

BEEHIVE AREA OF NARCOTICS ANONYMOUS  
SERVICE COMMITTEE  
POLICY MANUAL

EFFECTIVE - SEPTEMBER 2013  
Reorganized - October 2014

This draft version of the BHASCNA Policy Manual has been re-organized along topical lines. The intent is to provide the reader with a document which is more user-friendly than the most recent, previous, version of the BHASCNA Policy Manual, in order obtain a better understanding of existing policies, with a goal towards revising BHASCNA Policies to better serve the BHASCNA and its members.

This document does not alter any nor set any BHASCNA Policy. The Policies contained in this document are those contained in the document titled “BEEHIVE AREA OF NARCOTICS ANONYMOUS POLICY MANUAL” dated September 2013. Existing policies were simply organized under headings in a topical/functional order. No policies were added, altered, or removed, in the making of this document.

Policy Committee,  
October 19, 2014

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## 1. DEFINITIONS & IDENTIFICATIONS

[COMMENT: This section contains statements and references, which are to be used to define, identify, or clarify, the various terms and components of this Policy Manual.]

### 1. DEFINITION and USE of COMMENTS

[COMMENT: Within this publication, there may be comments, which are there strictly for clarification and informational purposes and *do not set, nor in any way affect any policy*. All such comments are contained between brackets “[ ]” and begin with the label “COMMENT:”, for example: [COMMENT: This is an example of a comment.].]

### 2. DEFINITION of AREA

[COMMENT: For definition and explanation of an Area, see the NAWS publication A Guide to Local Services in Narcotics Anonymous.

### 3. IDENTIFICATION of the AREA SERVICE COMMITTEE

[COMMENT:

The official name of the area service committee for the BeeHive Area of Narcotics Anonymous is the Beehive Area Service Committee of Narcotics Anonymous, herein also known as the BHASCNA, BHASC, or ASC. ]

### 4. DESCRIPTION of the ORGANIZATION and PURPOSE of the BHASCNA

[COMMENT: The members of the BHASCNA are the NA Groups (Groups) who have joined together as the BeeHive Area of Narcotics Anonymous (Area). The BHASCNA is the committee formed of by the member groups, to coordinate, support, and otherwise serve the needs of the Groups which comprise the BeeHive Area. Duly authorized representatives (GSR/Alt GSR/Proxy) of the individual member Groups of the Area, attend the meetings of the committee. The representatives of the member groups (GSRs) elect individuals to act as trusted servants to the BHASCNA in fulfilling the administrative and subcommittee organization authorized by the BHASCNA.]

### 5. PARLIAMENTARY PROCEDURE

[COMMENT: This section contains policies regarding how the BHASCNA will function to provide governance as a service organization.]

1. A Guide to Local Services in Narcotics Anonymous, including Roberts Rules of Order – Newly Revised, shall be the guidelines for all ASC service commitments. Where there is conflict, the ASC may adopt specific policies superseding these guidelines.

## **2. ORGANIZATION of the BHASCNA**

[COMMENT: This section contains informational comments, and policies, which describe and affect how the BHASCNA is organized.]

### **1. MEMBERSHIP IN BHASCNA**

[COMMENT: Policy statements which are to be used to define the organization of the ASC are contained in this section]

#### **1. CLASSES of MEMBERSHIP**

1. This committee shall have two (2) classes of members only. They are described as voting and non-voting. Only voting members shall have voting rights.

##### **1. VOTING MEMBERS**

1. The only voting members of ASC will be the GSR/Alt GSR on record or a proxy designated by the group.

##### **2. NON-VOTING MEMBERS**

1. The only non-voting members of the BHASCNA shall include all other attendees.

#### **2. GROUP MEMBERS OF THE BHASCNA**

##### **1. LIST OF MEMBER GROUPS**

[COMMENT: This entire section is effectively a comment, containing only the names of the current groups which are members of the BeeHive Area on NA, and are represented by a Group Service Representative (GSR), Alternate GSR, or a designated Proxy at the BHASCNA (BHASC, ASC).

1. ACCEPTANCE
2. EXPERIENCE, STRENGTH AND HOPE
3. IT WORKS HOW AND WHY
4. LIVING RECOVERY
5. NEW THOUGHT GROUP
6. SURRENDER TO LIVE
7. SURVIVORS
8. TOGETHER WITH VIGILANCE
9. TOO YOUNG TO DIE
10. WE CAME TO BELIEVE
11. WE DO RECOVER
12. W.I.N.G.S. ]

##### **2. POLICIES REGARDING GROUP REPRESENTATIVES**

1. A GSR/Alt GSR may not hold a position on the administrative committee of the area service body.
2. When a new group attends an ASC meeting with a GSR intending to join the area, they shall be eligible to be included in the next publication of the area meeting list.
3. That a group only be removed from our Area Meeting list after confirmation from a member of the Area Executive Committee that it is no longer in existence.

### **3. ELECTED MEMBERS / TRUSTED SERVANTS**

#### **1. SERVING as ELECTED TRUSTED SERVANT of the BHASCNA**

##### **1. ELECTION**

- 1.** A process of elimination of nominees is to be used at all BHASCNA elections. When more than two nominees are present for the position, the person having the least votes will be removed from contention. Another vote is then taken with the two nominees having the highest vote count, thus ensuring the clearest majority. If the eliminated nominee(s) is/are a GSR, the member(s) shall be called for participation in the vote.
- 2.** There will be a thirty (30) day notice before all elections.
- 3.** The nominee must be present and qualify at the ASC meeting at the time of the vote.
- 4.** Before nominations, the chairperson will announce qualifications, duties, suggested clean-time requirements, length of term and other incidentals to the ASC.
- 5.** All nominees for any area position or regional service position must have a “Home Group” in the Beehive Service area. (A ‘Home Group’ as defined by the Guide to Local Services version 2002 pg. 27)
- 6.** Any member of the Beehive area may nominate a qualified member of the Beehive service area for any unfilled position.
- 7.** A GSR must second all nominations.
- 8.** An election to fill a vacancy in a trusted servant’s position shall occur at the next regularly scheduled meeting of the BHASCNA. Notice of the intent to fill the vacancy shall be provided to the groups thirty (30) days before elections. A position must be open until the next Area service meeting. Passed February 2010.
- 9.** Any person filling a vacant position will serve their term until the next election, at which time they will need to be re-nominated.
- 10.** Nominations will not be heard until the position is officially open – after the 30 day notice is given or elections in August. – Passed Sept 2008
- 11.** In addition to other nominations, at the yearly election of BHASCNA, subcommittees are obligated to nominate subsequent Chairpersons.

##### **2. REMOVAL**

- 1.** Any subcommittee chair, vice-chair or member of the administrative committee may be removed by a 2/3 majority vote of the GSR’s present for:
  - 1.** Two (2) consecutive absences from ASC meetings.
  - 2.** Violating a Tradition
- 2.** Any subcommittee chair, vice-chair or member of the administrative committee will be removed for one or more of the following reasons:
  - 1.** Use of drugs
  - 2.** Letter of resignation
  - 3.** Misuse of ASC funds



**3. GENERAL QUALIFICATIONS, DUTIES, and TERM of SERVICE, AFFECTING all ELECTED OFFICES of the BHASCNA**

[COMMENT: This section contains common policies which affect all Trusted Servants elected by the BHASCNA to fill administrative and subcommittee offices. These common policies are placed here to avoid possible errors brought about with redundancy.]

**1. GENERAL QUALIFICATIONS**

1. Trusted Servants should have a willingness to serve.
2. A working knowledge of Twelve Traditions and Twelve Concepts for NA service.
3. Previous experience and a Home Group in the Beehive area.

**2. GENERAL DUTIES**

1. All BHASCNA trusted servants, as described by the service guide are directly responsible to those they serve –THE GROUPS- and their duties shall be carried out according to the most version of “A Guide to Local Services” version 2002 (GTLS) except where otherwise noted herein.

**3. GENERAL DURATION of TERM**

1. Term of service will be one (1) year from September to the following August.
2. Administrative officers and subcommittee chairs, with the exception of RCM’s, will serve no more than two (2) consecutive terms in the same position.

**4. ADMINISTRATIVE OFFICE MEMBERS OF THE BHASCNA**

[COMMENT: Administrative Offices are filled via election within the BHASCNA. Also see “General Qualifications, Duties, and Term of Service” above.]

**1. GENERAL DUTIES of ALL ADMINISTRATIVE COMMITTEE MEMBERS**

1. All administrative committee members are responsible to fulfill the duties outlines in “The Guide to Local Services in NA version 2002”.

**2. CHAIR**

**1. CHAIRPERSON**

1. Should meet the general qualifications noted above.
2. Three (3) years clean. One (1) year minimum commitment
3. Arranges agenda for and presides over the monthly area service meeting.
4. At committee meetings, they can only vote in the event of a tie.
5. Must be capable of conducting a business meeting with a firm yet understanding hand.
6. Back up to the treasurer to hold all financial records for a period of 8 years.
7. The BHASCNA Chair shall exist as described in the Guide to Local services (version 2002).

**2. VICE-CHAIRPERSON**

1. Should meet the general qualifications noted above.
2. Two (2) years clean. One (1) year minimum commitment
3. In the absence of the Chairperson, the Vice-Chair shall perform the duties of the Chair-person.
4. It will also be the responsibility of the Vice Chairperson to fulfill the requirements of a vacated trusted Servant’s position on the ASC until that position can be filled.
5. In the event the ASC Treasurer or Vice-Treasurer cannot be present at the ASC, the ASC vice-chairperson (if present) or the ASC Chairperson will assume the duties and responsibilities of the treasurer for that meeting only.

### 3. SECRETARY

#### 1. SECRETARY

1. Should meet above general qualifications.
2. One (1) year clean. One (1) year minimum commitment.
3. Keeps accurate minutes of each ASC meeting.
4. Distributes minutes no later than two (2) weeks following each ASC meeting.
5. Keeps copies of all ASC minutes in an orderly file.
6. Types and distributes minutes to the following:
  1. GSR's
  2. RCM's
  3. All Administrative Committee members
  4. All Subcommittee Chairs

#### 2. VICE-SECRETARY

1. Should meet above general qualifications.
2. One (1) year clean. One (1) year minimum commitment.
3. Fulfills the requirements of the secretary in their absence.

### 4. TREASURY

#### 1. TREASURER

1. Should meet the general qualifications noted above.
2. Three (3) years clean. One (1) year minimum commitment.
3. Abides by the BHASCNA guidelines, standing rules and policies.
4. Follows the Financial Administrative Procedures of the BHASCNA.
5. The Treasurer will be responsible for paying literature order monthly.  
*[COMMENT:Passed August 2009]*
6. Responsible to hold all financial records for a period of 8 years with the area chair being the back-up.
7. The ASC Treasurer will be responsible to contact the ASC chairperson or vice-chairperson in a timely manner in the event that they cannot attend the ASC meeting and make all materials necessary to conduct ASC business available to be brought to the ASC meeting by the Chairperson of vice-chairperson.

#### 2. VICE-TREASURER

1. Should meet the general qualifications noted above.
2. Three (3) years clean. One (1) year minimum commitment.
3. Abides by the BHASCNA guidelines, standing rules and policies.
4. Follows the Financial Administrative Procedures of the BHASCNA.
5. In the absence of the Treasurer, Vice-treasurer assumes duties and responsibilities of the Treasurer.

### 5. POLICY

#### 1. POLICY CHAIRPERSON

1. Should meet the general qualifications noted above.
2. 1 year continuous clean-time.
3. Updates and distributes the policy
4. Distributes Policy changes in an addendum form accordingly.
5. Assists subcommittees in policy related matters.

**2. POLICY VICE-CHAIRPERSON**

1. Should meet the general qualifications noted above.
2. 1 year continuous clean-time.
3. Updates and distributes the policy manual annually.
4. Distributes Policy changes in an addendum form accordingly.
5. Assists subcommittees in policy related matters.

**6. REGIONAL COMMITTEE**

**1. RCM**

1. Should meet the general qualifications noted above.
2. Two (2) years clean. 1 year term elected in August of each year – passed Aug 2010
3. There shall be an Alternate RCM.
4. Must attend all Regional Service Committee meetings.
5. Should have the financial resources to attend Regional Service Committee meetings.

**2. ALT. RCM**

1. Should meet the general qualifications noted above.
2. Two (2) years clean. 1 year term elected in August of each year – passed Aug 2010
3. Must attend all Regional Service Committee meetings.
4. Should have the financial resources to attend Regional Service Committee meetings.

**7. WEBSITE**

**1. DESCRIPTION**

1. Identification: [www.nabehive.org](http://www.nabehive.org).
2. The Area Service Committee will ensure that the website guidelines are followed until such times as a committee or position is created to assume these duties and a more formal policy is developed.
3. The cost will be approx. \$10.00 per month -- \$119.40 per year. –Passed October 2012

**2. COMMITTEE MEMBERS**

**1. WEB-SITE CHAIRPERSON**

1. Should meet the general qualifications noted above.
2. One (1) year continuous clean-time. 1 year minimum commitment.
3. Must have internet access, basic web-site development skills and/or willingness to learn.
4. Attends monthly ASC meetings and reports on all website activities.
5. Follows and adheres to web-site guidelines.
6. Updates web-site within 10 (ten) days of receiving information.
7. Should gather information (events, etc...) from other sources and update web-site accordingly.

**8. MULTI-AREA CONVENTION**

**1. MULTI-AREA CONVENTION REPRESENTATIVE (If an event is held) [COMMENT: -Position created in May 2011]**

1. 5 year clean-time requirement.
2. Commitment ending when all of the final reports have been submitted to the ASC.
3. Has a working knowledge of Twelve Traditions and Twelve Concepts for NA service
4. Has a Home Group in the Beehive area.
5. Attends and provides written reports of all monthly activities at each BHASC.
6. Other duties to be assigned by the ASC.

## 5. SUBCOMMITTEES OF THE BHASCNA

[COMMENT: This section contains information on the various sub-committees of the BHASCNA. Certain Subcommittee Offices are filled via election within the BHASCNA, and other Subcommittee Offices may be filled via election within the applicable Subcommittee.]

### 1. GENERAL QUALIFICATIONS & DUTIES of SUBCOMMITTEE MEMBERS elected by BHASCNA

[COMMENT: Additional qualifications, duties and term of service for all Trusted Servants elected to Subcommittee Offices fall under all applicable policies set forth above.]

### 2. GENERAL POLICIES for all SUBCOMMITTEES

1. All subcommittees must submit guidelines to the ASC for its approval.
2. All subcommittees must review guidelines annually and submit any changes to the ASC for approval.
3. All Home Groups will receive copies of ASC and subcommittee policies.
4. In addition to other nominations, at the yearly election of BHASCNA, subcommittees are obligated to nominate subsequent Chairpersons.
5. Any subcommittee that is given Beehive area funds will submit a detailed financial report to be included in the ASC minutes.
6. Any Subcommittee that needs to reschedule its meetings does not conflict with any other subcommittee meetings.[COMMENT: – *Passed May 2011*]

### 3. LITERATURE

#### 1. DESCRIPTION

[COMMENT: The BHASCNA's description of this committee]

#### 2. BHASCNA POLICIES SPECIFIC TO THIS SUBCOMMITTEE

##### 1. LITERATURE PRICING

1. Literature prices will be based upon the current cost from the supplier, plus shipping costs.

##### 2. LITERATURE STORAGE

1. Literature materials that do not fit in the literature box will be transported to and from the BHASCNA meeting.
2. All available or stored literature will be returned to the next BHASCNA meeting.
3. Only the literature committee chairperson, literature vice-chair and the ASC chairperson will have access to the container.

##### 3. PURCHASING LITERATURE

1. Literature committee orders literature on-line instead of the current paper form we use and to be billed the following month for the amount ordered.

[COMMENT:–*motion passed February 2008*]

#### 3. OFFICES elected by BHASCNA

##### 1. LITERATURE CHAIRPERSON

1. 2 years continuous clean-time
2. Attends and provides written reports of all monthly activities at each BHASC
3. Announces and holds scheduled literature review workshops. Coordinates, distributes and orders literature.

#### 4. PUBLIC RELATIONS

##### 1. DESCRIPTION

[COMMENT: The BHASCNA's description of this committee]

##### 2. BHASCNA POLICIES SPECIFIC TO THIS SUBCOMMITTEE

1. The PR subcommittee will update the Beehive area and the Tri-area meeting lists quarterly and distributes them at the ASC meetings in December-March-June-September. [COMMENT: passed August 2008]
2. Tri-Area meeting lists will be included in the minutes quarterly [COMMENT: – *Passed Nov 2010*]

##### 3. SUBCOMMITTEE POLICY

[COMMENT: The most current Policy Manual of this subcommittee may be found in the Appendix.]

#### 4. OFFICES elected by BHASCNA

##### 1. PUBLIC RELATIONS CHAIRPERSON

1. 1 year continuous clean-time.
2. Arranges and presides over the subcommittee meetings.
3. Handles public relations correspondence for the area.
4. Coordinates all financial matters and issues.

#### 5. HOSPITALS & INSTITUTIONS

##### 1. DESCRIPTION

[COMMENT: The BHASCNA's description of this committee]

##### 2. SUBCOMMITTEE POLICY

[COMMENT: The most current Policy Manual of this subcommittee may be found in the Appendix.]

#### 3. OFFICES elected by BHASCNAHOSPITAL AND INSTITUTIONS

##### 1. CHAIRPERSON

1. 18 months continuous clean-time.
2. 6 months minimum involvement with H&I work.
3. 1 year commitment.
4. Prepares the monthly subcommittee report.
5. Carries out policies and orders for the subcommittee.
6. Represents the H&I subcommittee at the Area level.
7. Attends Regional H&I subcommittee or designates a proxy.

#### 6. CONVENTION

##### 1. DESCRIPTION

[COMMENT: The BHASCNA's description of this committee]

##### 2. SUBCOMMITTEE POLICY

[COMMENT: The most current Policy Manual of this subcommittee may be found in the Appendix.]

#### 3. OFFICES elected by BHASCNA

##### 1. CONVENTION CHAIRPERSON

1. 5 years continuous clean-time.
2. Attends and provides written reports of all monthly activities at each BHASC.
3. 2 year commitment.
4. Elected in January ending when all of the final convention reports have been submitted to the ASC. Passed February 2010.
5. Ensures convention subcommittees are following policy and adhering to traditions.

## 2. CONVENTION TREASURER

1. 5 years continuous clean-time Assist the chairperson in opening the Committees checking account.
2. Shall maintain bank account.
3. Keeps accurate records of all income and expenses to be presented at each Committee meeting.
4. Prepares a detailed financial statement to be presented at each ASC (Area Service Committee) meeting by the Chairperson. Included in this statement will be: list of all checks written and voided, list of all income and deposits, list of all expenditures including to whom the payment was made and for what service.
5. Prepares a final statement within 60 days following the close of the convention.
6. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.
7. Receipts, and bill copies, must accompany all requests for reimbursements and purchases orders.
8. Receives written requests for unexpected expenditures not included in subcommittees' budget or prior to budgets being approved by the Convention Committee. This request will be paid upon approval.
9. Responsible for all money, including revenues from Registration and events.
10. Pay all bills.
11. Advises the chair on cash supply, income flow, and rate of expenditure.

## 4. SPECIFIC BHASCNA POLICIES for the CONVENTION SUBCOMMITTEE

1. The Beehive area convention/activities checking account is titled “Beehive Area Convention Committee”
  1. Signatures on the checking accounts should be two (2) out of the three (3) signatures of the Administrative committee necessary to transact monies.
    1. TREASURER
    2. VICE-TREASURER
    3. ASC CHAIRPERSON
2. The Beehive area convention committee checking account will have as signers the following:
  1. Chairperson
  2. Vice-chairperson
  3. Secretary
  4. Treasurer

## 7. UNITY

### 1. DESCRIPTION

[COMMENT: The BHASCNA's description of this committee created Nov 2010.]

### 2. SUBCOMMITTEE POLICY

[COMMENT: The most current Policy Manual of this subcommittee may be found in the Appendix.]

### 3. OFFICES elected by BHASCNA

#### 1. UNITY CHAIRPERSON

1. Should meet the general qualifications noted above.
2. Three (3) years clean.
3. One (1) year minimum commitment .
4. Arranges agenda for and presides over the monthly area service meeting.
5. At committee meetings, they can only vote in the event of a tie.
6. Must be capable of conducting a business meeting with a firm yet understanding hand.

**2. UNITY TREASURER**

- 1.** Should meet the general qualifications noted above.
- 2.** Three (3) years clean.
- 3.** One (1) year minimum commitment.
- 4.** Abides by the BHASCNA guidelines, standing rules and policies.
- 5.** Follows the Financial Administrative Procedures of the BHASCNA.

**8. AD HOC**

**1. DESCRIPTION**

[COMMENT: Each Ad-hoc committee is defined at formation]

- 1.** An Ad-hoc committee can be formed at the Chairperson's discretion for a predetermined period of time, at the ASC meeting with a 2/3 majority approval of the GSR's present.

**2. OFFICES elected by BHASCNA**

[COMMENT: Those offices deemed necessary will be determined by the BHASCNA as needed]

### **3. OPERATION and ADMINISTRATION of the BHASCNA**

#### **1. MEETINGS of the BHASCNA**

##### **1. REGULAR MEETINGS**

###### **1. SCHEDULE**

1. The Beehive Area Service Committee of Narcotics Anonymous (hereinafter known as the BHASCNA) will meet the third Sunday of each month at the regularly scheduled meeting place at 2:00pm.

###### **2. QUORUM**

1. The quorum of the ASC meeting to conduct business will be 50%+1 of GSRs of record within the area in order to vote on motion. Standard business will be conducted regardless. - Passed November 2009
2. If quorum is not met, the meeting will continue as normal, however all motions will be tabled until quorum is satisfied.

###### **3. PARTICIPATION**

1. Narcotics Anonymous members only shall have the specific right to request the floor. The BHASCNA chairperson has the exclusive right to grant or deny such a request. The chairpersons' decision is subject to appeal and may be overturned by a majority vote.
2. All attendees not specifically addressed elsewhere in the guidelines shall be classed as "observers".
3. At no time may anyone disturb the ASC while a motion is being debated upon. Should that occur, the chairperson will ask the person/s creating the disturbance to leave the meeting place

###### **4. MOTIONS and VOTING at REGULAR MEETINGS of the BHASCNA**

[COMMENT: All voting within the BHASCNA is based upon motions made by the applicable parties. ]

###### **1. ORIGINATION of a MOTION**

1. Motions must come from one of the following:

1. GSR's – from a Group conscience
  1. All motions from a group conscience will go back to groups in written form.
2. Subcommittee chairs – pertaining to their committee.
3. Administrative committee members – pertaining to ASC as a whole.
4. RCM – concerning region as a whole.
5. Any NA member – during Open Forum session of the ASC meeting.

###### **2. PATH OF A MOTION**

###### **1. SUBMISSION**

1. Motions made shall be kept anonymous, leaving names out of all reports and minutes
2. All reports and motions must be written on the appropriate forms, available from the ASC, in order to appear in the ASC minutes.

###### **2. CONSIDERATION**

###### **1. PARLIMENTARY ORDER**

1. The motion must be in order as decided by the chairperson.
2. If a motion is decided to be out of order, any GSR may object to that decision by making an appeal.
3. An appeal requires a second by a GSR and a simple majority vote in order to be heard.

###### **3. SECOND**

1. When a motion is in order, a second by a GSR is required.



**4. ANNOUNCING the MOTION**

1. The Chairperson will announce the motion to the ASC and if it is to be voted on, ask if there is a need to clarify the motion.

**5. OBJECTING to the MOTION**

1. After a second and clarification, if necessary, any GSR may object to the consideration of the motion.
2. With a second for the objection and clarification for the objection, a simple majority vote of the ASC will decide the outcome of the objection.

**6. DISCUSSION / DEBATE on the MOTION**

1. Discussion on a motion will be limited to a time period based on the overall impact the motion may have on the area. In general, the conscience of participants will be the guide.
2. The Chairperson, when deemed necessary, will limit debate on a motion to two (2) pros and two (2) cons. In such cases, a con will be asked for first. If no con is offered, a vote will be taken immediately.

**7. AMENDMENTS to MOTIONS**

1. A motion may be amended with the approval of the maker. This does not apply to motions returned from a group conscience.

**8. WITHDRAWING MOTIONS**

1. A motion may be withdrawn at anytime preceding the vote by the maker – once.

**9. TABLING a MOTION**

1. Motions may be tabled with a simple majority vote by the GSR's. This may be done during the debate process or from a suggestion by the chairperson.

**10. VOTING on a MOTION**

**1. VOTING ELEGIBILITY**

[COMMENT: See "Voting Members" in the CLASSES of MEMBERSHIP section]

**2. VOTING PROCEDURES**

[COMMENT: See "Parliamentary Procedures" in the DEFINITIONS section]

**3. TIE VOTE**

1. The BHASCNA chairperson shall vote only in the event of a tie among regular voting members.
2. The chairperson may break a tie vote. If the chairperson abstains, the motion does not carry.

**4. CALLING for a RE-VOTE**

1. A GSR, with a second, may call for a re-vote once.

**5. VOTING OUTCOME**

1. It is the chairperson's responsibility to announce the motion before the vote and the outcome after the vote to the ASC.

**3. DISPOSITION of a MOTION**

**1. GENERAL DISPOSITION of all MOTIONS**

1. All motions from a group conscience will go back to groups- in written form.

**2. MOTIONS REQUIRING GROUP CONCENIENCE**

1. Motions to be voted on by groups shall be Xeroxed or scanned and included in the area minutes after group names have been removed.

**3. MOTIONS AFFECTING BHASCNA POLICIES**

1. Any ASC policy may be waived for the duration of said meeting in order to perform actions necessary to conduct ASC business at said meeting.
2. All Motions that will permanently change ASC policy will go back to groups, in written form, with the approval of a 2/3 majority of all GSR's in attendance at any specific meeting.
3. All policy matters require a 2/3 majority of all voting members to pass.

**5. AGENDA of the REGULAR ASC MEETING**

[COMMENT: This section sets forth the general agenda for a regular meeting of the BHASCNA. This agenda may be temporarily modified as needed for any given meeting, at the discretion of the voting members present at said meeting.]

**1. CALL TO ORDER.**

**2. MEETING OPENS WITH THE SERENITY PRAYER.**

**3. READING OF THE TWELVE TRADITIONS AND THE TWELVE CONCEPTS .**

**4. ROLL CALL.**

**5. CORRECTIONS OR DELETIONS FROM LAST MONTH'S MINUTES.**

**6. REPORTS**

**1. REPORTING.**

1. Group, subcommittee and RCM reports for the current month will be read at the ASC meeting. Group, subcommittee and RCM reports from the previous month minutes will not be read but may be discussed at the ASC meeting.
2. Only those groups and subcommittees in attendance at the ASC meeting will have the opportunity to submit a report to the ASC minutes.
3. All reports and motions must be written on the appropriate forms, available from the ASC, in order to appear in the ASC minutes.

**2. ORDER of REPORTS to be GIVEN / READ at ASC**

**1. Groups.**

**2. Subcommittees.**

**1. Special Ad-Hoc committees.**

**3. Administrative Offices**

**1. Chairperson / Vice-chairperson.**

**2. Secretary / Vice-secretary.**

**3. RCM**

**4. Policy / Vice-policy –Motion to make administrative positions –passed April 2009**

**5. Literature**

**6. Web-site Chairperson**

**7. Treasurer / Vice-treasurer [COMMENT: Report to be given after Open Forum]**

**7. SHARING SESSION**

**1. Groups**

**2. Subcommittees**

**3. General issues raised by reports**

**8. OLD BUSINESS**

1. Group votes on motions from last month.
2. Nominations.
3. Elections / Resignations

**9. NEW BUSINESS**

**10. OPEN FORUM**

**11. TREASURER'S REPORT**

[COMMENT: Motion to move report to after Open Forum-passed April 2009]

**1. The Treasurer will include in the treasury report the following:**

1. Starting balance
2. Donations
3. Expenses
4. Miscellaneous expenses
5. Ending balance
6. Record of each group donations
7. ASC donations to region or world
8. Deposit slip(s)
9. TAX I.D# and Account# on bank statement will be blacked out prior to copying minutes.
10. Convention committee financial report [COMMENT– *passed April 2009*]
11. Literature order payment to World Services [COMMENT- *passed August 2009*]
12. Prudent Reserve breakdown
  1. ASC prudent reserve – (not to exceed \$500)
  2. H&I / PR prudent reserve – (not to exceed \$500)
  3. Unity prudent reserve – (not to exceed \$500) [COMMENT *changed to from Activities reserve Dec 2010*]
  4. Special fund reserve- (not to exceed \$100)
  5. Literature prudent reserve – (not to exceed the amount of the current order)  
[COMMENT:-Passed June 2008]

**12. FINANCIAL TRANSACTIONS**

[COMMENT: This section covers only those financial transactions conducted (or approved) at the Regular Meeting of the BHASCNA. See the FINANCIAL ADMINISTRATION section for other financial policies.]

**1. DISBURSMENT of FUNDS**

1. All funds leaving treasury will be transacted at ASC meetings only.
2. Subcommittees must be represented at ASC by a member of the subcommittee administrative body in order to conduct financial transactions.
3. ORDER OF DISBURSEMENT / PAYMENT  
ASC monthly bills will be paid from the general fund and/or prudent reserves when necessary in the following order:
  1. Rent
    1. Rent will automatically be paid monthly to the facilities where ASC, H&I, UNITY, and PR phone-line meetings are held. [COMMENT:also pay Unity rent-passed Dec 2010]
  2. Phone line bill
  3. H&I literature

1. H&I literature will automatically be paid monthly from the H&I / PR prudent reserve if no money is available in the ASC general fund.
4. PR literature
  1. PR literature will automatically be paid monthly from H&I / PR prudent reserve if no money is available in the ASC general fund.
5. ASC prudent reserve (not to exceed \$500)
6. Special fund (not to exceed \$100)
7. Miscellaneous Payments
  1. All financial requests to the Treasurer will be submitted prior to the ASC meeting and can be voted on as per policy.
  2. All miscellaneous bills require a simple majority vote of the ASC prior to payment.
  3. All monies to be reimbursed by the ASC require prior approval from the GSR's.
    1. Excluding committees with active accounts.
8. H&I / PR prudent reserve
9. Regional or World donation
  1. Earmark the regional donation monthly and not keep it in the general fund.  
[COMMENT: - passed Aug 2008]
  2. Distribute Regional donations every 3 months (Feb, May, Aug and Nov)  
[COMMENT: -passed July 2008]
10. Literature order payment to World Services [COMMENT: - passed August 2009]
11. ASC MINUTES
  1. ASC will pay \$45.00 in advance to cover cost associated with distribution of ASC minutes. [COMMENT: Passed Sept 2007]
  2. The special fund will be utilized to cover cost of copies and distribution of ASC minutes.

## 2. USE of ASC PRUDENT RESERVE

1. ASC PRUDENT RESERVE will be automatically utilized to cover the following bills:
  1. RENT
  2. PHONE LINE
2. Any other use of the ASC prudent reserve requires a simple majority vote.

## 13. ANNOUNCEMENTS

## 14. ADJOURNMENT

1. Close with the Serenity Prayer

## 2. EMERGENCY MEETINGS

1. The Area chair may call for an emergency meeting with the approval of the majority of the GSR's on record.
2. Where the GSR's cannot be reached, or time is of the utmost importance in a crisis, then the chair can call the meeting with the administrative committee's approval. In any case, the outcome of such a meeting is directly responsible to the GSR's and they have the right to rescind any dispositions coming from such a meeting.

## 3. SPECIAL MEETINGS

### 1. ADMINISTRATIVE COMMITTEE

1. ASC administrative committee and any other members willing to attend will meet in June of each year to do the following: Balance the checkbook and discuss ways to better serve the area. [COMMENT: -passed Nov 2010]

## **2. LITERATURE SALES**

### **1. HOURS of OPERATION**

1. All Literature transactions will occur between 1:00pm and 1:45pm on the 3<sup>rd</sup> Sunday of the month.
2. Orders totaling more than \$100.00 will ONLY be accepted until 1:30pm that day.

### **2. ORDERING LITERATURE**

1. Only literature orders from Groups or subcommittees will be accepted.
2. All Literature orders must be on the most current BHASCNA literature form.

## **3. EVENTS, ACTIVITIES and FUNCTIONS**

1. Any subcommittee has to have a simple majority approval from the GSR's prior to carrying out a function.
2. All subcommittees will investigate other activities in and around the area so as not to be in conflict with other NA events.
  1. Whenever possible the subcommittee should join these events to promote spiritual unity
3. The Beehive Area will hold an annual service learning day that includes subcommittees [COMMENT: - Passed May 2011]

## **4. FINANCIAL ADMINISTRATION**

[COMMENT: This section contains policies affecting the financial administration of the BHASCNA. ]

### **1. BANK ACCOUNTS**

[COMMENT: This section contains information about the banking relationship(s) maintained by BHASCNA.

#### **1. BHASCNA CHECKING ACCOUNT**

1. The BHASCNA checking account will be titled "NA Beehive ASC"
2. ASC checking account should always maintain a two (2) signature account.
3. Signatures on the checking accounts should be two (2) out of the three (3) signatures of the Administrative committee necessary to transact monies.

##### **1. TREASURER**

##### **2. VICE-TREASURER**

##### **3. ASC CHAIRPERSON**

#### **2. ACCOUNT BALANCES**

1. The ASC will not keep excess funds in the treasury without reason.
2. All excess funds will be passed on to the region service committee or NA world services.
3. The maximum amount in a subcommittee account – excluding the Convention Committee and the Literature committee– shall not exceed \$500.
4. Excess ASC funds will be added to the prudent reserve to maintain the \$500 balance after paying the following bills: [COMMENT: this replaced reference to 012.12 Items A and B under old manual numbering.]
  1. Rent [COMMENT: 012.12 – Item A in prior manual]
  2. Phone Line [COMMENT: 012.12 – Item B in prior manual]

### **2. PAYMENTS to BHASCNA**

#### **1. FORM of PAYMENT ACCEPTED**

1. Beehive area treasurer will no longer handle cash. Money will only be accepted in the form of money orders or cashier's check. [COMMENT: – passed November 2012]

#### **2. BAD PAYMENT**

1. In the event a bad check is presented by any group or member at any time, that group or member will be responsible for any bank charges incurred by the ASC.

## **5. MISCELLANEOUS**

- 1.** All Home Groups and Subcommittees should have “The Guide to Local Services in NA version 2002”
- 2.** That all groups wishing to have a paper trail for Regional Insurance submit the form to the ASC so they can submit it to the Regional Insurance liaison. [COMMENT: Passed July 2010]
- 3.** The Beehive Area will not support nor recognize in anyway the United States Service Conference (USSC) – due to it not being part of Narcotics Anonymous.[COMMENT: Passed February 2013]

## **4. APPENDICIES**

[COMMENT: Appendices contain additional documents which are joined to the BHASCNA Policy Manual.]

### **1. SUBCOMMITTEE POLICIES**

[COMMENT: Since the policies of each subcommittee of the BHASCNA are approved by the BHASCNA membership, they are considered part of the general policies adopted by and for the BHASCNA. The Policy Manual (and thereby the policies therein) for each subcommittee of the BHASCNA are included in the BHASCNA Policy Manual as appendices]