



Southern Saskatchewan Area Service Committee

Policies and Guidelines

October 30, 2022
Amended January 26 2024



Table of Contents

Purpose	1
Membership	1
Leadership	1
Chair.....	1
Vice-chair	2
Treasurer	2
Secretary.....	2
Regional Committee Members	3
Subcommittees – General Procedures	3
Standing Subcommittees.....	3
Other Committees.....	3
Subcommittee Chair Elections and Terms	3
Other Subcommittee Members – Membership and Removal	3
Election of Other Subcommittee Positions.....	3
Meetings.....	3
Decisions	4
Subcommittee Chairs.....	4
Subcommittee Vice-Chairs and Secretary-Treasurers	4
All Other Subcommittee Positions Eligibility - General.....	5
Subcommittee Finances and Bank Accounts.....	5
Activities Subcommittee	6
Communications Subcommittee	6
Public Relations Subcommittee	6
Convention Subcommittee	7
Hospitals and Institutions Subcommittee	8
Literature Subcommittee	9
Outreach Subcommittee	9
Nominating, Electing and Removing Elected Members	9
Nomination Process	9
Conditions for Holding Office	10
Regular Area Service Election.....	10
Elections Because of Vacancies.....	10
Voting Rights	10
Election Process.....	10
Removal Process	11
Meetings	11
Area Service Meeting Schedule.....	11
Quorum.....	11



Decision-making	11
Elections	11
Spending NA Funds	11
Other Decisions.....	11
Discussion Topics and Proposals.....	11
Participation	12
Voting.....	12
Finances and Assets	12
Fiscal Year	12
Financial Statements.....	12
Reviewer or Auditor.....	12
Accounts	12
Spending, Subsidies and Subcommittee Funding.....	13
Subcommittee Remittances	13
Theft or Misappropriation of Money.....	14
Events	14
Redressing Personal Grievances	14



Purpose

The Southern Saskatchewan Area Service Committee (Area Service) is responsible to the Narcotics Anonymous groups in the Southern Saskatchewan Area, which includes all points south to the Canada-United States border beginning at a northern border running from the Alberta border in the west through Leader, Davidson and Yorkton to the Manitoba border in the east.

Area Service's purpose is to help the Area's groups spread the message of NA. Area Service and its subcommittees are governed by these *Policies and Guidelines*, *A Guide to Local Services in Narcotics Anonymous*, the *Twelve Traditions of Narcotics Anonymous*, and the *Twelve Concepts for NA Service*.

Area Service is responsible for: (a) approving these *Policies and Guidelines*; (b) making all decisions regarding the spending of money earned or collected by or for Area Service and its subcommittees; (c) keeping minutes of Area Service and subcommittee meetings; (d) keeping accounting records for Area Service and subcommittees; (e) selecting an independent reviewer or auditor to review or audit the financial statements and records of Area Service and its subcommittees; (f) participating as a member of the AL-SASK Regional Service Committee.

Membership

Area Service includes all registered group service representatives (GSRs), the chair, vice-chair, treasurer, secretary, subcommittee chairs, the regional committee member (RCM), and the alternate regional committee member (RCM Alt).

Each group in the Area may appoint one GSR to represent it at Area Service by registering the group's name, its meeting(s) location(s), meeting date(s) and time(s), and the name and contact information of its GSR to the Area Service secretary at secretary@southsaskna.org.

Area Service may suspend or end any group's membership if the group's GSR fails to attend 3 or more Area Service meetings in an 12 month period.

Leadership

The Area Service leadership team includes Area members elected for 2-year terms to the positions of chair, vice-chair, treasurer, secretary, RCM, and RCM Alt.

Chair

To be eligible for nomination for Area Service chair, a person must have at least 1 year of Area Service experience and at least 5 years of clean time. The chair's key duties include:

- Chairing Area Service meetings efficiently and fairly, and ensuring all decisions are made in accordance with these *Policies and Guidelines*
- Preparing and distributing the agenda for Area Service meetings to all Area Service members
- Along with the Area Service treasurer, co-signing all Area Service bank accounts
- Regularly communicating with all Area Service member groups and subcommittees about their activities, including staying informed about subcommittee work, helping subcommittee chairs plan work and budgets, being available to address subcommittee problems, and reviewing subcommittees' performance



- Ensuring appropriate Policies and Guidelines are in place to support the effective management and implementation of Area Service activities and goals
- Supporting, coaching, and supervising the work of the vice-chair, treasurer, secretary, and all sub-committee chairs
- Representing Area Service at NA-related events, functions, and meetings

Vice-chair

To be eligible for nomination for Area Service vice-chair, a person must be eligible for nomination for the Area Service chair. The vice-chair's duties include attending all subcommittee meetings, carrying out any of the duties of the chair at the chair's request or in the chair's absence, and assuming the role of acting chair if the chair is unable or unwilling to act, or is removed from office.

Treasurer

To be eligible for nomination for Treasurer, a person must have at least 5 years of clean time, not have been convicted of theft, fraud, or any similar property-related offence for at least 10 consecutive years immediately preceding their nomination and have the skills and experience to effectively manage and account for Area Services' income and expenditures. The Treasurer's duties include:

- managing and accounting for all money donated to, earned by, and spent by Area Service or by any member of Area Service in accordance with the *Narcotics Anonymous Treasurer's Handbook*
- Maintaining all Area Service bank accounts, including making all deposits and ensuring all withdrawals are done in accordance with the procedures in the *Finances and Assets* section below
- Along with the Area Service chair, co-signing all Area Service bank accounts
- Preparing and submitting for approval by Area Service:
 - an annual Area Service budget at the December meeting of Area Service in the year preceding the year to which the budget relates
 - a monthly Treasurer's Report at each Area Service meeting that includes all the financial transactions for the previous month
 - an annual financial statement at the January meeting of Area Service each year that includes a detailed balance sheet of assets and liabilities and a statement of revenue and expenditures of Area Service and each of its subcommittees for the period from January 1 to December 31 of the previous calendar year

Secretary

To be eligible for nomination for Secretary, a person must have at least 1 year of clean time. The Secretary's duties include:

- Supporting the Chair in the preparation and distribution of all Area Service meeting agendas and all reports and items submitted for inclusion on the agenda
- Taking accurate minutes of every Area Service meeting that record the attendance of members, the receiving and filing of all reports submitted, and the recording of all votes and decisions made by Area Service, and distributing the draft minutes to Area Service members for review



- Maintaining copies of all official Area Service documents, such as Policies and Guidelines, meeting agendas and minutes, the names, contact information and position (if applicable) of each member of Area Service, and all financial records submitted by the Area Service treasurer or any subcommittee chair or treasury to the Area Service secretary

Regional Committee Members

To be eligible for nomination for the position of RCM or RCM Alt, a person must have at least 2 years of clean time. The RCM alt must be eligible for nomination for the RCM after the elected RCM's term is up. The RCM Alt's position carries into the RCM position after the RCM position is vacated by means of either stepping down or declining renomination. No nomination is necessary for the RCM Alt once the RCM term is up or is vacated and the RCM Alt voted in by area assumes this position. The RCM's duties include attending area meetings, carrying out any of the duties of the RCM's request or in the RCM's absence, and assuming the role of acting RCM if the RCM is unable or unwilling to act, or is removed from office. The duties of the RCM and the RCM Alt include representing Area Service at AL-SASK Regional Service Committee meetings, acting as liaisons between the Area and the Region by reporting on AL-SASK activities and decisions at Area Service meetings, and providing information and guidance to the Area Service leadership team, subcommittee chairs, and GSRs in matters concerning the applicability and interpretation of the *Twelve Traditions of Narcotics Anonymous* and the *Twelve Concepts for NA Service*.

Subcommittees – General Procedures

Standing Subcommittees

Area Service has the following standing subcommittees: Activities, Communications, Public Relations, Convention, Hospitals and Institutions, Literature, and Outreach. All standing subcommittees are directly responsible to Area Service and governed by these *Policies and Guidelines*.

Other Subcommittees

Area Service may create other subcommittees to do specific work by approving a written mandate detailing the subcommittee's purpose and responsibilities, establishing the eligibility requirements for the subcommittee chair, and electing a subcommittee chair. The General Procedures in this section apply to all subcommittees.

Standing Subcommittee Chair Elections and Terms

Standing subcommittee chairs are elected by Area Service in accordance with these Policies and Guidelines for 2-year terms, except for the Convention chair, which is a 1-year term.

Other Subcommittee Members – Membership and Removal

Subcommittee members other than the chair automatically become members upon attending 3 consecutive subcommittee meetings, or by being elected to a subcommittee position. A member who fails to attend 3 consecutive subcommittee meeting or 4 or more subcommittee meetings in any 12-month period may be removed from the subcommittee by upon a vote of the subcommittee.

Election of Other Subcommittee Positions

Elections to subcommittee positions (other than the chair which is elected by Area Service) are held once a year. The election schedule is decided by the subcommittee. Nominations and elections must be made and carried out in accordance with the nomination and election procedures for Area Service leadership team positions in these *Policies and Guidelines*.

Meetings

Subcommittees generally meet once a month at times, dates, and places (or online) arranged by the subcommittee chair. Meetings are open to all members of the NA fellowship in the Area.



Decisions

All decisions made by a subcommittee are made by a consensus of all subcommittee members following the same proposal- and decision-making procedures as Area Service. All subcommittee members in good standing (including the chair) are entitled to vote on any matter requiring a decision of the subcommittee.

Subcommittee Chairs

Eligibility

Subject to any specific eligibility requirements in these *Policies and Guidelines*, to be eligible for nomination for any subcommittee chair position, a person must have at least 1 year of clean time.

Duties

The chair of each subcommittee has the follow duties:

- Complying with and ensuring all subcommittee members comply with these *Policies and Guidelines*, any other procedures, directives or orders issued by Area Service, and any applicable NA service literature adopted by Area Service.
- Ensuring all members of the subcommittee meet the eligibility requirements of the position they hold, and removing any subcommittee member who either ceases to be eligible for the position they hold, or fails to carry out the duties assigned to them.
- Coordinating all subcommittee functions, establishing the schedule and agenda for all subcommittee meetings, and leading all subcommittee meetings.
- Attending all Area Service meetings and reporting to Area Service on all significant subcommittee activities and issues, including accounting for all subcommittee revenue, expenses, and liabilities, along with all related bank account statements and receipts.
- Performing the duties of the subcommittee secretary-treasurer in the absence of a secretary-treasurer.
- Along with the subcommittee secretary-treasurer (or in the absence of a subcommittee secretary-treasurer, the Area Service treasurer) acting as a co-signer on subcommittee accounts, if any.
- For any subcommittee intended to generate income, at least quarterly, along with the subcommittee secretary-treasurer, remitting all funds over the subcommittee's maximum account balance (as detailed in these *Policies and Guidelines*) to the Area Service treasurer.
- Signing for the receipt of, accepting personal responsibility for the use of, and, at the end of their term, returning or replacing (if lost or damaged) any service materials provided to them relating to the operation of the subcommittee to the Area vice-chair.
- Immediately informing the Area Service chair of any suspected theft or misappropriation of subcommittee funds or property.

Subcommittee Vice-Chairs and Secretary-Treasurers

Eligibility

To be eligible for appointment as a standing subcommittee vice-chair, a person must meet the requirements for nomination for the subcommittee chair. And in the case of the subcommittee secretary-treasurer, a person must meet the requirements for nomination for Area Service treasurer.



Duties

A subcommittee vice-chair's duties include attending all subcommittee meetings, carrying out any of the duties of the subcommittee chair in the chair's absence, and becoming the acting chair if the chair is unable or unwilling to act, or is removed from office by Area Service.

A subcommittee secretary-treasurer has the following duties:

- Collecting, managing and accounting for all revenue, contributions and other money earned or collected in connection with the subcommittee's operations, and managing, accounting for, and paying all financial liabilities of the subcommittee, including all invoices or accounts issued for subcommittee activities.
- Maintaining the subcommittee's accounts (if any), including making all deposits and ensuring all withdrawals are done in accordance with the *Finances and Assets* section below.
- Along with the subcommittee chair, acting as a co-signer on the subcommittee accounts, if any.
- Submitting a current, accurate financial statement (along with all account statements, receipts and other supporting documentation) to the subcommittee chair at each subcommittee meeting for the subcommittee chair to submit to the Area Service treasurer.
- For any subcommittee that is intended to generate income, at least quarterly, along with the subcommittee chair, remitting all funds over the subcommittee's maximum account balance (as detailed in these *Policies and Guidelines*) to the Area Service treasurer.
- Taking accurate minutes at subcommittee meetings of all decisions and making the minutes available to all subcommittee members at the next following subcommittee meeting.
- Keeping the subcommittee's records including meeting minutes, financial transactions (including bank statements and receipts), and correspondence to and from the subcommittee.

All Other Subcommittee Positions Eligibility - General

Subject to any specific eligibility requirements elsewhere in these *Policies and Guidelines*, to be eligible for appointment or election to any subcommittee position other than chair, vice-chair or secretary-treasurer, a person must have at least 6 months of clean time.

Subcommittee Accounts and Finances

All subcommittee accounts must have at least 2 cosigners; cosigners must not live at the same address, be in a spousal relationship, or be related to each other. All subcommittee accounts must be at a financial institution approved by Area Service.

Before making deposits into a subcommittee account, the subcommittee treasurer must have at least one other subcommittee member count any cash to be deposited. If possible, the second member should cosign the deposit form and accompany the treasurer when depositing the funds at the financial institution.



Activities Subcommittee

The Activities subcommittee's primary purpose is to organize events – dances, picnics, campouts, special speakers' meetings, etc. – to enhance the sense of community within the Area and to raise money for Area Service. It also helps coordinate events undertaken by other Area Service subcommittees.

The Activities leadership team includes the chair (elected by Area Service), a vice-chair, and a secretary-treasurer. Other positions may include, for example, a canteen coordinator, entertainment coordinator and a promotions coordinator, all of which must be voted in. The chair is responsible for developing an annual Area Service activities schedule and delegating duties to subcommittee members during Activities' events.

Public Relations Subcommittee

The Public Relations subcommittee provides information about NA and the Area to members, prospective members, professionals (physicians, councillors, etc.), institutions (schools, community-based organizations, etc.) and to the public with a view to increasing awareness of NA and its message of recovery, and by developing positive, independent relations with individuals and groups outside of NA. Public Relations is responsible for:

- maintaining a current and accurate meeting list of all known NA meetings in the Area and making it available to members in the Area.
- arranging for members of NA to participate at speaking engagements about the Area and the NA program
- maintaining the Southern Saskatchewan NA Helpline – a full-service mailbox with information about meetings, services, and activities, including arranging for members of NA to support people who call the Area helpline for assistance with their or their loved ones' addiction problems.

The Public Relations leadership team includes the chair (elected by Area Service), a vice-chair, and a secretary-treasurer. It also includes elected coordinators.

Coordinators: Must have at least 6 months of clean time. Duties include arranging and coordinating Public Relations events and speaking engagements in the community and keeping the Subcommittee leadership informed of all such activities.

Speakers: Do not have to be Subcommittee members but must have at least 6 months of clean time and have attended a Public Relations workshop on speaking.

Communications Subcommittee

- developing, maintaining, and administering the Area's website (www.southsaskna.org)
The Communications subcommittee includes the chair (elected by Area Service).
- maintaining a current and accurate meeting list available on the website.



Convention Subcommittee

The Convention Subcommittee's purpose is to organize and host the Southern Saskatchewan Area Convention of Narcotics Anonymous each year, and to periodically host the AI-Sask Region Convention of Narcotics Anonymous.

The Convention leadership team includes the chair (elected by Area Service), a vice-chair, a secretary, and a treasurer. To be eligible for the position of Convention chair, a person must have at least 3 years of clean time. Traditionally, Area Service elects a chair who has been nominated by members of the previous year's Convention Subcommittee members by consensus.

The Subcommittee includes the following additional elected positions:

Registration and Tickets Coordinator: Must meet the eligibility requirements for Area Treasurer. Duties include budgeting for and purchasing registration supplies, overseeing the printing of tickets, recording ticket sales, delegating other registration duties as needed, keeping an accurate record of all "out-of-town" guests, and determining the total clean time for all convention attendees.

Welcoming Coordinator: Duties include appointing members to a welcoming committee that treats guests in a warm and welcoming way.

Entertainment Coordinator: Must have at least 1 year of clean time. Duties include organizing all entertainment for the convention (ex. talent show, dances, music, etc.)

Billeting Coordinator: Must have at least 1 year of clean time. Duties include making a list of out-of-town attendees in coordination with the Registration and Tickets Coordinator and arranging for accommodations for out-of-town guests at the homes of members in the Area.

Speakers and Workshops Coordinator: Must have at least 2 years of clean time. Duties include organizing afternoon and evening workshops, locating, reviewing the qualifications of, and recommending potential speakers for approval by the whole subcommittee, arranging for, and acting as the main liaison between the main speaker and the subcommittee, arranging for all other speakers, providing for transportation for all speakers, purchases 'thank-you' gifts for speakers.

Merchandising Coordinator: Must meet the eligibility requirements for Area treasurer. Duties include arranging for and proposing T-shirt designs for the subcommittee's approval, getting competitive quotations, and arranging for the purchase and printing of T-shirts, and all other convention merchandise, acquiring NA literature for sale at the convention from the Area Literature Chair, arranging for the sale of convention merchandise to Area members and attendees, and is personally responsible for collecting of and accounting for all funds earned from the sale of merchandise.

Catering Coordinator: Must have at least 2 years of clean time. Should have commercial or institutional food preparation experience. Duties include preparing a menu for the main evening meal on Saturday and for breakfast on Sunday, preparing a catering budget for the subcommittee approval as soon as possible, purchasing all food, supplies and services for catering, and manages the preparation and service of all catered meals at the convention.

Posters & Publications Coordinator: Must have at least 1 year of clean time and should have artistic skills. Duties include drawing and arranging for the production and distribution of all brochures and other promotional materials for the convention, and arranging for convention advertising on the Area website through the Public Relations Subcommittee.



Hospitality & Fundraising Coordinator: Must have at least 2 years of clean time. Duties include planning and promoting fundraising opportunities for the convention in collaboration with the Activities subcommittee, submitting and accounting for all funds raised for the convention to the subcommittee Treasurer.

Set-up and Clean-up Coordinator: Duties include setting up, cleaning up and closing the entire convention location, purchasing cleaning supplies, organizing, and coordinating all set-up and clean-up activities.

Decorating & Banner Coordinator: Duties include arranging for an artist to create the convention banner, purchasing all required materials, organizing and coordinating the production of all decorations.

Marathon Meetings Coordinator: Duties include finding and delegating people to chair marathon meetings at the convention and making coffee for the meetings.

Canteen Coordinator: Must have at least 1 year of clean time. Duties include finding and coordinating responsible volunteers to work the canteen, purchasing canteen supplies (ex. pop, coffee, snacks, etc.)

Coffee Coordinator: Duties include making coffee for the convention, including ensuring marathon meetings are supplied with coffee.

Hospitals and Institutions Subcommittee

The primary purpose of the Hospitals and Institutions Subcommittee is to carry the message of recovery to individuals in facilities such as correctional institutions and treatment centers who do not have regular access to NA meetings in the community.

The H&I leadership team includes the chair (elected by Area Service), a vice-chair, and a secretary-treasurer. The subcommittee also includes panel leaders and any other members elected by the subcommittee to support H&I's service activities. To be eligible for the position of H&I chair, a person must have at least 2 years of clean time.

The H&I Chair's duties include:

- Ensuring all H&I activities, members and panel members comply with the *Hospitals & Institutions Handbook* published by the Narcotics Anonymous World Service Office.
- Gathering and providing current contact information about H&I in other NA areas and regions so panel members can provide it to people leaving for destinations outside of the Area.
- Acquiring suitable NA and Area literature for H&I meetings from the Literature Subcommittee for distribution to panel leaders, recording and reporting at H&I meetings about all literature distributed, and conducting regular audits to ensure that the quantity of literature distributed is reasonable and accounted for.
- As Panel Coordinator, appointing panel leaders for each facility supported by H&I, and ensuring NA meetings at the facilities are conducted in accordance with the guidelines described in the *Hospitals & Institutions Handbook* and applicable facility rules by acting as a liaison between H&I and facility representatives.



Panel Leaders: Must have at least 1-year clean time. Duties include deciding the meeting format for panel meetings or presentations, selecting panel members from the volunteer list for meetings or presentations at facilities, and coaching panel members to carry out their role.

Panel leaders must be elected every 6 months.

Panel Members: Do not have to be H&I members but must have at least 6 months of clean time. Panel leaders should coach inexperienced panel members in their role on the panel. Duties include ensuring facility meetings begin and end on time and are done in compliance with any facility-specific requirements and reporting any issues to the H&I chair.

Requirements for Attending Meetings at Facilities

Anyone attending an NA meeting at a facility that is coordinated by H&I, in addition to having the required minimum clean time and meeting all the requirements of the specific facility, must meet the following requirements:

- No convictions for any criminal offence for at least 1 year (or longer as dictated by the facility) to be eligible to attend a meeting at a correctional facility.
- Never wear clothes that advertise or display drugs or alcohol in any way.

Literature Subcommittee

The Literature Subcommittee supplies NA literature, key tags and medallions to groups and individuals in the Southern Saskatchewan Area. Literature collects payment at prices calculated as follows:

Price = World Service Office price + current exchange rate and money order costs + 20% mark-up + shipping and handling + Goods and Services Tax (GST)

The Literature leadership team includes the chair (elected by Area Service), a vice-chair, and a secretary-treasurer.

Literature is prohibited from giving credit except to a secure treatment facility in the Area up to maximum of \$100 for up to one month. All literature must be sold cash-on-delivery or e-transfer, except that a Subcommittee member may use reasonable discretion to accept a cheque for payment from a group in the Area.

Outreach Committee

The Outreach Subcommittee helps to connect Area members, groups, meetings, and individual addicts with the established NA fellowship, including arranging for members to travel from Regina or Moose Jaw or other places with well-established NA groups and fellowship, to meetings in smaller locations.

The Outreach leadership team includes a chair (elected by Area Service) and a vice-chair.

Nominating, Electing and Removing Elected Members

Nomination Process

Any member of an Area group may nominate a person for an Area Service position. Any member of a subcommittee may nominate a person for a position on the subcommittee.



All nominations for an Area Service position must either be submitted in writing to the Area Service chair or secretary, or made verbally at an Area Service meeting during the nomination period. All nominations for a subcommittee position must either be submitted in writing to the subcommittee chair or secretary, or made verbally at a subcommittee meeting during the nomination period.

All nominations must be accepted by the nominee either in writing, or verbally at an Area Service or subcommittee meeting.

Conditions for Holding Office

An individual holding an elected Area Service or subcommittee position must stay clean and maintain the minimum level of clean time associated with the position they hold. Being “clean” means abstaining from the use of all mind or mood-altering drugs or medications.

Regular Area Service Election

Nominations for the positions of Area Service chair, treasurer, RCM, H&I chair, and Communications and Public Relations chair open at the June Area Service meeting in odd numbered years and close on the date of the January meeting in the following year. Elections will be held immediately after nominations close at the January meeting in the year following the year the nominations were open.

Nominations for the positions of Area Service vice-chair, secretary, RCM Alt, Literature chair, and Outreach chair open at the June Area Service meeting in even numbered years and close on the date of the January meeting in the following year. Elections will be held immediately after nominations close at the January meeting in the year following the year the nominations were open.

Nominations for the position of Convention Subcommittee Chair open every year at the June Area Service meeting in the year before the convention and close immediately before the election. The election will be held at the September meeting in the year before the convention.

Elections Because of Vacancies

Nominations and elections for positions that have become vacant because of a person resigning or being removed from office are open and held at dates and times approved by Area Service (for Area Service positions) and by the subcommittee (for a subcommittee's positions).

Voting Rights

All elected members of Area Service and all GSRs in good standing are eligible to vote in an Area Service election. All members of a subcommittee in good standing are eligible to vote in a subcommittee election. Individuals have one vote, regardless of the number of positions they hold. A member is in good standing if the member is not subject to being removed from office.

Election Process

All elections are won by a simple majority of voting Area Service or subcommittee members in attendance at the meeting during which the election is held if the meeting has quorum (see below). In the event of a tie, re-voting will take place until the tie is broken.

Nominees must be present at the meeting when the election for the position they are nominated for is held.

Votes are cast by secret ballot. The chair must appoint ballot counters from among non-voting NA members in attendance. All ballots will be destroyed after each count.



Removal Process

Individuals in the positions of Area Service chair, vice-chair, treasurer, secretary, RCM, RCM Alt, or any subcommittee chair may be removed from office for any valid reason by a simple majority of voting Area Service members in attendance at a meeting. Individuals in any elected position of a subcommittee (not including the subcommittee chair) may be removed from office for any valid reason by a simple majority of voting subcommittee members in attendance at a meeting. Examples of valid reasons include ceasing to meet the eligibility requirements of the position, failing to regularly attend Area Service meetings, and failing to fulfill the duties and responsibility of the position.

Meetings

Area Service Meeting Schedule

Regular Area Service meetings are from 1:30 pm to 3:30 pm on the last Sunday of every month, not including July, August, and December. Special meetings may be arranged to address urgent matters upon reasonable notice to members being given by the Chair or the Secretary. Meetings may be held remotely online using video conferencing software (e.g., Zoom, Microsoft Teams, etc.)

Quorum

There must be at least 5 GSRs present at an Area Service meeting to meet quorum. There must be at least 3 voting subcommittee members present at a subcommittee meeting to meet quorum. No decision or vote is binding or valid unless it is made at meeting that has quorum.

Decision-making

Elections

More than 50% of voting members at a meeting must elect service positions. If 2 or more individuals are nominated for a position, a preliminary run-off election will be held during which the individuals who receive the fewest votes will be dropped from the ballot. The remaining person may then stand to be elected to the position.

Spending NA Funds

At least two-thirds (66.66%) of voting members at a meeting must approve proposals to spend NA funds.

Other Decisions

All other decisions are made by simple majority – More the 50% of voting members at a meeting must approve the decision.

In the event a group closes without notice to the committee and a balance is still left owing to the venue, any member may notify the Area Treasurer to close all accounts, balances, and the meeting.

Abstentions during a vote are neither considered as being in favour nor opposed to the decision, nor are they to be included in the tallying of a vote. (for example, if there are 12 voting members and 4 vote “in favour”, 3 vote “opposed”, and 5 abstain, the motion is considered carried).

Discussion Topics and Proposals

Any member of a group in the Area may make a proposal for a discussion or a decision by Area Service or a subcommittee in writing to the chair for inclusion in an upcoming meeting agenda, or by attending a meeting and asking to be placed on the agenda.



Participation

All members of Area Service or a subcommittee may participate in Area Service discussions.

Voting

For Area Service decisions, all GSRs in good standing vote on all decisions, vice-chair, treasurer, secretary, RCM, RCM Alt, and subcommittee chairs vote on all decisions except decisions related to the collection and spending of money or to the adoption, amendment, temporary waiver of the effect of, or repeal of these *Policies and Guidelines*. If individuals in the positions of chair, vice-chair, treasurer, secretary, RCM, RCM Alt, or subcommittee chair are also their group's GSR, they only have one vote as GSR. The area chair votes in case of a tie,

For all subcommittee decisions, all members of the subcommittee in good standing (including the chair) vote on all decisions.

Finances and Assets

Fiscal Year

The Area Service fiscal year begins on October 1st every calendar year and ends September 30th of the following calendar year.

Financial Statements

The Area Service treasurer and each subcommittee treasurer is responsible for preparing an annual financial statement for Area Service and the subcommittee for the fiscal year that includes a balance sheet of assets and liabilities, and a statement of revenue and expenditures during the fiscal year. Each subcommittee treasurer must submit the subcommittee's financial statement to the Area Service treasurer by no later than October 31 each year. The Area Service Treasurer must submit the Area Service financial statement and all subcommittee financial statements to Area Service by no later than November 30 each year.

Reviewer or Auditor

At each meeting in January, Area Service must appoint an independent, financially literate person to perform an independent review of the previous calendar year's financial documents and statements to provide additional assurance they conform to generally accepted accounting principles. Area Service may appoint an auditor to perform a financial statement audit instead of a review. The reviewer or auditor's report must be submitted to Area Service for review and approval along with the reviewed or audited financial statement(s).

Accounts

Financial Institution and Co-signers

Area Service and each subcommittee account must: (a) be at a financial institution approved by Area Service; and (b) require two individuals as co-signers, both of whom must have at least 1 year clean and must not be cohabiting in a spousal-like relationship.

Area Service must have an operating account, and prudent reserve account to cover unforeseen expenses with a balance of no more than \$5,000.



Deposits

Before depositing any money in an Area Service or subcommittee account, the treasurer must have 1 other Area Service or subcommittee member count the funds to be deposited, and, if possible, co-sign the deposit form and accompany the treasurer to deposit the funds at the financial institution.

Spending, Subsidies and Subcommittee Funding

All funds and assets received by Area Service will be used at the discretion of Area Service.

Area Service will contribute 10% of the balance of the Area Service main operating account to the Al-Sask Region Service Committee (A-SRSC) at the time the A-SRSC is regularly scheduled to meet.

Area Service will pay 35 cents per kilometre for 1 vehicle for: (a) Area Service members from a community within the Area but outside of Regina to travel to the Area Service meeting; (b) Area members to travel within the Area to conduct a service work engagement approved by Area Service; (c) for the RCM and RCM Alt to attend scheduled Al-Sask Region Service Committee meetings outside of Regina.

Area Service will pay the cost of a hotel room for up to 2 nights and \$60 per day allowance for meals and other travel necessities for the RCM and RCM Alt to attend scheduled Al-Sask Region Service Committee meetings outside of Regina.

Area Service will provide the Communications subcommittee with (a) quarterly funding of \$29.50; and with up to \$175 per year for expenses related to maintaining the Area Service website.

Subcommittees whose activities do not generate income get funding from Area Service, either by (a) paying out-of-pocket for expenses that are pre-approved by Area Service and being reimbursed by the Area Service treasurer upon receiving the purchase receipts; or (b) submitting estimated expense statements to Area Service to get funding approval and, once approved, submitting purchase receipts and any residual money to the Area Service treasurer after making the approved purchases.

Subcommittee Remittances

Subcommittees whose activities generate income or who have regular operating expenses must have treasurers and bank accounts.

At least quarterly, the Activities, Convention, Literature, and H&I must remit all funds that exceed their following respective maximum account balances to Area Service:

- Activities\$750.00
- Convention \$4,000.00
- Literature..... \$1,000.00
- H&I.....\$800.00



Theft or Misappropriation of Money

If any Area Service money is stolen or misappropriated, the Area Service leadership will investigate the incident, including interviewing any available witnesses and inviting the alleged wrongdoer to meet with the Area Service leadership team to discuss the incident, and present their findings and any recommendations to Area Service. Recommendations may include offering the wrongdoer the opportunity to repay the money under a repayment schedule, to report the incident to the relevant authorities, or to take legal action to recover the money. Area service will vote to decide whether to substantiate the findings and to accept and implement any recommendations.

Any Area Service or subcommittee member whom Area Service determines has stolen or misappropriated NA funds is automatically removed from office and will no longer be eligible for membership on Area Service or any of its subcommittees for 10 years.

If the payment is not received according to the terms of any offered repayment schedule, at its next meeting, Area Service will vote on whether to take legal action to recover the money.

Events

All events sponsored by Area Service subcommittees must be approved by the Area Service.

All events are non-smoking.

A subcommittee that wants to hold a fundraising event must get approval from the Activities subcommittee at a regular Activities subcommittee meeting.

Only NA-related items – never money – may be raffled at Area events.

Every July is “Home Group Month” in the Southern Saskatchewan Area. The Area Service encourages all groups to perform an event or a function during the month to promote NA unity.

Redressing Personal Grievances

If a member of the NA fellowship in the Area has a personal grievance concerning something said or done by an Area Service or subcommittee member, they may petition Area Service to redress the grievance. The grievor must follow the process described in “The Tenth Concept” in *A Guide to Local Services in Narcotics Anonymous*.