

**BEEHIVE AREA SERVICE COMMITTEE
OF
NARCOTICS ANONYMOUS**

POLICY MANUAL

EFFECTIVE – November 2019

Updated as of – October 2019

PREFACE

This version (V 2019- NOV) 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 SERVICE COMMITTEE OF NARCOTICS ANONYMOUS POLICY MANUAL” Effective – September 2017, and all policy amendments made by the BHASCNA between the BHASCNA Regular monthly meetings of October 2017 through October 2019.

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 were undertaken under the Policy Committee mandate to “Update the BHASCNA Policy Manual” (see: Policy Sub-Committee Policy Document” in Appendix I). A summary of the updates to the BHASCNA Policy Manual for V 2019-NOV is as follows:

- **SECTION 1 – DEFINITIONS** - No updates.
- **SECTION 2 – ORGANIZATION**
 - **CLASSES OF MEMBERSHIP** –Defined voting and non-voting members.
 - **GROUP MEMBERS OF BHASCNA**- Joining and removal statements redefined
 - **SUBCOMMITTEES**- added Activities Sub-committee; removed Vice-chair section from Policy Sub-Committee
 - **GENERAL POLICIES FOR ALL SUB-COMMITTEES** – Area Policy sets precedence for Sub-Committee statement added
 - **IN ADDITION**, various typographical errors were corrected , housekeeping motions applied to bring policy up to date
- **SECTION 3 – OPERATION**
 - **MOTIONS AND VOTING AT REGULAR BHASCNA MEETING** – sub-section reorganized, grammatical errors corrected
 - **FINANCIAL ADMINISTRATION** – Expense Reserve Allotments updated as directed by current, approved BHASC Budget.
 - **MEETINGS OF THE BHASCNA**- redefined Quorum
- **APPENDICES:**
 - **Appendix I** = “***SUB-COMMITTEE POLICIES***” - contains an Indexed Table of Contents of the Policy Documents most recently approved by the BHASCNA for each Sub-Committee currently identified within the BHASCNA Policy Manual – V 2019-NOV.
 - **Appendix II** - “***BHASCNA Policy Archive***” - contains an archive of the motions related to each of the individual amendments to BHASCNA Policy included in this version of the BHASCNA Policy Manual, 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 is intended to document the history of the motions calling for the policy amendments included in 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** - “***BHASCNA Policy Log***” - contains and/or will contain the motions, and commentary by the Policy Committee, related to each of the individual amendments to BHASCNA Policy approved by the BHASCNA, since the “Updated as of” date of this Version of the BHASCNA Policy Manual, 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

BHASCNA Policy Manual - V 2019-NOV

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.*

November, 2019

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SECTION 1.

1. DEFINITIONS & IDENTIFICATIONS

[COMMENT: Section 1 of this publication (“BHASCNA Policy Manual – V 2019 NOV”) 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 regular voting members of BHASCNA will be its Member Groups, as represented by the GSR/Alt GSR on record or a proxy designated by the Member Group.

2.1.2.1.1.2. VOTING ELIGIBILITY

2.1.2.1.1.2.1. To be eligible to vote at a BHASCNA Meeting, a Member Group must have had authorized representation (GSR, Alt GSR, or Designated Proxy) in full attendance (opening and closing Roll Call) for at least one (1) of the past three (3) consecutive regular monthly BHASCNA Meetings. [MAY 2019]

2.1.2.1.2. NON-VOTING MEMBERS

2.1.1.1.2.1. All other attendees shall be non-voting members of the BHASCNA

2.1.3. GROUP MEMBERS OF THE BHASCNA

2.1.3.1. JOINING THE BEEHIVE AREA

2.1.3.1.1. A Group must send representation to 2 consecutive Regular Monthly BHASC Meetings and agree to abide by the Twelve (12) Traditions of Narcotics Anonymous. The Group will be added to the Beehive Area as of its 2nd BHASC attendance (Meeting List(s), Announcements, etc.)

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.

2.1.3.3. REMOVAL FROM BEEHIVE AREA

2.1.3.3.1. The BHASC may remove a Member Group via a vote under either of two (2) conditions: 1.) the Group ceases to hold meetings; or 2.) the Group may be removed with a 2/3 majority of the Voting Members of the BHASC, if following repeated guidance from the BHASC, the Group continues to blatantly and repeatedly violate the Twelve (12) Traditions of Narcotics Anonymous. [MARCH 2019]

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. 2-year term elected in August of odd years. [Sept 2016]
- 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. 2-year term elected in August of even years. [Sept 2016]
- 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]

2.1.4.4.1.1.7. All Sub-Committees must submit a budget annually: to be submitted at the May BHASC meeting. [April 2017]

2.1.4.4.1.1.8. No sub-committee may implement any practice, nor policy which contravenes, countermands, or conflicts with BHASCNA Policy. [JULY 2018]

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, and will be rounded up to the nearest full cent. [Nov 2016]

2.1.4.4.2.2.1.2. Prior to publishing an updated BEEHIVE AREA LITERATURE ORDER FORM, the Literature Chair will notify the BHASCNA at its regular monthly meeting of the reason(s) for updating said order form. [Nov 2016]

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]

2.1.4.4.2.2.4. LITERATURE SALES [Nov 2016]

2.1.4.4.2.2.4.1. HOURS of OPERATION

2.1.4.4.2.2.4.1.1. All Literature transactions will occur between 1:00pm and 1:45pm on the 3rd Sunday of the month.

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

2.1.4.4.2.2.4.2. ORDERING LITERATURE

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

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

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]

2.1.4.4.5.3. 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 sub-committee 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

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

2.1.4.4.7.1. **DESCRIPTION**

2.1.4.4.7.1.1. Identification: www.nabeehive.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]

2.1.4.4.9.1.1. The CONVENTION Sub-Committee is hereby suspended and placed on inactive status, until such time as this particular Policy Item is rescinded and/or the CONVENTION Sub-Committee is reactivated through a change to BHASCNA Policy.

2.1.4.4.9.1.1.1. While in inactive and/or suspended status, the sub-committee will have no representation at nor reporting requirements to the ASC

2.1.4.4.9.1.1.2. While in inactive and/or suspended status, all financial accounts under the sub-committee shall be placed under the administration of the BHASC Treasurer and the BHASC Chairperson.

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.]

2.1.4.4.10.1.1. The MULTI-AREA CONVENTION Sub-Committee is hereby suspended and placed on inactive status, until such time as this particular Policy Item is rescinded and/or the MULTI-AREA CONVENTION Sub-Committee is reactivated through a change to BHASCNA Policy.

2.1.4.4.10.1.1.1. While in inactive and/or suspended status, the sub-committee will have no representation at nor reporting requirements to the ASC.

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.

2.1.4.4.11. **ACTIVITIES SUB-COMMITTEE** [MAY 2018]

2.1.4.4.11.1. **DESCRIPTION**

2.1.4.4.11.1.1. A sub-committee of the BHASC organized to plan, put on, and be accountable to the BHASC, for various activities and events, as directed by the BHASC.

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

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

2.1.4.4.11.3. **SUB-COMMITTEE POLICY**

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

2.1.4.4.11.4. **OFFICES ELECTED BY BHASCNA**

2.1.4.4.11.4.1. **ACTIVITIES CHAIRPERSON**

2.1.4.4.11.4.1.1. Should meet the General Qualifications noted above.

2.1.4.4.11.4.1.2. Three (3) years clean.

2.1.4.4.11.4.1.3. One (1) year minimum commitment.

2.1.4.4.11.4.1.4. Arranges agenda for and presides over Sub-Committee meetings.

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

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

2.1.4.4.11.4.2. **ACTIVITIES TREASURER**

2.1.4.4.11.4.2.1. Should meet the General Qualifications noted above.

2.1.4.4.11.4.2.2. Three (3) years clean.

2.1.4.4.11.4.2.3. One (1) year minimum commitment.

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

2.1.4.4.11.4.2.5. Follows the Financial Administrative Procedures of the BHASCNA.

2.1.4.4.11.4.2.6. Is responsible for preparing and presenting detailed financial reports for all sub-committee activities to both the Sub-Committee itself and the BHASC, as requested.

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. For the purposes of the regular, scheduled, monthly meetings of the BHASCNA, a quorum is required in order to vote on motions. A quorum will exist while 50% +1 of the Member Groups which are eligible to vote are in attendance. [MAY 2019]

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 trusted servants (GSRs, Sub-Committee Chairs, & Administrative Officers) of the BeeHive Area Service Committee, in attendance at this particular meeting, on topics raised by Groups, or Sub-committees, or general issues raised by reports given at this or prior BHASC meeting(s). [March, 2017]

3.1.1.4.7.2. Any desired motions are to be submitted using appropriate BHASC policies during New Business. No motions will be accepted during the Sharing Session. [March 2017]

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 – 1st Concept, Feb – 2nd Concept, etc). [June 2016]

3.1.1.4.11. OPEN FORUM

3.1.1.4.11.1. Open Forum is the time where any individual member of NA may request and receive an opportunity to address the BHASC. [March 2017]

3.1.1.4.11.2. The BHASC Chairperson, will recognize the individual; set forth an initial time allotment for the individual to speak; and turn the allotted time over to the individual. [March 2017]

- 3.1.1.4.11.2.1. Should the time allotted to the individual expire before the individual finishes addressing the BHASC, the individual may request an extension of time. [March 2017]
- 3.1.1.4.11.2.2. Should the individual request an extension of time, the BHASC Area Chairperson will call for the approval of a majority of the BHASC Quorum present, prior to granting or denying said extension. [March 2017]
- 3.1.1.4.11.3. Following the individual's addressing the BHASC, the BHASC Chairperson will call for comments/questions from the BHASC members present, and, where appropriate, response(s) from the individual. [March 2017]
- 3.1.1.4.11.4. Any motion made during Open Forum must adhere to the BHASC Policies regarding motions made from the floor of the regular BHASC monthly meeting. [March 2017]

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. **BHASC BANK ACCOUNT:** [July 2017]

3.1.1.4.12.1.1.1. Prior balance, Debits/Fees, Outstanding Checks, Deposits/Credits, New Starting Balance, Discrepancies, Ending Balance. [July 2017]

3.1.1.4.12.1.1.2. Deposit slip(s), TAX I.D# and Account# on bank statement will be blacked out prior to including in minutes. [July 2017]

3.1.1.4.12.1.2. **INCOME:** [July 2017]

3.1.1.4.12.1.2.1. Group Donations, Literature Sales, Other. [July 2017]

3.1.1.4.12.1.3. **EXPENSES:** [July 2017]

3.1.1.4.12.1.3.1. **OPERATING EXPENSES:** [July 2017]

3.1.1.4.12.1.3.1.1. General Operating Expenses; Events Expenses; Donated Literature Expenses. [July 2017]

3.1.1.4.12.1.3.2. **NON-OPERATING EXPENSES:** [July 2017]

3.1.1.4.12.1.3.2.1. BHASC Regional/World donations. [July 2017]

3.1.1.4.12.1.3.2.2. Literature order payment to World Services. [August 2009]

3.1.1.4.12.1.3.2.3. Special Expenses. – from Special Savings Fund(s). [July 2017]

3.1.1.4.12.1.3.2.4. Miscellaneous Expenses. [July 2017]

3.1.1.4.12.1.3.3. **OPERATING EXPENSE RESERVES** – The Treasurer reports the balance for the: General Operating Expense Reserve; Events Reserve; and Donated Literature Reserve accounts (see Reserve Accounts, under Financial Administration). [July 2017]

3.1.1.4.12.1.3.4. **NON-OPERATING EXPENSE RESERVES** - The Treasurer reports the balance for the: Literature Re-Supply Reserve; Regional/World Donation Reserve; and Special Savings Fund Reserve accounts (see Reserve Accounts, under Financial Administration). [July 2017]

3.1.1.4.12.1.3.5. **GENERAL FUND** – The Treasurer reports the Starting, Ending and Interim balance(s) of the General Fund as needed throughout the BHASC meeting.

3.1.1.4.12.1.4. Convention committee financial report. [April 2009]

3.1.1.4.13. **FINANCIAL TRANSACTIONS -**

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. [July 2017]

3.1.1.4.13.1. **CONDUCTING FINANCIAL BUSINESS AT THE BHASC REGULAR MEETING** [July 2017]

3.1.1.4.13.1.1. The Area Chairperson, with assistance from the Treasurer as needed, is responsible for insuring that all financial business conducted by the BHASC at its regular meetings, adheres to current BHASC policy. [July 2017]

3.1.1.4.13.1.2. All funds leaving treasury, other than pre-approved, or automatic payments, will be transacted at BHASCNA meetings only. [July 2017]

3.1.1.4.13.1.3. Sub-committees must be represented at BHASCNA by a member of the sub-committee administrative body in order to conduct financial transactions.

3.1.1.4.13.1.4. All financial requests to the Treasurer will be submitted prior to the BHASCNA meeting and can be voted on as per policy.

3.1.1.4.13.1.5. All monies to be reimbursed by the BHASCNA require prior approval from the GSR’s. Excluding committees with active accounts.

3.1.1.4.13.1.6. All funds covered in this sub-section, are disbursed from the General Fund, and/or applicable Reserve Accounts of the BHASC. [July 2017]

3.1.1.4.13.2. **DISBURSMENT / ALLOCATION of FUNDS** [subsection added - July 2017]

3.1.1.4.13.2.1. All funds are disbursed from the General Fund, and/or applicable Reserve Accounts as necessary.

3.1.1.4.13.3. **PRIORITIZED DISBURSEMENT / PAYMENT / ALLOCATION** - All bills for expenses

incurred by the BHASC are to be paid, and/or funds to be allocated from the General Fund, according to the priority of said expenses to the BHASC’s fiscal responsibility the BeeHive Area. [subsection added -July 2017]

3.1.1.4.13.3.1. **PRIORITY 1** – payment of bills which are necessary to remain in operation, and are to be automatically paid monthly, or when due.

3.1.1.4.13.3.2. **GENERAL OPERATING EXPENSES** - Current bills for accounts under the heading “General Operating Expenses”, in “EXPENSE ACCOUNTS” sub-section under “FINANCIAL ADMINISTRATION”.

3.1.1.4.13.3.2.1. Automatically paid from funds available in the General Operating Expense Reserve (see Reserve Accounts), if insufficient funds available in General Fund.

3.1.1.4.13.3.3. **PRIORITY 2** – safeguarding continued operation, through maintaining a prudent operating expense reserve.

3.1.1.4.13.3.4. **BHASCNA GENERAL OPERATING EXPENSE RESERVE.**

3.1.1.4.13.3.5. After disbursing payment for the current bills for “General Operating Expenses”, as noted above, excess/unallocated BHASCNA funds remaining in the General Fund, will be added to the General Operating Expense Reserve to maintain its Reserve Allotment Amount (see Reserve Accounts).

3.1.1.4.13.4. **PRIORITY 3** – Literature donated for outreach within the BeeHive Area.

3.1.1.4.13.4.1. **H&I LITERATURE ORDER** - The dollar amount of the literature ordered by H&I for distribution.

3.1.1.4.13.4.1.1. Automatically paid from funds available in the Donated Literature Reserve, if insufficient funds available in General Fund. (see Reserve Accounts)

3.1.1.4.13.4.2. **PR LITERATURE ORDER** – The dollar amount of the literature ordered by PR for distribution.

3.1.1.4.13.4.2.1. Automatically paid from funds available in the Donated Literature Reserve, if insufficient funds available in General Fund (see Reserve Accounts).

3.1.1.4.13.5. **PRIORITY 4** –

3.1.1.4.13.5.1. **MISCELLANEOUS PAYMENTS.**

3.1.1.4.13.5.1.1. All miscellaneous bills require a simple majority vote of the BHASCNA prior to payment.

3.1.1.4.13.5.1.2. Use of funds allocated to any Reserve, for Miscellaneous Payments, requires a simple majority vote.

3.1.1.4.13.6. **PRIORITY 5 -**

3.1.1.4.13.6.1. **BHASCNA EVENTS RESERVE.**

3.1.1.4.13.6.1.1. After, thus far, paying/allocating funds, as noted above herein this Disbursements / Expenditures sub-section, excess/unallocated BHASC funds remaining in the General Fund, will be added to the BHASCNA Events Reserve, to maintain its Reserve Allotment Amount (see Reserve Accounts).

3.1.1.4.13.7. **PRIORITY 6 –**

3.1.1.4.13.7.1. **DONATED LITERATURE RESERVE.** [July 2017]

3.1.1.4.13.7.1.1. After, thus far, paying/allocating funds, as noted above herein this Disbursements / Expenditures sub-section, excess/unallocated BHASC funds remaining in the General Fund, will be added to the Donated Literature Reserve, to maintain its Reserve Allotment Amount. (see Reserve Accounts)

3.1.1.4.13.8. **PRIORITY 7 – Fund flow**

3.1.1.4.13.8.1. **REGIONAL OR WORLD DONATION.**

3.1.1.4.13.8.1.1. After, thus far, paying/allocating funds, as noted above herein this Disbursements / Expenditures sub-section, all excess/unallocated funds remaining in the General Fund will be allocated to the Regional/World Donation Reserve.

3.1.1.4.13.8.1.2. Distribute Regional donations every 3 months (Feb, May, Aug and Nov). [July 2008]

3.1.1.4.13.8.1.2.1. Regional/World fund flow donations will be paid directly from the funds available in the Regional/World Donation Reserve. [July 2017]

3.1.1.4.13.9. **NON-PRIORIZED DISBURSEMENTS –**

3.1.1.4.13.9.1. **LITERATURE ORDER PAYMENT TO WORLD SERVICES** [August 2009]

3.1.1.4.13.9.1.1. To be paid directly from the Literature Re-Supply Reserve. [July 2017]

3.1.1.4.13.9.1.2. **BHASCNA MINUTES**

3.1.1.4.13.9.1.2.1. The 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. [COMMENT: This Heading left open for future use]

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 -**

This sub-section contains policies affecting the overall financial administration of the BHASCNA. For policies regarding financial transactions conducted at the regular BHASC meetings, see “FINANCIAL TRANSACTIONS” under the sub-section titled “AGENDA OF THE REGULAR BHASCNA MEETING”. [the entirety of this sub-section was amended in July 2017]

3.4.1. **CHART OF ACCOUNTS -**

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”. [July 2017]

3.4.1.1. **GENERAL FUND – [July 2017]**

3.4.1.1.1. The GENERAL FUND is the account of funds available after allocation of funds to actual EXPENSES, the OPERATING EXPENSE RESERVES, and NON-OPERATING EXPENSE RESERVES. [July 2017]

3.4.1.1.2. At each Regular Monthly Meeting of the BHASC, after expenses and Reserve Allotments are met, all excess monies will be allotted to the Regional/World Donation Reserve, for fund-flow to the Regional Service Committee and/or NA World Services. [July 2017]

3.4.1.2. **EXPENSE ACCOUNTS** - The ledger accounts for various expenses.

3.4.1.2.1. **OPERATING EXPENSES** – Those expenses incurred in operating the BHASCNA.

3.4.1.2.1.1. **GENERAL OPERATING EXPENSES**

3.4.1.2.1.1.1. The general expenses incurred in the normal course of the BHASC conducting its business. Should there be insufficient funds available in the General Fund, the General Operating Expense Reserve will automatically be used to pay these expenses (see General Operating Expense reserve, under Reserve Accounts). Included are:

3.4.1.2.1.1.1.1. RENT – for ASC and Sub-Committee meetings and storage.

3.4.1.2.1.1.1.2. COMMUNICATIONS – Phone Line - including answering services; Website – including maintenance, hosting, and domain fees; Postage – including P. O. Box rental.

3.4.1.2.1.1.1.3. SUPPLIES – ASC Printer/copier and office supplies.

3.4.1.2.1.1.1.4. SERVICE FEES – Bank account(s) fees; Insurance(s).

3.4.1.2.1.1.1.5. MEETING LISTS – Printing BeeHive Area Meeting Lists.

3.4.1.2.1.1.1.6. BHASC MINUTES – Costs associated with distribution of BHASC Minutes.

3.4.1.2.1.2. **EVENTS EXPENSES**

3.4.1.2.1.2.1. The expenses incurred in the course of the BHASC attending/conducting events, including:

3.4.1.2.1.2.1.2. Unity events, Learning Days, Fund-raising events, Conferences, and Conventions.

3.4.1.2.1.2.1.2.1. Some events may have reserved funds available. See Events Reserve, under Reserve Accounts.

3.4.1.2.1.3. **DONATED LITERATURE EXPENSES**

3.4.1.2.1.3.1. The expenses incurred in the BHASC donating NA literature through its H&I and PR Sub-committees. Should there be insufficient funds available in the General Fund, the Donated Literature Reserve will automatically be used to pay these expenses (see Donated Literature Reserve, under Reserve Accounts). Included are:

3.4.1.2.1.3.1.1. H&I DONATED LITERATURE

3.4.1.2.1.3.1.1.1. The dollar amount of the literature donated by the BHASC to the H&I Sub-Committee for distribution.

3.4.1.2.1.3.1.2. PR DONATED LITERATURE

3.4.1.2.1.3.1.2.1. The dollar amount of the literature donated by the BHASC to the PR Sub-Committee for distribution.

- 3.4.1.2.2. **NON-OPERATING EXPENSES** – Those expenses incurred which are not directly related to the regular operation of the BHASCNA
- 3.4.1.2.2.1. **LITERATURE RE-SUPPLY** – Those expenses incurred with re-supplying the BHASC Literature Sub-committee with NA literature from its supplier(s).
- 3.4.1.2.2.1.1. The Literature Re-Supply Reserve will automatically be used to pay these expenses (see Literature Re-Supply Reserve, under Reserve Accounts).
- 3.4.1.2.2.2. **REGIONAL/WORLD DONATION**
- 3.4.1.2.2.2.1. The Regional/World Donation Reserve will automatically be used to pay these expenses (see Regional/World Donation reserve, under Reserve Accounts).
- 3.4.1.2.2.3. **SPECIAL SAVINGS FUND**– Special savings funds/accounts established/maintained to earmark and accrue monies to pay for specifically identified future expenses.
- 3.4.1.2.2.3.1. The Special Savings Fund Reserve will automatically be used to pay these expenses (see Special Savings Fund Reserve under Regional/World Donation reserve, under Reserve Accounts).
- 3.4.1.2.2.4. **MISCELLANEOUS EXPENSES**– All BHASC expenses, for which there is no expense account defined under Financial Administration.
- 3.4.1.2.2.4.1. Each miscellaneous expense paid hereunder, requires a simple majority vote of the BHASC, prior to payment.
- 3.4.1.2.2.4.1.1. Use of monies already allocated to any Reserve Account, to pay for any Miscellaneous Expense, requires a simple majority vote of the BHASC, prior to payment.
- 3.4.1.3. **RESERVE ACCOUNTS** – To support prudent and timely financial planning, the BHASCNA has established Reserve accounts in order to earmark / set aside funds in preparation for future expenses. [entire sub-section amended - July 2017]
- 3.4.1.3.1. **OPERATING EXPENSE RESERVES** – Reserves established per the most recent BHASC Budget Report. [sub-section added - July 2017]
- 3.4.1.3.1.1. **GENERAL OPERATING EXPENSE RESERVE** – A prudent reserve to cover up to 3 months of general operating expenses for the BHASC.
- 3.4.1.3.1.1.1. **RESERVE ALLOTMENT** – the amount to be held in this reserve is set at \$935. [OCT2019]
- 3.4.1.3.1.1.2. **USE OF GENERAL OPERATING EXPENSE RESERVE**
- 3.4.1.3.1.1.2.1. In the event where the General Fund is insufficient, the funds available in the **GENERAL OPERATING EXPENSE RESERVE** will be automatically utilized to cover the costs incurred under **GENERAL OPERATING EXPENSES**.
- 3.4.1.3.1.1.3. Any other use of the General Operating Expense Reserve requires a simple majority vote.
- 3.4.1.3.1.2. **EVENTS RESERVE** – A prudent reserve to cover a portion of the start-up expenses for recurring events.
- 3.4.1.3.1.2.1. **RESERVE ALLOTMENT** – the amount to be held in this reserve is set at \$700. [OCT2019]
- 3.4.1.3.1.2.2. The Events Reserve will be utilized to cover the initial costs associated with the following events:
- 3.4.1.3.1.2.2.1. **UNITY and ACTIVITIES**–facility deposit & startup costs for an event. [OCT2019]
- 3.4.1.3.1.2.2.2. **ASC** –space rental and costs for annual “Learning Day”. [OCT2019]
- 3.4.1.3.1.2.2.3. **RCM** - \$300 towards RCM/ALT-RCM attendance to MARLCNA. [OCT2019]
- 3.4.1.3.1.2.3. Any other use of the Events Reserve requires a simple majority vote.
- 3.4.1.3.1.3. **DONATED LITERATURE RESERVE** – A prudent reserve to cover up to 3 months literature purchases, to be donated to facilities, etc., by the H&I and/or PR sub-committees, of the BHASC.
- 3.4.1.3.1.3.1. **RESERVE ALLOTMENT** – the amount to be held in this reserve is set at \$250. [July 2017]
- 3.4.1.3.1.3.2. **USE OF DONATED LITERATURE RESERVE**

- 3.4.1.3.1.3.2.1. In the event where the General Fund is insufficient, the funds available in the DONATED LITERATURE RESERVE will be automatically utilized to cover the costs incurred under DONATED LITERATURE EXPENSES.
- 3.4.1.3.1.3.2.2. Any other use of the Donated Literature Reserve requires a simple majority vote.
- 3.4.1.3.2. **NON-OPERATING EXPENSE RESERVES** – Specific reserve accounts established to ear-mark and reserve monies for specific expenses which are not part of the Operating Expenses of the BHASC. Such as Literature Re-Supply, Regional Donation, and Events. [sub-section added July 2017]
- 3.4.1.3.2.1. **LITERATURE RE-SUPPLY RESERVE** – The accrued total of all literature sold and donated, less all payments to the literature supplier. Mathematically expressed as “(all literature sold/donated) – (all payments made to literature supplier)”.
- 3.4.1.3.2.1.1. All “Literature” donations from Groups are to be credited directly to this Reserve, as is the dollar amount of all literature supplied to H&I or PR sub-committees for donation to facilities/events. All payments to the literature supplier are to be debited directly from this Reserve.
- 3.4.1.3.2.1.2. Since the funds held in the Literature Re-Supply Reserve, were given by Groups to the ASC, specifically for the purchase of NA literature, any other use of the Literature Re-Supply Reserve requires a unanimous assent vote.
- 3.4.1.3.2.2. **REGIONAL/WORLD DONATION RESERVE** – The accrued monies earmarked for Regional/World fund-flow donation, less actual donations to Region/World. Mathematically expressed as “(earmarked Regional/World Donation) – (all donations made to Region/World)”.
- 3.4.1.3.2.3. Any other use of the Regional/World Donation Reserve requires a simple majority vote.
- 3.4.1.3.2.4. **SPECIAL SAVINGS FUND RESERVE**– Monies earmarked to be saved for specific future expense(s).
- 3.4.1.3.2.4.1. Each “Savings Fund” will be established for a specific purpose, by a motion, and simple majority approval of the GSRs at a regular BHASC Meeting.
- 3.4.1.3.2.4.2. The Treasurer will keep a detailed accounting of the amount(s) held in this reserve and their purpose/use.
- 3.4.1.3.2.4.3. Any other use of the Special Savings Fund Reserve requires a simple majority vote.
- 3.4.1.4. **ANNUAL BHASC EXPENSE/RESERVE BUDGET** [sub-section added July 2017]
- 3.4.1.4.1. **BUDGET SUB-COMMITTEE** – At the May BHASC Meeting, the BHASC Chairperson will appoint a 3-5 person Ad Hoc sub-committee (referred to herein as the “Budget Sub-committee”), for the purpose of analyzing the Sub-Committee budgets submitted at the same May BHASC Meeting, and delivering a Budget Report to the BHASC at its June meeting. Said Budget Report is to contain the Budget Sub-committee’s recommendations for any changes to the BHASC Reserves, Funds, Accounts, Financial reporting, and/or Policy.
- 3.4.1.4.2. The Treasurer and/or Vice treasurer will be a member of the Budget Sub-Committee.

3.4.2. BANK ACCOUNTS -

This sub-section contains information about the banking relationship(s) maintained by BHASCNA. [July 2017]

3.4.2.1. ACCOUNT BALANCES

3.4.2.1.1. The BHASCNA will not keep excess funds in the treasury without reason.

3.4.2.1.1.1. All unallocated, excess, monies will be allocated to the Regional/World Donation Reserve, for fund-flow to the Regional Service Committee and/or NA World Services. [July 2017]

3.4.2.1.2. The maximum amount in a sub-committee account – excluding the Convention Committee and the Literature committee– shall not exceed \$500.

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.

3.4.2.2.3. Said Checking Account will be the main bank account for the BHASCNA, and will be the repository of all monies allocated to the General Fund and Reserve Accounts, defined in the Financial Administration sub-section. [added July 2017]

3.4.2.2.4. If said Checking Account includes use of a Debit Card, the signature for said Debit Card will be the Treasurer, Vice-Treasurer, or Chairperson. [added July 2017]

3.4.2.3. **SUB-COMMITTEE ACCOUNTS** – The BHASC may from time to time, establish a separate bank account for use by a specific sub-committee. The financial administration of said sub-committee bank account will be defined in the policy guidelines established for said sub-committee. [added July 2017]

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 – Parliamentary and/or Procedural motions made during a BHASC Meeting, in order to conduct BHASCNA business; or from a Group Conscience: all motions from a group conscience, which are seconded, will go back to groups in written form. [AUG 2018]
- 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 BHASCNA Regional participation, or Region as a whole. [AUG 2018]
- 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, redacting maker names out of all reports and minutes. [AUG 2018]
- 3.5.2.1.2. Except for parliamentary and/or procedural motions made from the floor during a BHASC Meeting, all motions must be written on the appropriate forms, available from the BHASCNA. [AUG 2018]

3.5.2.2. **CONSIDERATION OF PARLIAMENTARY ORDER** [AUG 2018]

- 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, ask if there is a need to clarify the motion. [AUG 2018]

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. **MOTIONS AFFECTING BHASCNA POLICIES** [AUG 2018]

- 3.5.2.10.1.1. Any BHASCNA policy may be waived for the duration of a single meeting in order to perform actions necessary to conduct BHASCNA business at said meeting. Said policy waiver requires a procedural motion and 2/3 majority vote of GSRs present at said meeting. [AUG 2018]
- 3.5.2.10.1.2. All Motions that will permanently change BHASCNA policy will be referred out for a process of "Policy Review", where the Motion Maker and the Policy Sub-Committee collaborate on developing the specific structure and wording for the Motion as it is to appear in the BHASCNA Policy Manual. The time period for completion of Policy Review is dependent upon the complexity of the Motion in question, therefore, whenever practical and applicable, the Motion Maker and the Policy Sub-Committee are encouraged to conduct the Policy Review prior to the original submission of a motion. [AUG 2018]
- 3.5.2.10.1.2.1. Upon completion of the Policy Review process, the motion will be referred back to Groups for a Group Conscience vote (see "MOTIONS REQUIRING GROUP CONSCIENCE"). [AUG 2018]
- 3.5.2.10.1.2.2. All Motions that will permanently change BHASCNA policy require a 2/3 majority of all voting groups to pass. [AUG 2018]

3.5.2.10.2. **MOTIONS REQUIRING GROUP CONSCIENCE** [AUG 2018]

- 3.5.2.10.2.1. Motions from a Group conscience will be referred ~~go~~ back to Groups, to be voted on there.
- 3.5.2.10.2.2. Motions to be voted on by groups shall be Xeroxed or scanned and included in the area minutes after maker names have been redacted. [AUG 2018]
- 3.5.2.10.2.3. The Group Conscience votes on motions will be tallied in "Old Business" of the next regular BHASC meeting. [AUG 2018]

3.5.2.10.3. **MOTIONS TO BE VOTED ON DURING THE BHASC MEETING** [AUG 2018]

[Comment: All motions, written or verbal, which do not require a Group Conscience Vote]

3.5.2.10.3.1. **VOTING ELEGIBILITY**

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

3.5.2.10.3.2. **VOTING PROCEDURES**

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

3.5.2.10.3.3. **TIE VOTE**

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

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

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

3.5.2.11. **VOTING OUTCOME**

- 3.5.2.11.1. It is the chairperson's responsibility to announce the motion before the vote and the outcome after the vote to the ASC. The voting outcome for each motion will be included in the BHASC Minutes.

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. The following are an overview of each Appendix connected to the BHASCNA Policy Manual.]

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.</p>
II	BHASCNA POLICY ARCHIVE	<p>Index to the publication(s)/file(s) containing Policy Sub-committee notes & 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.</p>
III	BHASCNA POLICY LOG	<p>Policy Sub-committee notes & 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.</p>