

COASTAL BEND AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS
AREA POLICY

The Narcotics Anonymous service structure is a loosely knit network of groups, committees and boards, bound together by common principles and a common goal, to carry the NA message of recovery to the addict who still suffers. The activities of the service structure are guided by The Twelve Traditions of Narcotics Anonymous, The Twelve Concepts for NA Service, A Guide to Local Services and other NA Conference-approved service literature.

Those spiritual ideals underlie the relationship between all the service units described in this text. Sufficient authority is delegated to each unit of the service structure to get the job done. Each unit of the service structure determines what matters it will itself act upon, and what matters it will refer elsewhere for broader discussion. Every individual member of a service unit has the same rights of participation as every other member. Our service units exist only to serve, never govern. Each NA community will determine for itself how to apply these ideals in its service activities.

The Fifth Tradition states that *our primary purpose is to carry the message to the addict who still suffers*. However, it is often not enough to share only our recovery.

We must also make every effort to remove the barriers, which make finding recovery difficult for some addicts. The Area Service Committee of CBANA believes that the therapeutic value of one addict helping another is without parallel and as with all addicts, when we help an addict with additional needs we help carry the message of NA recovery.

PURPOSE

The Area Service Committee (ASC) has been created and exists to help groups achieve their primary purpose of carrying the message to the addict who still suffers. It is to be supportive of its groups and their primary purpose by providing a forum for them within the area to help with their unique situations and needs. The ASC provides services which NA groups cannot or ought not perform themselves.

Updated December, 2013

INTRODUCTION

The name of this body shall be called The Coastal Bend Area Service Committee of Narcotics Anonymous, herein referred to as the ASC or Committee.

CONSENSUS DECISION MAKING PROCESS

As of October 2011 all business and voting will be consensus based with the exception of elections.

- A) Definition of Consensus
 - 1) Consensus is defined as a decision making process used by GSRs (or GSRA in the absence of GSR) in which discussion and compromise is used to reach agreement within the body of ASC.
 - 2) Policy changes are also by consensus.

- B) Those able to present a proposal for discussion:
 - 1) GSR or GSR Alternate (in absence of GSR)
 - 2) Facilitator or the Co Facilitator (in absence of Facilitator)
 - 3) Subcommittee Facilitators or Co Facilitators
 - 4) RCM1 and RCM2

- C) All proposals are to be on approved topic forms and must contain intent, a notation of policy if affected, if any, and financial impact, if any, before the proposal can be considered on the floor.

- D) Consensus based decision making procedure
 - 1) Proposal is introduced (Refer to section B and section C).
 - 2) The Facilitator opens a dialogue (Begin with the maker of the proposal).
 - 3) Clarifying questions are taken (This is when questions are asked to ensure that all participants understand the proposal. This is not time for general discussion).
 - 4) Facilitator asks for concerns or reservations (this is where general discussion occurs)
 - a) This is when modifications are made to the proposal to address specific concerns or reservations.
 - b) Maker of the proposal as well as other participants may offer modifications
 - c) During the discussion process there will be only 3 pros and 3 cons to the proposal. Sharing will be limited to 5 minutes.
 - d) Proposal will be taken back to groups for discussion

- e) Proposal will be part of old business at following ASC (Discussion/Approval).
- 5) Facilitator asks for consensus
- a) There are four (4) positions a GSR may take on a proposal
 - (1) Assent – agree to the topic
 - (2) Assent with reservation – although there are concerns or reservations, the individual will go along with the body decision and trust the process.
 - (3) Stand Aside – based on strong personal reservations which prevents support of the proposal
 - (4) Block (NO) – Based on Spiritual Principles expressed in our Traditions or Concepts.
 - i. A Block must be followed up with a specific Tradition or Concept that is being violated
 - ii. A block can keep the proposal from being adopted.
- E) Consensus is reached with at least 80% Assent or Assent with reservation. Anything less than 80% the proposal must either be changed to reach consensus or the proposal is dropped.
- 1) The number that represents 80% shall be determined based on the number of GSRs from active** groups present at the start of the call for consensus.
 - 2) The body may override a Block.
 - 3) If the validity of the block is not questioned, the block stands and the proposal is not adopted.
 - 4) If the validity of the block is questioned, the body must then reach consensus on whether the block should stand. The same process is used for this as for reaching consensus on at proposal.
 - 5) If the block is overridden the facilitator will again ask for consensus on the proposal.

In the case where consensus isn't reached or the proposal is changed it must go back through the process (see above flow chart starting at C).

** Definition of Active Group: A group becomes inactive if they miss two meetings in a row and upon returning, they must attend one ASC meeting before becoming considered active again and eligible to participate in consensus decision and/or voting. In addition, for consensus decisions and voting, an active group must have been present for previous month's ASC.

ELECTION OF ASC OFFICERS

NOMINATIONS:

- 1) Any NA member may nominate a qualified individual for an ASC position.

- 2) Nominations for all positions shall take place as the last order of New Business in September. Other nominations and elections shall take place as the last order of New Business in October and be taken back to groups for discussion.
- 3) The exception is for the Co-Facilitator for RBS. They are nominated in August and elected in September.
- 4) Any nominees for an ASC position shall be present to qualify themselves and at election time.
- 5) Any NA member present should be given the opportunity to ask questions and/or voice their objections concerning any nominee.
- 6) Elections may be done as needed for vacant/open positions following the above procedure.

VOTING:

- 1) A two-thirds majority vote, with one-half of the active ** groups present, is required to elect ASC officers.
- 2) In the case of two or more nominees where a two-thirds majority is not reached, the election is tabled.
- 3) A voting member who is present at a meeting and abstains from a vote is considered to be present and voting.

** Definition of Active Group: A group becomes inactive if they miss two meetings in a row and upon returning, they must attend one ASC meeting before becoming considered active again and eligible to participate in consensus decision and/or voting. In addition, for consensus decisions and voting, an active group must have been present for previous month's ASC.

ASSUMPTION OF DUTIES:

- 1) Newly elected interim (filling a vacancy) officers shall assume their duties immediately following the closing of the ASC meeting at which they are elected. Officers chosen during annual elections assume their duties on the January 1st following the elections.
- 2) Upon election to an ASC position, officers must resign GSR or GSRA position, if currently held, prior to the next ASC meeting.

TERM OF OFFICE:

- 1) No ASC officer may be elected to more than one ASC position at a time.
- 2) Interim officers shall be elected as required. Their term of office shall be for the remainder of the predecessor's term and conclude at the beginning of the next term. An unfilled position may be filled on an interim basis by someone who has previously served two terms until a qualified candidate is found.
- 3) Any ASC officer who serves more than two consecutive terms in any officer position must step down for one year before being eligible for nomination for another officer position.

REMOVAL OF ASC OFFICERS

DISMISSAL:

- 1) An ASC officer may be dismissed from their position for non-compliance, which includes, but is not limited to:
 - a) Loss of clean time.
 - b) Non-fulfillment of the duties of their position.
 - c) Absent from two consecutive ASC meetings without prior notification to the ASC Facilitator, or more than 3 ASC meetings in a year.
 - d) Misappropriation of NA funds. Note: An NA member, who has misappropriated NA funds, shall not be eligible to hold an ASC position until one year after full financial amends have been made.
- 2) A two-thirds majority vote is required for dismissal. The number that represents two-thirds shall be determined based on the number of GSRs or active groups present at the start of the call for the vote.

RESIGNATIONS:

- 1) An ASC officer may resign at any time, however, in order to maintain continuity of service and reasonable transition, it is suggested that the resignation be submitted in writing to the ASC at least one ASC meeting in advance.
- 2) In the event the Co-Facilitator of the ASC cannot assume the position then a member shall be elected to fill the position, by a two-thirds vote. Newly elected interim (filling a vacancy) officers shall assume their duties immediately following the closing of the ASC meeting at which they are elected.

ACS OFFICERS

FACILITATOR:

- 1) Requirements
 - a) Minimum five years continuous clean time.
 - b) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service.
 - c) Working knowledge of Consensus Based Decision Making Process.
 - d) Area level service experience.
 - e) Willingness to give time and resources necessary for the position.
 - f) Capable of conducting a meeting with a firm yet understanding hand.
 - g) All other duties as stated in the Guide to Local Services.
- 2) Responsibilities
 - a) Serves a one-year term.
 - b) Arranges an agenda for, and presides over, the monthly ASC meeting.
 - c) Assists the Co-Facilitator in the coordination and liaison work between subcommittees and groups to assure cooperation of responsibilities.
 - d) To protect the assembly from obviously ridiculous proposals by refusing to recognize them in order to expedite business in every way compatible with the rights of members and observers.

- e) To enforce the rules relating to Consensus Based Decision Making Process, policy matters, or factual information bearing on the business of the ASC.
- f) To refrain from discussing a proposal while presiding, unless requested to do so by a voting member of the ASC, at which time the Facilitator may step down until the question is decided.
- g) To make a report of the annual inventory at the meeting in December.
- h) To serve as one of the signing members of the ASC bank account.

CO-FACILITATOR:

1) Requirements

- a) Minimum five years continuous clean time.
- b) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service.
- c) Working knowledge of Consensus Based Decision Making Process.
- d) Area level service experience.
- e) Willingness to give time and resources necessary for the position.
- f) Capable of conducting a meeting with a firm yet understanding hand.
- g) All other duties as stated in the Guide to Local Services.

2) Responsibilities

- a) Serves a one-year term.
- b) Perform all the responsibilities of the Facilitator in his/her absence.
- c) Coordinate and act as liaison between subcommittees and groups to assure cooperation of responsibilities.
- d) Act as Pro Tem Facilitator of subcommittees.
- e) Act as Pro Tem Treasurer and/or Recorder.
- f) To serve as one of the signing members of the ASC bank account.
- g) Automatically nominated for Facilitator, but must go through standard election process.

TREASURER:

1) Requirements

- a) Minimum five years continuous clean time. Cannot be waived.
- b) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service.
- c) Area level service experience.
- d) Willingness to give time and resources necessary for the position.
- e) Must own computer and be able to produce and print report.
- f) Financially stable. Cannot be waived.
- g) All other duties as stated in the Guide to Local Services.

2) Responsibilities

- a) Serves a two-year term.
- b) Custodian of the ASC bank account and the Literature bank account.

- c) Makes sure all the approved expenses are paid in a timely manner following the guidelines outlined under “Financial Procedures” of this policy.
- d) Prepares a written report of contributions, expenditures, and account balances at each ASC meeting.
- e) Deposit ASC funds within two banking days after receipt of funds.
- f) Make a full financial report at the January ASC meeting.
- g) Shall turn over all records to the successor in order to preserve continuity of financial history.
- h) Issues receipts for all funds received.
- i) To serve as the primary signing member of the ASC bank account.
- j) In the absence of the Facilitator, Co-Facilitator, RCM1, and RCM2 shall preside over the ASC meeting.
- k) Regularly collects and distributes area mail.

RECORDER:

- 1) Requirements
 - a) Minimum two-year continuous clean time. Cannot be waived.
 - b) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service.
 - c) Willingness to give time and resources necessary for the position.
 - d) Must own or have access to computer and have skills required to produce and print accurate and legible minutes.
 - e) Area level service experience.
 - f) All other duties as stated in the Guide to Local Services.
- 2) Responsibilities
 - a) Serves a one-year term.
 - b) Records minutes of each ASC meeting.
 - c) Distributes copies of the minutes electronically to all ASC members. (within seven days after ASC).
 - d) Maintains a current mailing list of ASC members.
 - e) Maintains the area archives.
 - f) Maintains the area registration of groups and their status.
 - g) Performs roll call for attendance and voting.
 - h) In the absence of the Facilitator, Co-Facilitator, RCM1, RCM2, and Treasurer shall preside over the ASC meeting.

RCM1 (Even) & RCM2 (Odd):

- 1) Requirements
 - a) Minimum three years continuous clean time. Cannot be waived.
 - b) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service.
 - c) Area level service experience.

- d) Willingness to give time and resources necessary for the position (includes travel).
 - e) All other duties as stated in the Guide to Local Services.
- 2) Responsibilities
- a) Serves a two-year term.
 - b) Represents and carries the Area’s conscience at all RSC meetings.
 - c) Provides the committee with the Regional and World issues that need Area or Group input, support and/or votes.
 - d) Makes a report at the ASC meeting about the business of the RSC.
 - e) Works closely with Area officers and is a source for information and guidance in matters concerning the Traditions and Concepts of Service.
 - f) In the absence of the Facilitator, Co-Facilitator, An RCM will preside over the ASC meeting.

WEB SERVANT

- 1) Responsibilities
- a) Serves a two-year term.
 - b) Develop and maintain the <www.cbana.org> web site as directed by the Committee.
 - c) Maintains the Area and group registration with NAWS.
 - d) Keeps a current version of Area Policy posted on the site.
 - e) Makes a report at the ASC meeting about the status of <www.cbana.org> and the NAWS website.

GSR:

- 1) Responsibilities
- a) All GSRs are to turn in a written report at ASC monthly meetings.

STANDING SUBCOMMITTEES:

- 1) General guidelines
- a) Facilitators for these subcommittees shall be elected in the manner prescribed by this policy.
 - b) Procedures for establishing a standing subcommittee will be handled the same as any other policy change proposal.
 - c) Subcommittees shall elect their own officers, excluding the facilitator.
 - d) All standing subcommittees shall create and adopt guidelines which are consistent with the Twelve Traditions, Twelve Concepts for NA Service, the Guide to Local Service and the best information from NAWS in the form of WSC approved handbooks and guidelines. The guidelines of each standing subcommittee shall be subject to the approval and review of the ASC.

HOSPITALS & INSTITUTIONS:

H&I conducts panels that carry the NA message to addicts who often have no other way of hearing our message. All activities directed to this end shall be carried out in accordance with the Twelve Traditions of NA.

Facilitator:

- 1) Requirements
 - a) Minimum two years continuous clean time. Cannot be waived.
 - b) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service.
 - c) Willingness to give time and resources necessary for the position.
 - d) Previous H&I involvement.
 - e) All other duties as stated in the Guide to Local Services.
- 2) Responsibilities
 - a) Serves a two-year term.
 - b) Shall attend and give a written report at all ASC and RSC Subcommittee meetings.
 - c) Ensures that the purpose of the subcommittee is carried out as expressed by the ASC and H&I Subcommittee.

PUBLIC RELATIONS:

The purpose of this subcommittee is to inform the public that NA exists and will ensure the availability of an accurate area meeting schedule. All activities directed to this end shall be carried out in accordance with the Twelve Traditions of NA.

FACILITATOR:

- 1) Requirements
 - a) Minimum two years continuous clean time.
 - b) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service.
 - c) Willingness to give time and resources necessary for the position.
 - d) Previous PR involvement.
 - e) All other duties as stated in the Guide to Local Services.
- 2) Responsibilities
 - a) Serves a two-year term.
 - b) Shall attend and give a written report at all ASC and RSC Subcommittee meetings.
 - c) Ensures that the purpose of the subcommittee is carried out as expressed by the ASC and PR Subcommittee.

PHONE LINE

The primary purpose of this subcommittee is to maintaining a telephone information service for NA that helps addicts and others in the community find us easily and quickly.

COORDINATOR:

- 1) Requirements
 - a) Minimum one year continuous clean time.
 - b) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service.
 - c) Willingness to give time and resources necessary for the position.
 - d) Prior phone line involvement.
 - e) All other duties as stated in the Guide to Local Services.
 - f) Must have personal phone.
- 2) Responsibilities
 - a) Serves a one-year term
 - b) Shall attend and give a written report at all ASC meetings.
 - c) Maintains rotation of PBX system training and oversees volunteers.
 - d) Ensures that the purpose of the subcommittee is carried out as expressed by the ASC and Phone Line Subcommittee.

LITERATURE BANK

This subcommittee will maintain and distribute to groups and members NA literature as directed by the committee. All activities directed to this end shall be carried out in accordance with the Twelve Traditions of NA. The Literature Bank maintains a stock of NA books and pamphlets that can be purchased by local groups at the monthly ASC meeting.

FACILITATOR:

- 1) Requirements
 - a) Minimum five years continuous clean time. Cannot be waived.
 - b) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service.
 - c) Willingness to give time and resources necessary for the position.
 - d) All other duties as stated in the Guide to Local Services.
- 2) Responsibilities
 - a) Serves a two-year term.
 - b) Shall attend and give a written report, with credits, debits, and current inventory, at all ASC meetings.
 - c) Ensures that the purpose of the subcommittee is carried out as expressed by the ASC and Literature Subcommittee.

LITERATURE BANK CO- FACILITATOR:

- 1) Requirements
 - a) Minimum five years continuous clean time. Cannot be waived.
 - b) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service.
 - c) Willingness to give time and resources necessary for the position.
 - d) All other duties as stated in the Guide to Local Services.
- 2) Responsibilities
 - a) Serves a two-year term.
 - b) Shall attend and give a written report, in absence of Facilitator, with credits, debits, and current inventory, at all ASC meetings.
 - c) Ensures that the purpose of the subcommittee is carried out as expressed by the ASC and Literature Subcommittee.

ACTIVITIES:

The primary purpose of this subcommittee is to bring addicts together, celebrate our recovery and promote unity through functions. This subcommittee organizes and conducts fundraising events to provide funds at the area, regional, and world levels. Events may also be held, as needed, to provide funds for special purposes when approved by the ASC. All activities directed to this end shall be carried out in accordance with the Twelve Traditions of NA and the Guide to Local Services.

FACILITATOR:

- 1) Requirements
 - a) Minimum one year continuous clean time. Cannot be waived.
 - b) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service.
 - c) Willingness to give time and resources necessary for the position.
 - d) All other duties as stated in the Guide to Local Services.
 - f) Shall attend and give a written report at all ASC meetings.
 - g) Ensures that the purpose of the subcommittee is carried out as expressed by the ASC and Activities Subcommittee.
- 2) Responsibilities
 - a) Serves a one-year term.
 - b) Shall attend and give a written report at all ASC meetings.
 - c) Ensures that the purpose of the subcommittee is carried out as expressed by the ASC and Activities Subcommittee.
 - d) Plan and execute Area activities in a timely manner.

POLICY:

The primary purpose of this position is to study the policy and be able to understand and explain policy whenever a question arises.

Position:

- 1) Requirements
 - a) Minimum one year clean time.
 - b) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service and ASC Policy.
 - c) Willingness to give time and resources necessary for the position.
 - d) All other duties as stated in the Guide to Local Services.
- 2) Responsibilities
 - a) Serves a one-year term
 - b) Shall attend and give a written report at all ASC meetings
 - c) Ensures that the purpose of the subcommittee is carried out as expressed by the ASC and the Policy subcommittee.
 - d) Maintains a log of changes and print log at end of year.
 - e) Shall update as necessary and make available to members.

RECOVERY BY THE SEA:

The primary purpose of this subcommittee is to bring addicts together and celebrate our recovery at the annual beach convention, "Recovery by the Sea" (RBS). This subcommittee plans, organizes and conducts all aspects of this event. All activities directed to this end shall be carried out in accordance with the Twelve Traditions of NA and RBS policy.

FACILITATOR:

- 1) Requirements
 - a) Minimum five years continuous clean time. Cannot be waived.
 - b) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service and RBS Policy.
 - c) Willingness to give time and resources necessary for the position.
- 2) Responsibilities
 - a) Serves a two-year term. (This person is elected and serves as Co-Facilitator of the RBS Subcommittee for one year prior to assuming the duties of Facilitator
 - b) Shall attend and give a written report at all ASC meetings.
 - c) Ensures that the purpose of the subcommittee is carried out as expressed by the ASC and Recovery by the Sea Subcommittee.

OUTREACH:

The primary purpose of this subcommittee is to reach out to geographically, economically, culturally and socially isolated groups within our area.

Position:

- 1) Requirements
 - a) Minimum 6 months clean time.
 - b) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service.
 - c) Willingness to give time and resources necessary for the position.
 - d) Must have transportation.
- 2) Responsibilities
 - a) Serves a one-year term
 - b) Shall attend and give a written report at all ASC meetings
 - c) Ensures that the purpose of the subcommittee is carried out as expressed by the ASC and the Outreach subcommittee.

AD HOC SUBCOMMITTEES:

1. Ad hoc subcommittees shall be formed when deemed necessary by the ASC. These subcommittees are formed for special purposes and once their purpose is completed the subcommittee is dissolved. A written report must be presented to the body prior to dissolving of these particular subcommittees.
2. Proposals and voting to form ad hoc subcommittees shall take place in accordance with consensus based decision making.
3. Ad hoc subcommittees shall be funded through the ASC account.

FINANCIAL POLICY

GENERAL GUIDELINES:

1. The ASC should be fully self-supporting through group contributions and subcommittee fundraising activities, in accordance with the Twelve Traditions of NA.
2. All revenues accumulated from these sources will be maintained in a general, non-interest bearing bank account with the exception of the RBS Account (see item #3 below) and Literature account (See #4). Records will be maintained for each individual travel and subcommittee's budget as well as ASC expenditures.
3. A separate bank account (RBS Account) will be maintained by the Recovery by the Sea Subcommittee. This is to be used for funding of the convention in an efficient manner. The amount of the initial seed is to be determined by ASC on an annual basis. The subcommittee is expected to provide full accountability to the ASC.
4. A separate bank account (Literature Account) will be maintained by the ASC Treasurer.
5. All non-recurring and sub-committee budget expenditures must be approved by the Consensus Based Decision Making Process (see page 1 section C).
6. No reimbursement for any expenditure should be made without receipt or proof of payment. All recurring expenditures shall be paid by check. Expenses may be advanced with receipts presented later. All unspent funds shall be returned to the ASC Treasurer.

7. The Treasurer and at least one of the authorized co-signers, as defined in this policy, will sign all checks.
8. All funds generated shall be placed in the general account, including those noted by the ASC for special purposes with the exception of the RBS Account and the Literature account.
9. No part of the net funds of the ASC shall be used to the benefit of any member or individual.
10. All assets above prudent reserve, at the end of each ASC meeting and all funds upon dissolution of the ASC shall be sent to the Tejas Bluebonnet Region after budgeting for upcoming expenditures.

AUDITS AND REVIEWS:

1. An ad hoc subcommittee, made up of the Trusted Servants of the ASC, and any other interested members of the area shall conduct an annual financial review in November of each year, under the direction of the previous treasurer, if available.
2. The officers of the ASC may call periodic reviews at any time. Such reviews will exclude the treasurer and shall be conducted as outlined in the "Treasurer's Handbook".

AREA BUDGETS:

1. The ASC budget shall be determined each quarter (March, June, September & December) by reviewing the previous quarter's historical data and determining the needs of the committee. It will include the budgets for RSC Travel, Regional Assembly Travel, ASC Officers, Subcommittees and any known ad hoc subcommittees. For this purpose the Recovery by the Sea, Activities and Literature Subcommittees will be defined as self-supporting and not included in the ASC Budget. This budget must be approved by consensus. The Recovery by the Sea proceeds will not be added until October so that the fourth quarter budgets can be accurately determined.
2. The ASC Officers are defined as the ASC Facilitator, Co-Facilitator, Recorder, Treasurer and both Regional Committee Members (RCMs). For budget purposes, this will include bank charges, post office box, web maintenance charges, copies, phone line, storage and other recurring and miscellaneous expenses. The ASC Officers budget must be approved by consensus.
3. Subcommittees (with the exception of RBS, Activities and Literature) shall submit their quarterly budgets also in March, June, September & December and must be approved by consensus.
4. An RSC Travel budget will also be determined to include allocations for the subcommittee chairs and RCMs to attend Tejas Bluebonnet Regional Service Committee and Regional Subcommittee Meetings. At this time a "per instance" monetary cap will be established. For this purpose we assume that each member will attend one (1) meeting quarterly.
5. A Regional Assembly Travel budget will also be determined to include allocations for group representatives and RCMs to attend scheduled Tejas Bluebonnet Regional Assemblies. At this time a "per instance" monetary cap will be established.

6. A prudent reserve will be maintained as equal to one-fourth (1/4) of the previous year's expenditures.
7. An operating account will be maintained of the same sum total as the prudent reserve.
8. Proposals can be made and approved for non-recurring expenses and should be included in the yearly budget.
9. All proposals for budget increase or decrease, other than the quarterly acceptance must be approved by consensus.

EXPENSES AND REIMBURSEMENTS:

1. The ASC Officers budget will be used for reimbursement of expenses relating to the distribution of ASC record, maintaining an ASC checking account, an ASC post office box, Area website (excluding RCM expenses) and any phone line, storage and other recurring and miscellaneous expenses not proper to other budgets.
2. All subcommittee budgets will be used to cover expenses necessary for the subcommittee to fulfill its primary purpose.
3. The RSC Travel budget will be used for reimbursement of expenses related to Regional business and will be limited to transportation, lodging and copies. Each member (RCMs 1 & 2, H&I Facilitator, PI Facilitator, as necessary) will be allowed up to ¼ of the quarterly budget, individually, for each RSC or Regional Subcommittee Meeting. In addition, each member will receive \$20.00 per diem for food, as necessary. For this purpose we assume that each member will attend one (1) meeting quarterly, as necessary.
4. The Regional Assembly Travel budget will be used for reimbursement of expenses related to Regional Assembly business and will be limited to transportation, lodging and copies. Each group will be allowed an equal percentage of the quarterly budget to be determined by the number of CBANA groups attending each assembly.

SUGGESTED ASC MEETING FORMAT

- 1) Facilitator promptly calls the meeting to order followed by the Service Prayer.
- 2) Facilitator reads the purpose of an ASC.
- 3) Roll call taken by the Recorder.
- 4) New groups are recognized.
- 5) Seventh Tradition.
- 6) Recorder's report.
- 7) Treasurer's report.
- 8) Turn in Group reports, report problems, solutions or activities. **
- 9) Turn in RCM reports. **
- 10) Web Servant report. **
- 11) Turn in H&I report. **
- 12) Turn in P.R. report. **
- 13) Turn in Phone report **
- 14) Turn in Activities report. **
- 15) Turn in Literature Bank report. **
- 16) Turn in RBS report. **
- 17) Turn in Outreach report **
- 18) Turn in Policy report **
- 19) Ad hoc report(s) if any.
- 20) Old Business.
- 21) New Business/Proposals. Elections if necessary are held at the end of new business.
- 22) Announcements.
- 23) Close

** All reports to be impersonalized, containing pertinent information and done on CBANA forms.