

# Central Ohio Area Service Committee of Narcotics Anonymous Policy

Version 8.02  
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## Introduction

These procedures and guidelines should be comprehensive enough to allow the meeting to run smoothly while allowing the committee some flexibility. Rigid guidelines are notorious for continual amendments and less productive meetings. We must still rely on the GOD of our understanding to fill our hearts with knowledge, wisdom, and compassion allowing a collective decision that helps better carry the message of Narcotics Anonymous. For all areas not covered by this policy, refer to the 12 Traditions, 12 Concepts, and Guide To Local Services, the standard code of parliamentary procedures, and above all our Higher Power.

## Section One – What COASCNA is ...

- I. The Central Ohio Area Service Committee of Narcotics Anonymous (hereafter referred to as COASCNA) consists of NA members working together to serve the Central Ohio Area of Narcotics Anonymous (hereafter referred to as COANA) i.e., the groups and fellowship within COANA, but not to act as authority over COANA.
  - a. The primary function of COASCNA is to unify and aid groups within COANA by operating within its defined and implied responsibilities as directed by the fellowship, adhering to the Twelve Traditions and Twelve Concepts and striving to provide services as follows:
    - i. To carry the message of recovery through COASCNA subcommittees such as Public Relations, Hospitals and Institutions, etc.
    - ii. To contribute to the growth of NA by supporting the service structure, the Region and World Services.
- II. When and Where COASCNA meets ...
  - a. COASCNA meets the 3<sup>rd</sup> Sunday of every month at a location designated by the Chairperson. When there is a conflict with the 3<sup>rd</sup> Sunday, the COASCNA Chairperson or Vice Chairperson will secure a location or new date for the meeting 3 months in advance or as soon as possible.
  - b. The Chairperson will act as the facilitator of the ASC meeting. In the Chairperson's absence, the Vice-Chairperson will act as the facilitator of the ASC meeting. In the Vice-Chairperson's absence, the Regional Committee Member (RCM) will act as the facilitator of the ASC meeting. In the RCM's absence, the RCM-Alternate (RCMA) will act as the facilitator of the ASC meeting. In the event that none of these 4 trusted servants is present at the ASC meeting, a vote of all ASC meeting attendees will be made to determine the facilitator for that month.
  - c. If there is a need for an emergency COASCNA meeting, it may only be called by the Chairperson or Regional Committee Member with the participants of COASCNA being given one week (seven days) notice prior to such emergency meeting. COASCNA meetings are adjourned no later than 6:00 PM. All unfinished business is tabled until the next meeting.

## Section Two – Who COASCNA is ...

- I. Group Service Representative (GSR) & GSR-Alternate
  - a. Are the elected representatives of the Area groups who have collectively formed COASCNA. A GSR is the first line of communication between a group and NA as a whole. They are ultimately the link that binds the groups together in the performance of our primary purpose. Their responsibilities are to keep their group informed and to express their group's conscience in all Area matters.
  - b. Groups also elect a second representative called a GSR-Alternate (GSR-Alt). GSR-Alternates are non-voting participants. If the GSR cannot attend a COASCNA meeting, then the alternate participates at the meeting as their proxy (in their place).
  - c. Are an active participant in the group they represent.
  - d. Have knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
  - e. Suggested 1 year clean for GSR and 6 months clean for GSR-Alternate.
- II. Trusted Servants
  - a. Administrative Body (All position holders should have knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.) (All position holders should transfer knowledge of their position to the incoming Trusted Servant.)
    - i. Chairperson
      1. Follows the format for the monthly meetings.
      2. Presides over the meeting with a firm and understanding hand keeping the focus on the topics and within a reasonable time frame.
      3. Arranges for a meeting facility 3 months in advance.
      4. Serves as one of the co-signers on the area bank account.
      5. Serves as an available resource for GSRs between COASCNA meetings.
      6. Is responsible for a list of all motions during his/her term.
      7. Has suggested 5 years clean time and has prior service experience within COASCNA.
      8. Assists Vice-Chairperson with standing subcommittees without an elected Chairperson.
      9. Teaches Vice-Chairperson the position of Chairperson.
      10. Verifies COASCNA bank account balance 3-5 days prior to ASC meeting.
    - ii. Vice-Chairperson
      1. Assumes Chairperson's duties in their absence.
      2. Coordinates ad-hoc committees for standing subcommittees without an elected Chairperson.
      3. Tabulates votes.
      4. Is one of the co-signers on the area bank account.
      5. Has suggested 4 years clean time and has prior service experience within COASCNA.
      6. Is responsible for Area Inventory.
    - iii. Secretary
      1. Keeps accurate minutes - types and distributes minutes to all COASCNA participants within 14 days following the meeting.
      2. Maintains accurate records of information generated at COASCNA.
      3. Maintains records of officers, subcommittees, and groups, as well as motions, reports, and correspondence.
      4. Takes roll call and keeps the Group Attendance Sheet.
      5. Reviews minutes with administrative body prior to distribution.
      6. Has suggested 2 years clean time, general computer and office skills including

- Word and Excel, and has prior service experience.
  - 7. Is responsible for coordinating ongoing ASC Calendar of events.
  - 8. Is the point of communication for area events and maintains regular contact with home groups and subcommittees.
  - 9. Manages and updates COASCNA policy if no Vice-Secretary has been elected.
  - 10. Teaches Vice-Secretary the position of Secretary.
- iv. Vice-Secretary
- 1. Assumes Secretary's duties in their absence.
  - 2. Assists Secretary.
  - 3. Reviews minutes with Secretary prior to distribution.
  - 4. Has suggested 1 year clean time, general computer and office skills including Word and Excel, and has prior service experience.
  - 5. Manages and updates COASCNA policy.
- v. Treasurer
- 1. Reports finances at every COASCNA meeting.
  - 2. Provides semi-annual reports at the end of the calendar year and at the end of their term (Every June and December).
  - 3. Maintains the COASCNA checkbook, balance ledger, and makes deposits within 72 hours after ASC meeting and sends verification of deposit to those listed as signers on the account.
  - 4. Distributes funds at the direction of COASCNA.
  - 5. Is one of the co-signers of the COASCNA bank account.
  - 6. Has a firm awareness and understanding of the Treasurer's Handbook.
  - 7. Has suggested 3 years clean, bookkeeping or accounting experience, and prior service experience within COASCNA.
  - 8. Must have a verifiable, legitimate source of income.
  - 9. Teaches Vice-Treasurer the position of Treasurer.
  - 10. Is responsible for obtaining and filing of Financial Accountability Forms.
  - 11. Is responsible for obtaining a Financial Report Form and receipts within a timely manner for all monies dispersed.
  - 12. Is responsible for providing the following to the Secretary each month for distribution with the minutes.
    - a. The most current copy of the COASCNA bank account statement
    - b. A detailed spreadsheet of all income which includes a breakdown of group donations
    - c. A detailed spreadsheet of all expenses which includes all checks written
  - 13. Is responsible for filing the appropriate documents with the IRS, the State of Ohio, and the Ohio Attorney General as described in Section 3.I.c.xiii.
- vi. Vice-Treasurer
- 1. Assumes Treasurer's duties in their absence.
  - 2. Assists Treasurer.
  - 3. Maintains COASCNA bank statement and balances checkbook.
  - 4. Has a firm awareness and understanding of the Treasurer's Handbook.
  - 5. Has suggested 2 years clean, book-keeping or accounting experience, and prior service experience within COASCNA.
  - 6. Must have a verifiable, legitimate source of income.
- vii. Regional Committee Member (RCM)
- 1. Has working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.

2. Has previous service experience at the group and area level.
3. Has suggested 3 years clean.
4. Attends the Regional Service Meeting (day one and day two).
5. Takes notes at the RSC and reports to the ASC any and all pertinent information.
6. Carries the COANA conscience by way of voting at RSC.
7. Strives to work for the good of N.A. by providing two-way communication from COANA to the rest of N.A., particularly with neighboring areas.
8. Takes part in and participates in discussions which affect the Ohio Region or N.A. as a whole, speaking as the voice of COANA.
9. Attends the Regional CAR workshop on a day that is decided by the RSC.
10. Coordinates the COASCNA CAR workshop, obtaining help from trusted servants of the Ohio Region, if needed.
11. Turns in an expense report of all money spent at the RSC with receipts.
12. Runs the ASC meeting if the Chairperson and Vice-Chairperson are absent.
13. Teaches RCMA the position of RCM.

viii. Regional Committee Member Alternate (RCMA)

1. Has service experience at the group and area level.
2. Has working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
3. Has suggested 2 years clean.
4. Attends all RSC meetings with the RCM.
5. Stands in for RCM if RCM is absent.
6. Learns position of RCM.
7. Attends all ASC meetings.
8. Runs the ASC meeting if the Chairperson, Vice-Chairperson and RCM are absent.

b. Additional ASC Participants

i. Sub-Committee Chairpersons

1. Reports monthly on their committee's activities to ASC.
2. Turns in monthly financial statements and receipts.
3. Follows Sub-Committee Policy.
4. Has working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
5. Refer to the subcommittee policy on file for clean time requirements.

ii. Concerned or Interested Members - Any NA member who is interested in the Area or group matters, has concerns, or wishes to observe and learn.

## Section Three – How COASCNA operates ...

### I. Administration

#### a. General Format for COASCNA Area Service meeting

- i. Meeting called to order by Chairperson
- ii. Open with a moment of silence followed by the Serenity Prayer
- iii. Service Prayer is read by all
- iv. Twelve Traditions are read
- v. Twelve Concepts are read
- vi. Twelve Concepts are discussed (one concept per month using the Twelve Concepts Guide as a discussion format)
- vii. Roll call (go around the room and introduce ourselves)
- viii. Approve minutes
- ix. New group recognition (Refer to Section IV Subsection B)
- x. New GSR recognition (distribute New GSR Packet)
- xi. New Flier Approval (Refer to Section IV Subsection A)
- xii. Brief financial assessment from the Treasurer
- xiii. Unfinished business (business that needs action this month or is unresolved from previous months)
- xiv. Agenda business (business that was put into the minutes at the previous month's ASC meeting)
- xv. Group reports
- xvi. Administrative Reports
  1. Chairperson's report (including bank account balance)
  2. Vice-Chairperson's report
  3. Secretary's report
  4. Treasurer's report
  5. RCM report
- xvii. Subcommittee reports
- xviii. Motions to Fill Open ASC Service Positions
- xix. Motions to Fill Open Regional Service Positions
- xx. Sharing Session
- xxi. Unplanned business (business that needs to be dealt with on a timely basis)
- xxii. Pre-Agenda (reading into the minutes the items for Agenda business of next month's ASC meeting)
- xxiii. Adjournment (Close with a moment of silence followed by prayer of choice)

#### b. Minutes

- i. Minutes should be sent to all COASCNA members who have provided contact information. Phone number of Area trusted servants and Subcommittee Chairpersons are included in the minutes if such action is agreed upon by the individual Trusted Servant.
- ii. Minutes shall be sent to the Public Relations webmaster each month by the Secretary to be placed on the COASCNA website.
- iii. In order to be included in the minutes, reports must be neatly written or typed and submitted to the secretary via email or at the ASC meeting.
  1. Forms will be provided by the Secretary each month for reports.
- iv. Only prepared reports will be presented to the ASC body.
- v. Motions will be listed numerically in chronological order followed by the current year.
- vi. A list of all motions during the term of the Chairperson will be filed with the COANA

archives after the Chairperson's term of office.

c. Funds

- i. Any COASCNA Trusted Servant including Sub Committee Members who will be responsible for handling ANY Area funds must sign the Financial Accountability Form. (See addendum I)
  1. Sub-Committee Chairpersons are responsible for obtaining signed FAF's from members of their subcommittee and returning to the Treasurer at the following month's ASC meeting.
  2. Original signed documents will be kept on file at the Central Ohio Area Office.
  3. Two members living in the same household cannot be signers on the same bank account (COASCNA general fund, COACNA or COAONA)
- ii. The fiscal year of COASCNA extends from July 1 through June 30.
- iii. COASCNA will have a treasury which includes all funds of COASCNA, with the exception of the Convention Committee fund and the Area Office's literature fund.
  1. All funds flow through the general fund.
  2. Area reserve of \$1200 will be used for paying service bills only.
  3. All donations to the area must be in the form of a check or money order. These donations will be listed separately on financial statements.
    - a. Estate contributions of NA members are limited to a one-time maximum of \$1000.00. This means that NA members can leave up to \$1000.00 to NA in their wills.
    - b. COASCNA doesn't accept any memorial donations from any person that is not an NA member per the 7th Tradition. This means that donations from others in the name of an NA member who has passed will not be accepted unless they are from another NA member.
- iv. 20% of all monies received at ASC or \$50.00 whichever is greater, is to be forwarded to the region.
- v. The donations received can be allocated at ASC at the time they are received with priority being given to the subcommittees which have regular budgets. Subcommittee approved budgets shall have separate records showing receipts, disbursements, and balances.
- vi. All checks written on the COASCNA checking account will require two of three co-signers.
- vii. Anyone requesting funds must notify the Treasurer of the amount at the beginning of the ASC meeting.
- viii. The records of the COACNA Convention Sub Committee account will be audited annually by an independent auditing ad hoc committee. This will be done in the April of the off year and in February after the convention.
- ix. The records of the Central Ohio Area Office (Hereafter known as COAONA) Sub Committee account will be audited annually by an independent auditing ad hoc committee. This will be done in July following the change of Trusted Servants.
- x. The records of the COASCNA general fund will be audited by an independent auditing ad hoc committee:
  1. This will be done in July following the change of Trusted Servants.
  2. In the event of resignation or removal of the Treasurer.
  3. At any time a majority of ASC so decides.
  4. The following Trusted Servants should be present at the audit - Audit Ad-hoc Chairperson, incoming Chairperson, outgoing Chairperson, incoming Treasurer, and outgoing Treasurer.

- xi. All Subcommittees or persons requesting funds at any time from COASCNA must turn in financial statements using the approved COASCNA Financial Report Form and receipts accounting for all moneys dispersed.
  - 1. The Trusted Servant will be financially accountable for any monies not supported by receipts.
  - 2. Monies collected during Area fundraisers or events will be counted by Subcommittee or Ad-Hoc Chair and a signer on the ASC Account and deposited within 72 hours of the event.
- xii. The ASC will endure the cost of the RCM and RCMA travel expenses for out of town travel to regional meetings. Expenses may include hotel cost, gasoline, and prudent meals. This expense is to be limited to \$250.00 per Regional Meeting for both positions to share.
- xiii. The ASC Treasurer shall file the following annually by the November 15<sup>th</sup> deadline:
  - 1. File an 1120 tax return with the IRS.
  - 2. File an 1120-FT tax return with the State of Ohio.
  - 3. Complete the required filings as indicated on the Ohio Attorney General's website for charities (<https://www.ohioattorneygeneral.gov/Business/Services-for-Charities/Charitable-Registration.aspx>)
- d. Budgets
  - i. All subcommittees of COASCNA must submit a quarterly budget for operating expenses for approval by the ASC body at the ASC meeting before funds can be dispersed.
  - ii. All subcommittees (excluding the Convention subcommittee) which sponsor an event and request funds from the Area must submit a projected budget for each function.
  - iii. Budgets will also be sent out with ASC monthly meeting minutes by area secretary.
  - iv. The Outreach subcommittee will have a standing budget of up to \$100 per month that will be used to reimburse committee members for mileage costs incurred while conducting subcommittee business at groups that have requested help from Outreach or at groups that have not been represented at ASC in the last 6 months.
    - 1. The mileage costs will be verified by receipts, a mileage log, and a meeting attendance log submitted by the Outreach Chairperson each time funds are requested.
- e. Subcommittees
  - i. COASCNA utilizes several subcommittees which aid the purpose and function of COASCNA. These subcommittees include:
    - 1. Activities
    - 2. Area Office
    - 3. Area Convention – held every two years
    - 4. Hospitals and Institutions
    - 5. Newsletter
    - 6. Outreach
    - 7. Public Relations
  - ii. Subcommittees are responsible and accountable to COASCNA by using the approved COASCNA Financial Report Form, and regular written reports at Area Service Committee meetings.
  - iii. Subcommittees with the exception of ad hoc committees shall submit a written policy for approval by COASCNA.
    - 1. Any changes to subcommittee policies must be reported to COASCNA.
    - 2. Subcommittee policies do not need to be printed in the minutes.
    - 3. Subcommittee policies need to have a current copy on file in the Area Office.

- iv. Subcommittee projects are to be initiated and approved at COASCNA meetings prior to execution.
  - 1. Subcommittee projects should be finalized at COASCNA, (turning in receipts, COASCNA Financial Report Form, and written report).
- v. The Area Office subcommittee will be financially responsible for paying the rent for the Area Office.

f. Sharing Session

- i. The Sharing Session is a non-business portion of the agenda and is more informal than the rest of the service meeting because of the suspension of the ordinary rules of order. It facilitates wide-ranging, open discussion on committee issues and groups and group problems, and allows for the development of the group conscience necessary before spiritually sound decisions can be made in the normal business session. Action items that develop from the Sharing Session should be prioritized and organized by the Chairperson so that the rest of the business session can be conducted in an orderly fashion.

g. Area Service Inventory

- i. The Area Service Committee shall conduct an Area Service Inventory every other year in the even numbered years (as outlined in A Guide to Local Service) 2 months prior to June elections – coordinated by the vice chair of COASCNA. The intention of this is to evaluate our attitudes and actions over the past 2 years, to assess how well we served the groups, the community and the regional and World Services.

## II. Legislation

a. Motions

- i. Only GSRs (or GSRAs in the GSRs absences) and COASCNA Trusted Servants (excluding the COASCNA Chairperson) may make or second motions. Any concerned member present may participate in the discussion of the motion.
- ii. Motions and amendments to motions shall be submitted to the Chairperson before being recognized by the ASC, and then voted on.
- iii. All motions must state intent.
- iv. Motions which make or change policy must be taken back to the groups for a vote.
- v. Motions that do not make or change policy can be voted on at the ASC or taken back to the groups.
- vi. Once a motion has been defeated it cannot be voted on again for three (3) months.
- vii. Motions can only be brought during Agenda Business.

b. Voting

- i. The voting body of COASCNA will be made up of the elected Group Service Representatives (GSRs) or Group Service Representatives Alternates (GSRAs) in the GSRs absence whose groups are considered active groups.
- ii. Only GSRs from active groups may vote.
  - 1. A group becomes an active group at the beginning of the 2nd consecutive meeting that they are represented at, and can vote at that meeting.
  - 2. An active group will become inactive only after having no representation for 2 consecutive ASC meetings, and shall stay inactive until they are represented at 2 consecutive meetings once again.
- iii. The passage of motions on the floor requires a simple FOR majority, while motions on the floor that change or make policy require a 2/3 FOR majority of the voting body.
  - 1. An ABSTENTION does not count in the total number of present voting

members from which a needed percentage is derived unless a situation occurs when there are more ABSTENTION votes than the total of FOR and AGAINST votes; then the motion will be placed on the floor again for further deliberations and clarification.

2. Simple majority equals more than 50% of possible alternatives (FOR, AGAINST).
3. In case of a tie vote the COASCNA administrative body (excluding the Chairperson and any members of the administrative body that have voted as GSRs) will be asked to vote. The collective result of their vote will act as the tie breaker. If a tie vote occurs again, the COASCNA Chairperson breaks the tie.

iv. Any change in policy goes into effect after the end of that COASCNA meeting.

### III. Elections

- a. In order to coordinate its services COASCNA elects: Chairperson, Vice Chairperson, Treasurer, Vice Treasurer, Secretary, Vice Secretary, RCM, RCMA, Subcommittee Chairpersons, and Ad Hoc committee Chairpersons.
- b. All COASCNA Trusted Servant positions are for one (1) year with the possibility of a second term upon re-election.
  - i. At the end of the final term, the individual will not be considered for the same position for at least three years.
  - ii. If there is no new nomination, a trusted servant's position may be extended by one additional term.
  - iii. Partial terms do not count towards the term limit.
- c. Normal elections are held each year in June. Area Convention chairperson is elected in October every other year.
- d. Announcements of the election will be made two months before the election.
- e. Nominations procedures:
  - i. Nominations are made one month before the election to allow the GSRs to get their group's conscience.
  - ii. Additional nominations may be made at the time of the election with the approval of the GSRs.
  - iii. Nominations for regional positions are made one month before the nomination is needed to allow the GSRs to get their group's conscience.
  - iv. Nominations may come from groups, subcommittee, or nominees. Vice and Alternate position holders are automatically nominated to the higher position.
  - v. A nominee's qualifications must be listed with the nominee's name on a qualification form. Before being entered into the election, the nominee must express willingness and give qualifications to COASCNA via nomination form. Nominee must be available at ASC at the time of nomination for questions.
  - vi. A member can only serve as a GSR and one Trusted Servant position at a time with the exception of ASC Chairperson who may not serve as a GSR.
    1. However, this does not apply to Ad-Hoc committee Chairpersons.
- f. Regional nominations and elections are held as needed according to the RCM.
- g. Election Procedures:
  - i. The nominee receiving the largest number of votes will be elected to that position.
  - ii. If there is only one nominee to a position, that nominee must receive a 2/3 majority of the voting body in order to be elected.
- h. Trusted Servants may resign at any time. However, we ask that a letter of resignation be submitted to COASCNA one month prior to the time of resignation.

- i. COASCNA Trusted Servants may be removed from office with a majority of the voting body for any of the following reasons:
  - i. Relapse
  - ii. Two consecutive absences without notification
  - iii. Neglect of duties
  - iv. Misuse of funds
  - v. Falsification of financial statements
  - vi. Any act of theft or violence in committee or toward committee members
- j. Other needs for a Trusted Servant would include the formation of a new subcommittee, the formation of an ad hoc committee, midterm elections, and open positions.
  - i. Nominations will be taken immediately upon knowledge of the open position with an election held the following month to allow the GSRs to get their groups' conscience. If there are no nominees at the time of the election, the position will remain open until there is a nomination at which time the previously stated election procedures would apply.
  - ii. If possible, the Vice or Alternate position holder will fill the open position until the election. If there is no Vice or Alternate, the responsibility of the open position will fall upon the Administrative Body.
  - iii. Midterm elections will be held because of resignation or other need for a trusted servant.

#### IV. Miscellaneous

- a. Flyers
  - i. That “no addict turned away” be put on all flyers for area activities, excluding events that cost \$10 or more for admittance or participation with the event.
  - ii. It has been past practice to have flyers for events presented for approval at least 6-8 weeks prior to the event.
  - iii. Requirements for Group and Service Committee Events flyers to be posted on our area website or included with our Area announcements.
    - 1. Only Group and Service Committee event flyers will be posted on the Area Website and sent to the Ohio Regional Webmaster to be posted on the Ohio Region Website.
    - 2. Flyers will not be posted on either website, distributed at ASC, or sent with announcements until presented at ASC meeting.
    - 3. In case of emergencies that come up between ASC meetings, flyers should be sent to the ASC Chairperson to review with the Administrative Body for a decision as to whether or not to post them and send with announcements prior to the next ASC meeting.
    - 4. All flyers must have the NA logo, event address including city, contact information, and the COASCNA web link.
- b. Requirements for adding new Meetings to printed schedule and Web Site
  - i. A representative from the new group must first attend ASC to announce the group and its format to ensure that the group is following the Narcotics Anonymous Steps and Traditions.
  - ii. No meeting flyers will be sent with the announcements by the Area Secretary until the group has been registered with the Secretary by attending ASC.
  - iii. A representative from the Group should contact the Area Service Office to schedule a meeting to receive a starter kit after approval by ASC.
  - iv. The 6 questions on page 25 of the Guide To Local Service will be asked to a representative of the new group.

# Addendum I

## Central Ohio Area Service Committee of Narcotics Anonymous



### Statement of Acknowledgment of Financial Responsibility and Procedure for Dealing with Misuse of Narcotics Anonymous Funds and/or Property

#### I. INTRODUCTION

The Eleventh Concept for Service to Narcotics Anonymous States: “NA funds are to be used to further our primary purpose, and must be managed responsibly.” In keeping with the spiritual principles of this concept, you will be required to adhere to guidelines regarding the handling of NA funds. Theft can be avoided by consistently and diligently following responsible financial principles and practices. The pain and conflict caused when one of our members steals from us, as well as the loss of funds that might have gone to help the still suffering addict, points to our responsibility to prevent theft from happening in the first place.

#### II. APPLICATION/DEFINITIONS

This theft policy applies to all members of the Central Ohio Area Service Committee of NA who handle money. This includes, but is not limited to all members of:

1. The Administrative Body
2. Sub-Committee Chairpersons (Activities, Public Relations, Hospitals and Institutions, Central Ohio Area Office, Outreach, Newsletter and any future standing Sub-Committee not previously mentioned.
3. Sub-Committee members handling COASCNA funds.
4. Ad-Hoc Committee Chairpersons and Ad-Hoc Committee members handling COASCNA funds.

This policy outlines the procedures that will be taken if a member MISUSES NA funds and/or property as defined below:

MISUSE: To take, lose or use NA Funds or property in any way that violates our Eleventh Concept. For purposes of this document, the word MISUSE includes theft and accidental loss or damage of NA funds or property.

#### III. THE THEFT POLICY

In keeping with the spiritual principles of the Eleventh concept, you agree to handle NA funds or property responsibly. This means taking appropriate measures to safeguard the funds or property. Such measures include, but are not limited to receiving and retaining proper documentation, maintaining inventory supply lists, monthly reporting and regular auditing according to COASCNA Policy. If you are handling NA funds for any reason it is your responsibility to ensure that the funds are used properly and expeditiously turned over to the appropriate Sub-Committee Chairperson or COASCNA Trusted Servant along with a completed financial report form and all receipts. You will be financially accountable for any monies not supported by receipts. A member should not deposit NA funds in a personal bank account.

#### IV. PROCEDURE TO DETERMINE WHETHER A MISUSE HAS OCCURRED

MISUSE of NA funds and/or property will not be tolerated. The following is an outline of the process that will be followed if a MISUSE is reported

- A. The COASCNA Chair, Vice Chair and Treasurer shall do an immediate and thorough review of all books and financial records to determine whether the funds or property were MISUSED as defined above. If any MISUSE is found, it shall be reported publicly at the next area business meeting and shall be included in the minutes.
- B. Upon confirmation of a MISUSE, a special closed meeting shall be convened within three days immediately following the next area service meeting. This committee shall consist of the COASCNA Chairperson as facilitator, Vice-Chairperson, COASCNA Treasurer, and Vice Treasurer, two GSR's as determined at the ASC meeting, and the individual(s) involved in the alleged MISUSE.
  1. Prior to this meeting, the COASCNA Chair, Vice-Chair and Treasurer shall make a good faith, thorough attempt to contact the individual(s) involved in the alleged MISUSE by any means necessary.

2. The individual(s) involved in the alleged MISUSE shall have an opportunity to present his or her point of view concerning the alleged MISUSE.
3. The meeting format shall allow sufficient time for all sides to express their feelings and concerns. This will allow everyone to provide his or her input and may also encourage a “cooling off” period.
4. There shall be a break after all sides have expressed their views to allow all parties to get in touch with their own higher power, and to focus on spiritual principles before deciding the best course of action.
5. The committee shall determine whether the MISUSE was done in bad faith (dishonestly) or in good faith (including accidents or inadvertent loss).
6. If the individual(s) involved in the alleged MISUSE do not appear at this meeting, the COASCNA Chairperson shall contact the individual(s) by certified mail (return receipt request) at his or her last known address. This letter shall inform the individual(s) that he or she has been found to be in violation of this policy. The letter shall set forth specific facts that support the alleged MISUSE, inform the individual(s) that restitution of funds is expected and describe the consequences if the individual(s) does not either make proper restitution or respond to the letter. The Chairperson shall keep a copy of the letter, along with proof of mailing and/or receipt for safekeeping.

**V. CONSEQUENCES OF MISUSE**

COASCNA supports and appreciates when members take personal responsibility and honestly admit to the MISUSE. However, we understand that the individual(s) may either contest or ignore the MISUSE. The following outlines the consequences of violating this policy:

- A. If the individual(s) is found to have MISUSED NA funds and/or property in any way, AND the individual(s) agrees to repay the value of the MISUSED funds and/or property, the individual(s) and COASCNA shall enter into a restitution agreement. This agreement shall outline an appropriate repayment schedule. The agreement may specify regular weekly or monthly payments until the full amount is repaid. The individual(s) and the COASCNA Chairperson shall sign and date the restitution agreement, which shall be witnessed and signed by a third party and notarized.
- B. A report detailing the MISUSE and the proceedings described above shall be reported at the next ASC meeting and included in the minutes. In addition, regular updates concerning the status of the restitution agreement shall be reported at ASC meetings and included in the minutes until the restitution agreement has been satisfied.
- C. Dishonesty is not a spiritual principle. If the committee finds that an individual(s) has violated this policy in bad faith (with dishonest intent), the individual(s) shall be removed from his or her service position and shall not be considered for an Area service position for five (5) years after the satisfaction of the restitution agreement.
- D. If the individual(s) refuses to make restitution, or agrees to a restitution agreement, but does not fulfill his or her obligations under that agreement, or disappears, it may be appropriate to take legal action. This may seem severe; however, if the above procedure yields insufficient or no result, this type of harsh decision may be the impetus that encourages the individual(s) to make restitution. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be used as a last resort, opted for only when everything else has been tried. The decision to take legal action shall be thoroughly explored before going ahead, using Area and/or Regional Service Committees, the WSB and the WSO as resources. Should legal action be deemed appropriate, a COASCNA member shall be appointed the liaison for purposes of overseeing the proceedings.

BY SIGNING THIS AGREEMENT, I HEREBY ACKNOWLEDGE:

I accept my responsibilities described in this agreement, COASCNA Policy and any other service related documents pertaining to my position.

Date: \_\_\_\_\_

\_\_\_\_\_  
Trusted Servant Signature

\_\_\_\_\_  
COASCNA Representative Signature

\_\_\_\_\_  
Third Party Witness Signature

\_\_\_\_\_  
Trusted Servant Print Name

\_\_\_\_\_  
Trusted Servant Telephone Number

\_\_\_\_\_  
Trusted Servant Address