

POLICY

CHICAGO WEST SUBURBAN AREA OF NARCOTICS ANONYMOUS OCTOBER 2005 (AMENDED SEPTEMBER 2009)

DEFINITIONS:

- Group:** Any meeting of two or more recovering addicts who meet regularly at a specifically scheduled time and location, for the purpose of recovery from the disease of addiction. The 12 Steps, Traditions, and Concepts of Narcotics Anonymous bind all NA groups. Each group has but one primary purpose ... to carry the message to the addict who still suffers. NA groups are open to anyone regardless of age, race, sexual identity, creed, religion, or lack of religion. There is only one requirement for membership: the desire to stop using.
- WSASCNA:** West Suburban Area Service Committee of Narcotics Anonymous (hereafter shall be known as "WSA")
- CSO:** Chicago Service Office
- CRSC:** Chicagoland Regional Service Committee
- Quorum:** The number of voting members present that are needed to vote on a topic/proposal (greater than one-half of WSA voting members).

I. MEMBERSHIP

- A. Any NA group that wishes to be a member of the WSA may submit a request for membership at a regularly scheduled WSA meeting.
- B. Member groups that fail to provide representation at two (2) or more consecutive WSA meetings shall be excluded from Quorum; a delegation of two or more trusted servants of the WSA shall subsequently visit any member groups that have been excluded from Quorum to inform them of their loss of voting privileges. Member groups will be reinstated to Quorum when they resume providing representation at WSA meetings.

II. WSA MEETINGS

- A. Unless otherwise dictated, the WSA shall conduct its monthly meeting on the last Tuesday of each month; the meeting will commence promptly at 7:00PM.
- B. The Chairperson facilitates the meeting by observing the following order of business:
- NA Service prayer
 - WSA reports
 - PA
 - PR
 - Unity
 - Region
 - Stronghold
 - Roll call
 - The Twelve Traditions of NA
 - The Twelve Concepts of NA
 - Call for Quorum (Quorum is required to conduct old and new business)
 - Old business (begins with approval of prior month's WSA meeting minutes)
 - New business

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- Group reports
 - Literature and Treasurer reports
 - Closing prayer
 - Literature pickup
- C. Voting members of the WSA are:
- I. GSRs *or* GSRA's *or* members of the NA Fellowship designated by a member group to represent that group at WSA meetings.
 - II. WSA Subcommittee chairpersons.
 - III. WSA Officers.
 - IV. No voting member shall vote more than once for any topic/proposal submitted.
 - V. Abstention votes are recognized as opposing votes, and only from voting members present.
- D. Any attendee of a WSA meeting may fill out and submit a topic/proposal form; the author shall subsequently explain their topic/proposal.
- I. Any attendee of a WSA meeting may discuss or ask questions about the topic/proposal. The Chairperson shall call on attendees one at a time; no cross talk is allowed while an attendee is speaking.
 - II. In the event a specific proposal emerges, the Chairperson shall ask for a straw poll of the voting members present, to assess the degree of support for or opposition to the proposal.
 - a. If the proposal receives unanimous support from voting members, it is approved.
 - b. If there is general opposition to the proposal (defined as greater than 50% opposition from voting members), the proposal is not approved.
 - c. If there is general support for the proposal (defined as at least 50% but not unanimous support from voting members), the group moves to Discussion (before Discussion commences, each voting member not in support of the proposal shall be given one opportunity to express their opposition to the proposal).
- E. Discussion: The proposal is discussed and/or debated for up to 15 minutes. Any attendee may participate. If an amended proposal emerges, the Chairperson shall ask the voting members present if there are any objections to the amended proposal. Voting members objecting to the amended proposal will then have one opportunity to explain the basis of their objection (an objection must be based on a spiritual principle, NA Tradition, or NA Concept).
- F. Following Discussion, any existing/amended proposal that receives two-thirds (67%) majority support from the voting members present shall be approved.
- G. Proposals changing this Policy package may not be decided at the same meeting at which the proposal is submitted.

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III. ELECTIONS

- A. A flyer announcing the annual election of all WSA trusted servant positions shall be distributed at the December WSA meeting.
- B. Nominations for these trusted servant positions will be accepted at the January WSA meeting.
- C. Elections for these trusted servant positions shall be held at the February WSA meeting.
- D. **Any member of Narcotics Anonymous may vote at WSA elections** (this includes any election(s) that may be held during a remaining partial-year term); voting shall occur during new business.
- E. A six-month moratorium shall be enforced for any trusted servant of the WSA who resigns or is removed from a position.
- F. It is suggested that no trusted servant of the WSA serve more than two complete consecutive terms in the same position; however, no member shall hold two or more WSA trusted servant positions at the same time.
- G. To ensure that all member groups have equality of representation, upon election, trusted servants of the WSA shall resign from any currently held GSR position(s).

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IV. TRUSTED SERVANTS

Failure to carry out the duties of a trusted servant position (this includes providing representation at each WSA meeting) for two (2) consecutive months will result in the situation being addressed during new business (said trusted servants will also be excluded from Quorum); the WSA shall subsequently notify said trusted servants of their duties, and of the contingent loss of their elected position(s). Trusted servants that resume their duties at a third consecutive WSA meeting shall be reinstated to Quorum; otherwise, the WSA reserves the right to remove said trusted servants from their elected position(s) during new business.

Note: The duties described herein are the basic duties of each WSA trusted servant. There will be times when these trusted servants are asked to be responsible for additional duties, in order to fulfill our primary purpose: to carry the message to the addict who still suffers. Upon accepting a position as a trusted servant of the WSA, you are accepting the responsibility to serve our Fellowship in accordance with the 12 Steps, Traditions, and Concepts of Narcotics Anonymous.

A. OFFICERS

I. Chairperson

- Serves as the facilitator for and conducts each WSA meeting in an orderly manner
- Is responsible for correspondence, and for the maintenance of WSA archives
- Attends the monthly WSA Policy & Administration Subcommittee meetings
- Shall be a cosigner on the WSA bank checking account
- It is suggested that the Chairperson have a minimum of three (3) years of continuous clean time

II. Vice-Chairperson

- Serves as the Chairperson in his/her absence
- Serves as the chairperson for the WSA Policy & Administration Subcommittee
- Reports revisions to webmaster and area
- Coordinates all WSA Subcommittee functions
- Shall be an alternate cosigner on the WSA bank checking account
- It is suggested that the Vice-Chairperson have a minimum of three (3) years of continuous clean time

III. Secretary

- Records accurate minutes for each WSA meeting
- Prepares and distributes said meeting minutes to each member group and trusted servant of the WSA at the outset of the following month's WSA meeting (these meeting minutes should be verified by the Chairperson prior to their distribution)
- Maintains an up-to-date mailing and phone number list of all WSA voting members
- Attends and records accurate minutes of the monthly WSA Policy & Administration Subcommittee meeting
- It is suggested that the Secretary have a minimum of one (1) year of continuous clean time

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IV. Treasurer

- Shall issue receipts to member groups and Subcommittees for all WSA contributions
- Shall make a report of all WSA contributions and expenditures at each WSA meeting
- Shall prepare an annual written financial report for the WSA at the close of each fiscal year
- Submits all required written financial reports to NA regional bodies
- Attends the monthly WSA Policy & Administration Subcommittee meeting
- Shall be a cosigner on the WSA bank checking account
- Shall train their replacement when their term is over or if they have to step down
- Is authorized to purchase literature for the WSA on account with the CSO
- It is suggested that the Treasurer have some knowledge of Quickbooks
- The Treasurer must have a computer capable of using Quickbooks
- The Treasurer must be able to do a monthly Quickbooks print out
- It is suggested that the Treasurer have some financial experience
- It is suggested that the Treasurer have a minimum of four (4) years of continuous clean Time

V. Co-Treasurer

- Assist the Treasurer with his/her duties
- Serves as the Treasurer in his/her absence
- Shall be an alternate cosigner on the WSA bank checking account
- Is authorized to purchase literature for the WSA on account with the CSO
- It is suggested that the Co-Treasurer have some financial experience
- It is suggested that the Co-Treasurer have a minimum of four (4) years of continuous clean time

VI. Regional Committee Member (RCM)

- Represents the member groups and trusted servants of the WSA at monthly CRSC meetings
- Speaks as the group conscience of the WSA at the regional level
- Presents to the WSA the monthly CRSC meeting minutes
- Is responsible for keeping the WSA informed about business conducted at the regional level, as well as other Area Service Committees in the Chicagoland region
- Collects information and flyers from CRSC meetings about NA events and activities outside the WSA, and distributes accordingly at each WSA meeting
- Attends the monthly WSA Policy & Administration Subcommittee meeting
- It is suggested that the RCM have:
 - o Regional service meeting(s) experience
 - o The willingness to give the time and resources necessary for the position
 - o A minimum of three (3) years of continuous clean time

VII. Regional Committee Member Alternate (RCMA)

- Assists the RCM with his/her duties
- Serves as the RCM in his/her absence
- The RCMA is expected to accompany the RCM to all regional service meetings
- It is suggested that the RCMA have a minimum of two (2) years of continuous clean time

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B. SUBCOMMITTEES

I. Policy & Administration (P&A)

- Assists the WSA Chairperson in observing and upholding the Twelve Traditions and Twelve Concepts of NA
- Interprets this Policy package
- Conducts a as needed Policy & Administration Subcommittee meeting
- Presents productive suggestions for changes to this Policy package to the WSA for approval
- Performs an audit of the WSA financial records at least once each fiscal year

II. Unity

- Encourages unity and fellowship among members of NA by emphasizing the “We” aspects of recovery and by showing members that meetings are not the only source of recovery
- Organizes and promotes events that carry the NA message of recovery
- Conducts a monthly Unity Subcommittee meeting
- A written proposal shall be submitted at least two (2) months in advance of all planned activities that require expenditure or possible expenditure(s). This proposal will include:
 - o Date of activity
 - o Location and its associated cost
 - o Entertainment cost
 - o Flyers
 - o Deposit amount(s)
- Submits all proceeds from each event to the WSA, so that we may continue to fulfill our primary purpose
- Submits a monthly written financial report to the WSA Treasurer
- Unity chairperson shall be accountable for all Unity Subcommittee funds
- Attends the monthly regional Unity/Events Subcommittee meeting
- It is suggested that the Unity Subcommittee chairperson have a minimum of three (3) years of continuous clean time

III. Literature

- Organizes and coordinates literature sales from the Chicago Service Office to the member groups and Subcommittees of the WSA
- Maintains a WSA literature store for the purpose of providing literature in a timely fashion; the aggregate value of the literature store shall not exceed \$2000.00
- Shall issue receipts for literature store purchases to the member groups and Subcommittees of the WSA
- Submits a monthly written financial report to the WSA Treasurer, including the value of the current literature store inventory
- Literature chairperson shall be accountable for all Literature Subcommittee funds
- Is authorized to purchase literature for the WSA on account with the CSO
- It is suggested that the Literature Subcommittee chairperson have a minimum of one (1) year of continuous clean time

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IV. Hospitals & Institutions (H&I)

- Carries the NA message of recovery to suffering addicts who are either hospitalized or institutionalized
- Coordinates communication between the WSA and hospitals and/or institutions in our area that inquire about NA
- Coordinates service efforts with the WSA PR Subcommittee
- Conducts a monthly H&I Subcommittee meeting
- Coordinates the WSA H&I meetings and functions
- Obtains and utilizes a 12th Step list
- Maintains an updated list of H&I activity in the WSA
- Keeps a written record of all literature purchases, sales, and distributions
- Submits all proceeds from each event to the WSA, so that we may continue to fulfill our primary purpose
- Submits a monthly written financial report to the WSA Treasurer
- H&I chairperson shall be accountable for all H&I Subcommittee funds
- Attends the monthly regional H&I Subcommittee meeting
- It is suggested that the H&I Subcommittee chairperson have a minimum of two (2) years of continuous clean time

V. Public Relations (PR)

- Informs the public of the presence of NA in their community and of the message of recovery from the disease of addiction, in accordance with the 12 Steps and 12 Traditions of Narcotics Anonymous
- Coordinates communication between the WSA and public organizations in our area that inquire about NA
- Coordinates service efforts with the WSA H&I Subcommittee
- Conducts a monthly PR Subcommittee meeting
- Coordinates the WSA PR Subcommittee functions and activities
- Obtains and utilizes a 12th Step list
- Maintains an updated list of PR activity in the WSA
- Keeps a written record of all literature purchases, sales, and distributions
- Submits a monthly written financial report to the WSA Treasurer
- PR chairperson shall be accountable for all PR Subcommittee funds
- Attends the monthly regional PR Subcommittee meeting
- It is suggested that the PR Subcommittee chairperson have a minimum of two (2) years of continuous clean time

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V. FUNDS

- A. All funds accumulated from member group donations and other NA contributions shall be maintained in a bank checking account, subject to disbursement by the WSA.
- B. Disbursements from the WSA bank checking account shall require two of the following four authorized signatures:
 - I. WSA Treasurer
 - II. WSA Chairperson
 - III. WSA Vice-Chairperson
 - IV. WSA Co-Treasurer
- C. All expenditures made by the WSA shall be made by check, provided that receipts or proof of expenses are submitted; expenditures in excess of monthly budgeted amounts shall be approved during new business.
- D. The WSA shall maintain a prudent reserve totaling \$1610.00, in accordance with the following monthly budgeted amounts for all WSA expenditures:
 - \$800.00 Unity Subcommittee (fiscal year expenses net of income shall not exceed \$1500.00)
 - \$300.00 H&I Subcommittee (inclusive of all monthly expenses)
 - \$300.00 PR Subcommittee
 - \$35.00 Secretarial Expense
 - \$100.00 Rent Expense (two months)
 - \$75.00 Miscellaneous Expense
 - \$1610.00 Prudent Reserve
- E. It is suggested that the WSA should attempt to donate approximately 10% of net income each month to the CRSC. The amount of the donation shall be decided when the Treasurer is submitting their report (the donation requires a two-thirds (67%) majority supporting vote from the voting members present (abstentions do not apply here)).

VI. MISCELLANEOUS

- A. The WSA shall make a one-time donation of literature in the amount of \$75.00 to new member groups.
- B. Upon request, the WSA shall make a grant to a member group; the terms of a grant are set forth as follows:
 - I. The grant shall not exceed \$75.00.
 - II. A member groups shall not receive an additional grant until it has donated to the WSA an amount equal to its most recent grant.

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APPENDIX A – FINANCIAL RECORDS AUDIT PROGRAM

The audit program detailed herein has been developed to facilitate an annual audit of the WSA financial records as required by this Policy package. The rationale for having a structured audit program is twofold:

1. To ensure that certain minimum record keeping and procedural requirements are being observed by the WSA Treasurer/Co-Treasurer and the WSA P&A Subcommittee as they pertain to the WSA financial records.
2. To provide the necessary practical guidance needed for present and future trusted servants of the WSA as it pertains to conducting the required annual financial records audit.

It should be noted that this audit program is designed to facilitate only an internal audit of the WSA financial records; it is not meant to be as comprehensive as an independent audit conducted by an external agency/enterprise that would be utilizing generally accepted auditing standards. The results of the audit are to be shared primarily with the WSA; however, any NA member or NA service body may view the written results upon request.

I. AUDIT TIMING

The annual audit of the WSA financial records shall be conducted yearly or upon transfer of records.

- The audit is conducted primarily by the WSA P&A Subcommittee; the WSA Treasurer/Co-Treasurer shall be present to assist where necessary.
- Quickbooks is to be utilized to help facilitate the audit
- The WSA Treasurer/Co-Treasurer shall forward to the P&A Subcommittee chairperson a copy of the up-to-date WSA electronic financial records prior to the audit; these records will contain all the information for the calendar year being audited.
- The WSA P&A Subcommittee chairperson shall create working papers to facilitate the annual audit; the working papers can be created by selecting the appropriate range of cells from the up-to-date WSA electronic financial records (specifically, the Check Register for the calendar year being audited, and Quickbooks).

II. AUDIT PROCEDURE

- A. Verify that source documents for the electronic financial records exist (at a minimum, the past three (3) calendar years of bank statements, cancelled checks, receipts, etc., in date and/or numerical order).
- B. For the calendar year being audited, prove that each line item from the corresponding monthly bank statements are matched to/can be found in Quickbooks for the audit. The auditor shall confirm that each bank statement line item balance matches the corresponding line item balance found in the “Proved” column in Quickbooks.

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- C. The sources for all bank deposits made shall be substantiated.
 - Bank issued deposit receipts shall be matched to the deposit amounts as they appear in Quickbooks; as each amount is matched, a check mark shall be inserted in the corresponding “Deposit” cell in the Quickbooks.
 - The underlying amounts for the bank deposits shall be traced back to and corroborated with the corresponding monthly WSA Financial Clerk’s Report.
- D. The basis for all checks issued shall be substantiated.
 - Cancelled checks should be matched to the withdrawal amounts as they appear in Quickbooks; as each amount is matched, a check mark shall be inserted in the corresponding “With” cell in the Quickbooks.
 - The underlying amounts for the cancelled checks shall be traced back to and corroborated with the corresponding monthly WSA Financial Clerk’s Report.
 - The auditor shall verify that all monthly WSA Subcommittee expenditures do not exceed the monthly budgeted amounts.
 - Confirm that all cancelled checks for the calendar year being audited are supported by a written receipt and/or approval in the corresponding WSA meeting minutes.
 - Ensure that all cancelled checks have a minimum of two (2) authorizing signatures.
- E. For the calendar year being audited, verify that the ending balance on each monthly bank statement matches the ending monthly balance (“Proved” column) in the working papers, as well as the new (ending) balance in each corresponding WSA Financial Clerk’s Report.
- F. The P&A Subcommittee chairperson shall sample the WSA financial records (written and electronic) for mathematical accuracy throughout the course of the audit.
- G. Once all transactions are accounted for, the completed working papers are to be archived by the P&A Subcommittee chairperson for comparative purposes during any subsequent audit(s).
- H. Following the completion of the audit, the up-to-date WSA electronic financial records shall be archived by the P&A Subcommittee Chairperson, serving as a backup file mechanism for the WSA Treasurer/Co-Treasurer.

III. AUDIT REPORTING

The P&A Subcommittee chairperson shall issue reports that summarize the results of the annual audit of the WSA financial records.

- A. A verbal report will be issued at the January P&A Subcommittee meeting. This report shall focus primarily on any discrepancies found during the audit. Based on the feedback obtained from the verbal report, the P&A Subcommittee shall then compose a written report that summarizes the results of the audit; the report will highlight any discrepancies, and shall also include practical suggestions for correcting these discrepancies.
- B. The written report shall be issued during the January WSA meeting. The report will be archived along with the completed working papers.