

# **CENTRAL OHIO AREA OF NARCOTICS ANONYMOUS**

## **AREA SERVICE OFFICE (ASO) POLICY**

**Version 4**  
**August 2024**

### **DESCRIPTION**

The Area Service Office (ASO) is a service center that involves a partnership among groups in the community, just as the NA groups themselves are a partnership among individuals. The office is established to carry out certain functions common to all groups. A centralized office best oversees these functions. The office is maintained, supervised and supported by members who serve from our groups. In return, our office aids the groups in their efforts to carry the message of NA to the still suffering addict.

### **MISSION STATEMENT**

The goals and objectives of this office are for the express purpose of helping the still suffering addict. Attraction rather than promotion is our means of carrying the message of Narcotics Anonymous.

The ASO operates under a set of guidelines utilized to help serve the community in the most effective manner possible, continuing to ensure our message reaches all suffering addicts, for whom it is intended. Our ASO policy is not intended to and shall not, in whole or in part, supersede the policy set by the Central Ohio Area Service Committee of Narcotics Anonymous (COASCNA).

### **LOCATION AND OFFICE HOURS**

Address: Central Ohio Area Service Office of Narcotics Anonymous  
1313 East Broad St, Ste 204  
Columbus, OH 43205

Phone Number: 614.252.1700

Office Hours: Office hours are subject to volunteer availability and will be posted on [www.nacentralohio.org](http://www.nacentralohio.org).

### **FUNCTIONS**

The ASO is:

- to function as a centralized distribution point for all Narcotics Anonymous approved literature.
- to maintain the phone line, provide a listing of groups, and refer callers to meetings.
- to provide information and support to new members.
- to function as a clearinghouse for the circulation of and exchange of information among NA groups.
- to store any materials of COASCNA committees involved in carrying the NA message that wish to utilize the facility.
- to collaborate with these committees and help in any capacity needed for these committees to succeed.

### **ROLES**

The ASO Chairperson is elected by the groups within COASCNA, as represented by Group Service Representatives (GSRs). The ASO Chairperson is responsible for overseeing the election of trusted servants of our ASO committee. The ASO committee is comprised of the Chairperson, Vice-Chair, Secretary, Treasurer, Vice-Treasurer all office and phonline volunteers, and any concerned NA members requesting to participate. All officers attend monthly meetings and all other concerned NA members are invited and strongly encouraged to participate.

To ensure that information from sales transactions is available to ASO committee members, all transaction information will be made available in Square and sent out monthly to all ASO committee members on the maintained email list.

A. Chairperson

- a. Has a working knowledge of ASO policy guidelines
- b. Is elected by the groups to serve a one-year term
- c. Is recommended to have served as Vice-Chairperson for one year and/or have at least three years clean time
- d. Attends monthly ASO meetings
- e. Coordinates and provides reports to the ASC monthly meetings
- f. Coordinates/Delegates the ASO activities including (office and phonline) volunteer recruitment, scheduling, and training, volunteer outreach, inventory, relations with office landlord, and answering inquiries about ASO
- g. Authorizes and maintains ASO access key list
- h. Has the ability to suspend office volunteers for reasons listed in the removal section
- i. Must be financially stable
- j. Acts as signer on ASO bank account

B. Vice-Chairperson

- a. Has a working knowledge of ASO policy guidelines
- b. Is elected by the ASO committee to serve a one-year term
- c. Is recommended to have served as an office volunteer for one year and/or have at least two years clean time
- d. Acts as Chairperson in the event of the elected Chairperson's absence
- e. Updates ASO volunteers in the event of a policy change
- f. Must be financially stable
- g. Acts as signer on ASO bank account

C. Secretary

- a. Records and distributes minutes of all ASO committee meetings, retaining copies for office files on the ASO One Drive
- b. Stores ASO committee documents on the ASO One Drive
- c. Reads minutes and motions at committee meetings, if requested
- d. Tallies votes for meeting minutes, if required
- e. Maintains an updated list of ASO (office and phonline) volunteers and committee members
- f. Maintains ASO (office and phonline) volunteer schedule
- g. Is suggested to have one year clean time

D. Treasurer

- a. Is elected by the ASO committee to serve a one-year term
- b. Keeps an accurate record of all ASO financial transactions
- c. Prepares monthly financial reports
- d. Is recommended to have at least three years clean time
- e. Is responsible for all ASO financial accounts
- f. Is responsible for paying open and approved invoices
- g. Provides ASC secretary, ASO chairperson and committee members with electronic copies of Bank Statements, ASO Account Log and Treasurer Workbook
- h. Must be financially stable
- i. Signer on ASO bank account

E. Vice-Treasurer

- a. Is elected by the ASO committee to serve a one-year term
- b. Supports the Treasurer in keeping an accurate record of all ASO financial transactions and preparing monthly financial reports

- c. Is recommended to have at least two years clean time
- d. Supports the Treasurer by providing ASC secretary, ASO chairperson and committee members with electronic copies of Bank Statements, ASO Account Log and Treasurer Workbook
- e. Must be financially stable

F. Office volunteer

- a. Has a willingness to serve
- b. Is recommended to have at least six months clean time
- c. Is suggested to have knowledge of NA Twelve Steps and Traditions
- d. Responds to communications from addict assigned to volunteer communications
- e. Provides as much notice as possible that commitment can no longer be met
- f. Follows office and phoneline guidelines created by ASO committee

G. Phoneline volunteer

- a. Has a willingness to serve
- b. Is recommended to have at least six months clean time
- c. Is suggested to have knowledge of NA Twelve Steps and Traditions
- d. Responds to communications from addict assigned to volunteer communications
- e. Provides as much notice as possible that commitment can no longer be met
- f. Follows office and phoneline guidelines created by ASO committee

H. Members

- a. Includes all concerned addicts who choose to attend ASO committee meetings

## **VOTING AND REMOVAL**

### **VOTING**

- A. When possible, all decisions should be made by consensus. As noted in our second tradition, vote should only be used as a rough tool to determine our group conscience.
- B. Only members may vote. An active member is defined as any member that has attended two consecutive ASO meetings.
  - a. An active member becomes an active member at the beginning of the second consecutive meeting that they are represented at and can vote at that meeting.
  - b. An active member will become inactive only after having no representation for two consecutive ASO meetings, and shall stay inactive until they are represented at two consecutive meetings once again.
- C. Motions can be made and seconded only by voting members.
- D. Input and discussion is welcome from all attending NA members.
- E. A two-thirds majority of those in attendance of the eligible voting body is required to amend ASO policy.

### **REMOVAL**

- A. Volunteers shall be subject to removal from ASO and/or volunteer list for the following:
  - a. Relapse.
  - b. Two "no shows" without notifying the office chairperson or vice-chairperson before scheduled start time.
  - c. Neglect of duties.
  - d. Repetitive inappropriate behavior.
  - e. Violence, theft or any other act that is a threat to the welfare of any individual, the facility, and/or NA as a whole.
- B. The procedure for removal is as follows:
  - a. A majority vote of ASO committee members shall be required for removal of any office volunteer.

- b. On an interim basis, the ASO chairperson shall have the authority to remove a volunteer for any reason stated under heading A of the Removal section, until such time as the ASO committee can vote on the in-question volunteer's removal.

## **FINANCIAL RESPONSIBILITIES**

### **AUDITS**

- A. COASCNA will form an ad-hoc Audit Committee to perform an annual financial audit (as well as each time there is a change in the ASO treasurer). The ASO Chairperson, Treasurer and Vice-Treasurer will participate.

### **CHECKING ACCOUNT**

- A. The COAONA checking account will require two signatures of the three signers on the account on all checks.
- B. The Treasurer shall take care of updating the signature cards with the bank whenever there needs to be a change.
- C. Signers on the COAONA shall be the ASO Chairperson, ASO Treasurer and ASO Vice-Treasurer.
- D. An account signer shall not sign a check made out to him or herself for reimbursement of expenses.
- E. Two members living in the same household cannot both be signers on the account.

### **CHECKS AND MONEY ORDERS**

- A. Per area service policy, ASO will accept credit cards, checks or money orders for purchases. Checks and money orders for purchases are to be made out to COAONA.
- B. ASO will accept only checks or money orders for area service donations. Checks and money orders for area service donations are to be made out to COASCNA.
- C. ASO utilizes Square to process all payments. Any service charges will be absorbed by ASO.
- D. If a check is returned by our bank for insufficient funds:
  - a. The ASO Treasure will contact the individual who wrote the check to repay the insufficient funds and any bank charges incurred by the ASO.
  - b. The repayment of insufficient funds shall be made with a money order only, and requested to be paid within seven days.
  - c. If a check is returned for insufficient funds for the purchase of literature or area service donation for a group and the repayment is not made, the ASO Chairperson, Vice-Chairperson or Treasurer will contact the group to notify the group about the missing funds.
- E. If an individual has a check returned for insufficient funds, that individual will no longer be able to write checks for the purchase of literature or area service donations.
- F. A list of individuals who have checks returned for insufficient funds will be kept for use by ASO volunteers and shared with the COASCNA Treasurer.

### **MAINTENANCE OF 501.c.3 NON-PROFIT STATUS and OHIO VENDOR'S LICENSE**

- A. The ASO Treasurer is responsible for maintaining active 501.c.3 non-profit status and Ohio Vendor's License:
  - a. Sales tax payment is due January 23 (for July-December sales) and July 23 (for January-June sales) each year. Sales tax payment is calculated as 7.5% of all sales collected during the previous 6 month period.
    - i. Sales tax is already included in the price of literature. So, "sales without tax" = (6 months sales from worksheet) / 1.075. This is the number to report at [www.ohiobusinessgateway.gov](http://www.ohiobusinessgateway.gov).
    - ii. Sales tax owed = "sales without tax" \* 0.075.
    - iii. [www.ohiobusinessgateway.gov](http://www.ohiobusinessgateway.gov) may give a discount for filing tax payment online.
  - b. Form 990-N due November 15 notifies the IRS the ASO is still an active non-profit organization and can be filed at [www.irs.gov](http://www.irs.gov).
  - c. Ohio charitable organization registration due November 15 registers our non-profit organization with the state of Ohio, as required by Ohio law, at [www.ohioattorneygeneral.gov](http://www.ohioattorneygeneral.gov).

ASO POLICY NOTE: STANDARD OPERATING PROCEDURES ARE AVAILABLE AND IDENTIFY FURTHER, SPECIFIC ASO VOLUNTEER ROLES AND RESPONSIBILITIES.