

**Guidelines for the  
West Puget Sound Area Service Committee  
Of Narcotics Anonymous**

**Approved:** 1/29/2012

**ARTICLE I: NAME**

The name shall be, West Puget Sound Area Service Committee of Narcotics Anonymous (WPSASCNA), hereinafter known as ASC.

**ARTICLE II: PURPOSE**

The purpose of the ASC is to be supportive of the Groups and their primary purpose by linking together the Groups within the Area, by helping the Groups deal with their basic situations, needs and by encouraging the overall growth of the fellowship of Narcotics Anonymous.

**ARTICLE III: SPIRITUAL GUIDANCE**

- 1) The ASC, and its subcommittees shall comply in all of its actions by using the following documents in succession:
  - a) The “Twelve Traditions”
  - b) The “Twelve Concepts of Service”
  - c) The current publication of the ASC Guidelines.
  - d) Past major motions
  - e) The “Guide to Local Services in Narcotics Anonymous” or its successor.
  - f) The current publications of all Narcotics Anonymous Handbooks.

**ARTICLE IV: MEMBERSHIP**

- 1) General membership in the ASC will be open to all persons who share in the stated purpose of the committee.
- 2) Voting membership in the ASC will be limited to Group Service Representatives, (GSR). (See Article X VOTING).
- 3) A new Group GSR will become a voting member upon the attendance of two consecutive ASC business meetings.
- 4) Any Group GSR missing 3 consecutive ASC business meeting shall lose their voting privileges until such time as they have been present at 2 consecutive ASC business meetings.

**ARTICLE V: OFFICERS / SUBCOMMITTEE CHAIRS**

- 1) The officers for the ASC will be as follows: Chair, Vice-Chair, Secretary, Treasurer, Assistant Treasurer, Regional Committee Member (RCM1), Alternate Regional Committee Member (RCM2) and C&ECM.
- 2) The ASC Officers and Subcommittee Chairs will be elected to their service position by the voting members of the ASC, except as noted in ARTICLE VI, Section 4. The length of term for all officers and Subcommittee Chairs is one year except the C&ECM which is two years.
- 3) No service member will be eligible to serve more than two consecutive terms in the same position.
- 4) Loss of abstinence constitutes an immediate and automatic resignation of a service member.

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- 5) Following written notification, a service member may be removed for non-compliance at the next ASC meeting. A two-thirds (2/3) majority vote is required for removal. Non-compliance includes, but is not limited to:
  - A. Non-fulfillment of the duties of their position, as outlined in the ASC Guidelines
  - B. Missing 2 consecutive ASC or scheduled meetings without prior notification to the ASC Chair.
- 6) Grievances may be filed against any service member of the ASC. The procedure for a grievance to be filed is as follows:
  - A. A written letter stating the grievance and the sought resolution, solution, or remedy shall be provided to the ASC Chair or Vice Chair in the event of the grievance is against the Chair.
  - B. The letter shall be discussed between the Chair, Vice Chair and/or the RCM1 and the writer to substantiate the validity of the grievance, the intent, and the proposed resolutions.
  - C. The Chair, Vice Chair and/or the RCM1 shall contact the recipient of the grievance and seek to mediate between the parties involved.
  - D. If the issue/issues are not able to be resolved, the letter should be read during Grievances & Resolutions at the next ASC business meeting, and the parties given time to explain their positions.
  - E. The resolutions or remedies to the issue/issues should be then voted on by the ASC. Any action voted on at the ASC regarding a grievance will require two-thirds (2/3) majority.
- 7) A six (6) month moratorium for ASC Service shall be required for any service member who resigns or is removed from their position prior to the completion of their term. The only exception to this will be when their resignation is to fill another elected position.
- 8) It is suggested that ASC officers and Subcommittee Chairs be active members of NA and are suggested to attend at least 2 different regularly scheduled WSPANNA meetings each month.

**ARTICLE VI: SUBCOMMITTEES**

- 1) Standing Subcommittees shall be formed upon the approval of the voting members. These Subcommittees shall include, but not be limited to the following: Public Relations (PR), Activities, and Literature.
- 2) Chair for standing Subcommittees shall be elected to their service position by the voting members of the ASC.
- 3) Subcommittees will perform their functions as stated in Article III Spiritual Guidance and Article VII Qualifications and Duties.
- 4) Adhoc (Special Subcommittees) may be appointed by the ASC Chair, or they may be formed by a motion upon approval by the voting members.
- 5) Adhoc (Special Subcommittees) Chair will be appointed by the ASC Chair, unless otherwise specified in the motion to commit.
- 6) ASC Subcommittees will record minutes of their meetings and keep a copy in the subcommittee's archives.
- 7) ASC Subcommittee Chair shall present at the ASC meeting a Subcommittee report giving a written copy to the Secretary, RCM1 and RCM2
- 8) Each Subcommittee shall have a set of written guidelines to operate from. A current copy of these guidelines shall be kept with the area guidelines for easy reference.
- 9) Each Subcommittee's guidelines shall be approved by ASC body by a two-thirds (2/3) majority.
- 10) Subcommittee's Chair will conduct an annual audit upon election and submit a report at the following ASC meeting.

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**ARTICLE VII: QUALIFICATIONS AND DUTIES**

**1) Chair:**

A. Qualifications:

- 1) Completion of a service position within the fellowship of Narcotics Anonymous.
- 2) Previous ASC experience.
- 3) Required clean time of three (3) plus years.
- 4) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.

B. Duties:

- 1) Insures that the monthly ASC meeting has a place to assemble and conduct business. Informs the PR Subcommittee with the place, date, and time of the ASC meeting to be included in the meeting schedules and on the West Puget Sound Area website.
- 2) Facilitates an orderly monthly ASC meeting abiding by the guidelines for the committee.
- 3) Prepares a written report to be read at the monthly ASC meeting and the report is given to the ASC Secretary.
- 4) In the event of a tied vote on the floor of the ASC, participates in the triumvirate.
- 5) Is a participant in all bi-yearly audits.
- 6) Insures that the Vice Chair is informed and able to run the ASC monthly meeting, if they must be absent.
- 7) Is a signatory on the Area bank account.

**2) Vice Chair:**

A. Qualifications:

- 1) Completion of a service position within the fellowship of Narcotics Anonymous.
- 2) Previous ASC experience.
- 3) Required clean time of two (2) plus years.
- 4) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
- 5) Willing and able to serve in the position of Chairperson if elected by the Committee at the end of their term.

B. Duties:

- 1) Attend all monthly ASC meetings and special meetings, staying abreast of the issues and problems confronting the ASC.
- 2) Facilitate the monthly ASC meeting if the Chair is unable to attend.
- 3) Prepares a written report to be read at the monthly ASC meeting and the report is given to the ASC Secretary
- 4) In the event of a tied vote on the floor of the ASC, participates in the triumvirate.
- 5) Is a participant in all bi-yearly audits.
- 6) Attend each of the Area Subcommittee meetings at least once bi-yearly.
- 7) Is a signatory on the Area bank account
- 8) Facilitate a GSR workshop one half (1/2) hour before each ASC meeting and to work with RCM1 and RCM2 to appoint a GSR Mentor at ASC meetings to new GSR's.

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**3) Secretary:**

A. Qualifications:

- 1) Completion of a service position within the fellowship of Narcotics Anonymous.
- 2) Previous ASC experience.
- 3) Required clean time of one (1) plus years.
- 4) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.

B. Duties

- 1) Attend all monthly ASC meetings and special meetings.
- 2) Take clear, accurate minutes of the ASC meetings and prepares the agenda for the ASC monthly meeting and any special meetings as necessary and prepare agenda for next ASC meeting.
- 3) In the event of a tied vote on the floor of the ASC, participates in the triumvirate.
- 4) Is a participant in all bi-yearly audits.
- 5) Mail and/or provide the minutes within 14 days of ASC meetings to all ASC voting members, officers, subcommittee Chairs, Region and the WSC.
- 6) Maintain a current, up-to-date mailing list of ASC Officers, ASC Subcommittee Chairs and Group Service Representatives.
- 7) Is a signatory on the Area bank account.
- 8) Keep and maintain Area archives. Achieve all meeting minutes that are older than 2 years.
- 9) Keep an accurate and up to date motion log. Motion log shall be present at all ASC meetings.
- 10) Provide a copy of the area guidelines to new GSR's and newly appointed or elected Officers or Chair.
- 11) Must bring the last calendar years meeting minutes to ASC meeting.

**4) Treasurer:**

A. Qualifications:

- 1) Completion of a service position within the fellowship of Narcotics Anonymous.
- 2) Previous ASC experience.
- 3) Required clean time of four (4) years and suggested five (5) years.
- 4) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service
- 5) Must have a viable income (i.e. job or regular income from a reliable source).
- 6) Have a personal checking account.
- 7) Able to perform basic accounting functions.
- 8) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.

B. Duties:

- 1) Attend all monthly ASC meetings and special meetings.
- 2) Bring all bank statements from the last audit with current statement to all ASC month meetings.
- 3) Prepares a monthly written report and provide copies to all officers and GSR's at the monthly ASC meeting.
- 4) Participate in all bi-yearly audits.
- 5) Keep the Area checkbook balanced and current.
- 6) Is a signatory on the Area checking account.

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- 7) Train the Assistant Treasurer in the duties of the Treasurer.
- 8) Receive and disburse funds as per the ASC guidelines
- 9) In the event of a tied vote on the floor of the ASC, may be an alternate participant in the triumvirate.
- 10) Pick up the mail from the Area Post Office Box and distribute to the appropriate persons.
- 11) Conduct an audit of the Area treasury in June prior to the June ASC meeting and in January prior to the ASC elections.

**5) Assistant Treasurer:**

A. Qualifications:

- 1) Completion of a service position within the fellowship of Narcotics Anonymous.
- 2) Previous ASC experience.
- 3) Required clean time of three (3) years and suggested four 4 years.
- 4) Knowledge of basic accounting math.
- 5) Willing and able to assume the duties of the Area Treasurer on the completion of, the resignation from, or the removal from the service position on the approval of the ASC voting members.
- 6) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.

B. Duties:

- 1) Attend all ASC meetings.
- 2) Assist the Area Treasurer in the duties of their position.
- 3) Verify all incoming funds and disbursements.
- 4) Participate in all bi-yearly audits.

**6) Regional Committee Member (RCM1):**

A. Qualifications:

- 1) Completion of a service position within the fellowship of Narcotics Anonymous.
- 2) Previous ASC experience.
- 3) Prior service at Area level.
- 4) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.

B. Duties:

- 1) RCM1 shall attend all ASC meetings.
- 2) Act as liaison between the Area and the Regional Service Committees.
- 3) Attend all Regional Service Committee (RSC) quarterly meetings, annual Fellowship Services Association (FSA meeting and any emergency meetings if called.
- 4) Prepare and provide the ASC Secretary with written pre Regional report and post Regional report the corresponding ASC meetings and quarterly Regional meetings.
- 5) Is a signatory on the Area checking account.
- 6) As a voting participant at the RSC, carry the Area's group conscience to the floor of the RSC.
- 7) Stay abreast of the Area's concerns, and feelings towards issues so as to be able to vote at the RSC without a vote having been presented at the ASC.
- 8) Participate in all bi-yearly audits.
- 9) Stay abreast of issues at the Regional and World levels that will impact the Area or Groups so as to provide the best possible information and opinion to the Area for consideration.

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10) In the event of a tied vote on the floor of the ASC, participates in the triumvirate.

**7) Alternate Regional Committee Member (RCM2):**

A. Qualifications:

- 1) Completion of a service position within the fellowship of Narcotics Anonymous.
- 2) Previous ASC experience.
- 3) Required clean time of 1 year.
- 4) Willing to assume the position of RCM1 upon the completion of term if approved by the ASC voting members.
- 5) Prior service at Area level
- 6) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.

B. Duties:

- 1) Attend 3 of the 4 RSC quarterly meetings with at least one of those being the meeting prior to the ASC elections for RCM1.
- 2) RCM2 shall attend all ASC meetings.
- 3) Act as the Area's representative at the RSC if the RCM1 is unable to attend and provide a written report to the ASC.
- 4) Assist in a GSR workshop one hour before each ASC meeting and to work with the Vice Chair to appoint a GSR Mentor at ASC meetings to new GSR's.
- 5) Stay abreast of the issues at the Regional, ASC and World levels of service.
- 6) In the event of a tie vote on the floor of the ASC, may participate in the triumvirate.

**8) Public Relations (PR) Chair:**

A. Qualifications:

- 1) Completion of a service position within the fellowship of Narcotics Anonymous.
- 2) Clean time requirement of five years with six months active Public Relation Subcommittee membership.
- 3) Previous PR or other relevant service experience.
- 4) Familiarity with all Public Relations related NAWS approved handbooks.
- 5) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.

B. Duties:

- 1) Coordinates all Public Relations Subcommittee efforts.
- 2) Presides at all regular and special Public Relations Subcommittee meetings.
- 3) Provides agenda at regularly scheduled meetings of Public Relations Subcommittee.
- 4) Public Relations Subcommittee Chair shall prepare a written report including a financial accounting of all funds to be read at the monthly ASC meeting and copies of the report are given to the ASC Secretary, RCM1 and RCM2.
- 5) Represents Public Relations Subcommittee at the regular meeting of the ASC
- 6) Makes regular reports to ASC on the status of all proposed, current or completed plans.
- 7) If an elected Officer or coordinator position is vacant, insures the duties of that position are fulfilled.
- 8) Keeps the Public Relations Subcommittee Guidelines current and supplied to the ASC secretary for inclusion in the ASC archives.
- 9) Attend the quarterly regional All-Subs meetings. Provide a copy of regional report to All Subs quarterly meeting to the ASC Board.

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10) Participate in a bi-yearly audit of the Public Relations Subcommittee financial records prior to the July ASC meeting and December to the prior to the January ASC meeting.

**9) Activities Chair:**

A. Qualifications:

- 1) Completion of a service position within the fellowship of Narcotics Anonymous.
- 2) Previous Activities or other relevant service experience.
- 3) Recommended clean time of 2 years.
- 4) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.

B. Duties:

- 1) Attends and facilitates all meetings of the Activities Subcommittee
- 2) Attends all ASC business meetings and the quarterly Regional All-Subs Day.
- 3) Activities Subcommittee Chair shall prepare a written report including a financial accounting of all funds to be read at the monthly ASC meeting and copies of the report are given to the ASC Secretary, RCM1 and RCM2.
- 4) Cooperates with the other ASC Subcommittees when and where appropriate.
- 5) Coordinates and is responsible for all work done by the Activities Subcommittee.
- 6) Provides the PR Subcommittee with a regularly monthly meeting place, date, and time for inclusion in the published schedules.
- 7) Provide flyers for all events at least two (2) ASC meetings prior to the function.
- 8) Provide a yearly Activities Schedule to the web servant.
- 9) Keeps the Activities Subcommittee Guidelines current and supplied to the ASC Secretary for inclusion in the ASC archives.
- 10) Attend the quarterly regional All-Subs meetings. Provide a copy of regional report to All Subs quarterly meeting to the ASC Board.
- 11) Participates in a bi-yearly audit of the Activities Subcommittee financial records in June prior to the July ASC meeting and in December prior January to the ASC meeting.

**10) Literature:**

A. Qualifications:

- 1) Completion of a service position within the fellowship of Narcotics Anonymous.
- 2) Previous Literature or other relevant service experience.
- 3) Recommended clean time of 3 years and a requirement of 2 year.
- 4) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.

B. Duties:

- 1) Attends and facilitates all meetings of the Literature subcommittee.
- 2) The Literature Subcommittee Chair shall prepare a written report including a financial accounting of all funds to be read at the monthly ASC meeting and copies of the report are given to the ASC Secretary, RCM1 and RCM2.
- 3) Attend Literature workshops where possible.
- 4) Cooperates with the other ASC subcommittees when and where appropriate.
- 5) Coordinates and is responsible for all work done by the Literature Committee.
- 6) Provides the PR Committee with a regularly monthly meeting place, date, and time for inclusion in the published schedules.
- 7) Maintains Area literature inventory at the level set by the ASC.

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- 8) Provides literature for sale at costs that have been determined by the Literature Subcommittee.
- 9) Participates in and holds Area workshops for the development of new literature as released by NAWS.
- 10) Attends all ASC business meetings and the quarterly Regional All-Subs Day. Provide a copy of regional report to All Subs quarterly meeting to the ASC Board.
- 11) Keeps the Literature Subcommittee Guidelines current and supplied to the ASC secretary for inclusion in the ASC archives.
- 12) Attend the quarterly regional All-Subs meetings. Provide a copy of regional report to All Subs quarterly meeting to the ASC Board.
- 13) Holds a bi-yearly audit of the Area Literature inventory and finance records in July prior to the July ASC election and in January prior to the ASC meeting.
- 14) Responsible for preparing coffee for ASC meetings and will provide receipts for reimbursement.

**11) Convention & Events Committee Member:**

A. Qualifications:

- 1) A member of Narcotics Anonymous.
- 2) Recommended clean time of 5 years.
- 3) Willingness to serve a 2-year commitment.
- 4) Have prior area level service experience.
- 5) Have prior convention or other qualifying experience.
- 6) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.

B. Duties:

- 1) Willingness to serve on a Subcommittee of the C & E.
- 2) To be familiar with the content of the C & E Committee Guidelines.
- 3) Act as liaison between the West Puget Sound Area (WPSA) and the C&E Subcommittee.
- 4) Attend all Convention and Events Subcommittee meetings and any emergency meetings if called for.
- 5) Prepare and provide the ASC Secretary with a written pre-quarterly subcommittee report and post-quarterly Subcommittee report for the corresponding ASC meetings.
- 6) To be willing to attend C & E hosted events and assist host committee.

**ARTICLE VIII: ELECTIONS**

- 1) ASC Officers and Subcommittee Chairs are to be elected on the following schedule:

A. January ASC business meeting:

- 1) Chair
- 2) Vice Chair
- 3) Secretary
- 4) Treasurer
- 5) Assistant Treasurer

B. July ASC business meeting:

- 1) Activities Chair
- 2) Public Relations Chair

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- 3) Literature Chair
- B. December ASC business meeting:
  - 1) RCM1 (annually)
  - 2) RCM2 (annually)
  - 3) C&ECM (every odd year)
- 2) Any member may place a nomination or volunteer to fill a service position. GSR's will vote on the approval of the person to fill the position.
- 3) If there is only one person who is nominated or volunteers for a position there will still need to be discussion on the qualifications and a vote to determine approval.
- 4) A person who is nominated for a position or one, who wishes to volunteer for a position, must be present at the ASC business meeting in order to be elected.
- 5) That all applicable candidates leave the room prior to voting at which time discussion ends.
- 6) A position that is vacated prior to the election date for that position will have nominations placed and voted on at the earliest opportunity. If there are no volunteers or nominations to fill a position, the ASC Chair may appoint a person to fill the position until such time as there is a nomination or volunteer.
- 7) Any position that is filled prior to its election date will only be for the term left until the next election date.
- 8) A simple majority is required to approve an election.

**ARTICLE IX: ASC MEETINGS**

- 1) The ASC business meeting shall be held monthly.
- 2) The date, time and place of the monthly business meeting should be consistent from month-to-month to allow for inclusion in the West Puget Sound Area (WPSA) meeting schedule.
- 3) The date, time and place of a monthly meeting may be changed by a motion and vote from the GSR's. In the event there is a change in the meeting schedule, all absent GSR's and Officers should be notified of the change. GSR's should inform the members of their groups of the changes to allow participation by as many members as possible.
- 4) Special meetings may be called by the ASC Chair and/or by written request of three GSR's. The purpose of, place, date, and time of the special meeting will be stated in the call or email. Except in the case of emergency, at least seven days notice shall be given.

**ARTICLE X: VOTING**

- 1) A quorum is required for elections, to pass motions or make amendments. A quorum will be defined as  $\frac{1}{2}$  of the voting member groups of the ASC. If  $\frac{1}{2}$  of the member groups is not a whole number, the number defining a quorum shall be rounded down to the nearest whole number. A group that currently has their voting privileges suspended does not count toward the quorum requirement.
- 2) When a quorum is present, a simple majority is required to pass motions, except in cases of major money motions of \$100.00 or more of new money expenditures, amendments to the guidelines, or motions to reconsider/rescind, which will require a  $\frac{2}{3}$  majority of the quorum.
  - A. A simple majority is defined as 51% or more of the yes and no voters.
  - B. A  $\frac{2}{3}$  majority is defined as  $\frac{2}{3}$  or more of the voting members present. If  $\frac{2}{3}$  of the voting members present do not equal a whole number, the result should be raised to the next highest whole number. Abstentions will have no effect on the outcome of the vote.

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- C. If 50% or more of the voting members abstain from a vote, except for a 2/3-majority vote, the issue will be reopened for discussion and re-vote. Attention will be paid to what the abstaining votes need to reach a decision. The second vote will count regardless of the number of abstentions.
  - D. In the event of a tied vote on an issue or election, the matter will be re-discussed and re-voted. If the second vote results in a tie, the triumvirate will cast the tie-breaking vote.
- 3) In a tied vote on a motion or election, the triumvirate of the ASC Chair, ASC Vice Chair and RCM1 will cast one vote each to decide the issue. If one or more of these officers is absent, the RCM2, Secretary, and the Treasurer in that order will replace the missing Officers.
  - 4) Any business that is brought to the floor of the ASC that will require a vote should be placed on an approved ASC motion form.
  - 5) Any member of Narcotics Anonymous may present a motion or participate in discussion. Seconds to all motions will be by voting members (GSR's).
  - 6) A motion may be amended or withdrawn at any time prior to voting by the maker of the motion. Any motion that has been amended in this manner will need to be re-seconded.
  - 7) Voting on all ASC motions and elections will be done on a one group, one vote system.
  - 8) A voting member for one group cannot carry the vote for any additional group.
  - 9) A group's vote on a special issue or election may be made in absence by providing the ASC with a written report. This vote shall be read into the record and shall be cast by the ASC Secretary.

**ARTICLE XI: FUNDS**

- 1) All monies collected from Group donations or other Narcotics Anonymous sources will be maintained in a checking account general fund, subject to disbursement by the ASC Treasurer for paying obligations.
  - A. Public Relations, Activities and Literature Subcommittees will each maintain a bank account separate from the General Fund.
  - B. Monies in excess of their prudent reserves shall be turned over to the ASC General Fund.
- 2) All monies disbursed by the Treasurer will be paid by check. At no time will cash be disbursed from the general fund.
- 3) All checks will be required to have two (2) of the following signatures: Treasurer, Chair, Vice Chair, Secretary, or RCM1.
- 4) In the event a check is made payable to one of the authorized signatories on the account the payee will not be authorized to sign the check and another signature will be required.
- 5) A 2-month prudent reserve should be maintained when possible, that includes an average of 2 months of bills, 2 months subcommittee budgets, and 2 months operating expenses plus \$100.00 to cover unexpected expenses.
- 6) At the ASC business meeting prior to each Regional business meeting an accounting should be done to determine excess funds. Excess funds are those that remain after the prudent reserve is met and all expenses for the month have been paid. If there are excess funds in the Treasury, a motion should be made to forward excess funds to the Region. If approved, a check should be cut to WNIRNA and given to the RCM1/RCM2 to carry to the next RSC business meeting. Upon return from the RSC business meeting, the RCM1/RCM2 will provide a receipt from the RSC.
- 7) Disbursement of funds will only be made for the following:
  - A. For approved bills and donations
  - B. For pre-approved expenses accompanied with receipts. If no receipt is available, approval for the disbursement must be made by the ASC voting members.

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- C. Advance payment only with the approved estimate with the receipt returned to the ASC Treasury at the ASC businesses meeting following the event or transaction.
  - D. All prepaid subcommittee budget monies are to be accounted for at the following ASC meeting with copies of receipts and/or return of funds. Subcommittees that do not provide receipts or funds will not receive subsequent budgets until receipts and or funds are provided, or approved by the ASC body.
- 8) The ASC Treasury and Subcommittees with checking accounts will be audited bi-yearly. This audit will be conducted by the ASC Treasurer, Assistant Treasurer, Chair, RCM1, audited Subcommittee Chair and Subcommittee Treasurer.
  - 9) A written financial report from the ASC Treasurer shall be prepared and made available at each ASC business meeting along with the ASC checkbook, check register, and bank statements from the last audit.

**ARTICLE XII: TRAVEL**

- 1) When a trusted servant is required to attend an event or meeting by the ASC they may be reimbursed for some or all expenses to aid in their ability to serve the Area.
- 2) The RCM1 and the RCM2 will be given \$100.00 each for travel and attendance at the RSC business meeting held quarterly. The RCM1 and RCM2 will need to file a request for funds each quarter. If either does not attend the RSC meeting after drawing funds their respective funds will be returned to the ASC general fund.
- 3) Chair for the ASC Subcommittees will be reimbursed for gas expenses to attend the quarterly Regional All-subs Day with the accompaniment of receipts. This provision only applies to standing Subcommittees and is not relevant to special or Adhoc Subcommittees.
- 4) All other travel expenses will need to be authorized by the ASC voting members on a case by case basis prior to the incurring of the expenses.

**ARTICLE XIII: GUIDELINE AMENDMENTS**

- 1) Any member may propose an amendment to the ASC Guidelines. A voting member must second any proposed changes. The proposal must be submitted in writing at a regular ASC business meeting.
- 2) Spelling and grammatical changes, as long as they do not change the intent of the section to be revised, may be made with the approval of the voting members on a simple majority vote.
- 3) Any proposals that change the original intent of any section of the ASC Guidelines will be referred back to the groups prior to voting. A 2/3-majority vote will be needed to approve these changes.
- 4) Amendments to the guidelines will go into effect immediately upon approval unless the motion to amend contains an otherwise specified time.
- 5) Amendments to the guidelines should be written into the section entitled "Addendums" until such time as the amendments can be incorporated into the body of the guidelines and the guidelines redistributed.

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# **Addendums**