

# **Policies & Procedures**

## **Greater London Area Service Committee Of Narcotics Anonymous**

**Revised Aug 2025**

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## **OVERVIEW OF THE G.L.A.S.C.**

### **1. NAME:**

- 1.1. 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. GEOGRAPHICAL BOUNDARIES:**

- 2.1. 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. G.L.A.S.C. MEMBERS:**

- 3.1. The members of this committee are: Group Service Representatives (G.S.R.s), Sub-Committee Chair-people, the Web Servant, 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. PURPOSE:**

- 4.1. 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. BASIC FUNCTIONS OF THE GLASC:**

- 5.1. The basic functions of the G.L.A.S.C. in support of this purpose are to administer and coordinate business and activities common to the various groups comprising of its membership in accordance with the 12 Steps, 12 Traditions and 12 Concepts of N.A.

### **6. G.L.A.S.C. REFERENCES**

- 6.1. The G.L.A.S.C. and its committees shall comply in all actions with the following:

|                                                    |
|----------------------------------------------------|
| 12 Steps                                           |
| The 12 Traditions                                  |
| The 12 Concepts                                    |
| The approved G.L.A.S.C. POLICIES AND PROCEDURES    |
| The “A Guide to Local Services” and its successors |
| Robert’s Rules of Order                            |
| O.R.C.N.A. Policies and Procedures                 |

## **7. G.L.A.S.C DIGITAL SERVICES AND PRODUCTS**

- 7.1. All files, documents, and emails saved and stored in a G.L.A.S.C. @glana.ca Google Workspace accounts are the property of the G.L.A.S.C., and the G.L.A.S.C. reserves the right to review these accounts, and contents, if any concerns arise.
- 7.2. Each home group may request to have a "groupname.city"@glana.ca G.L.A.S.C. Google Workspace account set up by the Web Servant
  - 7.2 (a) A representative from the home group must be in attendance at the G.L.A.S.C. monthly meeting to submit this request.
  - 7.2 (b) The Home Group must have been in existence for three months and listed on the printable meeting list.
  - 7.2 (c) The Request must be accompanied with a contact phone number, as an alternate form of communication should an issue arise
- 7.3. The following is required of any person managing a G.L.A.S.C. Google Workspace@glana.ca account:
  - 7.3 (a) Do not give out your G.L.A.S.C. Google Workspace email account password, unless you are delegating the responsibility to another member of your committee; or Home Group, in the case of a G.S.R. If you do so it is your responsibility to ensure it is being used properly.
  - 7.3 (b) Don't use the G.L.A.S.C. Google Workspace services for personal use and keep Google Workspace cloud storage as clean as possible.
  - 7.3 (c) Don't use an @glana.ca email address for personal use and keep the email inbox as clean as possible.
  - 7.3 (d) All emails sent out related to your position must be sent out from your @glana.ca email address and not your personal email address.
  - 7.3 (e) Check for new emails at least once a week, and respond within a week, unless something outside your control prevents it.
  - 7.3 (f) Once per month, confirm the emails which were automatically put into the SPAM folder are in fact spam, otherwise respond to these immediately.
  - 7.3 (g) 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.
- 7.4. A G.L.A.S.C. Google Workspace @glana.ca account password will be reset if the account manager has missed more than three G.L.A.S.C. meetings, failed to respond to emails sent to that account by the Outreach Chair, and is unreachable by the alternate contact number by the Outreach Committee.

## **8. DISRUPTIVE BEHAVIOUR**

- 8.1. 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:
- 8.1 (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.
- 8.1 (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.
- 8.1 (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.

## **9. THEFT OR MISAPPROPRIATION**

- 9.1. Theft or Misappropriation of NA funds: “GUIDANCE, REFERENCE MATERIAL ONLY.”  
Refer to N.A.W.S. Bulletin #30 “Theft of N.A. Funds.”

## **10. SPECIFIC FUNCTIONS OF THE GLASC (Include but are not limited to the following)**

- 10.1. To create sub-committees such as:
- 10.1 (a) Hospitals and Institutions - to carry the message to settings where the facilities restrictions make it unlikely for a regular group to operate freely.
- 10.1 (b) Public Information - to carry the message of NA to the general public.
- 10.1 (c) Literature - to provide literature to the groups.
- 10.1 (d) Activities - to plan and implement social functions and fundraisers for the fellowship.
- 10.1 (e) Newsletter - to provide a monthly newsletter to the fellowship.
- 10.1 (f) Outreach - to encourage participation of all groups at the GLASC through workshops and visits to new groups.
- 10.1 (g) Policies and Procedures – Custodian of P&P document.
- 10.1 (h) Ad-Hoc committees or Workshops - to respond to needs as they arise.
- 10.2. To help its groups deal with their basic situations and needs.
- 10.3. To facilitate the communication of information to and from the groups.
- 10.4. To hold regular business meetings.
- 10.5. To ensure the accountability of all sub-committees to the G.L.A.S.C. is maintained.
- 10.6. To ensure that the accountability of the G.L.A.S.C. to the fellowship is maintained.
- 10.7. 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.

10.8. To maintain cooperation between our area, other areas, regions, W.S.C. (World Service Conference) and W.S.O. (World Service Office).

## 11. REGIONAL SUPPORT

11.1. This G.L.A.S.C. is represented at and is a voting member of the Ontario Regional Service Committee (R.S.C).

11.2. 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.

11.3. 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.

## 12. REGULARLY SCHEDULED SERVICE MEETINGS

**12.1.** 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.

### 12.1 (a) Glana area meeting locations @ 1pm

|           |           |           |                        |
|-----------|-----------|-----------|------------------------|
| January   | London    | Elections | 2 <sup>nd</sup> Sunday |
| February  | Sarnia    |           | 2 <sup>nd</sup> Sunday |
| March     | London    |           | 2 <sup>nd</sup> Sunday |
| April     | Roaming   | Anywhere  | 2 <sup>nd</sup> Sunday |
| May       | London    |           | 1 <sup>st</sup> Sunday |
| June      | Stratford |           | 2 <sup>nd</sup> Sunday |
| July      | London    | Elections | 2 <sup>nd</sup> Sunday |
| August    | Sarnia    |           | 2 <sup>nd</sup> Sunday |
| September | London    |           | 2 <sup>nd</sup> Sunday |
| October   | Roaming   | Anywhere  | 2 <sup>nd</sup> Sunday |
| November  | London    |           | 2 <sup>nd</sup> Sunday |
| December  | Stratford |           | 2 <sup>nd</sup> Sunday |

The start times for all meetings will be 1pm to accommodate all venues.

In the event a meeting can not be held at the purpose venue, the GLASC will revert back to policy “**12.4 GLASC meeting emergency contingency.**”

12.2. The G.L.A.S.C. is responsible to ensure regular monthly meetings of the GLASC and all sub-committees:

| COMMITTEE                           | DAY                | TIME     |
|-------------------------------------|--------------------|----------|
|                                     |                    |          |
| Hospitals & Institutions            | 4th Sunday monthly | 1:00 pm  |
| Activities                          | 4th Sunday monthly | 2:00 pm  |
| Public Information                  | 4th Sunday monthly | 2:00 pm  |
| Literature                          | Not applicable     |          |
| Newsletter                          | 4th Sunday monthly | 3:00 pm  |
| Outreach                            | 4th Sunday monthly | 1:00 pm  |
| Administrative Committee (see note) | 4nd Sunday monthly | 11:30 am |
| Ad-Hoc                              | 4th Sunday monthly | 3:00 pm  |
|                                     |                    |          |

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

## 12.2

(a), The GLANA area will hold a biannual roaming meeting in the months of April and October. The location will be determined by a simple majority vote of the GLASC voting members in February for the April meeting and August for the October meeting.

(b) Any homegroup within the Greater London Area boundary will be eligible to submit a request to hold the area meeting. The requesting group must come with the following information: Location capable of holding a minimum of 30 people, a price the facility has agreed upon for a time slot from 1pm to 5pm minimum.

(c) In the event of multiple requests, the vote will be held and the entry with the least number of votes will be eliminated and another vote will be cast. This procedure will continue until simple majority is achieved between the last two entries.

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

## 12.4. **GLASC meeting emergence contingency.**

In the event of any emergence whereas the GLASC cannot meet in person because of extenuating circumstances, the following will be put in place immediately.

12.2 GLASC 2<sup>nd</sup> Sunday @ 12:30 pm in person meeting will change to virtual on line through Google meets GLANA account at the same scheduled time.

Secretary will send out an email to all @glana account holders and all GSR emails notifying of the change from in person to virtual as soon as possible.

Web servant will post on the web site the appropriate changes as soon as possible.

61.8(b) shall be suspended and cheques can be written with dual signatures outside the area meeting only after approval of such expenses by simple majority vote at the virtual meeting.

A vote by simple majority will be conducted by the GLASC to return to in person meetings at the meeting prior, or early, must be taken.

### **13. GREATER LONDON AREA SERVICE COMMITTEE**

13.1. This committee is comprised the following members:

|                                                                  |
|------------------------------------------------------------------|
| Group Service Representative (G.S.R.s)                           |
| Regional Committee Member (R.C.M.)                               |
| Alternate R.C.M                                                  |
| Area Service Convention Representative (A.S.C.R.)                |
| Alternate A.S.C.R.                                               |
| Web Servant                                                      |
| Policies and Procedures Administrator (P&P Admin)                |
| Alternate Policies and Procedures Administrator (Alt. P&P Admin) |
| Area Chairperson                                                 |
| Alternate Area Chairperson                                       |
| Secretary                                                        |
| Alternate Secretary                                              |
| Treasurer                                                        |
| Alternate Treasurer                                              |

### **COMMITTEES AND OFFICERS**

#### **14. SUB-COMMITTEE GUIDELINES**

14.1. 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.

14.2. 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.

14.3. 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.

**14.4.** That all subcommittees submit a flash drive with all new or adjusted electronic documents.

## **15. ADHOC COMMITTEES**

- 15.1. 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.)

## **16. SUB-COMMITTEES**

- 16.1. The sub-committees of the GLASC include:

|                            |
|----------------------------|
| Hospitals and Institutions |
| Public Information         |
| Activities                 |
| Literature                 |
| Newsletter                 |
| Outreach                   |

## **17. HOSPITALS AND INSTITUTIONS SUB-COMMITTEE**

- 17.1. This committee carries the message of recovery to those who cannot come to us 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.)
- 17.2. This committee attempts to make N.A. available to any addict seeking recovery from addiction by mutual cooperation with these facilities, by starting meetings, arranging forums, making literature available, and establishing contacts in these places.
- 17.3. 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.

## **18. PUBLIC INFORMATION SUB-COMMITTEE**

- 18.1. 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.
- 18.2. The Public Information Committee is responsible for the making literature available to the general public.
- 18.3. 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.

## **19. ACTIVITIES SUB-COMMITTEE**

**19.1.** 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.

**19.2.** 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.

## **20. LITERATURE SUB-COMMITTEE**

**20.1.** The purposes and services of the Literature Committee are as follows:

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

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

20.1 (c) To provide a forum and atmosphere where members may contribute to the development and creation of N.A. literature.

20.1 (d) 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);

20.1 (e) Email the G.S.R. introduction package to the Web Servant for posting on the website whenever it is updated.

20.1 (f) Email the Literature order form to Web Servant for posting on the website whenever it is updated.

20.1 (g) The literature chair will keep on hand, in the storage locker, one GLANA starter package. Package will consist of 10 white key tags, 5 key tags of all other colours (besides white), 1 set of meeting readings, 1 basic text, 1 just for today meditation book, 1 treasurers' workbook, and 3 of each information pamphlet: #7-Am I An Addict? #8-Just for Today, #11-Sponsorship, Revised, #16- For The Newcomer, #22- Welcome To NA. The cost will be reflected by the most current Glana literature order form and funded through the GLASC account. Once a vote has been approved to supply a new home group with a starter package, the GLASC will then fill out a new literature order form, with an appropriate cheque, to replace the starter package.

### **20.2 ALTERNATE LITERATURE CHAIR**

**20.2** The responsibilities of the Alternate Literature Chair shall be to:

20.2 (a) Perform the duties of the Literature Chair in their absence.

20.2 (b) Assume the responsibilities of interim Literature Chair, if for any reason they are unable to complete the term, until the election of a new Literature Chair.

20.2 (c) Assist Literature Chair in all duties.

20.3 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

## **21. NEWSLETTER SUB-COMMITTEE**

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

21.2. 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.

## **22. OUTREACH SUB-COMMITTEE**

22.1. 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.

22.2. 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.

## **23. GLASC OFFICER POSITIONS**

23.1. RESPONSIBILITIES - all elected GLASC officers are expected to:

- 23.1 (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.
- 23.1 (b) Familiarize themselves with the documents listed in section 6.0 of these guidelines.
- 23.1 (c) Manage "your position title"@glana.ca Google Workspace account as per Policy 7.0.

## **24. CHAIRPERSON**

- 24.1. The responsibilities of the G.L.A.S.C. chairperson shall be to:
- 24.1 (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.
  - 24.1 (b) Call the G.L.A.S.C. to order at the appointed time and preside at all meetings of this committee as per "Robert's Rules of Order".
  - 24.1 (c) Review the secretary's minutes for each GLASC meeting prior to distribution.
  - 24.1 (d) Maintain active two-way communication between the G.L.A.S.C. and sub-committees.
  - 24.1 (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 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.
  - 24.1 (f) Serve as an available resource to the G.S.R.'s.
  - 24.1 (g) Be one of the co-signers of the G.L.A.S.C. general bank account, G.L.A.S.C. literature account and the G.L.A.S.C. activities account.
  - 24.1 (h) Have a working knowledge of all items outlined in section 6.0 of these guidelines.
  - 24.1 (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
  - 24.1 (j) Manage chair@glana.ca Google Workspace account as per Policy 7.0.
  - 24.1 (k) The GLANA chairperson will make all reasonable efforts to have a Naloxone present at all GLANA events consisting of 6 nasal Naloxone sprays.
  - 24.1 (l) In the event the GLANA chairperson can not be present at an event, they will appoint the single point of accountability to make all reasonable efforts to have the Naloxone available for the entirety of said event.
  - 24.1 (m) Single point of accountability will only be required to make all reasonable efforts to have Naloxone present and it will not be their responsibility to administer the Naloxone if they do not wish to do so. (good Samaritan act)

## **25. ALTERNATE CHAIRPERSON**

- 25.1. The responsibilities of the G.L.A.S.C. Alternate Chairperson shall be to:
- 25.1 (a) Perform the duties of the G.L.A.S.C. Chairperson in his/her absence.
  - 25.1 (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.
  - 25.1 (c) Have a working knowledge of all items outlined in section 6.0 of these guidelines;
  - 25.1 (d) Be one of the co-signers of the G.L.A.S.C. general bank account, G.L.A.S.C. literature account and the G.L.A.S.C. activities account.

## **26. SECRETARY**

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

- 26.1 (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.
- 26.1 (b) Within the minutes, wherever possible meeting participants shall be referred to by position rather than their name.
- 26.1 (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.
- 26.1 (d) Type and distribute these minutes along with the agenda for the upcoming G.L.A.S.C. meeting.
- 26.1 (e) Prepare letters, documentation, and other communications for the administrative officers of the G.L.A.S.C.
- 26.1 (f) Maintain an updated record of officers, committees and groups.
- 26.1 (g) Maintain a file system for all information generated by the GLASC, including reports/minutes submitted by the sub-committees.
- 26.1 (h) Serve as a custodian of the G.L.A.S.C. archives.
- 26.1 (i) If there is no public information chairperson, advise the glana.ca Web Servant whenever any of the following information changes, position descriptions, subcommittee descriptions, and subcommittee time / date / location changes.
- 26.1 (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).
- 26.1 (k) Manage secretary@glana.ca Google Workspace account as per Policy 7.0.
- 26.1 (l) Maintain an archive of all electronic documents.

## **27. ALTERNATE SECRETARY**

27.1. The responsibilities of the Alternate Secretary shall be to:

- 27.1 (a) Perform the duties of the Secretary in his/her absence.
- 27.1 (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.
- 27.1 (c) Assist Secretary in all duties.

## **28. TREASURER**

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

- 28.1 (a) Act as custodian of the G.L.A.S.C. bank account and be one of the co-signers on that account as well as the G.L.A.S.C. literature account and the G.L.A.S.C. activities account.
- 28.1 (b) Keep an updated and accurate record of all revenues and expenditures at each G.L.A.S.C. meeting.
- 28.1 (c) Keep an updated and accurate record of all G.L.A.S.C. financial transactions.
- 28.1 (d) Prepare an annual financial statement at the end of each calendar year.

- 28.1 (e) Collect all G.L.A.S.C. contributions (in the form of cheques, Interac e-transfers or money orders only).
- 28.1 (f) Submit a written financial report to the R.C.M. to be presented at the Regional Service Committee meeting.
- 28.1 (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.
- 28.1 (h) Write a cheque for the full regional contribution in April, funds permitting.
- 28.1 (i) Write and mail a cheque for the full N.A.W.S. (Narcotics Anonymous World Services) contribution in April, funds permitting.
- 28.1 (j) Write and mail a cheque for the full C.A.N.A. (Canadian Assembly of Narcotics Anonymous) contribution in April, funds permitting.
- 28.1 (k) Manage treasurer@glana.ca Google Workspace account as per Policy 7.0.
- 28.1 (l) Pay the P.O. Box fee, in person, each August at London Stn B Post Office, 515 Richmond St London, Ontario-N6A 3E0; This will ensure that the GLANA's mail address 'PO Box 1735, London PO B, N6A 5H9' is not lost. In the event that there is no area Treasurer, this responsibility should be carried out by the area Chairperson.

## **29. ALTERNATE TREASURER**

- 29.1. The responsibilities of the G.L.A.S.C. Alternate Treasurer shall be to:
  - 29.1 (a) Perform the duties of the Treasurer in his/her absence.
  - 29.1 (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.
  - 29.1 (c) Assist the Treasurer in all duties.
  - 29.1 (d) Be one of the co-signers of the G.L.A.S.C. general bank account, G.L.A.S.C. literature account and the G.L.A.S.C. activities account.

## **30. REGIONAL COMMITTEE MEMBER (R.C.M.)**

- 30.1. The responsibilities of the R.C.M. shall be to:
  - 30.1 (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.
  - 30.1 (b) Attend all R.S.C. meetings.
  - 30.1 (c) Provide this area with an agenda for the upcoming R.S.C. meetings when available, for review and input.
  - 30.1 (d) Provide this area with the W.S.C. agenda report and present it to the groups in a workshop form.
  - 30.1 (e) To hold service /C.A.R. workshops for the greater London Area put on by the R.C.M.
  - 30.1 (f) Provide the G.L.A.S.C. with W.S.C. reports.
  - 30.1 (g) Manage rcm@glana.ca Google Workspace account as per Policy 7.0.

- 30.1 (h) Be one of the co-signers of the G.L.A.S.C. general bank account, G.L.A.S.C. literature account and the G.L.A.S.C. activities account.

### **31. ALTERNATE R.C.M.**

- 31.1. The responsibilities of the Alternate R.C.M. shall be to:
- 31.1 (a) Perform the duties of the R.C.M. in his/her absence.
  - 31.1 (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.
  - 31.1 (c) Assist the R.C.M. in all duties.
  - 31.1 (d) Be one of the co-signers of the G.L.A.S.C. general bank account, G.L.A.S.C. literature account and the G.L.A.S.C. activities account.

### **32. SUB-COMMITTEE CHAIRPEOPLE**

- 32.1. The responsibilities of the Sub-Committee chair people shall be to:
- 32.1 (a) Preside at all the regular monthly meetings of their respective committee.
  - 32.1 (b) Perform such duties and functions as necessary to the operation of their committees.
  - 32.1 (c) Maintain active two-way communication between their committees, the G.L.A.S.C., and their R.S.C. counterparts.
  - 32.1 (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.
  - 32.1 (e) Present written and oral reports to the G.L.A.S.C. and their own committees; and
  - 32.1 (f) Manage the subcommittee's "position" @glana.ca Google Workspace account (activities@glana.ca, handi@glana.ca, literature@glana.ca, newsletter@glana.ca, outreach@glana.ca or publicinformation@glana.ca) as per Policy 7.0.

### **33. AREA SERVICE CONVENTION REPRESENTATIVE (A.S.C.R.)**

- 33.1. The responsibilities of the A.S.C.R. shall be to:
- 33.1 (a) To act as a liaison person between the G.L.A.S.C. and the Regional Convention Committees (R.C.C.).
  - 33.1 (b) To attend all R.C.C. meetings; and
  - 33.1 (c) To provide written and oral reports to the G.L.A.S.C.

### **34. ALTERNATE A.S.C.R.**

- 34.1. The responsibilities of the alternate A.S.C.R. shall be to:
- 34.1 (a) Perform the duties of the A.S.C.R. in his/her absence.
  - 34.1 (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.
  - 34.1 (c) Assist the A.S.C.R. in all duties.

### **35. WEB SERVANT**

35.1. The responsibilities of the Web-servant shall be to:

- 35.1 (a) Monitor all G.L.A.S.C. @glana.ca Google Workspace accounts, create accounts, delete accounts, and manage passwords.
- 35.1 (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.
- 35.1 (c) Monitor websites for inconsistencies such as dead or outdated links.
- 35.1 (d) Mentor a person for the future care and maintenance of the website.
- 35.1 (e) Not post any N.A. literature from W.S.C./W.S.O., but rather hyperlink to it.
- 35.1 (f) Maintain contact with Execulink regarding technical issues and site renewals.
- 35.1 (g) Manage webservant@glana.ca Google Workspace account as per Policy 7.0.
- 35.1 (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.

### **36. ALTERNATE WEB SERVANT**

36.1. The responsibilities of the Alternate Web Servant shall be to:

- 36.1 (a) Perform the duties of the Web Servant in his/her absence.
- 36.1 (b) Assume the responsibilities of the interim Web Servant if for any reason he/she is unable to complete the term, until the election of a new Web Servant.
- 36.1 (c) Assist the Web Servant in all duties.
- 36.1 (d) This position will also be a 2-year term with a clean time requirement of 2 years.

### **37. POLICIES & PROCEDURES ADMINISTRATOR**

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

37.2. 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.

37.3. The Policy and Procedures Administrator is responsible for the following:

- 37.3 (a) Update P&P's as required (passed motions);
- 37.3 (b) Edit as required (before updating P&P's) wordsmith final motion or policy.
- 37.3 (c) Deal with housekeeping issues in current P&P's (housekeeping defined as: issues of overlap, numbering, repetition and redundancies, issues of conflict between current policies);

- 37.3 (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.
- 37.3 (e) Monitor G.L.A.S.C. minutes for upcoming motions for validity and conflicts.
- 37.3 (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.;
- 37.3 (g) Will be responsible for the production, printing and supply of the Policies & Procedures Document.
- 37.3 (h) The P&P Administrator will email any updates to the P&P's to the Web Servant so the website can be updated regularly and accurately.
- 37.3 (i) Will print a fully revised copy of P&P Document twice yearly to coincide with G.L.A.S.C. elections in January and July.
- 37.3 (j) Any and all changes to the P&P Document in between the above-mentioned 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
- 37.3 (k) Manage pandp@glana.ca Google Workspace account as per Policy 7.0.

### **38. ALTERNATE POLICIES & PROCEDURES ADMINISTRATOR**

- 38.1. The responsibilities of the Alternate Policies and Procedures Administrator shall be to:
- 38.1 (a) Perform the duties of the Policies and Procedures Administrator in his/her absence;
- 38.1 (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.
- 38.1 (c) Assist the Policies and Procedures Administrator in all duties.
- 38.1 (d) This position will also be a 2-year term with a clean time requirement of 2-years

## **G.L.A.S.C. ELECTIONS PROCEDURES AND REQUIREMENTS**

### **39. REQUIREMENTS FOR ELECTION**

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

| POSITION                                           | CLEAN TIME |
|----------------------------------------------------|------------|
| Regional Committee Member (R.C.M.)                 | 3 years    |
| Alternate R.C.M.                                   | 2 years    |
| Policies & Procedures Administrator (P & P Admin.) | 3 years    |
| Alternate P & P Admin.                             | 2 years    |
| Chairperson                                        | 2 years    |
| Alternate Chairperson                              | 2 years    |
| Treasurer                                          | 2 years    |
| Alternate Treasurer                                | 2 years    |

|                                                   |         |
|---------------------------------------------------|---------|
| Secretary                                         | 1 year  |
| Alternate Secretary                               | 1 year  |
| Literature Chairperson                            | 2 years |
| Alternate Literature Chairperson                  | 2 years |
| Activities Chairperson                            | 2 years |
| Hospitals & Institutions Chairperson              | 2 years |
| Area Service Convention Representative (A.S.C.R.) | 2 years |
| Alternate A.S.C.R.                                | 2 years |
| Web Servant                                       | 2 years |
| Alternate Web Servant                             | 2 years |
| Outreach Chairperson                              | 1 year  |
| Newsletter Chairperson                            | 1 year  |
| Public Information Chairperson                    | 2 years |

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

39.3. 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 6.0 of these guidelines.

#### **40. TERMS OF OFFICE**

40.1. 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.

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

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

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

40.5. 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.

40.6. Due to quarterly meetings, the mentoring process takes time. This will allow for the person in the position to become more efficient and effective.

40.7. 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.

## 41. DISMISSAL

- 41.1. 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.
- 41.1 (a) A written motion for dismissal, with due cause stated must be entered, seconded and filed with the GLASC.
- 41.1 (b) The officer must be duly notified in writing and shall be afforded the opportunity to give an explanation before any vote is taken.
- 41.2. Voting for dismissal of a G.L.A.S.C. officers shall be conducted by secret ballot, outlined as follows:
- 41.2 (a) Tellers: two members appointed by the GLASC Chair.
- 41.2 (b) Teller initiated ballots will be distributed to and collected from all voting members by the tellers.
- 41.2 (c) Ballots indicating vote only, shall be tallied by the tellers.
- 41.2 (d) Results of secret ballots shall not be published by number.
- 41.2 (e) The G.L.A.S.C. Chairperson shall announce the results.
- 41.3. A two-thirds majority of all G.L.A.S.C. voting participants in attendance will be required for dismissal.
- 41.4. A six-month moratorium will be required for any GLASC officer dismissed from their position.

## 42. RESIGNATION

- 42.1. Voluntary resignations should be submitted in writing to the G.L.A.S.C. Chairperson.
- 42.1 (a) 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.

## 43. ELECTION SCHEDULE:

- 43.1. Elections for the GLASC officers' positions shall be held annually as follows:

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             |
| G.L.A.S.C. Alternate Treasurer   |

JULY-Sub-Committee Chairpersons:

|                                      |
|--------------------------------------|
| G.L.A.S.C. Hospitals & Institutions; |
|--------------------------------------|

|                                                      |
|------------------------------------------------------|
| G.L.A.S.C. Public Information Chairperson            |
| G.L.A.S.C. Literature Chairperson                    |
| G.L.A.S.C. Activities Chairperson                    |
| G.L.A.S.C. Newsletter Chairperson                    |
| G.L.A.S.C. Outreach Chairperson                      |
| Area Service Convention Representative<br>(A.S.C.R.) |
| G.L.A.S.C Alternate A.S.C.R.                         |

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

|                                                                 |                        |
|-----------------------------------------------------------------|------------------------|
| G.L.A.S.C. Regional Committee Member (R.C.M.)                   | on odd numbered years  |
| G.L.A.S.C. Alternate R.C.M.                                     | on odd numbered years  |
| G.L.A.S.C. Web Servant                                          | on even numbered years |
| G.L.A.S.C. Alternate Web Servant                                | on even numbered years |
| G.L.A.S.C. Policies and Procedures Administrator (P & P Admin.) | on even numbered years |
| G.L.A.S.C. Alternate P & P Admin.                               | on even numbered years |

#### **44. NOMINATIONS**

- 44.1. Announcements of when nominations will be heard shall be given to the fellowship in the month prior to the taking of nominations.
- 44.2. 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.
- 44.3. 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.
- 44.4. 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.

#### **45. ELECTION VOTING**

- 45.1. Voting for election of G.L.A.S.C. officers shall be conducted by secret ballot, outlined as follows:

- 45.1 (a) Tellers: two members appointed by the GLASC Chair.
  - 45.1 (b) Teller initiated ballots will be distributed to and collected from all voting members by the tellers.
  - 45.1 (c) Ballots indicating vote only, shall be tallied by the tellers.
  - 45.1 (d) Results of secret ballots shall not be published by number.
  - 45.1 (e) The G.L.A.S.C. Chair shall announce the results.
- 45.2. A simple majority, 50% + 1 of all voting participants in attendance, is required to elect G.L.A.S.C. officers.
- 45.3. 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 number 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.
- 45.4. 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.
- 45.5. The Chairperson shall be responsible for points of validity, i.e. personal issues.
- 45.6. 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 from any other G.L.A.S.C. voting position within one month.

## **CONDUCTING G.L.A.S.C. BUSINESS AND MEETING AGENDA**

### **46. G.L.A.S.C. AGENDA**

- 46.1. The agenda for each G.L.A.S.C. meeting will be established and approved by the Area Chairperson and the Area Secretary.
- 46.2. The agenda should include, but not be limited to, the following items:
  - 46.2 (a) Open meeting: moment of silence, Serenity Prayer, Service Prayer.
  - 46.2 (b) Review agenda.
  - 46.2 (c) New business sheet passed around.
  - 46.2 (d) Contributions to the G.L.A.S.C. Treasurer.
  - 46.2 (e) Orientation of new members.
  - 46.2 (f) Roll call/Quorum.
  - 46.2 (g) Secretary's Report: minutes of the 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.
  - 46.2 (h) Treasurer's report. Questions/Comments.
  - 46.2 (i) Financial requests. Requests are to be considered in order of priority.

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

## **47. QUORUM**

**47.1.** Our Sixth Concept states that group conscience is the spiritual means by which we invite a loving God to influence our decisions. When making specific service decisions, voting is a measurement of our group conscience. By establishing the minimum number votes needed, we guarantee that enough officers and GSRs are in attendance, and the assembled committee is capable of developing a fully informed, balanced group conscience leading to sound service decisions on behalf of the GLANA membership. Quorum is also a protection against action in the name of the GLASC, by a small number of persons whose individual consciences may not be an adequate representation of the GLANA membership as a whole.

- 47.1 (a)** Quorum is calculated by averaging eligible voting participants in attendance at the previous three meetings.
- 47.1 (b)** Quorum will be set at one half plus one of the number calculated in the previous step.
- 47.1 (c)** For decisions requiring quorum, votes for or against must be equal to or greater than the number calculated in the previous step

**47.2.** The Area Chairperson has the responsibility to determine if quorum is present, and any member can raise a point of order about an apparent absence of quorum.

**47.3.** When quorum is not met, the GLASC can only take limited actions. These limited actions in the absence of a quorum are, but not limited to:

- 47.3 (a) Reading of reports into the minutes
- 47.3 (b) Reimbursement of previously approved expenses
- 47.3 (c) Engaging in the sharing portion
- 47.3 (d) Updating the Agenda for the upcoming GLASC Meeting
- 47.3 (e) Dealing with unfinished business
- 47.3 (f) Accepting new motions

- 47.3 (g) Reading of the Concepts  
47.3 (h) Closing the meeting

47.4. Any business that is conducted where quorum is required, but not present is invalid. The GLASC Committee is obligated to table such business until the following GLASC Meeting, providing more members the opportunity to be in attendance.

#### **48. VOTING AND NON-VOTING PARTICIPANTS**

48.1. **Voting participants** of the GLASC shall be:

|                                                                                                     |
|-----------------------------------------------------------------------------------------------------|
| All Group Service Representatives (G.S.R.), or Alternate ( <b>See Policy 48.1(a) and 48.1(b)</b> ); |
| G.L.A.S.C. Treasurer or Alternate                                                                   |
| G.L.A.S.C. Secretary or Alternate                                                                   |
| G.L.A.S.C. Regional Committee Member or Alternate                                                   |
| G.L.A.S.C. Policies and Procedures Administrator or Alternate                                       |
| G.L.A.S.C. Web Servant or Alternate                                                                 |
| G.L.A.S.C. Area Service Convention Representative or Alternate                                      |
| G.L.A.S.C. Literature Chairperson, or Alternate                                                     |
| G.L.A.S.C. Activities Chairperson, or Alternate                                                     |
| G.L.A.S.C. Hospitals & Institutions Chairperson, or Alternate                                       |
| G.L.A.S.C. Outreach Chairperson, or Alternate                                                       |
| G.L.A.S.C. Newsletter Chairperson, or Alternate                                                     |
| G.L.A.S.C. Public Information Chairperson, or Alternate                                             |

48.1 (a) A group must be in existence for 3 months prior to a G.S.R. or alternate G.S.R. casting a vote.

48.1 (b) Only group elected G.S.R. 's, or their alternate G.S.R. may carry the group conscience of his/her home group to the Area.

48.2. **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.

#### **49. VOTING PROCEDURES FOR REGULAR BUSINESS**

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

49.1 (a) These votes will be recorded and published.

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

#### **50. MAJORITY REQUIREMENTS**

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

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

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

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

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

### **51. CLEAN TIME REQUIREMENT**

51.1. Only persons with 2 years clean “or more” be allowed to handle GLANA funds.

### **52. G.L.A.N.A. BANK ACCOUNTS**

52.1. The bank accounts are as follows:

|                               |
|-------------------------------|
| G.L.A.N.A. General Account    |
| G.L.A.N.A. Activities Account |
| G.L.A.N.A. Literature Account |

52.2. 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.

### **53. G.L.A.N.A. GENERAL ACCOUNT SIGNATORIES**

53.1. The General Account signatories are as follows:

|                                     |
|-------------------------------------|
| G.L.A.S.C. Treasurer                |
| G.L.A.S.C. Alternate Treasurer      |
| G.L.A.S.C. Chairperson              |
| G.L.A.S.C. Alternate<br>Chairperson |
| G.L.A.S.C. RCM                      |
| G.L.A.S.C. Alternate RCM            |

### **54. G.L.A.N.A. ACTIVITIES BANK ACCOUNT SIGNATORIES**

54.1. The signatories can be any of the trusted servants listed in policy 53.0, as well as:

|                        |  |
|------------------------|--|
| Activities Chairperson |  |
| Activities Treasurer   |  |
|                        |  |

### **55. G.L.A.N.A. LITERATURE BANK ACCOUNT**

55.1. The signatories can be any of the trusted servants listed in policy 53.0, as well as:

|                                  |  |
|----------------------------------|--|
| Literature Chairperson           |  |
| Alternate Literature Chairperson |  |

## 56. SIGNING AUTHORITIES

56.1. Sub-Committee that are not elected by the G.L.A.S.C. body shall be ratified by a vote of the G.L.A.S.C. body before being added to the following **G.L.A.N.A.** bank accounts:

|                                      |
|--------------------------------------|
| <b>G.L.A.N.A.</b> Literature Account |
| <b>G.L.A.N.A.</b> Activities Account |

56.2. Positions requiring ratification:

|                      |
|----------------------|
|                      |
| Activities Treasurer |

## 57. RATIFICATION PROCEDURE

57.1. Persons wishing to be ratified shall stand be for the GLASC for a vote to hold the relevant position. The nominee or volunteer must provide a written service resume, be available to answer questions from the body and be voted in with simple majority by the procedure outlined in section 66.0-Secret Ballot.

## 58. FIXED EXPENSES

|                                                       |
|-------------------------------------------------------|
| Bank Service Charges                                  |
| Activities Photocopying                               |
| P.O. Box Rental                                       |
| Literature Photocopying                               |
| Rent for G.L.A.S.C. Meeting                           |
| Secretary Photocopying                                |
| Storage Locker                                        |
| Activities Float                                      |
| Website (domain paid every 5 years, \$110 plus taxes) |

## **59. NON-FIXED EXPENSES**

|                                                 |
|-------------------------------------------------|
| Ad Hoc Committee Float                          |
| Administration Photocopying and Float           |
| A.S.C.R. (O.R.C.N.A.) Travel                    |
| Miscellaneous Expenses                          |
| Group Travel                                    |
| Hospitals & Institutions Photocopying and Float |
| New Group Starter Kits                          |
| Newsletter Photocopying and Float               |
| Outreach Float                                  |
| Public Information Photocopying and Float       |
| Regional Committee Member                       |
| Regional Contribution                           |
| Secretary                                       |
| P & P Office Supplies and Photocopying          |
| Treasurer Photocopying                          |
| Starter package (new group)                     |
| N.A.W.S. Contribution                           |
| Public Information Photocopying                 |
| R.C.M. Photocopying                             |

## **G.L.A.S.C. FUNDS: COLLECTION, DISTRIBUTION, AND REPORTING**

### **60. DISSOLUTION**

60.1. 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.

### **61. GENERAL GUIDELINES FOR G.L.A.S.C. FUNDS**

61.1. 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.

61.2. All revenues accumulated from these sources will be maintained in a general fund bank account.

61.3. All funds are subject to disbursement by the GLASC Treasurer for paying obligations.

61.4. Revenues shall be deposited within one week of receipt. (post-dated cheques will not be accepted)

61.5. All non-recurring expenditures must be approved by a simple majority vote of the G.L.A.S.C.

61.6. No reimbursement for expenditures shall be made without receipt or proof of payment.

61.7. Normally all expenditures should be paid by cheque.

61.8. That all financial disbursements are to be paid by cheque.

61.8 (a) All cheques written for the General, Activities, and Literature bank accounts require two authorized signatures.

61.8 (b) All cheques must be signed at the area table during the A.S.C. meeting.

## **62. BUDGETED TRAVEL EXPENSES**

62.1. The procedure for reimbursement of gas receipts is:

62.1 (a) Fill up before trip, obtain receipt,

62.1 (b) Fill up upon arrival at destination, obtain receipt,

62.1 (c) Submit both receipts to the treasurer. Reimbursement is double of the second receipt.

62.1 (d) All financial requests outside of this procedure will be subject to approval by the G.L.A.S.C.

62.1 (e) The Glana area will pay for RCM's travel expenses for pre-authorized travel by the area. (If the area requires the RCM to do service for the area outside of the monthly RCM duties at area.)

62.1 (f) Gas receipts- Fill up before you leave for your destination, obtain a receipt. Fill up upon arrival at your destination, obtain a receipt. Fuel cost will be paid from the arrival receipt times two (represents there and back).

62.1 (g) Mileage will be paid at \$0.10 per KM round trip for wear and tear on personal vehicles. Mileage will be calculated by using an internet map program to determine distance.

62.1 (h) Overnight stay shall be set to a maximum of \$190 per night including parking. The overnight stay must be pre-approved by the area. Per Diem will be \$60 per day only after an overnight stay.

## **63. SUB-COMMITTEE FUNDS**

63.1. All committees are to establish a prudent reserve to be approved by the G.L.A.S.C.

63.2. All committees shall submit a monthly financial report at the G.L.A.S.C. meetings and

63.2 (a) Committees requiring bank accounts shall maintain a two signature chequing account.

63.2 (b) Signing officers will be the Sub-Committee Chair and Treasurer, Area Chair, Alternate Chair, Area Treasurer, Alternate Treasurer.

63.3. ACTIVITIES: This committee shall have access to a prudent reserve of \$3000 which equals \$1000 per event and \$3000 for a campout event as long as there are no other events in progress, subject to the discretion of the GLASC

63.3 (a) All funds raised above prudent reserve through the efforts of the activities sub-committee must be transferred into the GLANA general bank account by writing a cheque for the surplus at the following GLASC meeting.

63.3(b) The Activities subcommittee will be responsible for their own bank fees and photocopying expenses through their own accounts.

63.4. 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.

63.4 (a) 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.

63.4 (b) The Literature subcommittee will be responsible for their own bank fees and photocopying expenses through their own accounts.

63.4 (c) Manage starter package. [see 20.1(h)]

#### **64. FINANCIAL AUDITS AND REVIEWS**

64.1. An annual audit shall be conducted each December by the GLASC under the direction of the GLASC Treasurer

64.2. An annual audit shall be conducted of all sub-committees each June for submission and approval of of the GLASC under the direction of the GLASC Chairperson and the GLASC Treasurer

64.3. Periodic reviews will be conducted at any time, by the GLASC, as outlined in the Treasurer's Handbook

#### **65. PRUDENT RESERVES AND SPENDING FREEZES**

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

65.2. Should revenues be 15% behind the current month's estimated point and/or the bank balance fall to the prudent level, non-fixed expenses will be suspended until revenues achieve par with budgeted expectations AND the bank balance is above the prudent reserve.

65.3. 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.

#### **BUDGET ESTIMATE AND FINANCIAL FORECAST**

## 66. RECURRING EXPENSES

- 66.1. 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.
- 66.2. The G.L.A.S.C. Treasurer will prepare the estimated budget for the following year using the following procedure:
- 66.2 (a) Revenues will be estimated using a 5 year weighted average:  
(Current year X 5 + last year X 4 + 2 years back X 3 + 3 years back X 2 + 4 years back X 1) / 15
- 66.2 (b) For the above formula the current year end will be estimated by the formula:  
(Year to date X 12) / Number of months passed
- 66.2 (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
- 66.2 (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.
- 66.2 (e) The budget MUST balance Revenues and Expenses.

## AMENDMENTS TO POLICIES AND PROCEDURES

### 67. AMENDMENT

- 67.1. An amendment is an alteration, addition, or deletion to any of the Policies & Procedures. The parts of the Policies & Procedures that are not amended remain in force. For our purposes there are three types of amendments which are as follows:

### 68. SECOND CONCEPT AMENDMENT:

**(The final responsibility and authority for NA services rests with the NA groups)**

- 68.1. This is a major change; that results in adding or removing a permanent action, item, duty or requirement; and is outside the scope of the original understanding and consent of the G.L.A.S.C Home groups. *(I.e. adding a new policy, a permanent budget line item, a new duty or requirement that will be permanent and ongoing; or removing an existing policy, removing an existing permanent budget line item, removing an existing duty or requirement that was permanent and ongoing, issues of conflict between current policies).*
- 68.1 (a) All permanent additions, alterations, or deletions must originate from within a Home Group, Sub-committee or the Administrative Committee.
- 68.1 (b) The changes must be submitted as a written motion which will be read to the GLASC and then added as new business to the agenda. In order to allow the P&P Admin

- time to check for conflicts and draft a potential policy, the motion is tabled for the first time, and "tabled for discussion" is added, discussion will take place at the next upcoming G.L.A.S.C meeting.
- 68.1 (c) Upon returning to the Area any new business that is "tabled for discussion", and is found to have conflicts with other policies, it is ruled out of order, underneath "tabled for discussion", "Out of order" is added, and the motion is moved to old business in order to inform the members of the status at the next upcoming G.L.A.S.C. meeting.
- 68.1 (d) Else if upon returning to the Area any new business that is "tabled for discussion", and is found to have no conflicts with other policies, it is now given an appropriate amount of time for discussion, the motion is then tabled for the second time, and GSR's take the motion back to their Home Groups for group conscience in order to vote on behalf of their Home Group, which will take place at the next upcoming G.L.A.S.C meeting. The motion remains as new business, but underneath "tabled for discussion", "tabled for group conscience" is added in order to inform the members of the status at the next upcoming G.L.A.S.C. meeting.
- 68.1 (e) Upon returning to the Area meeting, any new business that is "tabled for group conscience" will now be addressed. Due to the importance of having group conscience the amending process will follow one of two paths:
- 68.1 (f) **Path 1:** The GSRs in attendance are asked "Who in Good conscience can vote on this motion?" If the number of GSRs that raise their hand is equal to or greater than 50%+1 of the GSRs present then:
- 68.1 (g) The vote on the motion will proceed, and only the GSRs, that can in Good conscience cast a vote, will be the members voting on that motion.
- 68.1 (h) A 2/3 majority of those participating in the vote is required to pass the motion. If the motion passes it is then moved to unfinished business and underneath "tabled for group conscience", "Passed – vote count and pending resolution by Name of committee position" is added.
- 68.1 (i) Once the required action is completed, underneath "Passed – vote count and pending resolution by Name of committee position" "Completed" is added, and the motion is moved to old business in order to inform the members the outcome at the next upcoming G.L.A.S.C. meeting.
- 68.1 (j) If a motion is defeated, underneath "tabled for group conscience", "Defeated – vote count" is added in order to inform the members of the status at the next upcoming G.L.A.S.C. meeting.
- 68.1 (k) **Path 2:** The GSRs in attendance are asked "Who in Good conscience can vote on this motion?" If the number of GSRs that raise their hand is less than 50%+1 of the GSRs present then:
- 68.1 (l) The motion will be tabled for the third and final time, it is then moved to unfinished business and remains "tabled for group conscience". The vote will be held at the next upcoming meeting.

- 68.1 (m) Upon returning to the Area meeting, any unfinished business that is "tabled for group conscience" will now be addressed. All GSRs that can in Good conscience cast a vote, will be the members voting on that motion. The vote will proceed regardless of the number of GSRs in attendance.
- 68.1 (n) A 2/3 majority of those participating in the vote is required to pass the motion. If the motion passes it remains as unfinished business and underneath "tabled for group conscience", "Passed – vote count and pending resolution by Name of committee position" is added.
- 68.1 (o) Once the required action is completed, underneath "Passed – vote count and pending resolution by Name of committee position", "Completed" is added, and the motion is moved to old business in order to inform the members of the status at the next upcoming G.L.A.S.C. meeting.
- 68.1 (p) If a motion is defeated, underneath "tabled for group conscience", "Defeated – vote count" is added, and the motion is moved to old business in order to inform the members of the status at the next upcoming G.L.A.S.C. meeting.

## **69. THIRD CONCEPT AMENDMENT**

**(The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it):**

- 69.1. This is a major change due to an unforeseen issue beyond the normal control of the committee members, a temporary, but major addition, correction, alteration, or extension of a permanent action, item, duty or requirement is needed, but is outside the scope of the original understanding and consent of the G.L.A.S.C Home groups. Temporary in this case means that a permanent action, item, duty or requirement should be completed, addressed, or fulfilled before the end of the current Chairpersons term and this amendment will not be carried over into the term of the succeeding Chairperson. (I.e. *splitting or postponing a budget line item, extending a time frame, increasing or decreasing a budget line item, suspending a sub-committees activities*).
- 69.1 (a) All Third Concept Amendments that originate from within a Home Group, Sub-committee or the Administrative Committee does not require a seconder. Any amendment of this type originating from the floor must have a seconder.
- 69.1 (b) The changes must be submitted as a written motion which will be read to the GLASC and then given an appropriate amount of time for discussion.
- 69.1 (c) Voting shall be a show of hands, simple majority(50%+1) of those in attendance at that meeting, with one exception, votes in favor of or votes against must equal or exceed quorum in order to pass or defeat the motion.
- 69.1 (d) If the motion has quorum and passes it is moved to unfinished business, and "Passed – vote count and pending resolution by Name of committee position" is added.
- 69.1 (e) Once the Third Concept Amendment is no longer needed, underneath "Passed – vote count and pending resolution by Name of committee position",

“Completed” is added, and the motion is moved to old business in order to inform the members of the status at the next upcoming G.L.A.S.C. meeting.

69.1 (f) If the motion has quorum, and is defeated, it is moved to old business, and “Defeated – vote count” is added in order to inform the members of the status at the next upcoming G.L.A.S.C. meeting.

69.1 (g) If the motion is not successfully passed or defeated, due to a lack of quorum, it is moved to Unfinished business, and “tabled for group conscience” is added in order to inform the members of the status at the next upcoming G.L.A.S.C. meeting.

69.1 (h) Upon returning to the Area meeting, any unfinished business that is "tabled for group conscience" will now be addressed. Voting shall be a show of hands, simple majority (50%+1) of those in attendance at that meeting. If the motion passes it remains as unfinished business, and underneath “tabled for group conscience”, “Passed – vote count and pending resolution by Name of committee position” is added.

69.1 (i) Once the required action is completed, underneath “Passed – vote count and pending resolution by Name of committee position”, “Completed” is added, and the motion is moved to old business in order to inform the members of the status at the next upcoming G.L.A.S.C. meeting.

69.1 (j) If a motion is defeated, underneath “tabled for group conscience”, “Defeated – vote count” is added, and the motion is moved to old business in order to inform the members of the status at the next upcoming G.L.A.S.C. meeting.

## **70. MINOR AMENDMENT**

70.1. An addition, correction, alteration, or deletion that leaves the original document substantially intact, and remains inside the scope of the original understanding and consent of the G.L.A.S.C Home groups. (*e.g. spelling mistakes, numbering, repetition, issues of clarity, issues of overlap, redundancies, and relocation of terms and requirements within the P&P document*)

70.2. These amendments are carried out by the P&P administrator, or Interim P&P administrator, and are done to keep the Policies and Procedures Document in good order. These amendments are to be included in an appendix and the P&P administrator’s monthly report.