must be scheduled is to maximize the ability of individual members to attend these meetings, including out of town group members and/or regional service committee members.
- 9.1** The G.L.A.S.C. is responsible to ensure regular monthly meetings of the GLASC and all sub-committees:
 - 9.1 (a)** G.L.A.S.C. 2nd Sunday monthly 12:30 pm
 - 9.1 (b)** Hospitals 4th Sunday monthly 1:00 pm
& Institutions
 - 9.1 (c)** Activities 4th Sunday monthly 2:00 pm

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- 9.1 (d) Public Information 4th Sunday monthly 2:00 pm
- 9.1 (e) Literature Not applicable
- 9.1 (f) Newsletter 4th Sunday monthly 3:00 pm
- 9.1 (g) Outreach 4th Sunday monthly 1:00 pm
- 9.1 (h) Admin 4th Sunday monthly 1:00 pm

(Note: Administrative Committee consists of the Area Chair, Alt. Chair, Secretary, Alt Secretary, Treasurer, Alt. Treasurer, RCM, Alt. RCM.)

- 9.1 (i) Ad-Hoc 4th Sunday monthly 3:00 pm

9.2 Announcements and notices of changes to meeting times or places must be circulated to groups when possible.

10.0 GREATER LONDON AREA SERVICE COMMITTEE: This committee is comprised of the Group Service Representative (G.S.R.s), the Regional Committee Member (R.C.M.), the Alternate R.C.M., an Area Service Convention Representative (A.S.C.R.), an Alternate A.S.C.R., Policies and Procedures Administrator, Webservant, and the following administrative officers:

- Chairperson
- Alternate Chairperson
- Secretary
- Alternate Secretary
- Treasurer
- Alternate Treasurer

11.0 The agenda for each G.L.A.S.C. meeting will be established and approved by the Area Chairperson and the Area Secretary.

12.0 The G.L.A.S.C. is to Purchase one subscription of Office 365 with 5 licenses up to \$150.00; to be renewed in January of each year for carrying out administrative duties. Office 365 will be distributed to the administration committee consisting of: Treasurer, Chair, Secretary and RCM. The 5th license will be held in reserve.

13.0 ADHOC COMMITTEES: A committee is created with a chairperson appointed by the G.L.A.S.C. chairperson to investigate a specific need or issue. The committee disbands when the project has been completed. (Note: All recommendations from an ad-hoc committee must be presented to and be approved by the G.L.A.S.C.)

14.0 **SUB-COMMITTEES**

The sub-committees of the GLASC include:

- 14.0 (a) Hospitals and Institutions;
- 14.0 (b) Public Information;
- 14.0 (c) Activities;
- 14.0 (d) Literature;
- 14.0 (e) Newsletter; and
- 14.0 (f) Outreach.

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HOSPITALS AND INSTITUTIONS SUB-COMMITTEE

- 15.0** This committee carries the message of recovery to those who cannot come to us and into facilities where the facility restrictions make it unlikely for a regular group to operate freely, i.e.: hospitals, jails, recovery houses, treatment facilities, etc.
- 15.1** This committee attempts to make N.A. available to any addict seeking recovery from addiction by mutual co-operation with these facilities, by starting meetings, arranging forums, making literature available, and establishing contacts in these places.
- 15.2** Since many of these meetings cannot function within the 12 Traditions of N.A., this committee will operate in accordance with the 12 Concepts, current editions of the “H&I Handbook”, as well as the H&I Policies and Procedures manual, and is accountable to the G.L.A.S.C.

PUBLIC INFORMATION SUB-COMMITTEE

- 16.0** This committee informs the general public, especially those whose work is or may be involved with the practicing addict, of what we have to offer, recovery from the disease of addiction, how we are available, how we attempt to create a mutual understanding with addicts, and sharing about the disease of addiction with those who are interested in helping the addict.
- 16.1** This committee shall operate in accordance with the 12 Traditions of N.A., the 12 Concepts, The current edition of the Public Relations Handbook, as well as the P.I. Policies and Procedures manual, and is accountable to the G.L.A.S.C.
- 16.2** Presently, the Public Information Committee is responsible for the making literature available to the general public.

ACTIVITIES SUB-COMMITTEE

- 17.0** This committee is responsible for the planning and implementation of activities which promote unity within our fellowship, and may raise funds for our area needs. This committee may be asked to assist in the planning and implementation of workshops or other G.L.A.S.C. activities.
- 17.1** This committee shall operate in accordance with the 12 Traditions of N.A., the 12 Concepts and with current sub-committee guidelines and is accountable to the G.L.A.S.C.

LITERATURE SUB-COMMITTEE

- 18.0** The purposes and services of the Literature Committee are as follows:

18.0 (a) To maintain an adequate supply of Narcotics Anonymous literature to meet the needs of the local fellowship. To stock and make available review and approval- form literature. This stockpile should include a full complement of conference-approved literature, both personal recovery and service-related, as well as an adequate supply of review and approval-form literature. This stock shall be kept at the area storage locker;

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18.0 (b) To order and make available group literature orders to be distributed at the monthly G.L.A.S.C. meeting;

18.0 (c) To serve as a communication link in all matters of literature between the group and literature committees on all levels – area, region and world;

18.0 (d) To provide forum and atmosphere where members may contribute to the development and creation of N.A. literature;

18.0 (e) To deliver to the G.L.A.S.C., monthly, a written and verbal report detailing income, expenses, inventory, accounts receivable (literature orders or payments not received);

18.0 (f) Email the G.S.R. introduction package to the Webservant for posting on the website whenever it is updated; and

18.0 (g) Email the Literature order form to Webservant for posting on the website whenever it is updated.

18.1 This committee shall operate in accordance with the 12 Traditions of N.A., the 12 Concepts, with current editions of the “Handbook for Narcotics Anonymous Literature Committee”, and is accountable to the G.L.A.S.C.

NEWSLETTER SUB-COMMITTEE

19.0 This committee publishes and prints a monthly newsletter of articles, birthdays, upcoming events, etc. submitted by members, forward all such birthday announcements and events to Webservant right away so they can be posted on glana.ca, even if newsletter is already printed.

19.1 This committee shall operate in accordance with the 12 Traditions of N.A., the 12 Concepts, with current editions of the “Handbook for Newsletters”, and is accountable to the G.L.A.S.C.

OUTREACH SUB-COMMITTEE

20.0 The purpose of this committee is to encourage participation in the G.L.A.S.C. by all of the groups that operate within its geographical boundaries. This will be done through workshops, panel discussions, or question and answer sessions. The focus of these discussions will be on the functions of the G.L.A.S.C. and on the need for full participation from all groups to ensure that they are aware of the purpose of the G.L.A.S.C. and to encourage their participation. When requested, committee members will also visit existing groups, and participate in G.L.A.S.C. workshops. The Outreach Chairperson shall notify any group of their lack of representation at the G.L.A.S.C.

20.1 This committee will operate in accordance with the 12 Traditions of N.A., the 12 Concepts for N.A. Service, with current editions of the "Outreach Resource Information" handbook and is accountable to the G.L.A.S.C.

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SUB-COMMITTEE GUIDELINES

- 21.0** All sub-committees shall operate in accordance with the 12 Traditions of N.A., the 12 Concepts and with their respective handbooks, except for the Activities Committee which shall develop a set of guidelines due to the lack of a sub-committee handbook.
- 22.0** All contracts signed by any committees of this area be reviewed by the area body and signed by the committee chairperson and the area chairperson.
- 23.0** Regularly scheduled sub-committee meetings may only be cancelled by permission of the area body with a minimum one month's notice so the information may be properly distributed.
- 24.0** That all subcommittees submit a flash drive with all new or adjusted electronic documents.

GLASC OFFICER POSITIONS

- 25.0 RESPONSIBILITIES** - all elected GLASC officers are expected to:

25.0 (a) Attend all G.L.A.S.C. meetings. If they are unable to attend any of these meetings, they must notify the G.L.A.S.C. Chairperson and Alternate Chairperson by email no later than midnight the previous day and ensure that their report is presented by their Alternate;

25.0 (b) Familiarize themselves with the documents listed in section 7.0 of these guidelines;

25.0 (c) All emails sent out related to your position must be sent out from your @glana.ca email address and not your personal email address;

25.0 (d) Check for new emails at least once a week;

25.0 (e) Once per month, confirm the emails which were automatically put into the spamguardplus folder are in fact spam. Otherwise respond to these immediately;

25.0 (f) Respond to emails received within a week unless something outside your control prevents it;

25.0 (g) Do not give out your email address password unless you are delegating the responsibility to another member of your committee. If you do so it is your responsibility to ensure it is being used properly;

25.0 (h) Don't use email address for personal use;

25.0 (i) Keep accurate records of all emails sent and received by creating folders and putting pertinent emails in them. Seek help from Web Servant if you need it; and

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25.0 (j) Keep email inbox as clean as possible.

CHAIRPERSON

26.0 The responsibilities of the G.L.A.S.C. chairperson shall be to:

26.0 (a) The Chairperson shall maintain a current copy of the Policy & Procedures of the G.L.A.S.C., and this copy shall be taken as correct;

26.0 (b) Call the G.L.A.S.C. to order at the appointed time and preside at all meetings of this committee as per “Roberts Rules of Order”;

26.0 (c) Review the secretary’s minutes for each GLASC meeting prior to distribution;

26.0 (d) Maintain active two-way communication between the G.L.A.S.C. and sub-committees;

26.0 (e) Assume the responsibilities of interim Sub-Committee Chairperson, if for any reason he/she is unable to complete the term, until the election of a new Sub-Committee Chairperson. In the event that more than one sub-committee “chair” position is vacant, the position vacant the longest (two or more months), the Area Chair may deem the sub-committee non-functional and dismantle said committee;

26.0 (f) Serve as an available resource to the G.S.R.’s;

26.0 (g) Be one of the co-signers of the G.L.A.S.C. bank account;

26.0 (h) Have a working knowledge of all items outlined in section 7.0 of these guidelines;

26.0 (i) Storage Locker Keys: The chair of the area is responsible as the single point of accountability for the distribution of keys for the storage locker. Key holders may be the Area chair and alt., the Secretary and alt., the Activities chair, the Public Information chair and the literature chair; and

26.0 (j) Manage chair@glana.ca emails as per section 25.0.

ALTERNATE CHAIRPERSON

27.0 The responsibilities of the G.L.A.S.C. Alternate Chairperson shall be to:

27.0 (a) Perform the duties of the G.L.A.S.C. Chairperson in his/her absence;

27.0 (b) Assume the responsibilities of interim G.L.A.S.C. Chairperson, if for any reason he/she is unable to complete the term, until the election of a new G.L.A.S.C. Chairperson;

27.0 (c) Have a working knowledge of all items outlined in section 7.0 of these guidelines; and

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27.0 (d) Be one of the co-signers of the G.L.A.S.C. bank account.

SECRETARY

28.0 The responsibilities of the G.L.A.S.C. Secretary shall be:

28.0 (a) Draft accurate and concise minutes that reflect the essence of the business conducted at the GLASC meetings, and insert page “I” as the last page of current minutes as it is updated and presented by P&P;

28.0 (b) Within the minutes, wherever possible meeting participants shall be referred to by position rather than their name;

28.0 (c) Within the minutes, vacant positions shall be listed as such with the reason for vacancy being removed after the month in which it has been resolved;

28.0 (d) Type and distribute these minutes along with the agenda for the upcoming G.L.A.S.C. meeting;

28.0 (e) Prepare letters, documentation, and other communications for the administrative officers of the G.L.A.S.C.;

28.0 (f) Maintain an updated record of officers, committees and groups;

28.0 (g) Maintain a file system for all information generated by the GLASC, including reports/minutes submitted by the sub-committees;

28.0 (h) Serve as a custodian of the G.L.A.S.C. archives;

28.0 (i) If there is no public information chairperson, advise the glana.ca Webservant whenever any of the following information changes, position descriptions, subcommittee descriptions, and subcommittee time / date / location changes;

28.0 (j) If any changes are made to the GSR report our groups are to use, forward to webservant@glana.ca the updated document so it can be updated on our site (www.glana.ca);

28.0 (k) Manage secretary@glana.ca emails as per section 25.0; and

28.0 (l) Maintain an archive of all electronic documents.

ALTERNATE SECRETARY

29.0 The responsibilities of the Alternate Secretary shall be to:

29.0 (a) Perform the duties of the Secretary in his/her absence;

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29.0 (b) Assume the responsibilities of interim Secretary, if for any reason he/she is unable to complete the term, until the election of a new Secretary; and

29.0 (c) Assist Secretary in all duties.

TREASURER

30.0 The responsibilities of the G.L.A.S.C. Treasurer shall be to:

30.0 (a) Act as custodian of the G.L.A.S.C. bank account and be one of the co-signers of that account;

30.0 (b) Keep an updated and accurate record of all revenues and expenditures at each G.L.A.S.C. meeting;

30.0 (c) Keep an updated and accurate record of all G.L.A.S.C. financial transactions;

30.0 (d) Prepare an annual financial statement at the end of each calendar year;

30.0 (e) Collect all G.L.A.S.C. contributions (in the form of cheques or money orders only);

30.0 (f) Submit a written financial report to the R.C.M. to be presented at the Regional Service Committee meeting;

30.0 (g) Treasurer shall make appointments at the bank on the Saturday or Sunday prior to February and August Area meetings for purposes of changing signatories on Area accounts. All signatories will be expected to attend. Said appointments shall be made prior to January and July meetings (G.L.A.S.C.) and communicated in said months' report;

30.0 (h) Write a cheque for the full regional contribution in April, funds permitting;

30.0 (i) Write and mail a cheque for the full N.A.W.S. (Narcotics Anonymous World Services) contribution in April, funds permitting;

30.0 (k) Write and mail a cheque for the full C.A.N.A. (Canadian Assembly of Narcotics Anonymous) contribution in April, funds permitting.

30.0 (j) Manage treasurer@glana.ca emails as per section 25.0; and

ALTERNATE TREASURER

31.0 The responsibilities of the G.L.A.S.C. Alternate Treasurer shall be to:

31.0 (a) Perform the duties of the Treasurer in his/her absence;

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31.0 (b) Assume the responsibilities of interim Treasurer if for any reason he/she is unable to complete the term, until the election of a new Treasurer;

31.0 (c) Assist the Treasurer in all duties; and

31.0 (d) Be one of the co-signers of the G.L.A.S.C. bank account.

REGIONAL COMMITTEE MEMBER (R.C.M.)

32.0 The responsibilities of the R.C.M. shall be to:

32.0 (a) Maintain active two-way communication between the G.L.A.S.C. and the Regional Service Committee (R.S.C.) by providing written and oral reports on each other's projects, progress and problems;

32.0 (b) Attend all R.S.C. meetings;

32.0 (c) Provide this area with an agenda for the upcoming R.S.C. meetings when available, for review and input;

32.0 (d) Provide this area with the W.S.C. agenda report and present it to the groups in a workshop form;

32.0 (e) To hold service /C.A.R. workshops for the greater London Area put on by the R.C.M.;

32.0 (f) Provide the G.L.A.S.C. with W.S.C. reports;

32.0 (g) Manage rcm@glana.ca emails as per section 25.0; and

32.0 (h) Be one of the co-signers of the G.L.A.S.C. bank account.

ALTERNATE R.C.M.

33.0 The responsibilities of the Alternate R.C.M. shall be to:

33.0 (a) Perform the duties of the R.C.M. in his/her absence;

33.0 (b) Assume the responsibilities of interim R.C.M. if for any reason he/she is unable to complete the term, until the election of a new R.C.M.;

33.0 (c) Assist the R.C.M. in all duties; and

33.0 (d) Be one of the co-signers of the G.L.A.S.C. bank account.

SUB-COMMITTEE CHAIRPEOPLE

34.0 The responsibilities of the Sub-Committee Chair people shall be to:

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34.0 (a) Preside at all the regular monthly meetings of their respective committee;

34.0 (b) Perform such duties and functions as necessary to the operation of their committees;

34.0 (c) Maintain active two-way communication between their committees, the G.L.A.S.C., and their R.S.C. counterparts;

34.0 (d) If, for any reason, a sub-committee chairperson is unable to attend their standing committee meetings, they must inform the G.L.A.S.C. Chairperson and Alternate Chairperson in advance, by email, even if they have an alternate sub-committee chairperson that will be conducting the meeting, to allow the G.L.A.S.C. Chairperson and/or Alternate Chairperson to attend that meeting as a resource and as a representative of the G.L.A.S.C.;

34.0 (e) Present written and oral reports to the G.L.A.S.C. and their own committees; and

34.0 (f) Manage the subcommittee's email address (activities@glana.ca, handi@glana.ca, literature@glana.ca, newsletter@glana.ca, outreach@glana.ca or publicinformation@glana.ca) as per section 25.0

AREA SERVICE CONVENTION REPRESENTATIVE (A.S.C.R.)

35.0 The responsibilities of the A.S.C.R. shall be to:

35.0 (a) To act as a liaison person between the G.L.A.S.C. and the Regional Convention Committees (R.C.C.);

35.0 (b) To attend all R.C.C. meetings; and

35.0 (c) To provide written and oral reports to the G.L.A.S.C.

ALTERNATE A.S.C.R.

36.0 The responsibilities of the alternate A.S.C.R. shall be to:

36.0 (a) Perform the duties of the A.S.C.R. in his/her absence;

36.0 (b) Assume the responsibilities of interim A.S.C.R. if for any reason he/she is unable to complete the term, until the election of a new A.S.C.R.; and

36.0 (c) Assist the A.S.C.R. in all duties.

WEBSERVANT

37.0 The responsibilities of the Web-servant shall be to:

37.0 (a) Monitor email accounts, including creating new accounts, deleting accounts and managing passwords;

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37.0 (b) Update the website in a timely fashion, including events, birthdays, meeting times/days and locations, new meetings and other related documents such as policies and procedures;

37.0 (c) Monitor website for inconsistencies such as dead or outdated links;

37.0 (d) Mentor a person for the future care and maintenance of the website;

37.0 (e) Not post any N.A. literature from W.S.C./W.S.O., but rather hyperlink to it;

37.0 (f) Maintain contact with Execulink regarding technical issues and site renewals;

37.0 (g) Manage webservant@glana.ca emails as per section 25.0;

37.0 (h) Update the hard copy, printable version of the meeting list for the website and information line. New meetings to the Area may go onto the G.L.A.N.A. website but must be open for 3 months before they can be added to the hard copy, printable version of the meeting list;

37.0 (i) To manage the Outlook account which is used to access the Office 365Account; and

37.0 (j) To install copies of Office 365 on approved Administrative members' computers.

ALTERNATE WEBSERVANT

38.0 The responsibilities of the Alternate Webservant shall be to:

38.0 (a) Perform the duties of the Webservant in his/her absence;

38.0 (b) Assume the responsibilities of the interim Webservant if for any reason he/she is unable to complete the term, until the election of a new Webservant;

38.0 (c) Assist the Webservant in all duties; and

38.0 (d) This position will also be a 2 year term with a clean time requirement of 2 years.

POLICIES & PROCEDURES ADMINISTRATOR

39.0 The purpose of this position is to maintain the Policies and Procedures for the G.L.A.S.C.

40.0 The Policies & Procedures Administrator shall operate in accordance with the 12 Traditions of N.A., 12 Concepts, A Guide to Local Services, Current Sub-Committee Guidelines and is accountable to the G.L.A.S.C.

41.0 The Policy and Procedures Administrator is responsible for the following:

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- 41.0 (a)** Update P&P's as required (*passed motions*);
- 41.0 (b)** Edit as required (*before updating P&P's*) wordsmith final motion or policy;
- 41.0 (c)** Deal with housekeeping issue's in current P&P's (housekeeping defined as: issues of overlap, numbering, repetition and redundancies, issues of conflict between current policies);
- 41.0 (d)** Maintain archives of current and previously passed and defeated motions. These archives are maintained as reference for relevance & conflicts with existing motions or policies;
- 41.0 (e)** Monitor G.L.A.S.C. minutes for upcoming motions for validity and conflicts;
- 41.0 (f)** Supply the G.L.A.S.C. Chairperson and Secretary updated copy of P&P's prior to the area meeting for distribution to G.L.A.S.C.;
- 41.0 (g)** Will be responsible for the production, printing and supply of the Policies & Procedures Document;
- 41.0 (h)** The P&P Administrator will email any updates to the P&P's to the Webservant so the website can be updated regularly and accurately;
- 41.0 (i)** Will print fully revised copy of P&P Document twice yearly to coincide with G.L.A.S.C. elections in January and July;
- 41.0 (j)** Any and all changes to the P&P Document in between the above mention reprint dates will be inserted as an "Appendix", and made available on a monthly basis. (*Upon receiving said "Appendix", it will be the sole responsibility of the individual to maintain the "Appendix" pages.*); and
- 41.0 (k)** Manage pandp@glana.ca emails as per section 25.0.

ALTERNATE POLICIES & PROCEDURES ADMINISTRATOR

- 42.0** The responsibilities of the Alternate Policies and Procedures Administrator shall be to:
- 42.0 (a)** Perform the duties of the Policies and Procedures Administrator in his/her absence;
 - 42.0 (b)** Assume the responsibilities of interim Policies and Procedures Administrator if for any reason he/she is unable to complete the term, until the election of a new Policies and Procedures Administrator;
 - 42.0 (c)** Assist the Policies and Procedures Administrator in all duties; and
 - 42.0 (d)** This position will also be a 2 year term with a cleantime requirement of 2 years

REQUIREMENTS FOR ELECTION

43.0 The clean time requirements for the elected G.L.A.S.C. officers at the time of adoption of these guidelines are as follows:

43.0 (a) RCM	3 years
43.0 (b) Alternate RCM	2 years
43.0 (c) Policies and Procedures	3 years
43.0 (d) Alternate P and P	2 years
43.0 (e) Chairperson	2 years
43.0 (f) Alternate Chairperson	2 years
43.0 (g) Treasurer	2 years
43.0 (h) Alternate Treasurer	2 years
43.0 (i) Secretary	1 year
43.0 (j) Alternate Secretary	1 year
43.0 (k) Literature	2 years
43.0 (l) Activities Chairperson	2 years
43.0 (m) H&I Chairperson	2 years
43.0 (n) ASCR	2 years
43.0 (o) Alternate ASCR	2 years
43.0 (p) Webservant	2 years
43.0 (q) Alternate Webservant	2 years
43.0 (r) Outreach Chairperson	1 year
43.0 (s) Newsletter Chairperson	1 year
43.0 (t) Public Information Chairperson	2 years

44.0 Shall hold no other G.L.A.S.C. position, except for interim positions as detailed earlier in these guidelines.

45.0 Shall either have a working knowledge of or be willing to familiarize themselves with and be willing to abide by all items listed in section 7.0 of these guidelines.

TERMS OF OFFICE

46.0 Trusted servants of the G.L.A.S.C. shall be elected to serve for one (1) year but may be re-elected for a second term.

47.0 No officer may serve more than two (2) consecutive terms in the same position.

48.0 Policies & Procedures Administrator and Webservant shall be a two (2) year term with elections held on even years.

49.0 No trusted servant shall hold more than one vote, for one position at the G.L.A.S.C. meeting.

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- 50.0** For the R.C.M. and alternate R.C.M. positions to be a two (2) year term with an option for a repeat term voted on in the odd years to allow for mentorship.
- 51.0** Due to quarterly meetings, the mentoring process takes time. This will allow for the person in the position to become more efficient and effective.
- 52.0** Officers elected to serve unexpired terms due to dismissal or resignation shall serve only until the time of the next regular election for that position. Terms filled under those conditions will not be counted in calculating the two (2) consecutive terms in office.

DISMISSAL AND RESIGNATION

- 53.0** DISMISSAL: Officers may be dismissed from their positions at any time for: Interruption of abstinence, gross neglect of responsibilities, continuous absenteeism (3 months absence at G.L.A.S.C. meeting), inability to perform responsibilities, acts of violence, or refusal to comply with the Documents listed in section 7.0 of these guidelines.
- 54.0** A written motion for dismissal, with due cause stated must be entered, seconded and filed with the GLASC. The officer must be duly notified in writing and shall be afforded the opportunity to give an explanation before any vote is taken.
- 55.0** A two-thirds majority will be required for dismissal. Voting for dismissal shall be conducted by secret ballot, (as per section 66.0).
- 56.0** A six month moratorium will be required for any GLASC officer dismissed from their position.
- 57.0** RESIGNATION: Voluntary resignations should be submitted in writing to the G.L.A.S.C. Chairperson.
- 58.0** A six month moratorium will be required for a G.L.A.S.C. officer resigning from their position, except when that resignation provides sufficient explanation or cause of required resignation or when that resignation is tendered to fill another G.L.A.S.C. committee position.

DISRUPTIVE BEHAVIOUR

- 59.0** Any member attending the G.L.A.S.C. meeting is expected to behave in a spiritual, respectful and harmonious nature. Individuals repeatedly acting out in a manner disrespectful to; their current position, the Area Chair or any other person participating at the G.L.A.S.C. meeting will be subject to the following “recorded” “reprimand” process:
 - 59.0 (a)** First infraction: individual(s) will be warned *by the presiding Chair* of their inappropriate behavior or actions and 1st warning noted in the minutes;

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59.0 (b) Second infraction (in the same meeting): individual(s) will be warned by the presiding Chair of their inappropriate behavior or actions and 2nd warning noted in the minutes;

59.0 (c) Third infraction (in the same meeting): individual(s) will be “required” to leave the “current” G.L.A.S.C. meeting for the duration.

VOTING AND NON-VOTING PARTICIPANTS

60.0 VOTING PARTICIPANTS-The voting participants of the GLASC shall be:

60.0(a) All G.S.R.’s or alternates;

60.0 (b) A group must be in existence for 3 months for all G.S.R.’s/alternates to vote;

60.0 (c) Only group elected G.S.R.’s/alternates may carry the group conscience of his/her home group to the Area;

60.0 (d) All G.L.A.S.C. Sub-Committee Chairpersons or Alternates;

60.0 (e) G.L.A.S.C. Treasurer

60.0 (f) G.L.A.S.C. Secretary

60.0 (g) G.L.A.S.C. Regional Committee Member

60.0 (h) G.L.A.S.C. Policies and Procedures Administrator

60.0 (i) G.L.A.S.C. Webservant

60. (j) G.L.A.S.C. Area Service Convention Representative

61.0 In the event of a tie vote, the Chairperson shall declare the motion defeated.

62.0 NON-VOTING PARTICIPANTS: A non-voting participant shall be defined as any member being recognized by the Chair. Being recognized, they will be permitted to debate, question, enter or second motions and nominations, present reports, present personal points of privilege, call for points of order and/or query the Chair. Such participants shall not be allowed to cast a vote on any matter requiring such, nor will they be permitted to appeal decisions of the Chair.

QUORUM/MAJORITY REQUIREMENTS

63.0 Quorum: One half plus one of all eligible voting participants in regular attendance. (*Note:* Calculation for quorum is based on voting participants attendance at 2 of the previous 3 G.L.A.S.C. meetings.)

64.0 Simple Majority: One half plus one of all G.L.A.S.C. voting participants in attendance.

65.0 Two-thirds Majority: Two-thirds of all G.L.A.S.C. voting participants in attendance.

VOTING PROCEDURES

66.0 SECRET BALLOT:

66.0 (a) Tellers: two members appointed by the GLASC Chair;

66.0 (b) Teller initiated ballots will be distributed to and collected from all voting members by the tellers;

66.0 (c) Ballots indicating vote only, shall be tallied by the tellers;

66.0 (d) Results of secret ballots shall not be published by number;

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66.0 (e) The G.L.A.S.C. Chair shall announce the results.

66.0 (f) Secret ballots will be used for elections and dismissals.

67.0 VOICE ROLL CALL: All voting participants will be called in order and asked to verbally cast their vote

68.0 These votes will be recorded and published.

69.0 SHOW OF HANDS: Voting shall be conducted in this manner for routine business.

70.0 The vote count will be recorded and the motions declared carried or defeated.

ELECTION PROCEDURES

71.0 ELECTION SCHEDULE: Elections for the GLASC officers' positions shall be held annually as follows:

71.0 (a) JANUARY-Administration Committee:

- G.L.A.S.C. Chairperson;
- G.L.A.S.C. Alternate Chairperson;
- G.L.A.S.C. Secretary;
- G.L.A.S.C. Alternate Secretary;
- G.L.A.S.C. Treasurer; and
- G.L.A.S.C. Alternate Treasurer

71.0 (b) JULY-Sub-Committee Chairpersons:

- G.L.A.S.C. Hospitals & Institutions;
- G.L.A.S.C. Public Information;
- G.L.A.S.C. Literature;
- G.L.A.S.C. Activities;
- G.L.A.S.C. Newsletter;
- G.L.A.S.C. Outreach;
- G.L.A.S.C. A.S.C.R.; and
- G.L.A.S.C. Alternate A.S.C.R.

71.1 Elections for these G.L.A.S.C. officers' positions shall be held biennially as follows:

- G.L.A.S.C. RCM (on odd numbered years);
- G.L.A.S.C. Alternate RCM (on odd numbered years);
- G.L.A.S.C. Webservant (on even numbered years);
- G.L.A.S.C. Alternate Webservant (on even numbered years);
- G.L.A.S.C. Policies and Procedures Administrator (on even numbered years); and
- G.L.A.S.C. Alternate Policies and Procedures Administrator (on even numbered years)

NOMINATIONS

72.0 Announcements of when nominations will be heard shall be given to the fellowship in the month prior to the taking of nominations.

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- 73.0** GLASC officers holding office who have not served two consecutive terms will automatically appear on the ballot for their position, unless they decline to run for that position.
- 74.0** Unless there is just cause for absenteeism, nominees must be present when they are nominated, at which time they will be given the opportunity to share with the committee their qualifications, and why they can and want to serve the fellowship.
- 75.0** If in the event of just cause, a service resume may be submitted. This should include qualifications, clean time, reasons for wanting to serve the fellowship, and justifiable reasons for absence.

ELECTION VOTING

- 76.0** Voting for election of G.L.A.S.C. officers shall be conducted by secret ballot, as outlined in section 66.0 of these guidelines.
- 77.0** A simple majority (as defined in section 64.0) shall be required to elect G.L.A.S.C. officers.
- 78.0** The balloting should be repeated for each position as many times as necessary to obtain a simple majority vote for a single candidate. In these cases where there are two or more nominees, the nominee with the least amount of votes is removed from the next ballot. This clause may not be used if the result would eliminate all but one of the nominees.
- 79.0** Candidates shall be absent from the room during the discussion/voting procedure, however, candidates will be allowed to re-enter the room to answer questions.
- 80.0** The Chairperson shall be responsible for points of validity, i.e. personal issues.
- 81.0** Newly elected officers shall assume the responsibilities of their positions at the conclusion of the G.L.A.S.C. meeting at which the election took place. Upon election, officers must resign any other G.L.A.S.C. voting position within one month.

ORDER OF BUSINESS

- 82.0** The agenda should include, but not be limited to, the following items:
- 82.0 (a)** Open meeting: moment of silence, Serenity Prayer, Service Prayer;
 - 82.0 (b)** Review agenda;
 - 82.0 (c)** New business sheet passed around;
 - 82.0 (d)** Contributions to the G.L.A.S.C. Treasurer.
 - 82.0 (e)** Orientation of new members;
 - 82.0 (f)** Roll call/Quorum;
 - 82.0 (g)** Secretary's Report: minutes of last meeting are presented. If there are no objections, minutes are accepted as written. If there are corrections or omissions, they are discussed and minutes are accepted with amendments by simple majority vote. Questions/Comments;
 - 82.0 (h)** Treasurer's report. Questions/Comments;

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- 82.0 (i)** Financial requests. Requests are to be considered in order of priority;
- 82.0 (j)** R.C.M. report. Questions/Comments;
- 82.0 (k)** Group reports. Questions/Comments;
- 82.0 (l)** Sub-Committee reports. Questions/Comments;
- 82.0 (m)** A.S.C.R. report. Questions/Comments;
- 82.0 (n)** Ad-hoc Committee reports. Questions/Comments;
- 82.0 (o)** Sharing Portion;
- 82.0 (p)** Break. (10 Minutes);
- 82.0 (q)** Elections;
- 82.0 (r)** Unfinished Business: motions that were tabled or motions/questions not addressed when the previous meeting adjourned;
- 82.0 (s)** Old Business: reconsidering matters already disposed of;
- 82.0 (t)** New Business: discussion is held, motions are accepted and votes are taken;
- 82.0 (u)** Reading of Concept(s); and
- 82.0 (v)** Close meeting: moment of silence, Serenity Prayer.

AMENDMENTS OF G.L.A.S.C. POLICIES AND PROCEDURES

83.0 AMENDING OF POLICY: minor changes to a policy/policies or the document as a whole

- 84.0** Motions to amend must be submitted in writing and seconded.
- 85.0** Motions brought to the table from homegroups and/or subcommittees shall not require a second.
- 85.0** Any motion for change or amendment of the G.L.A.S.C. POLICIES AND PROCEDURES should be submitted to the G.L.A.S.C. for review and recommendation as per 87.0
- 86.0** Amendments, if adopted, shall go into effect immediately, unless the motion has specified otherwise.

CHANGING POLICIES AND PROCEDURES

- 87.0 CHANGING POLICY:** All changes or additions must be submitted as a motion in order to be taken back to groups for the group conscience. These motions must originate at a “group, sub-committee or the Administrative Committee.”
- 88.0** Upon return to the Area, group conscience must have been taken by 50% + 1 within the voting G.S.R.’s present.
- 89.0** If 50% + 1 or more of the G.S.R.’s did obtain group conscience, then those G.S.R.’s and only those G.S.R.’s will then vote on the proposed change. Must have 2/3 majority to pass motion.
- 90.0** If less than 50% + 1 of the G.S.R.’s have obtained group conscience, the motion is tabled and returned to the groups a second time. Upon returning to Area after the second time

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the vote will be held by the G.S.R.'s holding group conscience only, no matter what the percentage of the G.S.R.'s present.

- 91.0** Must have 2/3 majority within voting G.S.R.'s to pass the motion.
- 92.0** Sub-committees will not be a part of the voting because their opinion is held within their home group.
- 93.0** All motions being brought to the area table must be properly worded and written out in full before being addressed by the area body in such a manner that they can be added to the minutes as is.

G.L.A.S.C. FINANCIAL PROCEDURES

94.0 G.L.A.S.C. BANK ACCOUNTS –PLACEHOLDER

95.0 G.L.A.S.C. BANK ACCOUNTS' SIGNATORIES-PLACEHOLDER

G.L.A.S.C. FUNDS - GENERAL

- 96.0** The G.L.A.S.C. shall be self-supporting through contributions from its member groups or individual members of N.A. or its sub-committees.
- 97.0** All revenues accumulated from these sources will be maintained in a general fund bank account.
- 98.0** All funds are subject to disbursement by the GLASC Treasurer for paying obligations.
- 99.0** Revenues shall be deposited within one week of receipt. (post-dated cheques will not be accepted)
- 100.0** All non-recurring expenditures must be approved by a simple majority vote of the G.L.A.S.C.
- 101.0** No reimbursement for expenditures shall be made without receipt or proof of payment.
- 102.0** Normally all expenditures should be paid by cheque.
- 103.0** It is recommended that all G.L.A.S.C. and Sub-Committee bank accounts be set up in a manner that minimizes banking cost.
- 104.0** Only persons with 2 years clean "or more" be allowed to handle GLANA funds.
- 105.0** Theft or Misappropriation of NA funds: "GUIDANCE, REFERENCE MATERIAL ONLY." Refer to N.A.W.S. Bulletin #30 "Theft of N.A. Funds."

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106.0 That all financial disbursements are to be paid by cheque. All cheques written for the General, Activities, and Literature bank accounts require two authorized signatures. All cheques must be signed at the area table during the A.S.C. meeting.

FINANCIAL AUDITS AND REVIEWS

107.0 An annual audit shall be conducted each December by the G.L.A.S.C., under the direction of the G.L.A.S.C. Treasurer.

108.0 An annual audit shall be conducted of all sub-committees each June, for submission and approval of the G.L.A.S.C., under the direction of the G.L.A.S.C. Chairperson, and the G.L.A.S.C. Treasurer.

109.0 Periodic reviews will be called and conducted at any time, by the G.L.A.S.C., as outlined in the Treasurer's Handbook.

PRUDENT RESERVES

110.0 The G.L.A.S.C. shall maintain a prudent reserve, equal to two months operating costs, as well as funds approved for expenses incurred in fostering the growth and unity of N.A. as a whole.

111.0 Should revenues be 15% behind the current month's estimated point, non-fixed expenses will be suspended until revenues achieve par with budgeted expectations.

112.0 FIXED EXPENSES

- 112.0 (a)** Bank Service Charges;
- 112.0 (b)** Activities Photocopying;
- 112.0 (c)** P.O. Box Rental;
- 112.0 (d)** Literature Photocopying;
- 112.0 (e)** Rent for G.L.A.S.C. Meeting;
- 112.0 (f)** Secretary Photocopying;
- 112.0 (g)** Storage Locker;
- 112.0 (h)** Activities Float; and
- 112.0 (i)** Website (domain paid every 5 years, \$110 plus taxes)

113.0 NON-FIXED EXPENSES

- 113.0 (a)** Ad Hoc Committee Float;
- 113.0 (b)** Administration Photocopying and Float;
- 113.0 (c)** A.S.C.R. (O.R.C.N.A.) Travel;
- 113.0 (d)** Miscellaneous Expenses;
- 113.0 (e)** Group Travel;
- 113.0 (f)** Hospitals & Institutions Photocopying and Float;
- 113.0 (g)** New Group Starter Kits;
- 113.0 (h)** Newsletter Photocopying and Float;
- 113.0 (i)** Outreach Float;
- 113.0 (j)** Public Information Photocopying and Float;

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- 113.0 (k) Regional Committee Member;
- 113.0 (l) Regional Contribution;
- 113.0 (m) Secretary;
- 113.0 (n) P & P Office Supplies and Photocopying;
- 113.0 (o) Treasurer Photocopying;
- 113.0 (p) N.A.W.S. Contribution;
- 113.0 (q) Public Information Photocopying; and
- 113.0 (r) R.C.M. Photocopying

114.0 The Treasurer will inform the body in their monthly report, and all expenses after that point are forfeit. Expenses submitted at that meeting and subsequent meetings incurred prior to said report will be paid. No receipts incurred during spending suspension will be reimbursed, even when suspension is lifted.

RECURRING EXPENSES

115.0 Budget estimates for recurring expenses will be developed by the G.L.A.S.C. for approval in December of each year. Therefore, funds for these expenses shall not require repeated approval by the G.L.A.S.C., unless there is a change from what was detailed in the budget estimates. These expenditures shall be reflected in the monthly Treasurer's report.

116.0 Procedure for reimbursement of gas receipts for budgeted travel expenses; fill up before trip, obtain receipt, fill up upon arrival at destination, obtain receipt, hand in both receipts to treasurer. Reimbursement is double of this second receipt. All financial requests outside of this procedure will be subject to approval by the GLASC.

117.0 The G.L.A.S.C. Treasurer will prepare the estimated budget for the following year using the following procedure:

117.0 (a) Revenues will be estimated using a 5 year weighted average:
(current year X 5 + last year X 4 + 2years back X 3 + 3 years back X 2 + 4 years back X 1)
15

117.0 (b) For the above formula the current year end will be estimated by the formula:
Year to date X 12
Number of months passed

117.0 (c) Once revenues have been estimated, externally fixed expenses (facility rent, mailbox, etc.) will be calculated using the formula:
(Current monthly rate X 12) X 1.05

117.0 (d) After fixed expenses have been calculated the remaining lines of the budget are also averaged using the formula for weighted average of revenue. The difference between this total and the remaining available estimated revenue is added or subtracted evenly across these lines.

117.0 (e) The budget MUST balance Revenues and Expenses.

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SUB-COMMITTEE FUNDS

- 118.0** All committees are to establish a prudent reserve to be approved by the G.L.A.S.C.
- 119.0** All committees shall submit a monthly financial report at the G.L.A.S.C. meetings and Committees requiring bank accounts shall maintain a two signature chequing account. Signing officers will be the Sub-Committee Chair and Treasurer, Area Chair, Alternate Chair, Area Treasurer, Alternate Treasurer.
- 120.0** ACTIVITIES: This committee shall have access to a prudent reserve to the discretion of the G.L.A.S.C. All funds raised through the efforts of this committee must be transferred over to the G.L.A.S.C. bank account immediately following events.
- 121.0** LITERATURE: Any excess funds beyond a prudent reserve (\$250.00) must be turned over to the G.L.A.S.C. Treasurer at the regular monthly G.L.A.S.C. meeting.
- 122.0** Any excess funds beyond a prudent reserve approved by the G.L.A.S.C. must be turned over to the G.L.A.S.C. Treasurer at the regular monthly G.L.A.S.C. meeting.
- 123.0** DISSOLUTION: No part of the net funds of the G.L.A.S.C. shall incur to the benefit of any member or individuals. The assets of this committee or group, upon dissolution, shall be distributed or transferred to the next level of service.

RIDE TO RECOVERY

- 124.0** When a regional, Canadian, or world convention is held in Ontario and is more than 300km from London, the area may decide to rent a bus. An adhoc committee would be formed. The price of the bus tickets will be determined by the formula:

$$\frac{\text{Total cost of bus rental}}{(\text{Total bus seats} \times 0.75)}$$