

**STANISLAUS VALLEY
GROUPS OF NARCOTICS
ANONYMOUS
AREA SERVICE COMMITTEE
GUIDELINES
WITH ATTACHMENTS A-E**



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Stanislaus Valley Groups of NA
Area Service Committee Guidelines
(Revised and approved April 28, 2024)

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I. Definition:

This body shall be known as the Stanislaus Valley Groups of Narcotics Anonymous Area Service Committee (SVGNA ASC).

II. Boundaries:

This committee shall serve the Stanislaus and Merced County groups of NA, and any other NA group that may choose to affiliate with this Area, subject to majority approval of this ASC. This committee shall be a member of the California Mid-State Regional Service Committee (CMSRSC).

III. Decorum Statement:

SVGNA ASC meetings will be conducted according to these rules of order, adapted from “Robert’s Rules of Order, Newly Revised”. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum amount of time, regardless of the degree of disagreement among the participants. These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative respectful way in the spirit of our *Twelve Concepts for NA Service*; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting begins, the committee will address one matter at any one time and no other discussion is in order. Please allow the chair to facilitate the meeting in an orderly and efficient manner to maximize use of our time.

IV. Purpose:

To fulfill our fellowship’s primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole. (1st Concept for NA Service)

Section 1:

The purpose of the SVGNA ASC is the cooperative effort of trusted servants, receiving guidance from the Groups they serve, to help our Groups carry the message of recovery by facilitating necessary services which cannot be provided easily by the individual Groups. The service structure must always look to the Groups for support and direction. Additionally, the SVGNA ASC provides a forum for the Groups to come together and discuss common challenges and solutions.

Section 2:

This organization is a nonprofit public benefit organization and is not organized for the private gain of any person.

Section 3:

No substantial part of the activities of this organization shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

V. Responsibilities of the SVGNA ASC:

The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it. In day-to-day matters, the groups have given our service boards and committees the practical authority necessary to do the jobs assigned to them. This is not a blank check issued to the service structure; the groups still bear final authority. (3rd Concept for NA Service)

- 90 A. To hold monthly SVGNA ASC meetings, or more as determined by the SVGNA ASC.
- 91 Meetings shall take place in a public location, be open to all members of the public, and
- 92 meet the accessibility requirements of the Americans with Disability Act (ADA).
- 93 B. Record and provide minutes of the regular SVGNA ASC meetings to the SVGNA ASC
- 94 trusted servants and any member of NA who may request them.
- 95 C. Maintain a post office box.
- 96 D. Maintain a bank account. See Section X.
- 97 E. Maintain a literature inventory and reserve. (Literature will be distributed only at ASC
- 98 meetings.)
- 99 F. Publish, update, and provide Area meeting schedules.
- 100 G. Maintain a 24-hour phone line.
- 101 H. Contribute to the growth of NA as a whole by supporting the CMSRSC, Narcotics
- 102 Anonymous World Services (NAWS), serving as a link between the SVGNA ASC and
- 103 the CMSRSC.
- 104 I. Support Sub-committees and create ad-hoc committees to respond to the Area's needs.
- 105 J. Coordinate and support Learning Days. See Section IX H pg. 14. (Learning Day
- 106 Guidelines).
- 107 K. Coordinate an annual Area Inventory. Attachment B (Area Inventory).
- 108 L. Establish a bi-annual budget. See Section X. D. pg.17-18 (Financial Guidelines for
- 109 SVGNA ASC).
- 110 M. Establish a prudent reserve. See Section X. B. pg. 17 (Financial Guidelines for SVGNA
- 111 ASC).
- 112 N. Encourage Groups and require sub-committees to refer to SVGNA ASC Flyer
- 113 Submission Process Attachment D when creating flyers.
- 114 O. Be registered with NAWS.
- 115 P. Be responsible for forwarding information from the Groups to the CMSRSC for
- 116 insurance purposes. (Event details including date, time, location, estimated attendance).
- 117 Q. To provide a forum for the Groups to come together and discuss challenges and solutions
- 118 to help further our primary purpose. (The Group Reports will be a primary item on the
- 119 agenda).
- 120 R. Conducting all financial business at the regular SVGNA ASC meeting unless special
- 121 circumstances deem otherwise.
- 122 S. To ensure a Conference Agenda Report (CAR) Workshop is scheduled in the SVGNA
- 123 Area prior to every World Service Conference (WSC).
- 124 T. Clean time should not be waived for any administrative body positions.

125 **VI. Participants:**

- 126 A. Group Service Representative (GSR), the GSR Alternate (GSRA), or the Member
- 127 designated by their respective Group to represent the Group.
- 128 B. Members of the Administrative Body:

129 1. Chairperson	7. Recording Secretary
130 2. Vice-Chairperson	8. Assistant Recording Secretary
131 3. Regional Committee Member (RCM)	9. Literature Chairperson
132 4. Regional Committee Member Alternate (RCMA)	10. Literature Person 1 st Alternate
133 5. Treasurer	11. Literature Person 2 nd Alternate
134 6. Assistant Treasurer	12. Literature Helper

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- 137 C. Subcommittee Chairpersons:
- 138 1. Activities 4. Phonenumber Coordinator
- 139 2. Public Information 5. Hospitals & Institutions
- 140 3. Outreach
- 141 D. Any designated Ad-Hoc Committee.
- 142 E. Any interested members of NA.

143 **VII. The GSR and GSRA:**

144 The SVGNA ASC REQUESTS THAT GSRs KEEP THE FOLLOWING INFORMATION IN MIND:

145 *The final responsibility and authority for NA services rests with the NA Groups.*

146 *The Groups have final responsibility for and the authority over the service structure they have*

147 *created. By fulfilling their responsibility to provide their service structure with the conscience*

148 *and ideas, people, and money it needs, the Groups also exercise their authority. Conversely, the service*

149 *structure must always look to the Groups for support and direction. (2nd Concept for NA Service)*

150 GSRs form the foundation of our service structure. GSRs provide constant and active
 151 influence over the discussions being carried on within the service structure. They do this by participating
 152 in SVGNA ASC meetings, attending Area Service-Learning Days, forums, assemblies, and CAR
 153 Workshops at both the SVGNA ASC and the Regional levels, and sometimes joining in the work of an
 154 SVGNA ASC subcommittee. GSRs bear great responsibility. They are selected by their groups to serve
 155 by:

- 156 A. Being active members and participants at the ASC
- 157 B. Gathering information regarding decisions made and actions taken by the SVGNA ASC.
- 158 C. Reviewing reports from the SVGNA ASC Administrative Body, Subcommittee Chairpersons,
 159 and the current CAR.

160 **VIII. Qualifications & Duties of the Administrative Body:**

161 *Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully*
 162 *considered when selecting trusted servants. (4th Concept for NA Service)*

- 163 1. It is suggested that all trusted servants have:
 - 164 a. The willingness and the desire to serve.
 - 165 b. The minimum clean time required for the specific position.
 - 166 c. A good working knowledge of the 12 Steps, 12 Traditions, & 12 Concepts for NA
 167 Service.
 - 168 d. An understanding of the service structure of NA and the responsibilities of their
 169 position.
 - 170 e. The willingness to sign a *Memorandum of Financial Responsibility* (MOFR;
 171 Attachment A).
 - 172 f. The willingness to be available as a resource to assist the newly elected trusted
 173 servant.
- 174 2. Duties/Responsibilities/Requirements to all positions:
 - 175 a. All Admin Body and Subcommittee Chairpersons shall provide a monthly report
 176 to the SVGNA ASC Recording Secretary for inclusion in the report packet by the
 177 deadline established by the SVGNA ASC.
 - 178 b. All positions are a one-year term of service.
 - 179 c. No trusted servant may serve more than two consecutive terms unless waived by
 180 SVGNA ASC.
 - 181 d. Attend all SVGNA ASC meetings.
 - 182 e. All Admin Body trusted servants should be familiar with the SVGNA ASC
 183 Guidelines.

- 184 f. No trusted servants may represent more than one group at a time.
185 g. No trusted servant may hold more than one position at the SVGNA ASC. (Note:
186 coffee maker is exempted from this limitation).
187 h. Have the ability to schedule time needed to become a signer on bank account
188 after elections if position requires it.
- 189 A. Chairperson
- 190 1. Requirements:
- 191 a. A minimum of three years continuous clean time.
192 b. Prior service experience at the ASC and/or RSC level. Suggested six
193 months recent ASC service experience.
- 194 2. Duties:
- 195 a. Prepares and ensures copies of the agenda for the monthly ASC meeting
196 are available.
197 b. Facilitates the monthly SVGNA ASC meetings. Must be capable of
198 conducting a business meeting with a firm yet understanding hand within
199 the NA service structure and the Rules of Order.
200 c. Shall be an account manager/decision maker on the ASC bank account.
201 d. Responsible for SVGNA ASC correspondence, (includes PO Box, email,
202 and other forms of communication.
203 e. Maintains and coordinates distribution of SVGNA ASC PO Box and
204 storage unit keys.
205 f. Reserves facility for all SVGNA ASC meetings and ensures rent is paid.
206 g. Ensures a GSR orientation is presented 30 minutes prior to the regular
207 SVGNA ASC meeting.
208 h. Appoints the Chairperson for any ad-hoc committee necessary to fulfill
209 the needs of the SVGNA ASC, or at the request of the SVGNA ASC.
- 210 B. Vice Chairperson
- 211 1. Requirements:
- 212 a. A minimum of three years continuous clean time.
213 b. Prior service experience at the ASC and/or RSC level. Suggested six
214 months recent ASC service experience.
215 c. The willingness and ability to become Chairperson if elected and/or
216 necessary.
- 217 2. Duties:
- 218 a. In the absence of the Chairperson, the Vice Chair shall assume their
219 responsibilities.
220 b. Shall be an account manager/decision maker on the SVGNA ASC bank
221 account.
222 c. Stays informed of the subcommittees' projects and functions and are
223 available to assist with any problems that may arise.
224 d. Serves as the Parliamentarian of all SVGNA ASC meetings according to
225 the Rules of Order in accordance with the *Twelve Traditions* and the
226 *Twelve Concepts for NA Service*.
227 e. Takes roll call and establishes quorum.
228 f. Maintains attendance log of voting, nonvoting groups, and administrative
229 body.

- 230 g. In the absence of the subcommittee chair/vice chairperson, the SVGNA
231 ASC vice chairperson shall assume responsibilities.
- 232 C. Regional Committee Member (RCM)
- 233 1. Requirements:
- 234 a. A minimum of three years continuous clean time.
- 235 b. Prior service experience at the ASC and/or RSC level. Suggested six
236 months recent ASC service experience.
- 237 c. May not serve as a GSR or GSRA while serving as RCM.
- 238 2. Duties:
- 239 a. The primary responsibility of the RCM shall be to work for the good of
240 NA as whole by providing communication and serving as the link
241 between the SVGNA ASC and the CMSRSC.
- 242 b. In the event that the Vice-Chair is serving as the Chair, the RCM will act
243 as parliamentarian.
- 244 c. Attend all regular SVGNA ASC meetings, all CMSRSC meetings, all
245 SVGNA ASC/CMSRSC workshops & learning days.
- 246 d. The RCM is a resource of information regarding the *Twelve Traditions*,
247 the *Twelve Concepts for NA Service* and the service structure of NA and
248 may provide guidance in matters concerning them.
- 249 e. The RCM shall attend the Regional Assembly, Conference Agenda
250 Report (CAR) workshops, ASC Learning Days and provides the SVGNA
251 ASC with a written report of all pertinent information and business.
- 252 f. If the RCM is unable to represent the SVGNA ASC at the CMSRSC,
253 they shall notify the RCMA and the SVGNA ASC Chair as soon as
254 possible so a member of the SVGNA ASC body may fill in.
- 255 g. Provide a copy of each month's CMSRSC minutes, reports and other
256 information gathered, to the SVGNA ASC Recording Secretary for
257 information and compilation into the SVGNA ASC archive.
- 258 D. Regional Committee Member Alternate (RCMA)
- 259 1. Requirements:
- 260 a. A minimum of two years continuous clean time.
- 261 b. Prior service experience at the ASC and/or RSC level. Suggested six
262 months recent ASC service experience.
- 263 c. The willingness to become the RCM, if elected and/or necessary.
- 264 d. May not serve as a GSR or GSRA while serving as the RCM.
- 265 e. May serve on one or more SVGNA ASC/CMSRSC subcommittees;
266 however, not as the chairperson or Vice-Chair.
- 267 2. Duties:
- 268 a. In the absence of the RCM, the RCMA shall assume the responsibilities of
269 the RCM.
- 270 b. The RCMA shall assist the RCM with the performance of their duties.
- 271 c. Attend all regular SVGNA ASC meetings, all CMSRSC meetings, all
272 SVGNA ASC/CMSRSC workshops & learning days.
- 273 d. The RCM shall attend the Regional Assembly, Conference Agenda
274 Report (CAR) workshops, ASC Learning Days and provides the SVGNA
275 ASC with a written report of all pertinent information and business.

276 e. If the RCM is unable to represent the SVGNA ASC at the CMSRSC,
277 they shall notify the RCMA and the SVGNA ASC Chair as soon as
278 possible so a member of the SVGNA ASC body may fill in.

279 E. Treasurer

- 280 1. Requirements:
- 281 a. Three years continuous' clean time.
 - 282 b. Prior service experience at the ASC and/or RSC level. Suggested six
283 months recent ASC service experience.
 - 284 c. Willingness to learn accounting program in use by SVGNA ASC.
- 285 2. Duties:
- 286 a. Deposit and disburse all SVGNA ASC contributions
 - 287 b. Make any financial disbursements over \$20.00 in written check form.
 - 288 c. Serve as an account manager/decision maker on the SVGNA ASC bank
289 account.
 - 290 d. Keep and maintain the financial ledger along with all the receipts of the
291 SVGNA ASC.
 - 292 e. Make a general report of the financial status of the SVGNA ASC and
293 make the ledger available at every SVGNA ASC meeting.
 - 294 f. Give a written financial statement at the end of their term. The final
295 report for the years should include but not limited to the following:
 - 296 1) A breakdown clearly showing every month's income, expenses,
297 and ending total.
 - 298 2) A year-to-date balance.
 - 299 g. Holder of one of the SVGNA ASC Post Office Box keys.
 - 300 h. Performs monthly reconciliations.
 - 301 i. Keep track of Budgets monthly and provide Actual Vs. Budget at Budget
302 cycle time.
 - 303 j. Provide electronic version of monthly report with redacted bank
304 statement to the SVGNA ASC Secretary.

305 F. Assistant Treasurer

- 306 1. Requirements:
- 307 a. Three years continuous clean time.
 - 308 b. Prior service experience at the ASC and/or RSC level. Suggested six
309 months recent ASC service experience.
 - 310 c. The willingness and ability to become the treasurer if elected and/or
311 necessary.
 - 312 d. Willingness to learn accounting program in use by SVGNA ASC.
- 313 2. Duties:
- 314 a. In the absence of the treasurer, shall assume responsibilities of treasurer
315 for SVGNA ASC meeting.
 - 316 b. Assist treasurer at SVGNA ASC meeting with money and paperwork.
 - 317 c. Shall be a co-signer of the SVGNA ASC bank account.

318 G. Secretary

- 319 1. Requirements:
- 320 a. A minimum of two years continuous clean time.
 - 321 b. Must be computer literate and able to send and receive email with
322 attachments.

- 323 c. Prior service experience at the ASC and/or RSC level. Suggested six
324 months recent ASC service experience.
- 325 2. Duties:
- 326 a. Keeps a detailed record of the minutes from all SVGNA ASC meetings.
327 b. Copy and distribute report packets at the next regular SVGNA ASC
328 meetings. (Note: Report packet includes previous month's minutes,
329 admin body reports, and treasurer spreadsheets. Also, any information
330 received from the CMSRSC or NAWS).
- 331 c. Responsible for documenting all changes to the minutes.
332 d. Maintains a log of motions (electronic and paper).
333 e. Maintains SVGNA ASC archives of current and previous years on hand.
334 f. Ensures past year's minutes, (older than 2 years), are placed in SVGNA
335 ASC storage.
336 g. Will maintain a monthly stock of no less than 2 (two) GSR packets.
337 h. Quantity of copies to be made for the monthly SVGNA ASC documents
338 and forms will be: number of Groups (from the attendance sheet) plus
339 10.
340 i. Maintain a log of storage unit key holders that shows: name, address, and
341 phone number of trusted servants holding key, term of access to storage
342 per motion at the ASC, when key was given to holder and when it was
343 returned.
- 344 H. Assistant Secretary/Information Coordinator:
- 345 1. Requirements:
- 346 a. A minimum of one-year continuous clean time.
347 b. Must be computer literate and able to send and receive email with
348 attachments.
349 c. Prior service experience at the ASC and/or RSC level. Suggested six
350 months recent ASC service experience.
- 351 2. Duties:
- 352 a. Assist secretary with duties.
353 b. Assume secretary responsibilities in the absence of secretary. Ensure the
354 upcoming monthly event calendar from SVGNA's website is provided to
355 the secretary for the upcoming SVGNA ASC meeting.
356 d. Maintains and provides SVGNA ASC a confidential phone list of all
357 ASC participants.
- 358 I. Literature Chairperson:
- 359 1. Requirements:
- 360 a. A minimum of three years continuous clean time.
361 b. Prior service experience at the ASC and/or RSC level. Suggested six
362 months recent ASC service experience.
363 c. Willingness to learn the current NAWS literature ordering process.
- 364 2. Duties:
- 365 a. Maintain a predetermined, by SVGNA ASC, amount of literature
366 inventory.
367 b. Make literature available for sale at all regular SVGNA ASC meetings.
368 c. Keep and maintain a financial record of all transactions, archived in
369 treasurer@svgna.org, secretary@svgna.org and literature@svgna.org

- 370 (Including but not limited to: Group order forms and receipts, completed
371 NAWS Literature Order Forms & Invoices)
- 372 d. Give a monthly report of financial transactions.
- 373 e. Give a written financial statement at the end of their term. The literature
374 person's report should include but not limited to the following:
- 375 1) A breakdown clearly showing each month's literature sales and
376 income.
- 377 2) A year-to-date literature balance.
- 378 3) A written inventory of all stock on hand.
- 379 4) Any credit balance remaining on NAWS account.
- 380 f. Maintain a monthly stock of no less than two (2) STARTER KITS and
381 LITERATURE PACKETS for new groups. Contents of these includes a
382 number of IPs. The literature servants, when filling out the KIT and the
383 PACKET, will take care to not duplicate literature items in the KIT and
384 the PACKET.
- 385 J. Literature Person 1st Alternate, 2nd Alternate and Helper:
- 386 1. Requirements:
- 387 a. Literature Person 1st Alternate* 18 months clean time.
388 Literature Person 2nd Alternate* 1-year clean time.
389 Literature Helper six (6) months clean time.
- 390 b. Prior service experience at the ASC and/or RSC level.
- 391 2. Duties:
- 392 a. All will assist the Literature person in duties as directed.
- 393 b. 1st Alternate Literature Person-be willing to become Literature person if
394 elected and/or necessary.
- 395 c. 1st Alternate shall assume the responsibilities in the absence of the
396 Literature Person.
- 397 d. The 2nd Alternate shall assume the responsibilities in the absence of the
398 Literature Person and the 1st Alternate.
- 399 K. Webservant and Webservant Alternate
- 400 1. Requirements and Duties:
- 401 a. Personal time and abilities to perform the position.
- 402 b. Willingness to serve in the position.
- 403 c. Two (2) years clean time.
- 404 d. Understanding and practical experience of the Twelve Steps of Narcotics
405 Anonymous, the Twelve Traditions of Narcotics Anonymous, and the
406 Twelve Concepts for NA Service.
- 407 e. Maintenance of clean time throughout term of service or participation.
- 408 f. Resources necessary to perform the duties as assigned, i.e. access to a
409 computer with internet connection.
- 410 g. The Alternate Webservant will be willing and able to assume the duties
411 assigned the Webservant if necessary.
- 412 L. Subcommittees:
- 413 *The NA group delegates to the service structure the authority necessary to fulfill the*
414 *responsibilities assigned to it. In day-to-day matters, the groups have given our service*
415 *boards and committees the practical authority necessary to do the jobs assigned to them.*

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This is not a blank check issued to the service structure; the groups still bear final authority. (3rd Concept for NA Service)

1. Subcommittees shall be established by a majority vote of the SVGNA ASC voting participants to serve a specific need. In the event that no Subcommittee is established, the SVGNA ASC shall either establish one or assume the responsibility.
2. The common basic purpose of a Subcommittee shall be to carry out the jobs assigned to them by the SVGNA ASC group conscience. The SVGNA ASC shall support each Subcommittee financially, and the members are encouraged to support physically.
3. The SVGNA ASC shall elect all chairpersons (Activities in November).
4. Each Subcommittee shall operate under their own guidelines.
5. Each Subcommittee shall need at least three (3) members to conduct business.
6. In the absence of the Chairperson, the Subcommittee Vice-Chairperson shall assume the responsibilities.
7. In the absence of the Subcommittee Vice-Chairperson, the SVGNA ASC Vice-Chairperson shall assume the responsibilities.
8. Any revision of subcommittee guidelines are to be brought to the ASC for review and approval.
9. Each Subcommittee shall provide a current electronic and hard copy of their guidelines to the SVGNA ASC.
10. All standing Subcommittee meetings shall meet a minimum of once every month with the time and place to be scheduled by the respective Subcommittee Chairperson in cooperation with other group Subcommittee members.
11. Subcommittee meeting day/time/location shall be published on the SVGNA website and in the SVGNA Area Meeting Schedule.
12. All standing Subcommittee meetings shall take place in a public location, be open to all members of the public, and meet accessibility requirements of Narcotics Anonymous and the Americans with Disabilities Act (ADA).

A. Subcommittee Chairperson:

For each responsibility assigned to the service structure, a single point of decision and accountability should be carefully defined. In defining a single point of decision for each service assignment, we eliminate confusion about who has authority to do what. We also clarify accountability for our services: whoever is given the authority for a particular task will be held accountable for the fulfillment of that task. (5th Concept for NA Service)

The ASC serves the following Subcommittees:

- Hospitals and Institutions (H&I)
- Public Information (PI)
- Outreach
- Activities

- 1.. Requirements:
 - a. A minimum of two years' continuous clean time.
 - b. Prior experience at the ASC and/or RSC level as well as on the subcommittee itself.

- 463 2. Duties:
- 464 a. Schedule all Subcommittee meetings and prepare an agenda for those
- 465 meetings. Ensure that the *Twelve Traditions* and *Twelve Concepts for NA*
- 466 *Service are upheld.*
- 467 b. Perform the Subcommittee meetings administrative duties in accordance
- 468 with that Subcommittee’s guidelines.
- 469 c. Shall submit a written semiannual financial budget to the SVGNA ASC
- 470 in January and July
- 471 d. Submit a written financial and project summary at the end of their term
- 472 of service to the SVGNA ASC.
- 473 e. Attend all ASC meetings and SVGNA Learning Days.
- 474 f. Shall ensure Subcommittee meeting day/time/location shall be published
- 475 on the SVGNA website and in the SVGNA Area Meeting Schedule.
- 476 g. One year term of service; not to serve more than two (2) consecutive
- 477 terms.
- 478 h. Votes at the subcommittee level only if a tie.
- 479 3. Specific Duties for H&I Chairperson:
- 480 a. Draft all correspondence to facilities served by the Subcommittee
- 481 b. Ensure that monthly literature allotment is ordered and received at
- 482 SVGNA ASC.
- 483 c. To be the single point of accountability for all facility entrance
- 484 applicants.
- 485 4. Specific duties for Outreach Chairperson:
- 486 a. Conduct GSR Orientation at ASC
- 487 5. Specific duties for PI Chairperson:
- 488 6. Specific duties for Activities Chairperson:
- 489 a. Delegates tasks to other subcommittee members. Stays informed of other
- 490 committee members’ work and provides help and guidance when needed.
- 491 b. Helps resolve personality conflicts.
- 492 c. Monitors the subcommittee finances and overall activity costs and helps
- 493 compile the yearly budget.
- 494 d. Prevents important issues from being decided prematurely, in order to
- 495 foster understanding by the entire subcommittee prior to action.

496 **IX. Operational Guidelines**

- 497 A. Elections:
- 498 1. Nominees shall be present at the time of nomination and shall qualify themselves
- 499 for the position.
- 500 2. When a position becomes vacant at the SVGNA ASC level, it shall be announced
- 501 at the SVGNA ASC meeting. Elections for that position will be held at the
- 502 following SVGNA ASC meeting.
- 503 3. SVGNA ASC trusted servants may succeed themselves in their position, but no
- 504 trusted servant may serve in the same position for more than two consecutive
- 505 terms.
- 506 4. A trusted servant may resign from office by providing written notice to the
- 507 SVGNA ASC Chairperson.
- 508 5. Administrative body elections shall take place in June except for the Activities
- 509 Subcommittee Chairperson which shall take place in November.

510 6. If there is only one nominee, the process will still be followed, and a vote shall be
511 taken. (Note: Actual tally vote shall not be published in the Minutes, only election
512 results.)

513 7. SVGNA ASC trusted servants shall be elected by a majority result.

514 B. Questions for Admin Body Elections:

515 *The NA Groups Delegates To The Service Structure The Authority Necessary To Fulfill*
516 *The Responsibilities Assigned To It.*

517
518 *Delegating authority can be a risky business unless we do so responsibly. To make*
519 *Concept Three work, other concepts must also be applied consistently. Most importantly,*
520 *we must give careful attention to the selection of trusted servants. We cannot responsibly*
521 *delegate authority wither to those who are fundamentally incapable of administering that*
522 *authority or to those who are not willing to account fully for their actions. However, if we*
523 *select our leaders carefully, choosing those who can be trusted to responsibly exercise*
524 *delegated authority in fulfilling the tasks we've given them, we can feel much more*
525 *comfortable with the concept of delegation. (3rd Concept for NA Service)*
526

527 In the Twelve Concepts of NA in the Fourth Concept it says, "Our leaders must have the
528 integrity needed to hear other well, yet still be able to stand fast on sound principle; to
529 compromise, and to disagree without being disagreeable; to demonstrate the courage of
530 their convictions, and to surrender".

- 531
- 532 ▪ Do you feel that you are capable of doing this?
 - 533 ▪ Are you currently using a sponsor to work the Steps?
 - 534 ▪ Have you done enough step work to know your assets, defects, and limitations?
 - 535 ▪ Do you have the willingness and ability to serve and fulfill this commitment for
536 the full term?
 - 537 ▪ Please elaborate on your past service history and any skills you have that will be
538 aid you in this position?
 - 539 ▪ Has there ever been a time when you have not fulfilled or completed any service
540 commitment? Please elaborate?
 - 541 ▪ Can you ask for help, advice and direction on a regular basis?

542
543 For those who handle assets or are on SVGNA Bank Accounts:

- 544 ▪ Do you know and understand what total financial accountability to the
545 Fellowship means?
- 546 ▪ Have you ever misappropriated, stolen, or misused NA funds or assets? If so,
547 what have you done to correct the situation?
- 548 ▪ Have you ever committed or been arrested for theft, fraud, forgery or
549 embezzlement?
- 550 ▪ Are you currently subject to criminal and/or civil judgments of liens (e.g., child
551 support, civil liens, back taxes, or civil restitution)? Could NA funds be
552 compromised?
- 553 ▪ Do you have your own source of income?
- 554 ▪ Are you willing to go to the bank with admin body as needed?

555 C. Removal of a Trusted Servant:

556 A trusted servant may be removed from their position for non-compliance after due
557 verbal and written notification, (Note: Snail mail, Email, or text acceptable). A 2/3rds

- 558 vote is required for removal. Non-compliance includes, but is not limited to, the
559 following:
- 560 1. Loss of abstinence
 - 561 2. Non-fulfillment of the duties of their position
 - 562 3. Absent at two (2) SVGNA ASC meetings without prior notification to the
563 SVGNA ASC Chairperson.
 - 564 4. Absent at three (3) SVGNA ASC meetings during term of service.
 - 565 5. Theft of NA funds (also see Anti-Theft Procedures and Memorandum of
566 Financial Responsibility [MOFR]).
- 567 ****Note: A GSR may only be removed by the Group they represent.
- 568 D. Voting Procedures: also see Attachment C Rules of Order Pg. 13 #15
- 569 1. The voting participants at the ASC shall be voting GSRs or an alternate
570 representative as identified at roll call.
 - 571 2. A new Group will obtain the right to vote upon their first ASC meeting.
 - 572 3. A Group which is unrepresented at two (2) consecutive ASC meetings shall lose
573 their voting rights.
 - 574 4. A Group that has lost its voting rights shall regain voting rights at the second
575 consecutive SVGNA ASC meeting attended by a Group representative.
 - 576 5. The quorum shall be 2/3rds of all present voting GSRs or their alternate.
 - 577 6. Any Group that is not represented in the second half of regular SVGNA ASC
578 meeting shall be considered absent for the entire SVGNA ASC meeting.
 - 579 7. A simple majority vote is one half, (50%), plus one of all voting GSRs present.
 - 580 8. A 2/3rds vote, (*aka "Super Majority"*), is 2/3rds of all voting GSRs present.
 - 581 9. A motion can be made by any member of NA, however, it must be seconded by a
582 voting GSR and submitted in writing. The author of the motion must be given
583 time to state their intent before any discussion takes place.
 - 584 10. Debate on any motion shall be limited to two pros and two cons. Discussion may
585 be broadened if deemed necessary either by the Chairperson or the SVGNA ASC.
586 If the discussion is broadened, a motion to table may be in order. The motion may
587 not be tabled more than once unless special circumstances deem it necessary.
 - 588 11. The Chairperson may table any motion until the following month, provided there
589 is a voting reason for doing so.
 - 590 12. If an issue arises that falls under the duty of an existing Subcommittee, the
591 Subcommittee Chairperson should be allowed to speak on that issue. If a motion
592 arises out of that discussion which affects the Subcommittee a request may be
593 made to table that motion until the Subcommittee has had a chance to discuss the
594 matter and provide Subcommittee input on the motion.
 - 595 13. Money matters may be tables back to the Groups at the SVGNA ASC's
596 discretion.
 - 597 14. Unbudgeted money matters require 2/3rds majority vote for approval.
 - 598 15. If a motion receives substantial abstentions, it may be tabled or allowed further
599 discussion, at the SVGNA ASC or the Chairperson's discretion.
 - 600 16. Any member may ask the Chair to poll the abstentions after a vote.
 - 601 17. When a tie occurs, the SVGNA ASC Chairperson will cast a vote to break the tie.
 - 602 18. Motion's must be submitted before roll call is taken. After lunch to verify present
603 voting GSRs.
- 604 E. Guideline Amendments:

- 605 1. SVGNA ASC and Subcommittee guidelines shall be presented to the GSRs for
606 approval showing the original guidelines with ~~striketroughs~~ and proposed
607 guidelines in ***bold and italics***.
- 608 2. The SVGNA ASC may, at any time, change any section of these guidelines, and
609 or any Subcommittee guidelines by a 2/3rds vote after first being tabled back to
610 the Groups for at least one month, or by 2/3rds majority vote at the time the
611 motion is presented; at the SVGNA ASC's discretion.
- 612 3. It is the SVGNA ASC Chairperson's responsibility to make sure that any motions
613 adopted that would affect these guidelines are incorporated into the hard copy of
614 these guidelines before the next SVGNA ASC Admin body elections. This can be
615 done personally or through the Recording Secretary.
- 616 F. Attendance:
- 617 1. All members of NA are welcomed and encouraged to attend the SVGNA ASC
618 meeting, however, it is asked that they use their GSR as a voice to the SVGNA
619 ASC. The Chairperson may at his/her discretion recognize anyone who wishes to
620 have the floor of the SVGNA ASC.
- 621 2. New Groups shall receive SVGNA guidelines, a GSR Handbook, starter kit, and
622 literature packet.
- 623 3. Any Group which is unrepresented at the SVGNA ASC for two consecutive
624 meetings shall be considered a non-voting participant.
- 625 4. When a Group becomes non-voting they shall be contacted by the Outreach
626 Subcommittee. The Outreach Subcommittee will report back to the SVGNA ASC
627 as to the status of the Group.
- 628 5. Any Group that is not represented in the second half of regular SVGNA ASC
629 meeting shall be considered absent for the entire ASC meeting.
- 630 6. All Subcommittees shall be represented by their Chairperson or designated
631 represented at all regular SVGNA ASC meetings for entire meeting.
- 632 7. Quorum formula is the total # of present voting participants divided by 3(X2),
633 voting participants present must be greater or equal to the quorum number.
634 Simple majority is ½ (50%) plus 1, 2/3 vote of voting present=voting present (x)
635 0.667.
- 636 G. Area Inventory: (Also see Attachment B Area Inventory)
- 637 1. Questionnaires will be distributed at the October SVGNA ASC and returned no
638 later than the December SVGNA ASC.
- 639 2. An Ad Hoc committee will be formed in December. The purpose will be to
640 collect and compile the information in the questionnaires and make a report
641 containing all of the information to be presented at the January SVGNA ASC.
642 This report will be the basis of the Area Inventory topics to be discussed.
- 643 3. The actual inventory is the responsibility of the SVGNA ASC and should be
644 recoded accurately.
- 645 4. The ASC Chairperson and Vice Chairperson are responsible for the follow-up to
646 ensure that the actions and decisions are applied.
- 647 H. Learning Day Guidelines:
- 648 1. Scheduling:
- 649 a) Care should be taken to avoid scheduling a learning day when any
650 nearby area in the region or neighboring region has a Unity Day or
651 convention scheduled that our members attend.

- 652 b) Learning days will not be scheduled during the California Mid-State
653 Regional Convention, SVGNA ASC meeting, CMSRSC meeting, or
654 World Convention of NA.
- 655 c) The timeline for frequency of learning days will be determined by the
656 SVGNA ASC.
- 657 2. Planning and Implementation:
- 658 a) There will NOT be any registration fee for any learning day. The area is
659 encouraged, but not required, to hold supporting events to help pay for
660 the learning day.
- 661 b) All learning days shall be a cooperative effort between all subcommittees
662 and the ASC with the balance of the workshops divided between the
663 subcommittees.
- 664 c) The learning day is intended to be a single day event.
- 665 d) Only one workshop should be scheduled at a time, preferably alternating
666 topics between the ASC, all subcommittees, as well as topics suggested
667 by GSRs or the Area inventory.
- 668 e) All aspects of planning and implementing the event are the responsibility
669 of the ASC admin body (or those selected by the ASC Chair). All
670 subcommittee chairs will be able to advise and assist in the event
671 planning and presentation.
- 672 f) Selection of topics and speakers are the decision of the planners. Care
673 should be taken to select speakers that are knowledgeable and have
674 current or previous experience on the topic of their workshop. Planners
675 should remember there is a wealth of experience at the regional level and
676 in surrounding areas.
- 677 g) Planners may want to refer to the PR Handbook or the H&I Handbook
678 for some additional ideas about planning the learning day.
- 679 h) Flyers should be distributed as soon as possible so Groups and other
680 areas know of the event.
- 681 3. Finances
- 682 a) The SVGNA ASC learning day is not a fundraiser.
- 683 b) Every effort should be made to not exceed the budgeted amount.
- 684 c) The approved expenditures are:
- 685 1) Rent for the facility.
- 686 2) Insurance for the event (see RCM for current requirements)
- 687 3) Copies for flyers, programs, and handouts for material covered at
688 the workshops.
- 689 4) Food and beverages (at the planner's discretion).
- 690 4. Planning (Step by Step)
- 691 a) Decision is made to hold a learning day and "planners" are assigned.
692 Budgeted funds are then held in the treasury.
- 693 b) At the following month SVGNA ASC meeting, the SVGNA ASC is
694 presented with the proposed budget for the learning day being planned.
- 695 c) Dispensing of funds for this event should not carry over into the next
696 budget cycle.
- 697 d) Selection of the learning day location should be made as soon as possible
698 to ensure the facility is secured.

- 699 e) Request SVGNA ASC participation input regarding topic(s) to be
700 presented, date, location, to ensure maximum attendance.
701 I. ASC Admin, Subcommittees and Groups:
702 1. Provide insurance information to CMSRSC (number of members & calendar of
703 events):
704 a) Provide current estimated number of members to RCM by Jan. SVGNA
705 ASC.
706 b) Provide calendar of events to RCM by Jan SVGNA ASC.
707 c) Information required:
708 1) Date or projected date of event.
709 2) Complete address.
710 3) Contact person information (facility and NA member)
711 4) How many people are expected to attend.
712 5) Type of event: If it includes some kind of sporting activity,
713 please specify so the CMSRSC insurance liaison can forward to
714 the insurance company to help determine if a “rider” will be
715 necessary (there may be additional costs).

716 X. Financial Guidelines

717 Section 1

718 The property of this organization is irrevocably dedicated to charitable purposes and no part of
719 the net income or assets of this organization shall ever inure to the benefit of any director, officer,
720 or private person.
721

722 Section 2

723 Upon dissolution or winding up of the organization, its assets remaining after payment, or
724 provision for payment, of all debts and liabilities of this organization shall be distributed to a
725 nonprofit fund, foundation, or corporation, which is organized and operated exclusively for
726 charitable purposes, and which has been established its tax-exempt status under IRC Section
727 501(c)(3).
728

728 Section 3

729 Any member handling monies of SVGNA ASC shall sign a Memorandum of Financial
730 Responsibility (MOFR)

731 A. Expenses

- 732 1. The priority list for SVGNA ASC expenditures is as follows:
733 a) Payment of SVGNA ASC debts or expenses outside the fellowship of
734 NA.
735 b) Secretarial and administrative expenses, including bank fees.
736 c) Payment of SVGNA ASC debts or expenses within the fellowship of NA.
737 d) Approved budgets of SVGNA ASC subcommittees and officers
738 e) Expenses approved by the SVGNA ASC for Regional committee
739 members.
740 f) All other expenses approved by the SVGNA ASC.
741 2. Funds of the SVGNA ASC shall not be used for any personal reasons.
742 3. Funds are not to be extended for any reason other than those items that are, or
743 have been approved by the SVGNA ASC.
744 4. Emergency expenditures by the SVGNA ASC may only be made with the
745 notification of GSRs and a 2/3rds majority approval of the GSRs.

- 746 5. Requests for reimbursements of unbudgeted expenditures shall be brought before
747 the SVGNA ASC for its approval and require a 2/3rds majority approval of the
748 GSRs.
- 749 6. All expenditures must be verified with a receipt or proof of purchase by the next
750 SVGNA ASC meeting.
- 751 7. A three (3) bid process will be used for all purchases of equipment and materials
752 needed to support the services of the SVGNA ASC and subcommittees.
753 Exceptions are incidental purchases of stationary required for trusted servants to
754 carry out their monthly duties.
- 755 8. Annual bids for printing of meeting schedules and quotes from copy vendors will
756 be submitted in February and July during the budget approval process.
- 757 9. The SVGNA ASC will provide financial assistance to the RCM and the RCMA
758 for mileage, as established during budgets.
- 759 10. The SVGNA ASC shall be made aware in the event of a signer on the account
760 must sign a check with themselves as the payee.
- 761 B. Prudent Reserve
- 762 1. The prudent reserve shall only be used if the SVGNA ASC general fund is
763 depleted.
- 764 2. The SVGNA ASC prudent reserve is considered emergency funds and is to be
765 used for budgeted items only.
- 766 3. A prudent reserve of \$4000.00 shall be kept. All the amounts above this will be
767 sent to the CMSRSC every other month.
- 768 4. At the end of the fiscal year, the Activities Subcommittee may hold a prudent
769 reserve of \$1350.00 (or other amount as directed by SVGNA ASC). The
770 remainder will be sent to SVGNA ASC.
- 771 C. Receipts
- 772 1. Proper receipts: in order to be reimbursed, a receipt must be presented and
773 signed, dated, and an explanation of what the receipt is for put on the back. No
774 expenditure is paid without a receipt. A written piece of paper simply listing the
775 expenditure is not acceptable.
- 776 2. Reimbursement of auto travel must be supported by Mapquest, Google, Yahoo,
777 etc. showing point of departure and point of destination (i.e., such as for meals) is
778 not reimbursable. Reimbursement for auto travel will be based upon amount
779 approved during budgets. Mileage reimbursement is for pre-approved admin
780 body budgeted travel.
- 781 3. Subcommittee chairpersons or trusted servants receiving money for any purpose
782 from the SVGNA ASC must present a receipt to the SVGNA ASC treasurer
783 within two (2) months or they become responsible for returning the money.
- 784 4. The SVGNA ASC treasurer shall issue a receipt to all Groups for contributions
785 made to the SVGNA ASC, as well as monies received from subcommittees.
- 786 5. Receipts shall be sequentially numbered and dated with a duplicate retained by
787 the treasurer.
- 788 6. The treasurer should be careful to get proof of payment whenever they make a
789 payment. This proof of payments should be preserved in regular order, as they
790 are vouchers for the payments which must be examined during the audit.
- 791 D. Budgeting

- 792 1. Budgets submitted shall be due at SVGNA ASC following the elections of the
793 respective Admin body. They will cover operating cost for the next six (6)
794 months. Prior to the end of the six (6) months, a new budget shall be proposed for
795 the remaining six (6) months.
- 796 a) Budgets are submitted in January and July.
797 b) Content of proposed budget shall include but not limited to; copies/office
798 supplies, literature, rent, operating expenses with detailed explanation,
799 and mileage,
800 c) Approved budget expenditures may be disbursed in advance from the
801 treasury at the SVGNA ASC discretion.
802 d) Budgets shall be submitted by: ASC Chair, ASC Vice-Chair, Secretary,
803 Asst. Secretary, RCM, RCMA, Treasurer, Asst. Treasurer, H&I Chair,
804 Activities Chair, Public Information Chair, Outreach Chair, Webservant,
805 Webservant Alt.
- 806 E. Checking Accounts:
- 807 1. SVGNA ASC checking account shall have three (3) account managers/decision
808 makers: Chair, Vice-Chair, and Treasurer, the Assistant Treasurer shall be listed
809 as co-signer. Written checks require two (2) signature verification.
810 2. No SVGNA ASC checks will be issued in amounts exceeding the account
811 balance.
812 3. The SVGNA ASC shall be made aware in the event a signer on the account must
813 sign a check with themselves as the payee.
814 4. Under no circumstances are checks to be signed by any signer with the date,
815 payee, or amount left blank.
816 5. Bank statements are available online with password protected access. The
817 treasurer will access bank statements to complete bank reconciliation and submit
818 to ASC secretary with bank account number redacted with monthly report.
819 6. SVGNA ASC funds are to be deposited within three (3) days of receipt.
820 7. SVGNA ASC shall not accept personal checks; checks made by Groups are ok.
- 821 F. Subcommittees
- 822 1. Any subcommittee member cosigning on the bank account for that subcommittee
823 must be ratified at the SVGNA ASC before they are allowed to be on the
824 respective bank account.
825 2. All subcommittees requesting funds from SVGNA ASC must submit a written
826 budget or estimate of proposed expenses for such period of time.
827 3. It shall be the responsibility of the Subcommittee Chairperson to create and
828 maintain an itemized account of all SVGNA ASC property and assets for that
829 subcommittee.
830 4. It shall be the responsibility of the subcommittee chairperson to ensure all
831 subcommittee officers sign the Memorandum of Financial Responsibility
832 (Attachment A), having been witnessed by the approved admin body officers and
833 turned into the SVGNA ASC secretary.
- 834 G. Audit Task Group
- 835 An audit task group consisting of the outgoing and newly elected signers on the SVGNA
836 ASC bank account and the outgoing secretary as well as interested GSRs and members is
837 to be created at the time of election for the purposes of:
- 838 1. An audit of the SVGNA ASC's finances.

- 839 2. Updating the list of account managers/decision makers on the SVGNA ASC bank
840 account.
841 3. A report showing all financial transactions for the previous 12 months shall be
842 submitted to SVGNA ASC.

843 H. Reports

- 844 1. The SVGNA ASC treasurer shall make written financial reports on contributions
845 and expenditures at each regularly scheduled meeting of the ASC.
846 2. The treasurer will submit financial ledger monthly with a written report to the
847 SVGNA ASC secretary.
848 3. Every officer who receives money is to account for it in a report to the SVGNA
849 ASC.
850 4. The SVGNA ASC treasurer, at the end of his/her term, must submit to the
851 SVGNA ASC a complete and accurate financial report of all transactions
852 occurring during his or her term in office including the entire register for the
853 fiscal year and budget reports showing budget vs. actual expenditures. (Other
854 reports may be submitted at the discretion of the treasurer).
855 5. A copy of the bank statement will be required to be submitted to the secretary at
856 the next regular SVGNA ASC meeting.

857 I. SVGNA Treasury Operating Procedures

- 858 1. Bank account managers/decision makers: Chair, Vice-Chair, Treasurer
859 Signer only: Asst. Treasurer. Anyone on checking account must sign
860 MOFR.
861 2. For newly elected treasurer the following must occur:
862 a) The ASC Chair/Vice-Chair makes an appt at Chase Bank to add
863 new trusted servant(s) to the bank account. A current account
864 manager must attend this meeting. At this meeting the newly
865 elected trusted servant(s) must bring:
866 1) Two (2) valid forms of ID.
867 2) Minutes from ASC designating election of position.
868 3. Treasurer/Asst. Treasurer responsible for tracking bank debit cards. Only
869 two (2) cards are needed during any time. Treasurer/Asst. Treasurer and
870 Chair/Vice-chair are card holders. Current bank card holders (by title) will
871 be listed on the financial ledger and submitted to ASC every month.
872 4. Week before ASC
873 a. Complete bank reconciliation with Quickbooks, financial ledger,
874 and bank statement.
875 b. Update the financial ledger with any outstanding checks.
876 c. Go to Sylvan post office and get mail from PO Box 578551.
877 5. Day of ASC
878 a. Money must never be left unattended.
879 6. Group contributions:
880 a. Treasurer verifies that group contribution is in secured bag with
881 group contribution tag (group name & contribution amount).
882 b. Count money and verify against group contribution tag. If correct
883 enter into financial ledger spreadsheet and hand to asst. treasurer, if

- 884 incorrect give back to GSR (save group contribution tag for later
885 verification if needed).
- 886 c. Asst. treasurer does second count and if correct writes group
887 receipt. If incorrect, recount is required and match with group
888 contribution tag if necessary.
- 889 d. Check Paypal account for any group contributions and add to
890 financial ledger spreadsheet and make transfer (via Paypal) to bank
891 account.
- 892 e. Once all group contributions are verified and counted asst.
893 treasurer does total count and matches with treasurer financial
894 ledger spreadsheet. If correct, you are done with group
895 contributions! If incorrect, treasurer will count and match against
896 spreadsheet and group contribution tags. Typically, the error is a
897 count error or a transposition of numbers in spreadsheet.
- 898 7. Literature contributions:
- 899 a. Treasury counts the money received from literature chairperson
900 and verifies against the literature tally form. If correct, it is added
901 to the group contributions and the tally form is given to the
902 treasurer for entry into financial ledger spreadsheet. If incorrect,
903 the literature chair recounts the money and verifies it against the
904 tally form for resubmission to treasury.
- 905 8. Deposit preparation:
- 906 a. Final count of group and literature contributions must be
907 completed and deposit slip prepared before leaving ASC.
- 908 b. Bank will only accept rolled coins.
- 909 c. Loose coins will be placed in petty cash and entered into financial
910 ledger spreadsheet (actual coins will be kept in money bag). Make
911 sure each month to check for any loose coins that can be rolled and
912 deposited.
- 913 d. Ensure that deposit slip and financial ledger spreadsheet match.
- 914 e. Place money in money bag(s).
- 915 f. Place all documentation in binder under month tab in sheet
916 protector.
- 917 9. Expenditures:
- 918 a. Preferred method of payment is electronic payments (i.e., Zelle,
919 PayPal, etc.)
- 920 b. Members seeking reimbursements must fill out payment request
921 form and attach receipts.
- 922 c. Treasury will verify receipt(s) and make electronic payment.
- 923 d. Enter transaction number, amount, and description in financial
924 ledger spreadsheet.
- 925 e. Verify automatic debit charges are entered into the financial ledger
926 spreadsheet.

- 927 f. Update budget versus actual tab on financial ledger spreadsheet.
- 928 g. Calculations for mileage disbursements must be supported with
- 929 documentation (i.e., Google, MapQuest, etc.).
- 930 h. Literature chair will provide the treasury with a literature order
- 931 number when literature order is placed. Electronic payment will be
- 932 made within forty-eight (48) hours.
- 933 i. Cash payments for receipts under \$20 are allowed.
- 934 j. For any written checks disbursed a two-signature verification is
- 935 required.
- 936 10. Deposits
- 937 a. All deposits must be made within seventy-two (72) hours after the
- 938 ASC.
- 939 b. Extra security precautions should be adhered to when handling
- 940 SVGNA funds (i.e., lock car doors, ask for support as needed, etc.).
- 941 c. Print out financial ledger spreadsheet for the month, attach deposit
- 942 slip, and place in binder under month tab in sheet protector.
- 943 11. Quickbooks Procedures
- 944 a. Update Quickbooks Accounting Program monthly when
- 945 reconciling ASC checking account by entering all deposits and
- 946 expenditures (See attachment E for Quickbooks Standard
- 947 Operating Procedures).
- 948 12. Annual Tax Preparation
- 949 a. Treasurer shall be responsible for preparing documents for annual
- 950 tax filing. Taxes shall be filed by May 15, every year (See
- 951 attachment E for Quickbooks Standard Operating Procedures).
- 952

953 J. Anti-Theft Procedures

954 *NA funds are to be used to further our primary purpose, and must be managed responsibly.”*
 955 *(11th Concept for NA Service)*

956 The Eleventh Concept establishes the sole absolute priority for the use of NA funds, which is to
 957 carry the message. The Twelve Concepts for NA Service give SVGNA ASC a mandate from
 958 the NA Groups that calls for total financial accountability. With this in mind, any misuse of
 959 funds by SVGNA ASC trusted servants cannot be tolerated. Should any SVGNA ASC member
 960 or subcommittee member have evidence presented showing misappropriated, theft, or misuse of
 961 SVGNA ASC funds and/or other assets, the Chairperson of SVGNA ASC shall follow the
 962 procedure below:

- 963 1. Immediately upon calling the SVGNA ASC meeting to order, fully disclose the
- 964 alleged misuse of funds and/or other assets and the individual(s) involved. For
- 965 the purpose of this document, the term misuse of funds will be defined as “using
- 966 funds and/or property in a manner clearly different than the inherent purpose or
- 967 function outlined in the budgeted expense or motion passed to appropriate them”.
- 968 2. SVGNA ASC Action:
- 969 a. The SVGNA ASC, once informed of the alleged misuse of funds and/or

- 970 other assets, may suspend the participation of the individual(s) involved
971 “with cause” by a two-thirds (2/3) majority vote, pending investigation
972 and resolution.
- 973 b. If found to have misappropriated or misused funds and/or other assets,
974 said individual(s) participation is immediately terminated, with cause, by
975 a two-thirds (2/3) majority vote.
- 976 c. Additionally, any member removed by SVGNA ASC for
977 misappropriation or misuse of funds and/or other assets may not hold an
978 elected seat on SVGNA ASC or it’s subcommittees for a period of two
979 (2) years, or until restitution and/or other amends are completed.
- 980 3. Restitution:
- 981 a. Individuals removed for misappropriation or misuse of funds and/or
982 other assets are expected to make full restitution of all SVGNA ASC
983 funds. Should a member removed for misuse of funds fail to make
984 restitution, said member may be subject to criminal and/or civil
985 prosecution by the SVGNA ASC.
- 986 b. Procedures for Restitution:
- 987 1) A thorough review of all books and financial records shall be
988 performed by the Treasurer, Chairperson, and one voting
989 member of SVGNA ASC to determine the magnitude of any
990 misappropriation of funds. If the Treasurer is the member
991 responsible for the issue, the Assistant Treasurer will perform the
992 duties of the Treasurer.
- 993 2) A meeting will be scheduled, assuring the individual(s) who
994 allegedly misappropriated or misused funds and/or other assets,
995 is/are informed of the meeting and given the opportunity to
996 present his/her point of view. After all sides have been heard, a
997 break in the meeting format shall take place to allow all present
998 time to get connected to their Higher Power and focus on
999 spiritual principles, before coming back to decide the best course
1000 of action.
- 1001 3) If the individual(s) admits to the theft and agrees to pay back the
1002 funds and/or other assets, a restitution agreement can be
1003 developed that will outline the repayment amount and timeframe
1004 (i.e., \$xx per month for xx months). The individual(s) shall be
1005 notified in said agreement that if the restitution agreement is not
1006 adhered to, the intent is to take legal action based on the signed
1007 and witnessed restitution agreement.
- 1008 4) A report about the situation shall be published in the SVGNA
1009 ASC minutes, and regular reports on the status of the restitution
1010 agreement shall be published until the agreement is satisfied.
- 1011 5) If the individual(s) refuses to repay the money, or agrees to a
1012 plan and does not follow through with the agreement, or if the
1013 person(s) has disappeared, it may be appropriate to take legal

1014 action. The decision to take legal action is an option that does
 1015 not compromise Traditions or spiritual principles, but it should
 1016 be our last resort, opted only when everything else has been
 1017 tried. We strongly suggest that the decision to prosecute be
 1018 thoroughly explored before going ahead, using the SVGNA ASC
 1019 open forum session, and the California Mid State Regional
 1020 Service Committee as resources

- 1021 c. If legal action is pursued one or all of the following may occur:
- 1022 1) A civil action may be filed against the individual(s) and a
 1023 judgement for full restitution may be obtained.
 - 1024 2) The SVGNA ASC may pursue a criminal prosecution of the
 1025 individual(s) through the proper authorities.
 - 1026 3) The SVGNA ASC Chairperson will preside over an Ad Hoc
 1027 Committee formed specifically to deal with the issues related to
 1028 the litigation. That Ad Hoc Committee will have discretion to
 1029 enlist the assistance of professionals if it deemed necessary and
 1030 funds are available.

1031 **XI. Abbreviations**

Description	Acronym/Abbreviation
Administrative Body	Admin. Body
Alternate	ALT
Area Service Committee	ASC
Behind the Walls Sponsorship Program	BTW
California Mid-State Regional Service Committee	CMSRSC
California Mid-State Regional Convention	CMSRC
California Mid-State Regional Convention Committee	CMSRCC
Conference Agenda Report	CAR
Group Service Representative	GSR
Group Service Representative Alternate	GSRA
Hospitals and Institutions	H&I
Narcotics Anonymous World Services	NAWS
Public Information	PI
Public Relations	PR
Regional Committee Member	RCM
Regional Committee Member Alternate	RCMA
Regional Service Committee	RSC
Stanislaus Valley Groups of NA Area Service Committee	SVGNA ASC
World Service Office	WSO

1032
 1033 **XI. Attachments**

- 1034 A. Memorandum of Financial Responsibility (MOFR), adopted June 2005
- 1035 B. Area Inventory, adopted February 2015
- 1036 C. Rules of Order and Motion Table, approved September 2005

- 1037 D. Flyer Submission Process
- 1038 E. Quickbooks Standard Operating Procedures



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ATTACHMENT A
MEMORANDUM OF FINANCIAL RESPONSIBILITY
Adopted June 2005

DATE: _____

I, _____, a trusted servant of the fellowship of the SVGNA ASC agree to use properly and keep safe any money or other asset entrusted to me by the Fellowship of NA. I agree to avoid mixing Fellowship money with my own money or the money of anyone else. I agree to use Fellowship money or other assets only as directed by the Fellowship of NA. I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal negligence or dishonesty that I will accept full responsibility for their replacement. I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. When I complete my term of service or if I am removed from service I agree to promptly turn over any Fellowship money, assets, records or any other Fellowship property. I have agreed to follow and adhere to the SVGNA ASC Anti-Theft Policy.

Signed, _____
(trusted servant)

Date: _____

Print Name: _____

Title: _____

Address: _____

Phone: _____

First Witness:

Date: _____

 (Signature)

Print Name: _____

Title: _____

Second Witness:

Date: _____

 (Signature)

Print Name: _____

Title: _____

Note; witnesses may only be: SVGNA ASC Chair, Vice-Chair, and or the Treasurer.

This document was created to implement the SVGNA ASC Anti-Theft Policy and shall be signed by all SVGNA ASC trusted servants (as defined in SVGNA ASC guidelines) as well as all Subcommittee Treasurers and any members handling NA funds on behalf of the Stanislaus Valley Groups Area Service Committee. Members who are standing for election to any position that would place them in a position to handle SVGNA ASC funds shall be required to sign this document as a condition of their service. The Stanislaus Valley Groups Area Service Committee has adopted guidelines and operational policies, which apply to and shall guide the conduct of NA Trusted Servants. Current copies of these documents are available on request.



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ATTACHMENT B
AREA INVENTORY - ADOPTED FEBRUARY 2015

#1 What is the ASC doing well? _____

#2 Where does the ASC need improvement? _____

#3 What is the plan of action? _____



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ATTACHMENT C

RULES OF ORDER - APPROVED SEPT. 2005

On the following pages, you'll find a simple set of rules of order. They have been adapted from Robert's Rules of Order, Newly Revised, which in turn are based on the Rules of the US House of Representatives. These rules differ in some details from Robert's Rules. They are the SVGNA ASC adopted Rules of Order.

DEBATE, LIMITS

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two pros and two cons (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

MOTIONS

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are **main motions** and **parliamentary motions**.

1) MAIN MOTIONS

A motion is a statement of an idea a member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions. **Every motion requires a second by a GSR** —the backing of a GSR who either wants the idea put into practice or simply wants to see further discussion of the idea take place. Once a motion has been made, the chairperson may rule it out of order. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee's standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. Robert's Rules of Order can be consulted for more specific examples of motions, which are out of order at any given time. Any member of the committee who wishes to challenge a ruling made by the chairperson may appeal that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

PARLIAMENTARY MOTIONS

Parliamentary motions can be best understood as "sub-motions" made during debate on a main motion that affect that motion in some way.

2) MOTION TO AMEND.

SIMPLE majority required. Is DEBATABLE. This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, "I move to amend the motion..." and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business. **Making a Friendly amendment;** If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended.

3) MOTION TO CALL THE QUESTION.

TWO-THIRDS majority required. Is NOT DEBATABLE.

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, "call for the question," or "move the previous question." It is another way of saying, "I move that debate stop right now and that we vote immediately." This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on. One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote "no" to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.

4) MOTION TO TABLE.

SIMPLE majority required. Is NOT DEBATABLE.

One way of disposing of a motion that is not ready for a vote is to table it. This is done by saying, "I move we table this motion until such-and-such a date/meeting." This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

5) MOTION TO REMOVE FROM THE TABLE.

SIMPLE majority required. Is NOT DEBATABLE.

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, "I move to remove from the table the motion to such-and-such." If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

6) MOTION TO REFER TO COMMITTEE.

SIMPLE majority required. Is DEBATABLE.

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, "I move to refer the motion to the such-and-such subcommittee." If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it. The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the ASC committee.

7) MOTIONS TO RECONSIDER OR RESCIND.

MAJORITY required varies. Is DEBATABLE.

Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind:

- The motion must have been passed in either the last or the current meeting.
- The member making the motion must have information on the issue that was not available in the original debate on the motion.
- The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.

The motion to reconsider requires a simple majority.

The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

8) REQUEST TO WITHDRAW A MOTION. UNANIMOUS CONSENT REQUIRED.

Is NOT DEBATABLE.

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

9) AMEND BY A SUBSTITUTE MOTION.

SIMPLE majority required. Is DEBATABLE.

A substitute motion is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

10) SUSPEND THE RULES.

TWO-THIRDS majority required. Is NOT DEBATABLE.

A motion to suspend the rules is made when a member of the ASC would like to waive a certain ASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended.

OTHER PROCEDURES

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

11) ORDER OF THE DAY.

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, "I call for the order of the day." This means, "I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require a second, is not debatable, and does not even require a vote—the chairperson is obligated to enforce the request unless two-thirds of the body tell the chair otherwise.

12) POINT OF INFORMATION

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, "Point of information." This means, "I have a question to ask," Not "I have information to offer." One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

13) POINT OF ORDER

If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, "Point of order." The chairperson then says, "What is your point of order?" The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says "Your point is well taken" and restates the appropriate rule. If the chair does not agree, the chair says, "Overruled." This decision, as all others, can be appealed.

14) APPEAL RULING OF CHAIR

Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "I appeal the decision of the chair." If the appeal is seconded, the chair then asks, "On what grounds do you appeal my decision?" The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority or tie to overrule the original decision of the chairperson.

15) PARLIAMENTARY INQUIRY

If a committee member wants to do something but doesn't know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, "Point of parliamentary inquiry." The chairperson must immediately recognize the member so that person may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

VOTING PROCEDURES

There are several ways that votes can be taken. The most commonly used method is the show of hands. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chairperson should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

UNANIMOUS CONSENT

This is a method that allows the ASC to move quickly through routine business or questions. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion, then he/she may proclaim that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for that motion.

These are only brief notes on rules of order for business meetings. For further information, see Robert's Rules of Order—Newly Revised.



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Attachment C – SVGNA Rules of Order Motion Table

Approved in September 2005

Type of Motion	Purpose	Interrupt?	2nd?	Debatable?	Vote?
1) Main Motion	An idea a member wants the committee to put into practice.	NO	YES	YES, See Note	Varies
2) Amend	To change part of the language in a main motion.	NO	YES	YES, 2 Pro / 2 Con	Simple
3) Call the Question	To stop debate and vote right now on whatever motion is at hand.	NO	YES	NO	2/3^{rds}
4) Table	To put off further consideration of a motion until a later date and time.	NO	YES	NO	Simple
5) Remove from the Table	To resume consideration of a motion previously tabled before the time set.	NO	YES	NO	Simple
6) Refer to Committee	To halt debate, send motion to a subcommittee or ad Hoc Committee before vote.	NO	YES	YES, 2 Pro / 2 Con	Simple
7) Reconsider	To reopen for debate a motion previously passed.	NO	YES	YES, 2 Pro / 2 Con	Simple
8) Rescind, Repeal	To void the effect of a motion previously passed.	NO	YES	YES, 2 Pro / 2 Con	Simple
9) Withdraw a Motion	To allow a motion's maker to take back that motion after debate has begun.	YES	YES	NO	Unanimous
10) Amend by a Substitute Motion	To alter a main motion by completely rewriting it, while preserving it's intent.	NO	YES	YES, 2 Pro / 2 Con	Simple
11) Suspend the Rules	To waive a certain ASC procedure.	YES	NO	NO	2/3^{rds}
12) Order of the Day	To make the committee return to it's agenda if it gets off on another track.	YES	NO	NO	2/3^{rds}
13) Point of Information	To be allowed to ask a question about a motion being discussed, not to offer information.	YES	NO	NO	NONE
14) Point of Order	To request clarification of rules of order when it appears they are being broken.	YES	YES	NO	NONE
15) Appeal Ruling of the Chair	To challenge a decision the chair has made about the rules of order.	YES	NO	Yes, Chair is Con	Simple or Tie
16) Parliamentary Inquiry	To ask the chair about how to do something according to the rules of order.	YES	NO	NO	NONE

Note: Discussion May Be Broadened If Deemed Necessary



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Flyer Submission Process (Attachment D)

We have found this information to be helpful to our members when creating SVGNA flyers:

1. NA Logo with Trademark
2. Proper spelling and grammar
3. Event description
4. Location Address
5. Event date and time
6. Contact information
7. SVGNA website - svgna.org
8. Flyer submission date
9. Graphics should not include use or paraphernalia



Below are two methods of submitting your flyer for review posting on SVGA Website:

1. Submit to Webservant

Submit flyers to webservant.

Button Located on svgna.org Landing Page

- a. Utilize flyer submission button on svgna.org website to upload electronic version
- b. Acceptable file formats in order of preference (ease of use):
 - .pdf
 - .jpg
 - .png
- c. Review, input and receipt confirmation will be provided within 48 hours.
- d. If confirmation is not received, email webservant@svgna.org

2. Submit to ASC

- a. Deliver flyer to SVGNA ASC Chairperson
- b. Flyer will be circulated to ASC participants for review and input
- c. After review refer to item 1 for uploading instructions



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SVGNA ASC – Attachment E
Quickbooks Standard Operating Procedures

1. Quickbooks shall be updated when reconciling the bank account every month.
2. Username and password located in treasury binder.
3. Using the top tool bar click on “Banking” and from drop down menu choose “Use Register”.
4. Click “OK” for Checking Account on Select Account box.
5. Using the bank statement enter income and expenditures for the month.
6. Enter date check cleared, enter type (DEP, check #, Zelle, EFT, Debit, etc),
7. Enter Payee information from drop down menu.
 - A. For deposits use “Deposits” from drop down menu.
 - i. Use account “Direct Public Support”
 - B. For expenditures use the title that is already in the drop-down menu (most of them are entered).
 - ii. Use account “Operations”
 - a. Printing and copying for all positions making copies (combine RCM milage and coping into one expenditure).
 - b. Facilities and Equipment Rent, Parking, Utilities: Storage Space
 - c. Books, Subscriptions, Reference: NAWS literature order
 - d. Telephone, Telecommunications: Phonenumber
 - e. Other types of expenses; other costs: Bank fees
 - f. Supplies: use when someone just has supply cost; if they have copies and supplies combined in receipt use printing and copying account.
 - g. Business Expense: Regional donation
 - h. Other types of business expenses; Insurance- Liability D&O: Regional insurance payment.
 - C. Under the Memo section is where you enter the person’s name and what the expenditure is for. (Ex: Name; RCM copies/mileage)
 - D. Area Celebration has its own title, use the drop-down menu for the account; usually the expenditures are for supplies, printing and copying (merchandise should be listed as a supply).
8. After deposits and expenditures have been entered into Quickbooks reconcile the financial ledger, bank statement, and Quickbooks. Place any outstanding checks on next month’s financial ledger. Follow all reconciliation procedures.
9. Annual Tax Preparation
 - A. Treasurer shall be responsible for preparing documents for annual tax filing.
 - B. Taxes shall be filed by May 15, every year.
 - C. The following Quickbooks Reports shall be sent to accountant:
 - i. General ledger
 - ii. Trial Balance
 - iii. Journal
 - iv. Income Tax Summary
 - v. Income Tax Detail

- vi. Tax year bank statements (from bank).
 - vii. Dec. Bank Reconciliation
 - D. Current accountant is Sierra View Tax and Consulting sierraviewtax.com
4285 Spyres Way Modesto, CA 95356 209.577.1280 our contact is Lucy Morales
lucy@sierraviewtax.com, when ready you can email her, and she will walk you through the process.
Accessing our secure portal is outlined in treasury binder.
 - E. Once taxes are filed send registration renewal to Registry of Charities and Fundraisers
(oag.ca.gov/charities/online-renewal-checklist) using registration number #CT0270381 and
registration code that is mailed out in Feb or March every year. This can also be mailed out.
NOTE: Cannot renew until after taxes are filed. Need to have forms RRF-1 and CT-TR-1 which are
completed by accountant.
10. Establishing Sub-Accounts
For this purpose, the definition of a sub account is “established money in the bank account assigned to a specific purpose”. For example, Area Celebration has a sub account of \$3500, this money is for Area Celebration only and is money that is in our bank account for that specific purpose. Sub accounts should be established during the budget process and should be used within the year they were created. Sub accounts are not to be used for a slush fund or as a padding for the prudent reserve.

Adopted: 04/28/24

Rev. 02/23/25