

**BEEHIVE AREA SERVICE COMMITTEE  
OF  
NARCOTICS ANONYMOUS**

**POLICY MANUAL**

**EFFECTIVE – August 2016**

**Updated – July 2016**

## PREFACE

This version (V 2016) of the BHASCNA Policy Manual has been organized along topical lines. The intent is to provide the reader with a document which is user-friendly, in order obtain a better understanding of existing policies, with a goal towards future revisions to BHASCNA Policies to better serve the BHASCNA and its members.

The Policies contained in this document are those contained in the document titled “BEEHIVE AREA OF NARCOTICS ANONYMOUS SERVICE COMMITTEE POLICY MANUAL” Effective – September 2013, Reorganized – October 2014 (V 2014), and all policy amendments made by the BHASCNA between the BHASCNA Regular monthly meetings of October 2014 and July 2016.

The process of insertions and/or deletions mandated by the amendments noted above, required updating and some re-organization and re-numbering of this manual. All of which the Policy Committee undertook per its mandate to “Update the BHASCNA Policy Manual” (see: Policy Sub-Committee Policy Document” in Appendix I). A summary of the re-organization of the BHASCNA Policy Manual for Version 2016 is as follows:

- The Policy Committee implemented a new display of item numbers, and some new headings, which we believe will aid both the use of and future amendments to this manual.
- The “FINANCIAL ADMINISTRATION” sub-section was re-organized to provide a more user-friendly format of Financial Administration Policies, and expanded to contain administrative policy statements previously contained under “Financial Transactions” in the BHASCNA Monthly Meeting Agenda.”
- Due to significant discussion regarding insurance for the BHASCNA, a new sub-section with a heading titled “INSURANCE” was included under “FINANCIAL ADMINISTRATION” in this Version of the BHASCNA Policy Manual, and the sole policy related to the topic of insurance was relocated under that heading from the heading “MISCELLANEOUS”.
- A new feature contained in the BHASCNA Policy Manual - V 2016-AUG is the inclusion of the following Appendices:
  - **Appendix I** is titled “*SUB-COMMITTEE POLICIES*” and contains an Index of the Policy Documents most recently approved by the BHASCNA for each Sub-Committee currently identified within the BHASCNA Policy Manual – V 2016-AUG.
  - **Appendix II** is titled “*BHASCNA Policy Archive*” and contains the motions related to each of the individual amendments to BHASCNA Policy included in the BHASCNA Policy Manual – V 2016-AUG along with commentary on said amendments by the Policy Committee. Please note that this Appendix is included by the Policy Committee, as required, for reference purposes only. This Appendix contains documentation of the motions calling for the policy amendments included in this version of the BHASCNA Policy Manual, for use as reference only, in support of BHASCNA Policies they amended, and is in no way considered actual BHASCNA Policy statements.
  - **Appendix III** is titled “*BHASCNA Policy Log*” and contains the motions, and commentary by the Policy Committee, related to each of the individual amendments to BHASCNA Policy approved by the BHASCNA and pending inclusion in the *next* Version of the BHASCNA Policy Manual. Please note that this Appendix is included by the Policy Committee, as required, for reference and use prior to amendments being included in the next Version of the BHASCNA Policy Manual. ***All policy changes contained in this Appendix supersede policies contained in the body of this current Version of the BHASCNA Policy Manual.***

In Loving Service,  
Policy Committee,  
July, 2016

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# SECTION 1.

## 1. DEFINITIONS & IDENTIFICATIONS

[COMMENT: Section 1 of this publication (“BHASCNA Policy Manual – V 2016”) is included for informational and reference purposes, and may contain comments which are not part of the BHASCNA Policy. This section contains statements and references, which may be used to define, identify, or clarify, the various terms and components of this version of the Policy Manual.]

### 1.1. 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 “[ ]”. Those meant as commentary will begin with the label “COMMENT:”, for example: [COMMENT: This is an example of a comment.]. A Date of Change Comment, indicating the month and year the amendment/change was approved by the BHASCNA is included for each change to the policies in this publication, for example: [June 2016] indicates an amendment/change approved at the June, 2016 BHASCNA meeting. ]

### 1.2. HEADINGS, LABELS, PAGINATION & ORGANIZATION OF MANUAL

[COMMENT: The physical attributes, such as type font and size, headings, labels, page layout, page and item numbering, etc., used in this publication, are simply publishing conventions adopted by the Policy Sub-committee responsible for its publishing, and are not part of, nor do they set any BHASCNA policy.]

### 1.3. DEFINITION OF AREA

[COMMENT: The BeeHive Area has no individual policy defining the Area. For definition and explanation of an Area, the reader is advised to see the NAWS publication A Guide to Local Services in Narcotics Anonymous.]

### 1.4. 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. ]

### 1.5. 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 sub-committee organization authorized by the BHASCNA.]

### 1.6. PARLIAMENTARY PROCEDURE

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

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

# SECTION 2.

## 2. ORGANIZATION OF THE BHASCNA

[COMMENT: This section contains informational comments, and policies, which describe and affect how the BHASCNA is organized. All line items in this Section, other than those which are headings, or identified as a COMMENT, are statements of BHASCNA Policy.]

### 2.1. MEMBERSHIP IN BHASCNA

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

#### 2.1.2. CLASSES OF MEMBERSHIP

2.1.2.1. 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.

##### 2.1.2.1.1. VOTING MEMBERS

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

##### 2.1.2.1.2. NON-VOTING MEMBERS

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

### 2.1.3. GROUP MEMBERS OF THE BHASCNA

#### 2.1.3.1. LIST OF MEMBER GROUPS

[Comment: This entire "List of Member Groups" sub-section is a comment, containing only the names of the current groups which are members of the BeeHive Area of NA, and are represented by a Group Service Representative (GSR), Alternate GSR, or a designated Proxy at the BHASCNA.

- ACCEPTANCE
- EXPERIENCE, STRENGTH AND HOPE
- IT WORKS HOW AND WHY
- LIVING RECOVERY
- NEW THOUGHT GROUP
- SURRENDER TO LIVE
- SURVIVORS
- TOGETHER WITH VIGILANCE
- TOO YOUNG TO DIE
- WE CAME TO BELIEVE
- WE DO RECOVER
- W.I.N.G.S. ]

#### 2.1.3.2. POLICIES REGARDING GROUP REPRESENTATIVES

2.1.3.2.1. A GSR/Alt GSR may not hold a position on the Administrative Committee of the BHASCNA.

2.1.3.2.2. When a new group attends a BHASCNA 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.

2.1.3.2.3. That a group only be removed from our Area Meeting list after confirmation from a member of the Area Administrative Committee that it is no longer in existence. [Oct 2015]

## 2.1.4. ELECTED MEMBERS / TRUSTED SERVANTS

### 2.1.4.1. SERVING AS ELECTED TRUSTED SERVANT OF THE BHASCNA

#### 2.1.4.1.1. ELECTION

- 2.1.4.1.1.1. 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.
- 2.1.4.1.1.2. There will be a thirty (30) day notice before all elections.
- 2.1.4.1.1.3. The nominee must be present and qualify at the BHASCNA meeting at the time of the vote.
- 2.1.4.1.1.4. Before nominations, the chairperson will announce qualifications, duties, suggested clean-time requirements, length of term and other incidentals to the BHASCNA.
- 2.1.4.1.1.1. 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)
- 2.1.4.1.1.2. Any member of the Beehive area may nominate a qualified member of the Beehive service area for any unfilled position.
- 2.1.4.1.1.3. A GSR must second all nominations.
- 2.1.4.1.1.4. 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. [February 2010]
- 2.1.4.1.1.5. Any person filling a vacant position will serve their term until the next election, at which time they will need to be re-nominated.
- 2.1.4.1.1.6. Nominations will not be heard until the position is officially open – after the 30-day notice is given or elections in August. [Sept 2008]
- 2.1.4.1.1.7. In addition to other nominations, at the yearly election of BHASCNA, sub-committees are obligated to nominate subsequent Chairpersons.

#### 2.1.4.1.2. REMOVAL

- 2.1.4.1.2.1. Any sub-committee chair, vice-chair or member of the administrative committee may be removed by a 2/3 majority vote of the GSR's present for:
  - 2.1.4.1.2.1.1. Two (2) consecutive absences from BHASCNA meetings.
  - 2.1.4.1.2.1.2. Violating a Tradition
  - 2.1.4.1.2.1.3. Any sub-committee chair, vice-chair or member of the administrative committee will be removed for one or more of the following reasons:
    - 2.1.4.1.2.1.3.1. Use of drugs
    - 2.1.4.1.2.1.3.2. Letter of resignation.
    - 2.1.4.1.2.1.3.3. Misuse of BHASCNA funds.



**2.1.4.2. GENERAL QUALIFICATIONS, DUTIES, AND TERM OF SERVICE, AFFECTING ALL ELECTED OFFICES OF THE BHASCNA**

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

**2.1.4.2.1. GENERAL QUALIFICATIONS.**

2.1.4.2.1.1. Trusted Servants should have a willingness to serve.

2.1.4.2.1.2. A working knowledge of Twelve Traditions and Twelve Concepts for NA service.

2.1.4.2.1.3. Previous experience and a Home Group in the Beehive area.

**2.1.4.2.2. GENERAL DUTIES.**

2.1.4.2.2.1. 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.

**2.1.4.2.3. GENERAL DURATION OF TERM.**

2.1.4.2.3.1. Term of service will be one (1) year from September to the following August.

2.1.4.2.3.2. Administrative officers and sub-committee chairs, with the exception of RCM’s, will serve no more than two (2) consecutive terms in the same position.

2.1.4.3. **ADMINISTRATIVE OFFICE MEMBERS OF THE BHASCNA** [Nov 2015]  
[COMMENT: Administrative Offices are filled via election within the BHASCNA. Also see “General Qualifications, Duties, and Term of Service” above.]

2.1.4.3.1. **GENERAL DUTIES OF ALL ADMINISTRATIVE COMMITTEE MEMBERS**

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

2.1.4.3.2. **AREA CHAIR**

2.1.4.3.2.1. **CHAIRPERSON**

2.1.4.3.2.1.1. Should meet the General Qualifications noted above.

2.1.4.3.2.1.2. Three (3) years clean.

2.1.4.3.2.1.3. One (1) year minimum commitment.

2.1.4.3.2.1.4. Arranges agenda for and presides over the monthly area service meeting.

2.1.4.3.2.1.5. At committee meetings, they can only vote in the event of a tie.

2.1.4.3.2.1.6. Must be capable of conducting a business meeting with a firm yet understanding hand.

2.1.4.3.2.1.7. Back up to the treasurer to hold all financial records for a period of 8 years.

2.1.4.3.2.1.8. The BHASCNA Chair shall exist as described in the Guide to Local services (version 2002).

2.1.4.3.2.2. **VICE-CHAIRPERSON**

2.1.4.3.2.2.1. Should meet the General Qualifications noted above.

2.1.4.3.2.2.2. Two (2) years clean.

2.1.4.3.2.2.3. One (1) year minimum commitment.

2.1.4.3.2.2.4. In the absence of the Chairperson, the Vice-Chair shall perform the duties of the Chair-person.

2.1.4.3.2.2.5. It will also be the responsibility of the Vice Chairperson to fulfill the requirements of a vacated trusted Servant’s position on the BHASCNA until that position can be filled.

2.1.4.3.2.2.6. In the event the BHASCNA Treasurer or Vice-Treasurer cannot be present at the BHASCNA, the BHASCNA vice-chairperson (if present) or the BHASCNA Chairperson will assume the duties and responsibilities of the treasurer for that meeting only.

2.1.4.3.3. **AREA SECRETARY**

2.1.4.3.3.1. **SECRETARY**

2.1.4.3.3.1.1. Should meet the General Qualifications noted above.

2.1.4.3.3.1.2. One (1) year clean.

2.1.4.3.3.1.3. One (1) year minimum commitment.

2.1.4.3.3.1.4. Keeps accurate minutes of each BHASCNA meeting.

2.1.4.3.3.1.5. Distributes minutes no later than two (2) weeks following each BHASCNA meeting.

2.1.4.3.3.1.6. Keeps copies of all BHASCNA minutes in an orderly file.

2.1.4.3.3.1.7. Types and distributes minutes to the following: GSR's; RCM's; All Administrative Committee members; All Sub-Committee Chairs.

2.1.4.3.3.2. **VICE-SECRETARY**

2.1.4.3.3.2.1. Should meet the General Qualifications noted above.

2.1.4.3.3.2.2. One (1) year clean.

2.1.4.3.3.2.3. One (1) year minimum commitment.

2.1.4.3.3.2.4. Fulfills the requirements of the secretary in their absence.

2.1.4.3.4. **AREA TREASURY**

2.1.4.3.4.1. **TREASURER**

2.1.4.3.4.1.1. Should meet the General Qualifications noted above.

2.1.4.3.4.1.2. Three (3) years clean.

2.1.4.3.4.1.3. One (1) year minimum commitment.

- 2.1.4.3.4.1.4. Abides by the BHASCNA guidelines, standing rules and policies.
- 2.1.4.3.4.1.5. Follows the Financial Administrative Procedures of the BHASCNA.
- 2.1.4.3.4.1.6. The Treasurer will be responsible for paying literature order monthly. [August 2009]
- 2.1.4.3.4.1.7. Responsible to hold all financial records for a period of 8 years with the area chair being the backup.
- 2.1.4.3.4.1.8. The BHASCNA Treasurer will be responsible to contact the BHASCNA chairperson or vice-chairperson in a timely manner in the event that they cannot attend the BHASCNA meeting and make all materials necessary to conduct BHASCNA business available to be brought to the BHASCNA meeting by the Chairperson or vice-chairperson.

**2.1.4.3.4.2. VICE-TREASURER**

- 2.1.4.3.4.2.1. Should meet the General Qualifications noted above.
- 2.1.4.3.4.2.2. Three (3) years clean.
- 2.1.4.3.4.2.3. One (1) year minimum commitment.
- 2.1.4.3.4.2.4. Abides by the BHASCNA guidelines, standing rules and policies.
- 2.1.4.3.4.2.5. Follows the Financial Administrative Procedures of the BHASCNA.
- 2.1.4.3.4.2.6. In the absence of the Treasurer, Vice-treasurer assumes duties and responsibilities of the Treasurer.

**2.1.4.3.5. REGIONAL COMMITTEE**

**2.1.4.3.5.1. RCM**

- 2.1.4.3.5.1.1. Should meet the General Qualifications noted above.
- 2.1.4.3.5.1.2. Two (2) years clean.
- 2.1.4.3.5.1.3. 1-year term elected in August of each year. [Aug 2010]
- 2.1.4.3.5.1.4. There shall be an Alternate RCM.
- 2.1.4.3.5.1.5. Must attend all Regional Service Committee meetings.
- 2.1.4.3.5.1.6. Should have the financial resources to attend Regional Service Committee meetings.

**2.1.4.3.5.2. Alt. RCM**

- 2.1.4.3.5.2.1. Should meet the General Qualifications noted above.
- 2.1.4.3.5.2.2. Two (2) years clean.
- 2.1.4.3.5.2.3. 1-year term elected in August of each year. [Aug 2010]
- 2.1.4.3.5.2.4. Must attend all Regional Service Committee meetings.
- 2.1.4.3.5.2.5. Should have the financial resources to attend Regional Service Committee meetings.

#### 2.1.4.4. **SUB-COMMITTEES OF THE BHASCNA**

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

##### 2.1.4.4.1. **GENERAL QUALIFICATIONS & DUTIES OF SUB-COMMITTEE MEMBERS ELECTED BY BHASCNA**

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

##### 2.1.4.4.1.1. **GENERAL POLICIES FOR ALL SUB-COMMITTEES**

2.1.4.4.1.1.1. All sub-committees must submit guidelines to the BHASCNA for its approval.

2.1.4.4.1.1.2. All sub-committees must review guidelines annually and submit any changes to the BHASCNA for approval.

2.1.4.4.1.1.3. All Home Groups will receive copies of BHASCNA and Sub-Committee policies.

2.1.4.4.1.1.4. In addition to other nominations, at the yearly election of BHASCNA, sub-committees are obligated to nominate subsequent Chairpersons.

2.1.4.4.1.1.5. Any sub-committee that is given Beehive area funds will submit a detailed financial report to be included in the BHASCNA minutes.

2.1.4.4.1.1.6. Any Sub-committee that needs to reschedule its meetings does not conflict with any other sub-committee meetings. [May 2011]

2.1.4.4.2. **LITERATURE Sub-Committee**

2.1.4.4.2.1. **DESCRIPTION**

[COMMENT: The BHASCNA’s description of this sub-committee.]

2.1.4.4.2.2. **BHASCNA POLICIES SPECIFIC TO THIS SUB-COMMITTEE**

2.1.4.4.2.2.1. **LITERATURE PRICING**

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

2.1.4.4.2.2.2. **LITERATURE STORAGE**

2.1.4.4.2.2.2.1. Literature materials that do not fit in the literature box will be transported to and from the BHASCNA meeting.

2.1.4.4.2.2.2.2. All available or stored literature will be returned to the next BHASCNA meeting.

2.1.4.4.2.2.2.3. Only the literature committee chairperson, literature vice-chair and the BHASCNA chairperson will have access to the container.

2.1.4.4.2.2.3. **PURCHASING LITERATURE**

2.1.4.4.2.2.3.1. 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. [ February 2008]

2.1.4.4.2.2.3.2. The BHASCNA will only use, order, purchase, sell and distribute approved NA literature, per the current “Literature Order Form” available from NA WSO.[March 2015]

2.1.4.4.2.3. **SUB-COMMITTEE POLICY**

[COMMENT: The most current Policy Document of this sub-committee may be found in the Appendix.]

2.1.4.4.2.4. **OFFICES ELECTED BY BHASCNA** [OCT 2015]

2.1.4.4.2.4.1. **LITERATURE CHAIRPERSON**

2.1.4.4.2.4.1.1. 2 years continuous clean-time.

2.1.4.4.2.4.1.2. Attends and provides written reports of all monthly activities at each BHASCNA meeting.

2.1.4.4.2.4.1.3. Announces and holds scheduled literature review workshops.

2.1.4.4.2.4.1.4. Coordinates, distributes and orders literature.

2.1.4.4.3. **PUBLIC RELATIONS Sub-Committee**

2.1.4.4.3.1. **DESCRIPTION**

[COMMENT: The BHASCNA’s description of this sub-committee]

2.1.4.4.3.2. **BHASCNA POLICIES SPECIFIC TO THIS SUB-COMMITTEE** [JULY 2015]

2.1.4.4.3.2.1. The PR sub-committee will update the Beehive Area Meeting List quarterly and will distribute them at the ASC meetings in December-March-June-September. [JULY 2015]

2.1.4.4.3.2.2. PR continue to make meeting lists & have them available through Literature at Area Service. [DEC 2015]

2.1.4.4.3.3. **SUB-COMMITTEE POLICY**

[COMMENT: The most current Policy Document of this sub-committee may be found in the Appendix.]

**2.1.4.4.3.4. OFFICES ELECTED BY BHASCNA**

**2.1.4.4.3.4.1. PUBLIC RELATIONS CHAIRPERSON**

- 2.1.4.4.3.4.1.1. 1 year continuous clean-time.
- 2.1.4.4.3.4.1.2. Arranges and presides over the sub-committee meetings.
- 2.1.4.4.3.4.1.3. Handles public relations correspondence for the area.
- 2.1.4.4.3.4.1.4. Coordinates all financial matters and issues.

**2.1.4.4.4. HOSPITALS & INSTITUTIONS Sub-Committee**

2.1.4.4.4.1. **DESCRIPTION** [COMMENT: The BHASCNA's description of this sub-committee]

**2.1.4.4.4.2. BHASCNA POLICIES SPECIFIC TO THIS SUB-COMMITTEE**

[COMMENT: This sub-section for specific BHASCNA policies towards this Sub-committee]

**2.1.4.4.4.3. SUB-COMMITTEE POLICY**

[COMMENT: The most current Policy Document of this sub-committee may be found in the Appendix.]

**2.1.4.4.4.4. OFFICES ELECTED BY BHASCNA**

**2.1.4.4.4.4.1. HOSPITAL & INSTITUTIONS CHAIRPERSON**

- 2.1.4.4.4.4.1.1. 18 months continuous clean-time.
- 2.1.4.4.4.4.1.2. 6 months' minimum involvement with H&I work.
- 2.1.4.4.4.4.1.3. 1-year commitment.
- 2.1.4.4.4.4.1.4. Prepares the monthly sub-committee report.
- 2.1.4.4.4.4.1.5. Carries out policies and orders for the sub-committee.
- 2.1.4.4.4.4.1.6. Represents the H&I sub-committee at the Area level.
- 2.1.4.4.4.4.1.7. Attends Regional H&I sub-committee or designates a proxy.

**2.1.4.4.5. UNITY Sub-Committee**

**2.1.4.4.5.1. DESCRIPTION**

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

**2.1.4.4.5.2. BHASCNA POLICIES SPECIFIC TO THIS SUB-COMMITTEE**

[COMMENT: This sub-section for specific policies the Area has set towards this Sub-committee]

- 2.1.4.4.5.2.1. To rent storage bin at Stark Holdings Self Storage, Hanover, PA # 486-4047.
- 2.1.4.4.5.2.1.1. The cost is \$30.00 per month.

**2.1.4.4.5.3. SUB-COMMITTEE POLICY**

[COMMENT: The most current Policy Document of this sub-committee may be found in the Appendix.]

**2.1.4.4.5.4. OFFICES ELECTED BY BHASCNA**

**2.1.4.4.5.4.1. UNITY CHAIRPERSON**

- 2.1.4.4.5.4.1.1. Should meet the General Qualifications noted above.
- 2.1.4.4.5.4.1.2. Three (3) years clean.
- 2.1.4.4.5.4.1.3. One (1) year minimum commitment.
- 2.1.4.4.5.4.1.4. Arranges agenda for and presides over the monthly area service meeting.
- 2.1.4.4.5.4.1.5. At committee meetings, they can only vote in the event of a tie.

2.1.4.4.5.4.1.6. Must be capable of conducting a business meeting with a firm yet understanding hand.

2.1.4.4.5.4.2. **UNITY TREASURER**

2.1.4.4.5.4.2.1. Should meet the General Qualifications noted above..

2.1.4.4.5.4.2.2. Three (3) years clean.

2.1.4.4.5.4.2.3. One (1) year minimum commitment.

2.1.4.4.5.4.2.4. Abides by the BHASCNA guidelines, standing rules and policies.

2.1.4.4.5.4.2.5. Follows the Financial Administrative Procedures of the BHASCNA.

2.1.4.4.6. **POLICY Sub-Committee** [Nov 2015]

2.1.4.4.6.1. **DESCRIPTION**

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

2.1.4.4.6.2. **BHASCNA POLICIES SPECIFIC TO THIS SUB-COMMITTEE**

[COMMENT: This sub-section for specific BHASCNA policies towards this Sub-committee]

2.1.4.4.6.3. **SUB-COMMITTEE POLICY**

[COMMENT: The most current Policy Document of this sub-committee may be found in the Appendix.]

2.1.4.4.6.4. **OFFICES ELECTED BY BHASCNA**

2.1.4.4.6.4.1. **POLICY CHAIRPERSON**

2.1.4.4.6.4.1.1. Should meet the General Qualifications noted above..

2.1.4.4.6.4.1.2. 1 year continuous clean-time.

2.1.4.4.6.4.1.3. Updates and distributes the policy.

2.1.4.4.6.4.1.4. Distributes Policy changes in an addendum form accordingly.

2.1.4.4.6.4.1.5. Assists sub-committees in policy related matters.

2.1.4.4.6.4.2. **POLICY VICE-CHAIRPERSON**

2.1.4.4.6.4.2.1. Should meet the General Qualifications noted above.

2.1.4.4.6.4.2.2. 1 year continuous clean-time.

2.1.4.4.6.4.2.3. Updates and distributes the policy manual annually.

2.1.4.4.6.4.2.4. Distributes Policy changes in an addendum form accordingly.

2.1.4.4.6.4.2.5. Assists sub-committees in policy related matters.

2.1.4.4.7. **WEBSITE Sub-Committee** [NOV 2015]

2.1.4.4.7.1. **DESCRIPTION**

2.1.4.4.7.1.1. Identification: [www.nabehive.org](http://www.nabehive.org).

2.1.4.4.7.2. **BHASCNA POLICIES SPECIFIC TO THIS SUB-COMMITTEE**

[COMMENT: This sub-section for specific BHASCNA policies towards this Sub-committee]

2.1.4.4.7.2.1. 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.

2.1.4.4.7.3. **SUB-COMMITTEE POLICY**

[COMMENT: The most current Policy Document of this sub-committee may be found in the Appendix.]

**2.1.4.4.7.4. OFFICES ELECTED BY BHASCNA**

**2.1.4.4.7.4.1. WEB-SITE CHAIRPERSON**

- 2.1.4.4.7.4.1.1. Should meet the General Qualifications noted above.
- 2.1.4.4.7.4.1.2. One (1) year continuous clean-time. 1 year minimum commitment.
- 2.1.4.4.7.4.1.3. Must have internet access, basic web-site development skills and/or willingness to learn.
- 2.1.4.4.7.4.1.4. Attends monthly BHASCNA meetings and reports on all website activities.
- 2.1.4.4.7.4.1.5. Follows and adheres to web-site guidelines.
- 2.1.4.4.7.4.1.6. Updates web-site within 10 (ten) days of receiving information.
- 2.1.4.4.7.4.1.7. Should gather information (events, etc...) from other sources and update web-site accordingly.

**2.1.4.4.8. AD HOC Sub-Committee**

2.1.4.4.8.1. **DESCRIPTION** [COMMENT: Each Ad-hoc committee is defined at formation]

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

**2.1.4.4.8.3. BHASCNA POLICIES SPECIFIC TO THIS SUB-COMMITTEE**

[COMMENT: Specific BHASCNA policies towards each Ad Hoc Sub-committee are determined by the BHASCNA throughout the duration of said AD Hoc Sub-committee.]

**2.1.4.4.8.4. SUB-COMMITTEE POLICY**

[COMMENT: Policies of this Ad Hoc Sub-committees may be found with the records creating said Ad Hoc Sub-committee.]

**2.1.4.4.8.5. OFFICES ELECTED BY BHASCNA**

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

**2.1.4.4.9. CONVENTION Sub-Committee**

**2.1.4.4.9.1. DESCRIPTION**

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

**2.1.4.4.9.2. BHASCNA POLICIES SPECIFIC TO THIS SUB-COMMITTEE**

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

**2.1.4.4.9.3. SUB-COMMITTEE POLICY**

[COMMENT: The most current Policy Document of this sub-committee may be found in the Appendix.]

**2.1.4.4.9.4. OFFICES ELECTED BY BHASCNA**

**2.1.4.4.9.4.1. CONVENTION CHAIRPERSON**

- 2.1.4.4.9.4.1.1. 5 years continuous clean-time.



- 2.1.4.4.9.4.1.2. Attends and provides written reports of all monthly activities at each BHASCNA.
- 2.1.4.4.9.4.1.3. 2-year commitment.
- 2.1.4.4.9.4.1.4. Elected in January ending when all of the final convention reports have been submitted to the BHASCNA. [February 2010]
- 2.1.4.4.9.4.1.5. Ensures convention sub-committees are following policy and adhering to traditions.

**2.1.4.4.9.4.2. CONVENTION TREASURER**

- 2.1.4.4.9.4.2.1. 5 years continuous clean-time Assist the chairperson in opening the Committees checking account.
- 2.1.4.4.9.4.2.2. Shall maintain bank account.
- 2.1.4.4.9.4.2.3. Keeps accurate records of all income and expenses to be presented at each Committee meeting.
- 2.1.4.4.9.4.2.4. Prepares a detailed financial statement to be presented at each BHASCNA 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.
- 2.1.4.4.9.4.2.5. Prepares a final statement within 60 days following the close of the convention.
- 2.1.4.4.9.4.2.6. Writes all checks and is responsible for collecting receipts from sub-committees for money paid out.
- 2.1.4.4.9.4.2.7. Receipts, and bill copies, must accompany all requests for reimbursements and purchases orders.
- 2.1.4.4.9.4.2.8. Receives written requests for unexpected expenditures not included in sub-committees' budget or prior to budgets being approved by the Convention Committee. This request will be paid upon approval.
- 2.1.4.4.9.4.2.9. Responsible for all money, including revenues from Registration and events.
- 2.1.4.4.9.4.2.10. Pay all bills.
- 2.1.4.4.9.4.2.11. Advises the chair on cash supply, income flow, and rate of expenditure.

**2.1.4.4.10. MULTI-AREA CONVENTION Sub-Committee [NOV 2015]**

**2.1.4.4.10.1. DESCRIPTION**

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

**2.1.4.4.10.2. BHASCNA POLICIES SPECIFIC TO THIS SUB-COMMITTEE**

[COMMENT: Specific BHASCNA policies towards each Ad Hoc Sub-committee are determined by the BHASCNA throughout the duration of said AD Hoc Sub-committee.]

**2.1.4.4.10.3. SUB-COMMITTEE POLICY**

[COMMENT: The most current Policy Document of this sub-committee may be found in the Appendix.]

**2.1.4.4.10.4. OFFICES ELECTED BY BHASCNA**

**2.1.4.4.10.4.1. MULTI-AREA CONVENTION REPRESENTATIVE (If an event is held) [May 2011]**

- 2.1.4.4.10.4.1.1. 5 year clean-time requirement.
- 2.1.4.4.10.4.1.2. Commitment ending when all of the final reports have been submitted to the ASC.
- 2.1.4.4.10.4.1.3. Has a working knowledge of Twelve Traditions and Twelve Concepts for NA service.
- 2.1.4.4.10.4.1.4. Has a Home Group in the Beehive Area.
- 2.1.4.4.10.4.1.5. Attends and provides written reports of all monthly activities at each BHASCNA.
- 2.1.4.4.10.4.1.6. Other duties to be assigned by the BHASCNA.

# SECTION 3.

## 3. OPERATION and ADMINISTRATION of the BHASCNA

[COMMENT: This section contains informational comments, and policies, which describe and affect the operation and administration of the BHASCNA. All line items in this Section, other than those which are headings, or identified as a COMMENT, are statements of BHASCNA Policy.]

### 3.1. MEETINGS of the BHASCNA

#### 3.1.1. REGULAR MEETINGS OF THE BHASCNA

##### 3.1.1.1. SCHEDULE

3.1.1.1.1. 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.

##### 3.1.1.2. QUORUM

3.1.1.2.1. The quorum of the BHASCNA meeting to conduct business will be 50%+1 of GSRs of record within the area in order to vote on motion.

3.1.1.2.2. Standard business will be conducted regardless. [November 2009]

3.1.1.2.3. If quorum is not met, the meeting will continue as normal, however all motions will be tabled until quorum is satisfied.

3.1.1.2.4. There will be two (2) roll calls on the agenda of each regularly scheduled meeting of the BHASCNA. The first at the beginning of regular business; and the second at the end of regular business. [JAN 2016]

##### 3.1.1.3. PARTICIPATION

3.1.1.3.1. 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.

3.1.1.3.2. All attendees not specifically addressed elsewhere in the guidelines shall be classed as "observers".

3.1.1.3.3. At no time may anyone disturb the BHASCNA 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.

**3.1.1.4. AGENDA OF THE REGULAR BHASCNA MEETING**

[COMMENT: This sub-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 (see: “MOTIONS AFFECTING BHASCNA POLICIES”).]

**3.1.1.4.1. CALL TO ORDER.**

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

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

**3.1.1.4.4. OPENING ROLL CALL.**

**3.1.1.4.5. CORRECTIONS OR DELETIONS FROM LAST MONTH’S MINUTES.**

**3.1.1.4.6. REPORTS.**

3.1.1.4.6.1. Group, sub-committee and RCM reports for the current month will be read at the BHASCNA meeting.

3.1.1.4.6.2. Group, sub-committee and RCM reports from the previous month minutes will not be read but may be discussed at the BHASCNA meeting.

3.1.1.4.6.3. Only those groups and sub-committees in attendance at the BHASCNA meeting will have the opportunity to submit a report to the BHASCNA minutes.

3.1.1.4.6.4. All reports and motions must be written on the appropriate forms, available from the ASC, in order to appear in the BHASCNA minutes.

**3.1.1.4.6.5. ORDER OF REPORTS TO BE GIVEN / READ AT BHASCNA**

3.1.1.4.6.5.1. Groups;

3.1.1.4.6.5.2. Sub-committees and Special ad-hoc committees;

3.1.1.4.6.5.3. Administrative Offices: Chairperson / Vice-chairperson, Secretary / Vice-secretary, RCM /Alt RCM.

**3.1.1.4.7. SHARING SESSION**

3.1.1.4.7.1. Sharing from the meeting attendees on topics raised by: Groups, Sub-committees, and general issues raised by reports.

**3.1.1.4.8. OLD BUSINESS**

3.1.1.4.8.1. Group votes on motions from last month.

3.1.1.4.8.2. Nominations.

3.1.1.4.8.3. Elections / Resignations

**3.1.1.4.9. NEW BUSINESS**

**3.1.1.4.10. READING FROM 12 CONCEPTS OF NA SERVICE** [June 2016]

3.1.1.4.10.1. Read one of the 12 Concepts from the “Twelve Concepts of NA Service” at each regular BHASCNA meeting. The concept to be read will conform with the month (Jan – 1<sup>st</sup> Concept, Feb – 2<sup>nd</sup> Concept, etc). [June 2016]

**3.1.1.4.11. OPEN FORUM**

**3.1.1.4.12. TREASURER’S REPORT** [April 2009]

3.1.1.4.12.1. The Treasurer will include in the treasury report the following:

3.1.1.4.12.1.1. Starting balance Donations Expenses Miscellaneous expenses

3.1.1.4.12.1.2. Ending balance Record of each group donations

3.1.1.4.12.1.3. BHASCNA donations to region or world

- 3.1.1.4.12.1.4. Deposit slip(s), TAX I.D# and Account# on bank statement will be blacked out prior to copying minutes.
- 3.1.1.4.12.1.5. Convention committee financial report. [April 2009]
- 3.1.1.4.12.1.6. Literature order payment to World Services. [August 2009]
- 3.1.1.4.12.1.7. Prudent Reserve Breakdown  
[COMMENT: Treasurer reports the current balance of each Prudent Reserve Account. See “PRUDENT RESERVE ACCOUNTS” in the “FINANCIAL ADMINISTRATION” sub-section, for more data on Prudent Reserve Accounts.]

#### 3.1.1.4.13. **FINANCIAL TRANSACTIONS**

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

##### 3.1.1.4.13.1. **DISBURSMENT of FUNDS**

[COMMENT: All funds are disbursed from the General Fund, and/or Prudent Reserves as necessary.]

- 3.1.1.4.13.1.1. All funds leaving treasury will be transacted at BHASCNA meetings only.
- 3.1.1.4.13.1.2. Sub-committees must be represented at BHASCNA by a member of the sub-committee administrative body in order to conduct financial transactions.
- 3.1.1.4.13.1.3. All financial requests to the Treasurer will be submitted prior to the BHASCNA meeting and can be voted on as per policy.
- 3.1.1.4.13.1.4. All monies to be reimbursed by the BHASCNA require prior approval from the GSR's. Excluding committees with active accounts.

##### 3.1.1.4.13.2. **ORDER OF DISBURSEMENT / PAYMENT**

[COMMENT: This sub-section itemizes the payments/disbursements made at the monthly BHASCNA meeting. See “Expense Accounts” in the “FINANCIAL ADMINISTRATION” sub-section for additional information.]

- 3.1.1.4.13.2.1. BHASCNA monthly bills will be paid from the general fund and/or prudent reserves when necessary in the following order:
  - 3.1.1.4.13.2.1.1. RENT [COMMENT: Includes ASC and Sub-committee rent(s).]
  - 3.1.1.4.13.2.1.2. PHONE LINE BILL
  - 3.1.1.4.13.2.1.3. H&I LITERATURE
  - 3.1.1.4.13.2.1.4. PR LITERATURE
  - 3.1.1.4.13.2.1.5. BHASCNA PRUDENT RESERVE (not to exceed \$500)
  - 3.1.1.4.13.2.1.6. SPECIAL FUND (not to exceed \$100)
  - 3.1.1.4.13.2.1.7. MISCELLANEOUS PAYMENTS
    - 3.1.1.4.13.2.1.7.1. All miscellaneous bills require a simple majority vote of the BHASCNA prior to payment.
  - 3.1.1.4.13.2.1.8. H&I / PR PRUDENT RESERVE
  - 3.1.1.4.13.2.1.9. REGIONAL OR WORLD DONATION:
    - 3.1.1.4.13.2.1.9.1. Distribute Regional donations every 3 months (Feb, May, Aug and Nov). [July 2008]
  - 3.1.1.4.13.2.1.10. LITERATURE ORDER PAYMENT TO WORLD SERVICES [August 2009]
  - 3.1.1.4.13.2.1.11. BHASCNA MINUTES:
    - 3.1.1.4.13.2.1.11.1. BHASCNA will pay \$45.00 in advance to cover cost associated with distribution of BHASCNA minutes. [Sept 2007]

#### 3.1.1.4.14. **ANNOUNCEMENTS**

##### 3.1.1.4.15. **CLOSING ROLL CALL** [JAN 2016]

##### 3.1.1.4.16. **ADJOURNMENT:** Close with the Serenity Prayer

**3.1.2. SPECIAL MEETINGS OF THE BHASCNA**

[COMMENT: This sub-section covers meetings of the BHASCNA, other than its regularly scheduled monthly meeting.]

**3.1.2.1. EMERGENCY MEETINGS**

3.1.2.1.1. The Area Chair may call for an emergency meeting with the approval of the majority of the GSR's on record. 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.

**3.1.2.2. ADMINISTRATIVE COMMITTEE MEETINGS**

3.1.2.2.1. BHASCNA 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. [Nov 2010]

### 3.2. **LITERATURE SALES**

[COMMENT: This sub-section covers the sale of literature by the BHASCNA. For additional policies affecting literature, see "Literature Sub-Committee" under "SUB-COMMITTEES OF THE BHASCNA".]

#### 3.2.1. **HOURS of OPERATION**

3.2.1.1. All Literature transactions will occur between 1:00pm and 1:45pm on the 3<sup>rd</sup> Sunday of the month.

3.2.1.2. Orders totaling more than \$100.00 will ONLY be accepted until 1:30pm that day.

#### 3.2.2. **ORDERING LITERATURE**

3.2.2.1. Only literature orders from Groups or sub-committees will be accepted.

3.2.2.2. All Literature orders must be on the most current BHASCNA literature form.

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

[COMMENT: This sub-section deals with general policies for Events, Activities and Functions. See the sub-section(s) containing specific policies regarding individual Sub-Committees for additional information.]

3.3.1. Any sub-committee has to have a simple majority approval from the GSR's prior to carrying out a function.

3.3.2. All sub-committees will investigate other activities in and around the area so as not to be in conflict with other NA events. Whenever possible the sub-committee should join these events to promote spiritual unity.

3.3.3. The Beehive Area will hold an annual service learning day that includes sub-committees. [May 2011]

### 3.4. **FINANCIAL ADMINISTRATION**

[COMMENT: This sub-section contains policies affecting the overall financial administration of the BHASCNA. For policies regarding specific financial transactions see “FINANCIAL TRANSACTIONS” under the sub-section titled “AGENDA OF THE REGULAR BHASCNA MEETING”.]

#### 3.4.1. **CHART OF ACCOUNTS**

[COMMENT: In order to better manage the Beehive Area Membership’s funds entrusted to the BHASCNA, through prudent fiscal practices, the BHASCNA has established what is commonly known in financial terms as a “CHART OF ACCOUNTS”.]

##### 3.4.1.1. **GENERAL FUND**

[COMMENT: The GENERAL FUND is the account of funds available after allocation of funds to the PRUDENT RESERVE ACCOUNTS.]

##### 3.4.1.2. **RESERVES**

[COMMENT: To support prudent and timely financial planning, the BHASCNA established Reserve Accounts in order to earmark / set aside funds in preparation for future expenses.]

###### 3.4.1.2.1. ASC PRUDENT RESERVE - (not to exceed \$500).

###### 3.4.1.2.1.1. USE OF ASC PRUDENT RESERVE

###### 3.4.1.2.1.1.1. ASC PRUDENT RESERVE will be automatically utilized to cover the following bills:

###### 3.4.1.2.1.1.1.1. RENT

###### 3.4.1.2.1.1.1.2. PHONE LINE

3.4.1.2.1.1.2. Any other use of ASC Prudent Reserve requires a simple majority vote.

###### 3.4.1.2.2. SPECIAL FUND RESERVE - (not to exceed \$100).

3.4.1.2.2.1. The Special Fund will be utilized to cover the cost of copies and distribution of ASC minutes.

###### 3.4.1.2.3. H&I / PR PRUDENT RESERVE – (not to exceed \$500).

3.4.1.2.3.1. H&I literature will automatically be paid monthly from the H&I / PR prudent reserve if no money is available in the BHASCNA general fund.

3.4.1.2.3.2. PR literature will automatically be paid monthly from H&I / PR prudent reserve if no money is available in the BHASCNA general fund.

###### 3.4.1.2.4. UNITY PRUDENT RESERVE – (not to exceed \$500). [Dec 2010]

###### 3.4.1.2.5. LITERATURE PRUDENT RESERVE – (not to exceed the amount of the current order). [June 2008]

###### 3.4.1.2.6. REGIONAL / WORLD DONATION RESERVE

3.4.1.2.6.1. Earmark the regional donation monthly and not keep it in the general fund. [Aug 2008]

###### 3.4.1.2.7. RCM / ALT-RCM MARLCNA EXPENSE PRUDENT RESERVE (not to exceed \$200.00). [JULY 2016]

##### 3.4.1.3. **EXPENSES** [COMMENT: The ledger accounts for various expenses.]

###### 3.4.1.3.1. RENT

3.4.1.3.1.1. Rent will automatically be paid monthly to the facilities where ASC, H&I, UNITY, and PR phone-line meetings are held.

3.4.1.3.1.2. Rent will automatically be paid monthly to the facility for UNITY storage. [JULY 2016]

###### 3.4.1.3.2. PHONE LINE

###### 3.4.1.3.3. WEBSITE

3.4.1.3.3.1.1. The cost will be approx. \$10.00 per month -- \$119.40 per year. [October 2012]

- 3.4.1.3.4. H&I LITERATURE
- 3.4.1.3.5. PR LITERATURE
- 3.4.1.3.6. WSO LITERATURE ORDER
- 3.4.1.3.7. REGIONAL / WORLD DONATION
- 3.4.1.3.8. ASC MINUTES
- 3.4.1.3.8.1. BHASCNA will pay \$45.00 in advance to cover cost associated with distribution of ASC minutes. [Sept 2007]
- 3.4.1.3.9. BEEHIVE AREA MEETING LISTS
- 3.4.1.3.10. MISCELLANEOUS

#### 3.4.2. **BANK ACCOUNTS**

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

##### 3.4.2.1. **ACCOUNT BALANCES**

- 3.4.2.1.1. The BHASCNA will not keep excess funds in the treasury without reason.
- 3.4.2.1.2. All excess funds will be passed on to the region service committee or NA world services.
- 3.4.2.1.3. The maximum amount in a sub-committee account – excluding the Convention Committee and the Literature committee– shall not exceed \$500.
- 3.4.2.1.4. Excess BHASCNA funds will be added to the prudent reserve to maintain the \$500 balance after paying the following bills: Rent, Phone Line.

##### 3.4.2.2. **BHASCNA CHECKING ACCOUNT**

- 3.4.2.2.1. The BHASCNA checking account will be titled “NA Beehive ASC”.
- 3.4.2.2.2. BHASCNA checking account should always maintain a two (2) signature account. Signatures on the checking accounts should be two (2) out of the three (3) signatures of the Administrative committee necessary to transact monies: TREASURER, VICE-TREASURER, BHASCNA CHAIRPERSON.

#### 3.4.3. **PAYMENTS to BHASCNA**

##### 3.4.3.1. **FORM of PAYMENT ACCEPTED**

- 3.4.3.1.1. Beehive area treasurer will no longer handle cash. Money will only be accepted in the form of money orders or cashier’s check. [November 2012]

##### 3.4.3.2. **BAD PAYMENT**

- 3.4.3.2.1. 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.

#### 3.4.4. **INSURANCE**

[COMMENT: This sub-section contains commentary and policies regarding insurance matters of the BHASCNA, including its Member Groups, Sub-Committees, and applicable Events, and Functions.]

- 3.4.4.1. That all groups wishing to have a paper trail for Regional Insurance submit the form to the BHASCNA so they can submit it to the Regional Insurance liaison. [July 2010]



### 3.5. **MOTIONS AND VOTING AT REGULAR MEETINGS OF THE BHASCNA**

[COMMENT: This sub-section contains policies and commentary regarding all motions presented to and voted upon the BHASCNA. All voting within the BHASCNA is based upon motions made by the applicable parties.]

3.5.1. **ORIGINATION of a MOTION.** Motions must come from one of the following:

- 3.5.1.1. GSR's – from a Group Conscience All motions from a group conscience will go back to groups in written form.
- 3.5.1.2. Sub-committee chairs – pertaining to their sub-committee.
- 3.5.1.3. Administrative committee members – pertaining to BHASCNA as a whole.
- 3.5.1.4. RCM – concerning region as a whole.
- 3.5.1.5. Any NA member – during Open Forum session of the BHASCNA meeting.

#### 3.5.2. **PATH OF A MOTION**

##### 3.5.2.1. **SUBMISSION**

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

##### 3.5.2.2. **CONSIDERATION PARLIMENTARY ORDER**

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

##### 3.5.2.3. **SECOND**

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

##### 3.5.2.4. **ANNOUNCING the MOTION**

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

##### 3.5.2.5. **OBJECTING to the MOTION**

- 3.5.2.5.1. After a second and clarification, if necessary, any GSR may object to the consideration of the motion.
- 3.5.2.5.2. With a second for the objection and clarification for the objection, a simple majority vote of the BHASCNA will decide the outcome of the objection.

##### 3.5.2.6. **DISCUSSION / DEBATE on the MOTION**

- 3.5.2.6.1. 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.
- 3.5.2.6.2. 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.

##### 3.5.2.7. **AMENDMENTS to MOTIONS**

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

##### 3.5.2.8. **WITHDRAWING MOTIONS**

- 3.5.2.8.1. A motion may be withdrawn at any time preceding the vote by the maker – once.

##### 3.5.2.9. **TABLING a MOTION**

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

3.5.2.10. **VOTING on a MOTION**

3.5.2.10.1. **VOTING ELEGIBILITY**

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

3.5.2.10.2. **VOTING PROCEDURES**

[COMMENT: See “Parliamentary Procedures” in the DEFINITIONS section]

3.5.2.11. **TIE VOTE**

3.5.2.11.1. The BHASCNA chairperson shall vote only in the event of a tie among regular voting members.

3.5.2.11.2. The chairperson may break a tie vote. If the chairperson abstains, the motion does not carry.

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

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

3.5.2.13. **VOTING OUTCOME**

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

3.5.2.14. **DISPOSITION OF A MOTION**

3.5.2.14.1. **MOTIONS REQUIRING GROUP CONCENIENCE**

3.5.2.14.1.1. All motions from a Group conscience will go back to Groups- in written form.

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

3.5.2.14.2. **MOTIONS AFFECTING BHASCNA POLICIES**

3.5.2.14.2.1. Any BHASCNA policy may be waived for the duration of said meeting in order to perform actions necessary to conduct BHASCNA business at said meeting.

3.5.2.14.2.2. All Motions that will permanently change BHASCNA 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.

3.5.2.14.2.3. All Policy matters require a 2/3 majority of all voting members to pass.

**3.6. MISCELLANEOUS**

[COMMENT: This sub-section contains policies and commentary regarding policy statements which do not readily fit within another, more specific sub-section. Ideally, as the BHASCNA Policy Manual continues to evolve, the items contained in this sub-section will be relocated to more specific headings.]

3.6.1. All Home Groups and Sub-committees should have “The Guide to Local Services in NA version 2002”..

3.6.2. 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. [February 2013]

# APPENDICES

## Table of Contents

[COMMENT: Appendices contain additional documents which are joined to the BHASCNA Policy Manual and may be part of the policies of the BHASCNA, or may be reference material which is not directly part of the policies of the BHASCNA. The Appendices may be kept as physically separate files/documents for ease of use and maintenance, however, while physically separate, continue to be logically and legally a part of this BHASCNA Policy Manual – V 2016-AUG and an overview of each Appendix will be contained within the body of the BHASCNA Policy Manual – V 2016. ]

APPENDIX	APPENDIX HEADING	CONTENTS
I	SUB-COMMITTEE POLICIES	<p>Index to the publications which contain current policies for each Sub-committee of the BHASCNA.</p> <p>Note: The individual, physical documents/files containing policies established by each Sub-committee, while a part of BHASCNA Policy, are published, maintained and digitally stored separately from the BHASCNA Policy Manual – V 2016-AUG.</p>
II	BHASCNA POLICY ARCHIVE	<p>Index to the publication(s)/file(s) containing Policy Sub-committee notes &amp; comments, as well as copies of Motions calling for the policy amendments included in <i>this</i> version of the BHASCNA Policy Manual – for use as reference only in support of BHASCNA Policies they amended.</p> <p>Note: The individual, physical document/file containing Appendix II, is published, maintained and digitally stored separately from the BHASCNA Policy Manual – V 2016-AUG. The document/file containing Appendix II is: “BHASCNA Policy Manual – V 2016-AUG – Policy Archive”.</p>
III	BHASCNA POLICY LOG	<p>Policy Sub-committee notes &amp; comments, as well as copies of Motions approved by BHASCNA, calling for policy amendments to be included in the <i>next</i> version of the BHASCNA Policy Manual.</p> <p>Note: For reference and use as BHASCNA Policy and supersede older BHASCNA Policies they amend.</p> <p>Note: The individual, physical document/file containing Appendix III, while a part of BHASCNA Policy, is published, maintained and digitally stored separately from the BHASCNA Policy Manual – V 2016-AUG. The document/file containing Appendix III is: “BHASCNA Policy Manual – V 2016-AUG – Policy Log”.</p>