

Policies & Procedures

Greater London Area Service Committee Of Narcotics Anonymous

Revised July 2024

GREATER LONDON AREA SERVICE COMMITTEE
Policies & Procedures **October 2022**

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[SECOND CONCEPT AMENDMENT:](#)

[\(The final responsibility and authority for NA services rests with the NA groups\)](#)

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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
Roberts Rules of Order
O.R.C.N.A. Policies and Procedures

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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.

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

COMMITTEE	DAY	TIME
G.L.A.S.C.	2nd Sunday monthly	12:30 pm
Hospitals & Institutions	4th Sunday monthly	1:00 pm
Activities	4th Sunday monthly	4:00 p m
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.)

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

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)
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.

- 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.

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(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
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

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- 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 (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:

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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.

- 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) Reading of Concept(s).
- 46.2 (v) 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 (See Policy 48.1(a) and 48.1(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 alternates G.S.R.’s 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. Activities 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 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:

G.L.A.N.A. Literature Account
G.L.A.N.A. Activities Account

56.2. Positions requiring ratification:

Activities Treasurer
Alternate Literature Chairperson

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
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.

- 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 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 + 2years 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

- 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 originates 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 the 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

