

Narcotics Anonymous SEATTLE AREA SERVICE COMMITTEE (SASC) GUIDELINES

Approved 10/6/24

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1 Name

The name of this Committee will be the Seattle Area Service Committee of Narcotics Anonymous, hereinafter called the SASC.

2 Purpose

The purpose of the SASC is to serve the NA groups in the Seattle Area by providing a forum which brings together representatives of each group in order to:

- A. promote their primary purpose
- B. help the groups deal with their day-to-day problems and needs
- C. promote communication among groups
- D. provide a structure that develops, coordinates and maintains services on behalf of NA in the Seattle Area

As a service committee of Narcotics Anonymous, this body will adhere to:

- A. The Twelve Steps
- B. The Twelve Traditions
- C. The Twelve Concepts of Narcotics Anonymous
- D. Guide to Local Services
- E. All past motions
- F. Subcommittees will be guided by the World Service Approved Handbook created to address their specific purpose

No action that conflicts with any of these principles or the current SASC guidelines will be taken or entertained by this body.

3 Participation

- A. Participation in the SASC will be open to any NA member
- B. Voting privileges in the SASC will be limited to a group's service representative C. Any member of NA may make a motion or participate in discussion

4 Meetings

4.1 Regular Meetings

The SASC will meet monthly in regular session on the first Sunday of the month at the time and place of their choice. Changing the meeting time and/or location requires a vote of 2/3 majority of voting members present. However, in the event that the facility is unavailable for the regularly scheduled time or date and must be rescheduled before the next SASC, the Chair has

the authority to re-schedule for the next available Sunday. The Chair must make all reasonable attempts to notify the service body of the change (i.e. email, posting to the SASC Website, telephone, and a notice posted at the facility at the regularly scheduled time, date, and place, noting the new location, time, and/or date).

4.2 Special Meetings

A special meeting is defined as any additional meeting of the SASC, which is not already required or outlined within these guidelines.

A special meeting may be called by the Chair. The written request of 5 GSRs is required. The purpose, place, and time of the meeting will be stated in the call. Except in cases of emergency, at least seven days of notice will be given.

4.3 Administrative Meeting

All SASC service members will meet monthly in regular session prior to the regular SASC meeting at the time and place of their choice. The SASC Vice Chair will facilitate these meetings to discuss administrative business and prepare for the upcoming SASC meeting, with the purpose of streamlining SASC business as a whole.

- A. All SASC service members are required to attend, or in their absence, be represented by a member of their subcommittee, if applicable (See Section 10.2: [Non-Compliance](#))
- B. The Recording Secretary will keep minutes of the Administrative Meeting and send them to the Web Coordinator for distribution prior to the next Administrative Meeting.

4.3.1 SASC Quarterly Administrative Meetings

During the 1st, 4th, 7th, and 10th months of the year, the SASC Vice Chair will preside over an Administrative meeting to formulate a budget for the following quarter (See Section 11.2: [SASC Budgets](#)) and discuss any other administrative business.

- C. All SASC service members are required to attend, or in their absence, be represented by a member of their subcommittee, if applicable (See Section 10.2: [Non-Compliance](#))
- D. The Recording Secretary will keep detailed minutes of the administrative meeting and include them in that month's SASC minutes
- E. The budget will be discussed first, followed by any other administrative business needing discussion
- F. Subcommittee chairs should present for pre-approval any project-based funding (extra funding) needed for the following quarters. The admin committee should pre-approve based on the 65% project-based excess funds available. After approval, these allocations will be brought to the SASC body as a motion.

4.4 Area Inventory

An area inventory will be held at least, but not limited to, every two years in odd years. The Chair is responsible for setting the date and time of the biennial area inventory.

4.5 Rules of Order

SASC Rules of Order will be used as procedure in all SASC meetings (See Sections 5, 6, and 7: [Voting](#), [Procedures](#), [Motions](#)).

5 Voting

- A. Votes will be by acclamation (voice vote) or by count of hands, at the discretion of the Chair
- B. Any participant may request a count be taken
- C. Voting on all SASC motions and elections will be done on a one- group/one-vote system
- D. All motions that change these guidelines, or are related to expenditures, require a 2/3 “yes” vote to pass. Procedural motions and elections require a simple majority (greater than 50%) “yes” vote to pass
- E. The set of members used to determine the total of votes will be “those present and voting.” A head count of all voting members present will be taken at the start of the meeting and after the break
- F. The SASC Treasurer will be consulted before any budgetary expenditure is voted on
- G. Any motion that requires review by the groups will not be voted on if the minutes have not been transmitted two weeks prior to the group's business meeting

6 Procedures

The following sections represent how we handle most business at the SASC meetings. This is 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. Once the meeting is underway, only one topic will be before the committee at any one time.

Reports are intended to convey information between groups, subcommittees, and service members to the rest of the SASC. During the meeting, discussion takes place during Open Sharing and New Business. The goal should always be to hold discussions (motion or non-motion related) during Open Sharing; however, if further discussion on a motion is needed, the body can discuss the motion before it gets voted on.

Seattle area uses a self-generated version of Consensus Based Decision Making combined with some small aspects of Roberts Rules of Order. The following is not meant to be strict guidelines but merely suggested procedures for running the meeting.

6.1 Reports

Service Members and GSRs will all have the opportunity to read their reports to the body. After each report is read, the body is given a chance to ask questions or request additional information. If any discussion is needed, the topic will be moved into Open Sharing.

6.2 Open Sharing

Open Sharing can be viewed as an opportunity for members to bring topics to the body that they believe should be discussed. Typically, topics come from service member reports or group reports; however, any member can submit a topic for Open Sharing. Open Sharing should be held following Reports, before New Business.

- A. Topics should be submitted to the Chair as early as possible.
- B. Once open sharing starts, no new topics can be brought to the Chair.
- C. The member bringing the topic to the floor is allowed to speak first. D. Any member can raise comments, concerns, or support to the topic.

6.3 New Business

During New Business, when motions come to the floor for a vote, the chair will ask the maker of the motion to speak to it. If the motion was discussed during Open Sharing, the chair will ask if any more discussion is needed on this topic. At this time, the body will have the option to discuss or ask additional questions (See Section 7.3: [Discussion](#)).

6.4 Additional Procedures

Challenge the Chair's decision –

Any decision made by the Chair may be challenged. Examples of such decisions are: to entertain or not entertain a motion, to end discussion on a topic, administrative decisions, procedural decisions, etc. The member then states their reason for challenging. The Chair will speak briefly to the intent of the ruling being challenged. The body will then discuss the ruling and the validity of the challenge. Finally, a vote is taken, requiring a simple majority to overrule the Chair.

Delay a vote –

If a motion is on the floor but a member believes that the vote should be delayed to the next meeting, the member should raise their hand and be recognized by the chair when the motion is up for discussion (during New Business). The member can then request to delay the vote and provide reasoning. A vote is taken, requiring a simple majority to delay the vote.

Get the meeting back on track –

If members feel that the meeting or discussion have gone off track, they may simply raise their hand and state that the meeting is off topic. At this point, the discussion should be stopped and the Chair (and body) should review the request. After this is recognized, discussion can return to the original topic, and a new open discussion topic can be placed on the agenda, if needed.

Request for clarity and offering additional information to discussions can be done simply by raising your hand, being called on, and stating the question and/or additional information.

7 Motions

The SASC will vote on all main motions as a body. There are two types of motions: Major motions and standard motions. A major motion is any motion involving guidelines changes. All other motions are considered standard motions.

Major motions move to discussion in Open Sharing and then must be tabled until the following SASC meeting to allow review from the groups. At the following SASC meeting, the motion will be brought directly to the floor during Old Business – without discussion.

Standard motions can be discussed in Open Sharing and voted on the day that they are submitted in New Business. Standard motions can also be requested by the body to go back to the groups for approval.

In the event that there are multiple money related motions on the table the chair will present all motions to the body for discussion before voting. The Treasurer will provide information regarding available funds.

7.1 Writing a motion

- A. Motion forms are available from the Recording Secretary
- B. Motion forms must be completed in full before being submitting to the Vice Chair
- C. Motions that are not written using the provided motion form should be written using the following structure:
 - a. "I move that..."
 - b. Who is to do what
 - c. What they are to do
 - d. How they are to do it, if applicable
 - e. When it is to be done, if applicable
 - f. Why they are to do it, if applicable

7.2 Presentation

All motions must have a second signed by a voting member of the SASC. All motions will be presented in writing to the Vice Chair for review. If, in the opinion of the Vice Chair, a problem

exists with the motion, they will work with the maker to correct it. However, if the maker of the motion wishes, the Vice Chair will pass the motion on to the Chair without changes.

The Chair decides the order in which motions will be considered by the SASC. The Chair may not hold back any motion from debate. The Chair may rule any motion out of order. Such rulings are subject to challenge by any service member or GSR.

7.3 Discussion

The maker of a motion and/or the voting member who seconds the motion must be present when the motion comes before the floor for discussion and for the vote or else the motion will be dismissed. The maker of a motion will be allowed to speak first during discussion on that motion.

At any time during discussion, a member may propose a friendly amendment to a motion currently on the floor. If the maker of the motion and the voting member seconding the motion agree to the amendment, all voting members will be allowed to discuss the amendment (not the entire motion) and agree to approve or disapprove. Discussion on the newly amended motion can then begin, and the voting members can now vote to approve or disapprove the amended motion in its entirety. If necessary, discussion will be held to the “3 for and 3 against” structure.

7.4 Voting on a motion

After the above process is completed, the Chair will call the vote to the floor, according to section 5: [Voting](#).

8 SASC Service Members

- A. An SASC Service Member is defined as an SASC officer or subcommittee Chair (collectively referred to as The Admin Committee). The only exception is the Chair of the SINAC (Seattle International Narcotics Anonymous Convention) Committee, who will not be considered an SASC Service Member for the purpose of attendance & reports
- B. Officers of the SASC will consist of the Chair, Vice Chair, Recording Secretary, Assistant Recording Secretary, Treasurer, Assistant Treasurer, Regional Committee Member (RCM), Regional Committee Member 2 (RCM2), C&E (Convention and Events) Representative, and the SINAC Liaison
- C. SASC Service Members will be elected by the GSRs
- D. No SASC Service Member elected by the SASC will serve more than two consecutive terms in the same position
- E. No SASC Service Member may hold any other service position at the area level, including that of GSR or GSR Alternate

- F. Any member of Narcotics Anonymous who meets the qualifications for a service member position may be elected to that position

8.1 General Qualifications

We recommend that all officers of this committee possess the following qualifications:

- A. The willingness and desire to serve
- B. An understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous through practical application
- C. The time and resources to be an active participant

8.2 General Responsibilities

- A. All Service Members will be required to sign a Memorandum of Financial Responsibility (See Section 14: [Appendix. Forms](#)) as a condition of becoming an SASC service member
- B. Newly elected members are expected to provide their contact information to the current Recording Secretary and the Web Coordinator
- C. All Service Members are expected to attend all SASC meetings in their entirety
- D. All reports from Service Members must be sent in to the Recording Secretary by the day of Area

8.3 Terms of Office

All positions are for a term of 12 months, with the following exceptions:

- A. Recording Secretary & Asst. Recording Secretary serve a 6-month term
- B. C&E Representative serves a 3-year term
- C. SINAC Liaison serves a 2-year term
- D. Unity Day Subcommittee Chair serves a 2-year term

8.4 SASC Service Members

8.4.1 Chair

8.4.1.1 Qualifications

- A. A minimum of three years of continuous clean time
- B. A minimum of one year of SASC service experience
- C. A working knowledge of SASC Rules of Order
- D. The ability to facilitate and maintain order in a firm yet fair manner

8.4.1.2 Duties and Responsibilities

- A. Presides over all meetings of the SASC
- B. Uses SASC Rules of Order to maintain order and facilitate procedure
- C. Recognizes participants or observers who are entitled to the floor
- D. States and puts to vote all motions that legitimately come before the committee
- E. Refrains from discussing any motion while presiding
- F. Decides all questions of order, subject to appeal, unless it is preferable to submit such a question to the assembly for a decision
- G. Responds to inquiries pertaining to procedure or factual information bearing on SASC business
- H. Facilitates SASC meetings with fairness and impartiality
- I. Expedites business compatible with the rights of all participants and observers
- J. Appoints all SASC ad hoc committees (meaning a temporary committee that is created for a particular purpose)
- K. Is a co-signer of the SASC bank account
- L. Ensures that all newly elected service members sign a Memorandum of Financial Responsibility form
- M. Prepares monthly SASC agenda. This agenda will be printed in the minutes
- N. Is responsible for managing monthly bank statements from the post office (See Section 11.1: [Funds General Guidelines](#))
- O. Is responsible for scheduling the SASC Audit and the SASC Inventory (See Section 11.4: [Audits](#) and 4.4: [Area Inventory](#))
- P. Performs various duties as necessary

8.4.2 Vice Chair

8.4.2.1 Qualifications

- A. A minimum of two years of continuous clean time
- B. A minimum of one year of NA service experience
- C. The willingness to learn SASC Rules of Order

8.4.2.2 Duties and Responsibilities

- A. Performs all duties and responsibilities of the Chair, including acting as Chair in the absence of the Chair, in preparation for election to the office
- B. Coordinates the functions of a subcommittee in the absence of its Chair and Vice Chair
- C. Acts as liaison between all SASC subcommittees
- D. Is a co-signer of the SASC bank account
- E. Facilitates the quarterly administrative meetings

- F. Requests a working copy of the SASC guidelines from the Web Coordinator upon election
- G. Updates the approved guidelines after each approved guideline change within one month of the passed motion
- H. Reviews all motions before presenting them to the Chair
- I. Remains impartial in all matters of SASC business

8.4.3 Recording Secretary

8.4.3.1 Qualifications

- A. A minimum of one year of continuous clean time
- B. The ability to take notes of proceedings and to type (access to a computer is preferable)

8.4.3.2 Duties and Responsibilities

- A. Responsible for written record of all SASC meetings
- B. Responsible for written record of all SASC administrative meetings
- C. Maintains a mailing list of all SASC service members and current GSRs
- D. Types and distributes minutes no later than fourteen (14) days following each SASC meeting
- E. Mails or emails a copy of SASC minutes to each of the following:
 - a. All SASC service members
 - b. All current GSRs
 - c. Any other member requesting minutes
 - d. Regional Delegate
 - e. Alternate Regional Delegate

8.4.4 Assistant Recording Secretary

8.4.4.1 Qualifications

- A. A minimum of six months of continuous clean time
- B. The ability to take notes of proceedings and to type (access to a computer is preferable)

8.4.4.2 Duties and Responsibilities

- A. Works closely with the Recording Secretary, practicing the duties and responsibilities in preparation for election to the office

8.4.5 Treasurer

8.4.5.1 Qualifications

- A. A minimum of three years continuous clean time
- B. A minimum of two years of NA service experience
- C. The ability to balance an account and keep records
- D. Personal financial stability

8.4.5.2 Duties and Responsibilities

- A. Is custodian of all funds of the SASC
- B. Signs all SASC bank account checks along with one other designated service member, except in cases where the check is made out to the Treasurer, in which case two other authorized service members must sign the check
- C. Keeps an accurate record of all transactions
- D. Presents a financial report at every SASC meeting for inclusion in the minutes
- E. Collects and deposits into the SASC bank account all donations from individuals, groups, and subcommittees
- F. Disburses funds as per the group conscience of the SASC
- G. Supplies copies of receipts for all income and disbursements and keeps copies of receipts dating back seven (7) years
- H. Prepares and presents an annual financial report to be audited by a group of SASC service members (See Section 11: [Funds](#))
- I. Twice each year (in January and July) the SASC Treasurer will publish a record of all group donations from the prior 6 months. This report will be published in the SASC minutes and sent to the web-servant to be posted to the Seattle Area website.
- J. Updates the contact information for the SASC storage area

8.4.6 Assistant Treasurer

8.4.6.1 Qualifications

- A. A minimum of two years of continuous clean time
- B. A minimum of one year of NA service experience
- C. The ability to balance an account and keep records
- D. Personal financial stability

8.4.6.2 Duties and Responsibilities

- A. Works closely with the Treasurer, practicing the duties and responsibilities in preparation for election to the office

8.4.7 Regional Committee Member (RCM)

8.4.7.1 Qualifications

- A. A minimum of three years of continuous clean time
- B. A minimum of two years of NA service, including at least one year of SASC service
- C. The ability to attend the Regional Service Conference and to travel as directed by the SASC

8.4.7.2 Duties and Responsibility

- A. Represents the SASC at the Regional Service Conference (RSC), presenting an SASC report at every RSC meeting. This report should be available by the Monday prior to the RSC Meeting.
- B. Presents a report to the SASC covering all relevant business conducted at the previous RSC meeting
- C. In conference years, in cooperation with the RCM2, produces and presents a C.A.R. workshop to the SASC, as requested by the area
- D. Maintains lines of communication between the SASC and other NA areas throughout the Region
- E. Performs all duties and responsibilities of the Chair in the absence of Chair and Vice Chair
- F. Assumes the responsibilities of the SASC Fellowship Services Association (FSA) representative at the FSA annual meeting held the 2nd Saturday in October or on such other date determined by the Board of Directors
- G. Is a co-signer of the SASC bank account

8.4.8 Regional Committee Member 2 (RCM2)

8.4.8.1 Qualifications

- A. A minimum of two years of continuous clean time
- B. A minimum of one year of NA service experience
- C. The ability to attend the Regional Service Conference and to travel as directed by SASC

8.4.8.2 Duties and Responsibilities

- A. Works closely with the RCM, practicing the duties and responsibilities of the RCM in preparation for election to the office
- B. Assists the RCM during RSC meetings
- C. In conference years, in cooperation with the RCM, produces and presents a C.A.R. workshop to the Seattle Area fellowship SASC, as requested by the area
- D. Performs all duties and responsibilities of the RCM at any RSC or SASC meeting that takes place in the absence of the RCM

8.4.9 C&E Representative

8.4.9.1 Qualifications

- A. A minimum of five years of continuous clean time
- B. A minimum of two years of NA service
- C. The ability to regularly attend the WNIR (Washington Northern Idaho Region) C&E committee meeting and to travel as directed by the SASC or C&E

8.4.9.2 Duties and Responsibilities

- A. Represent the SASC at each C&E meeting held quarterly during regional All-Subs
- B. Attends all the SASC meetings during the months before and after the regional all-sub committee meetings and presents a report to the SASC covering all relevant business conducted at the previous C&E meeting and all other regional C&E on goings.
- C. Is expected to maintain active involvement in regional conventions and events

8.4.10 Unity Day Subcommittee Chair

8.4.10.1 Qualifications

- A. A minimum of three years continuous clean time
- B. A minimum of one year of SAUDS service experience
- C. A working knowledge of the SAUD Rules of Order
- D. A working knowledge of the SAUDs guidelines

- E. A working knowledge of the SASC guidelines, with specific attention to guidelines on financial accountability, money handling, and non-compliance
- F. The ability to facilitate and maintain order in a firm yet fair manner

8.4.10.2 Duties and Responsibilities

- A. Oversees all Unity Day activities and functions unless absence is arranged prior to activity or an emergency
- B. Provides SASC and WNIRSC with information and flyers
- C. Schedules and facilitates Unity Day Subcommittee meetings
- D. Provides an agenda for each Unity Day Subcommittee meeting
- E. Maintains communication with SASC members
- F. Attends and presents a report at the following Seattle Area level meetings: Unity Day Subcommittee meeting, SASC, SASC Administrative meetings, and any ad hoc committee meetings that directly affect the Unity Day Subcommittee
- G. Ensures the Unity Day Subcommittee's Definition and Purpose is being fulfilled
- H. Provides a final report to SASC at the end of term, including reflections on their experience, best practices, and suggestions for the next Chair
- I. Make deposits on day of event(s) with Unity Day Treasurer

8.4.11 Literature Subcommittee Chair

8.4.11.1 Qualifications

- A. A minimum of two years continuous clean time
- B. A minimum of at least one year of previous NA service experience
- C. Personal financial stability

8.4.11.2 Duties and Responsibilities

- A. Schedules and facilitates Literature Subcommittee meetings
- B. Provides an agenda for each Literature Subcommittee meeting
- C. Prepares a report of committee activities including financial activity for the prior period to be presented at SASC
- D. Calls and arranges special Literature development and review meetings based on need.
- E. Attends and presents a report at the following Seattle Area level meetings: Literature Subcommittee meeting, SASC, SASC Administrative meetings, and any ad hoc committee meetings that directly affect the Literature Subcommittee
- F. Attends the WNIR Literature Subcommittee meeting held at the RSC All-Subs meeting
- G. Ensures the Literature Subcommittee's definition and purpose are being fulfilled

8.4.12 Public Relations Subcommittee Chair

8.4.12.1 Qualifications

- A. A minimum of 3 years continuous clean time
- B. A minimum of 2 years previous PR Subcommittee or other relevant service experience

8.4.12.2 Duties and Responsibilities

- A. Schedules and facilitates Public Relations Subcommittee meetings
- B. Provides an agenda for each Public Relations Subcommittee meeting
- C. Coordinates all public relations efforts through the relevant subcommittee chairs
- D. Represents the Public Relations Subcommittee at the regular meeting of the SASC E. Attends and presents a report including all on goings of each branch of the Public Relations subcommittee (including the status of all proposed, current, or completed plans) at the following Seattle Area level meetings: Public Relations Subcommittee meeting, SASC, SASC Administrative meetings, and any ad hoc committee meeting that directly affects the Public Relations Subcommittee
- F. Attends the WNIR Public Relations Subcommittee meeting held at the RSC All-Subs meeting
- G. Adheres to the current Public Relations guidelines

8.4.13 SINAC Liaison

8.4.13.1 Qualifications

- A. A minimum of 3 years continuous clean time
- B. A minimum of 1-year previous NA service
- C. Previous service experience beyond the group level (SASC, RSC, WSC (World Service Conference), e.g.)
- D. Previous experience with Activities or Convention committees

8.4.13.2 Duties and Responsibilities

- A. Attends and presents a report at the following Seattle Area level meetings: SINAC Subcommittee meeting, SASC, SASC Administrative meetings, and any ad hoc committee meetings that directly affect the SINAC Subcommittee
- B. Attends all SASC meetings, providing written report of the SINAC Committee's activities and plans
- C. Represents the SASC at the SINAC Committee meeting especially in matters concerning contracts and other obligations entertained by SINAC

8.4.14 Fellowship Development Chair

8.4.14.1 Qualifications

- A. A minimum of two years continuous clean time
- B. A minimum of 1-year previous NA service

8.4.14.2 Duties and Responsibilities

- A. Schedules and facilitates Fellowship Development Subcommittee meetings
- B. Provides an agenda for each Fellowship Development Subcommittee meeting
- C. Attends and presents a report at the following Seattle Area level meetings: Fellowship Development Subcommittee meeting, SASC, SASC Administrative meetings, and any ad hoc committee meetings that directly affect the Fellowship Development Subcommittee
- D. Coordinates, delegates, and is accountable for training and work done by the subcommittee
- E. Furnishes information to section coordinators as needed
- F. Adheres to the current Fellowship Development guidelines

9 Subcommittees

9.1 General

- A. The SASC may establish subcommittees to carry on the work of the Committee
- B. Standing subcommittees will be formed upon approval of the voting members. They will include but not be limited to:
 - a. Unity Day
 - b. Literature
 - c. Public Relations
 - d. Seattle International Narcotics Anonymous Convention Committee (SINACC)
 - e. Fellowship Development
- C. A special subcommittee (Ad-hoc) Chair may be appointed by the Chair or by motion upon approval of the voting members
- D. Subcommittees are to be guided by World Service Approved literature
- E. Each subcommittee is autonomous but is directly responsible to the SASC
- F. Decisions made by subcommittees that affect the Seattle Area as a whole will be presented in the form of a motion to be decided by the voting members of the SASC
- G. Each subcommittee will submit a written report at each SASC meeting
- H. Each standing subcommittee will develop written guidelines to be submitted for approval to the SASC

- I. All SASC Standing Subcommittees will maintain their individual subcommittees' guidelines. Changes to these guidelines must be approved by the SASC (See Section 12: [Amendment of Guidelines](#))
- J. A copy of all SASC Standing Subcommittee guidelines will be provided to the Vice Chair. The Vice Chair will ensure availability in both hardcopy and electronic formats and coordinate with Web Coordinator for posting on the SASC website

9.2 Unity Day Subcommittee

9.2.1 Unity Day Subcommittee Definition and Purpose

The name of this subcommittee will be the Seattle Area Unity Day Subcommittee (SAUDS). This committee will be directly responsible to the SASC. The purpose of this subcommittee will be to promote unity by having a once a year event to celebrate unity within the Seattle Area of NA.

For full guidelines, refer to [Unity Day Subcommittee Guidelines](#)

9.3 Literature Subcommittee

9.3.1 Literature Subcommittee Definition and Purpose

The Seattle Area Literature subcommittee is an operating subcommittee of the SASC fully supported by and accountable to that committee. The purpose of this committee is to maintain an adequate supply of Narcotics Anonymous literature and supplies available for purchase for the local fellowship. Literature will be stockpiled during each month and sold on the day of area, at the SASC meeting.

The Literature Subcommittee should serve as a communication link in all matters of literature between the group and literature committees at all levels, Area, Regional, and World. In the case of literature revision or development, the Literature subcommittee should be the primary point of contact and can, if needed, arrange additional meetings to focus on review and development.

For full guidelines, refer to [Literature Subcommittee Guidelines](#)

9.4 Public Relations Subcommittee

9.4.1 Public Relations Subcommittee Definition and Purpose

The purpose of the PR Subcommittee is to work together in the spirit of unity and cooperation to carry the message of recovery. In addition, the PR Subcommittee will fulfill the goals as stated in this document and serve the NA groups and the community at large in the greater Seattle Area to ensure that our message reaches all those who might benefit from the NA program of recovery. The committee will accomplish this by coordinating the services we provide to maximize our ability to fulfill our primary purpose.

For full guidelines, refer to [PR Subcommittee Guidelines](#)

9.5 Seattle International Narcotics Anonymous Convention Committee (SINAC Committee)

9.5.1 SINACC Definition and Purpose

The Seattle International Narcotics Anonymous Convention Committee (SINAC Committee) will be directly responsible to the SASC. The purpose of this subcommittee is to coordinate and conduct an NA Convention in the City of Seattle with participation from NA members in the Seattle and outlying Areas to bring our membership together in a celebration of recovery every other year. Meetings, workshops, and other activities are scheduled to encourage unity and fellowship among our members.

Specific duties of the SINAC Committee Chair are defined in the SINAC Committee guidelines. The Chair will be elected by the SINAC Committee at the closing meeting of a convention year, in accordance with the SINAC Committee guidelines. The Chair should attend SASC when specifically requested to attend by the SASC, and any ad hoc Committee meetings that directly affect the SINAC Committee.

For full guidelines, refer to [SINAC Committee Guidelines](#)

9.6 Fellowship Development Subcommittee

9.6.1 Fellowship Development Subcommittee Definition and Purpose

The purpose of the Fellowship Development Subcommittee is to strengthen the unity of the Seattle Area groups and the service structure in keeping with the 12 Traditions and 12 Concepts of Service. The Fellowship Development Subcommittee members offer support, compassion, and guidance in accordance with the Traditions and Concepts of NA. They are not here to fix, police, or act as a watchdog of groups.

For full guidelines, refer to [Fellowship Development Subcommittee Guidelines](#)

10 Elections

10.1 General

Any participant may nominate an individual (including themselves) for an SASC Service Member position who meets the qualifications of that position as outlined in Section 8.4: [SASC Service Members](#). Nominees must be present to be elected. A simple majority is required to elect service members.

10.2 Non-Compliance

A service member may be removed from office for non-compliance. Non-compliance is defined as any of the following:

- A. Loss of abstinence
- B. Failure to attend or send an informed representative to 2 consecutive SASC meetings
- C. Failure to attend 3 consecutive SASC meetings, even if an informed representative has attended in the service member's place
- D. Failure to submit a written report for 2 consecutive SASC meetings
- E. Failure to attend or send an informed representation to 3 SASC meetings in a 12-month period
- F. Failure to attend 4 SASC meetings in a 12-month period even if an informed representative has attended in the service member's place
- G. Failure to attend 2 consecutive subcommittee meetings
- H. Failure to attend or send an informed representative to more than 1 quarterly administrative meeting or regional all-subs meeting in a 12-month period
- I. Failure to attend 2 quarterly administrative meetings or regional all-subs meetings in a 12-month period, even if an informed representative has attended in the service member's place
- J. Inability to meet the outlined qualifications or duties of one's position

Service members that belong to a subcommittee are able to, in some of the cases outlined above, send an informed representative in their place. An informed representative is defined as an elected member of a service member's subcommittee that has been sufficiently informed to represent the subcommittee at a non-subcommittee meeting.

These guidelines apply on a per-term basis. A service member who has met any of the noncompliance criteria may self-report directly to the Chair. Another NA member who has been made aware of a service member's non-compliance may claim that to the Chair, as well. The Chair must ensure that the service member is aware of the claim of their non-compliance prior to the upcoming SASC meeting.

If the service member denies the claim, they will be taken at their word until an additional claim or self-report is made of another instance of non-compliance. If the service member self-reports their non-compliance or does not deny a claim of their non-compliance, they will be automatically removed from office at the time of the upcoming SASC meeting. The Chair must send notice to the service member by letter, email, or text to notify them of removal from office, and make note of the removal in their monthly report to SASC.

The Chair may nominate an interim to fill the position for the remaining term after the notice is received. Any service member removed for non-compliance may petition SASC for re-election by filing a grievance (See Section 13: [Grievance Procedure](#)).

10.3 Moratorium

A six-month moratorium is required of any service member resigning or removed from their elected position prior to completion of their term unless they resigned in order to fill another position of the SASC.

10.4 Election Schedule

An elected service member will assume the duties of the office at the end of the meeting at which they were elected. In the event a service member is unable to fulfill their term, the SASC Chair will appoint an interim service member, with election for replacement to serve until the next regularly scheduled election for that position. Any service member fulfilling an interim position will be considered as having completed their term of service.

SASC service members will be elected monthly as follows:

January	Chair Vice Chair Recording Secretary Assistant Recording Secretary
February	PR Subcommittee Chair
May	Literature Chair Unity Day Chair
June	Treasurer Assistant Treasurer
July	Recording Secretary Assistant Recording Secretary
August	C&E Representative
September	RCM RCM2 Fellowship Development
November	SINACC Liaison

11 Funds

11.1 General Guidelines

- A. All funds (not related to SINACC) will be combined into one bank account to be managed by the SASC treasurer with separate bookkeeping of individual subcommittee funds. (SINACC funds will be managed in separate accounts)
- B. All revenues and expenses will be recorded in the general ledger of the Area in order to maintain a permanent record of all transactions
- C. All motions related to expenditures require 2/3 approval to pass. Expenditures itemized in approved budgets (i.e. budgets submitted and approved with a motion) do not need to be re-approved at the time of the expense
- D. Monthly, all subcommittees will submit a transaction report to include all incoming and outgoing funds. This report will be submitted to the Treasurer and also included in the subcommittee report that is printed in the minutes
- E. Monthly, the SASC Treasurer will publish a report detailing the financial activity that occurred in the previous month, including a report of all group donations for that month.
- F. Checks drawn on the SASC bank account require two signatures
 - a. Authorized signers are the Chair, Vice Chair, Treasurer and RCM
- G. No authorized signer may sign a check payable to themselves. Furthermore, no check may be cosigned by two authorized signers who are husband and wife, significant other, or who reside in the same household
- H. The Chair will be responsible to receive monthly bank statements from the post office and make a copy of those statements to forward to the SASC Treasurer in a timely fashion agreed upon by both the Chair and the Treasurer. The Chair will retain the original statement for the next audit.

11.2 SASC Budgets

The formula used to calculate the amount available to budget is:

$$\text{Amount available to Budget in the quarter} = [\text{Average monthly donations (for prior 12 months)} - \text{Minus 10\% (sent monthly to region)}] * 3$$

The SASC quarterly budget will be formulated during the Quarterly Administrative meetings (See Section 4.3: [SASC Quarterly Administrative Meeting](#)). This budget will be presented at the next regular SASC meeting following the Administrative meeting. The meeting to formulate the budget for the 2nd quarter (April, May, and June) will be held in January (1st month), with subsequent meetings to formulate a budget for subsequent quarters (see below).

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Number	1	2	3	4	5	6	7	8	9	10	11	12
Qtr	1	1	1	2	2	2	3	3	3	4	4	4

Budget	2 nd Qtr	3 rd Qtr	4 th Qtr	1 st Qtr
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Note: These budgets are simply a projection of anticipated expenses for the upcoming quarter.

All funding needs in excess of 10% over the approved budgeted amount for each Officer and/or subcommittee will be brought before the SASC for approval by the GSRs.

Here is a list of budgeting best practices (for use by subcommittees):

- a. Prepare a list of what items require funds, such as rent, food, entertainment, merchandise (breakdown the list to specific items), etc.
- b. Determine actual costs of above items
- c. Estimate possible revenue from each (use past experience/history, etc)
- d. Remember, a budget is only an estimate, but care should be made to stay under budget. If that is not possible, get the full committee’s approval before further expenditures
- e. Complete ‘Actual’ column of Event Accountability form after each function for future historical use. (See Section 14: [Appendix - Forms](#))

11.3 Quarterly Budget Allocations

The SASC has subcommittees that are allocated a certain amount of money each quarter. This money is replenished at the end of each quarter (provided funds are available). The quarterly budget allocations are not necessarily spent in full each month, only allocated to the subcommittee for use as a minimum budget.

The current prudent reserves are as follows:

General Fund*	\$2,300.00
Literature	(last order + \$500)
Unity Day	*\$5,000.00 (bi-annually)

Total (not including literature) quarter	\$2,300

*General Fund includes monthly operating costs for SASC, PR budget, and SASC Service Members**(Unity Day) to be reset bi-annually after the last payment for the event has been reconciled

Donate available remaining funds as follows:

- a. 25% of funds available will be donated to the WNIRSC.
- b. 10% of funds available will be donated to the NAWS (Narcotics Anonymous World Services).
- c. 65% will be available for project-based spending agreed upon in the admin meeting.
- d. Any funds not allocated for projects will be sent to WNIRSC.

11.4 Audits

The SASC has two options for performing audits. Each subcommittee that receives money can have their own separate audit, or subcommittees can attend the SASC audit scheduled for July.

The Chair will be responsible to schedule an audit of the SASC and separate audits for the Unity Day, and Literature Subcommittee following the audit schedule outlined in Section 11.4.1. This audit committee will be comprised of the Chair, Vice Chair, the RCM (or RCM2), at least one more SASC Service Member (who should be appointed by the Chair), and any GSR who wishes to attend. It is suggested that these audits be facilitated by an NA member who is not connected with the committee in focus (this could be the Chair or SASC Treasurer for subcommittee audits).

The current and outgoing SASC Treasurer, subcommittee Treasurer, or Literature Chair are also required to attend their respective audits. The Treasurer and outgoing Treasurers will be present to respond to any questions posed by the audit committee. The subcommittee's respective financial records must be available for questions and inspection during the audit.

The SASC Treasurer and Treasurers or a representative from any sub-committee that receives funds from the SASC will be in attendance with their respective financial records available for questions and inspection unless a separate audit of the subcommittees has been performed.

The audits will commence in the months following the last month of the term of an outgoing Treasurer/Chair or immediately if a Treasurer/Chair has resigned, relapsed, or been removed from their office by the SASC or subcommittee.

11.5 Procedures

The SASC Treasurer will be empowered to ensure all procedures are followed.

11.5.1 Revenues

- a. A receipt will be issued for all funds received by the SASC
- b. A copy of each receipt will be returned to the member, group, subcommittee or other NA committee that donated or generated the funds

- c. Any bank deposits made by an individual other than the SASC Treasurer will be followed by communication with the SASC Treasurer within 24 hours to verify the deposit

11.5.2 Expenses

All expenses made by the SASC will be paid by check.

11.5.2.1 Disbursements

No cash disbursements will be made by the SASC or any Officer or subcommittee. If requested, a check may be written to an individual, endorsed by that individual, and cashed by the Treasurer, thus providing a paper trail for auditing purposes.

The Treasurer will ensure that the SASC Disbursement Form has the corresponding motion number written on it. (See Section 14: [Appendix - Forms](#))

11.5.2.2 Advances

Any Trusted Servant of the Area who has expected future expenses may request an advance to cover those expenses. This will be recorded as an advance with the Trusted Servant being liable for the full amount until a valid expense report and/or receipt(s), and/or an approved Event Accountability Form is turned in or until the cash is returned which will be no longer than 30 days. The Treasurer must ensure that a disbursement form is created, and the receiver of the advanced money must sign it. The payee must return any unused advanced money. Receipts must be provided to account for funds spent when using advanced funds, without exception.

Inability to present valid receipts will require repayment of funds unaccounted for by the individual to whom the advance was made to the SASC. Failure to return receipts and/or cash totaling the amount of the advance will prohibit any future advances until the issue is corrected, either through repayment of the advance or submission of receipts. In addition, individuals will be held personally liable in these situations, and will be subject to the procedures described in the Anti-Theft policy (See Section 11.5.6: [Anti-Theft Policy](#))

11.5.2.3 Reimbursements

All expenses will be reimbursed upon presentation of a valid receipt. A reimbursement form will accompany each request for reimbursement. In situations where a receipt is not available, a cancelled check will act as a receipt. The only exception to this rule concerns advances. After the expense, a reimbursement form is completed by itemizing all expenses, all receipts, and noting any amounts of cash returned. (See Section 14: [Appendix - Forms](#))

11.5.3 Fund Flow

11.5.3.1 Proceeds

Proceeds consist of all money donated by groups, individuals and/or generated by the recovery event(s), less expenses necessary to conduct the event(s). Expenses will include payments made by the SASC in connection with the event(s). The subcommittee must deposit the money within 24 hours of the event and notify the SASC Treasurer or turn the proceeds over to the SASC Treasurer immediately following the conclusion of the event(s). Two people will accompany each other for security reasons when making the deposits.

11.5.3.2 Expenditures

No expenditures will be made unless there is sufficient money available to pay for them. This is to keep the name of the SASC and NA as a whole above reproach. SASC expenditures will be dispersed in accordance with the following list of priorities:

- A. The approved percentage (currently 10%) of SASC group donations will be donated to the WNIRSC
- B. Bills from 3rd parties
- C. Reimbursements to NA members
- D. Motions (See Section 7: [Motions](#))

11.5.4 Money Handling

Dances, merchandising, registration, auctions, etc., are at all times to be staffed by at least two responsible event committee members, one with a minimum of one year clean. A record should be maintained indicating the sources of all income (i.e., event name/date/location), itemizing sales of merchandising and auction items for accountability. This record should be turned over to the SASC Treasurer along with either an itemized deposit slip and/or funds at the time of the deposit/transfer.

11.5.5 NSF Checks

Upon receipt of an NSF check from the bank, the SASC Treasurer will send out a letter to the individual. If full payment is not received within 15 days, another attempt should be made for contact via phone. If full payment is not received from this effort, the SASC Treasurer will add the name to a "NSF Check" list and send a second letter to the member, informing them that their checks will not be accepted by the SASC. The SASC Treasurer will be responsible for maintaining this list and making sure it is provided to all point-of-sale personnel at each event. Each point-of sale individual(s) is/are responsible for checking this list for each check accepted. No checks will be accepted from a member whose name appears on the list. A member who issues a NSF check will not have their name removed from the list until the debt is paid in full. For examples of said letters and the NSF Check List See Section 14: [Appendix – Forms](#).

11.5.6 Anti-Theft Policy

The Eleventh Concept establishes the sole absolute priority for use of NA funds; to carry the message. The Twelve Concepts for NA Service give the SASC a mandate from the NA Groups that calls for total financial accountability. With this in mind, any misuse of funds by Area Trusted Servants cannot be tolerated. Should any SASC Service Member or Subcommittee Member be found to have allegedly misappropriated (stolen), or misused SASC funds and/or other assets, and evidence can be presented to demonstrate the alleged theft or misuse, the Chair of the SASC, immediately upon calling the SASC meeting to order, must fully disclose the alleged misuse of funds and/or other assets and the individual(s) involved. Any member accused of misuse of funds and/or other assets may exercise their Tenth Concept right to redress. For the purpose of this document, the term "misuse of funds" will be defined as "using funds in a manner clearly different than the inherent purpose or function outlined in the motion passed to appropriate them."

11.5.6.1 Actions

The SASC, once informed of the alleged misuse of funds and/or other assets, may suspend the individual(s) from the handling of NA funds, with cause, pending investigation and resolution. After investigating, the results will be provided to the SASC and if the individual is found to have misappropriated or misused funds and/or other assets, said individual(s) participation will be immediately terminated following a two-thirds (2/3) majority vote. Additionally, any member removed by the SASC service position for misappropriation or misuse of funds and/or other assets may not hold an elected seat on the SASC or its subcommittees for a period of two (2) years.

11.5.6.2 Restitution

- A. Individuals removed for misappropriation or misuse of funds and/or other assets, are expected to make full restitution of all SASC funds. Should a member removed for misuse of funds fail to make full restitution, said member may be subject to criminal and/or civil prosecution by the SASC.
- B. Seattle Area Service Members will be required to sign agreements of financial responsibility.
- C. Procedure for Resolution:
 - a. A thorough review of all books and financial records will be performed by the SASC Treasurer and Chair to determine the magnitude of any misappropriation of funds. If the Treasurer is the member responsible for the issue, the Assistant Treasurer will review the books with the SASC Chair.
 - b. A review meeting will be scheduled, assuring that the individual(s) who allegedly misappropriated or misused funds and/or other assets, is/are informed of the meeting and given the opportunity to present his or her point of view. After all sides have been heard, a break in the meeting format is encouraged to allow

everyone time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.

- c. If the individual admits to the theft and agrees to pay back the funds/and or other assets, a restitution agreement can be developed that will outline the repayment amount and timeframe (i.e. \$xx per month for xx months). Let the individual know that if the restitution agreement is not adhered to, the intent is to take legal action based on the signed and witnessed restitution agreement.
- d. A report about the situation will be published in the SASC minutes, and regular reports on the status of the restitution agreement will be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where they may do further harm.
- e. If the individual refuses to repay the money, or does not adhere to the restitution agreement, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using the SASC open sharing session, the Washington Northern Idaho Region, the NA World Board, and Narcotics Anonymous World Services Incorporated as resources.
- f. If legal action is pursued one or all of the following may occur:
 - i. A civil action may be filed against the individual(s) and a judgment for full restitution may be obtained.
 - ii. The SASC may pursue a criminal prosecution of the individual(s) through the proper authorities.
 - iii. The SASC Chair will preside over an ad-hoc subcommittee formed specifically to deal with issues related to the litigation. That ad-hoc subcommittee will have discretion to enlist the assistance of professionals if it is deemed necessary and funds are available.

12 Amendment of Guidelines

Any motions presented to the SASC which will result in a guideline change must include the language of that change in the motion or present an ancillary motion to change the guidelines.

Any member may propose an amendment to the guidelines at any regular monthly meeting of the SASC. The proposal must be seconded by a GSR and submitted in writing for discussion at the SASC meeting, then referred to the Groups before voting. A 2/3 majority of voting members present is necessary to amend. The amendment will go into effect immediately upon its adoption, unless otherwise specified by the motion.

Discussion on motions to amend guidelines will occur during the SASC session in which the amendment is proposed. After the motion and guideline amendments are reviewed by the groups, voting on such motions will occur without discussion.

13 Grievance Procedure

The first item of new business on the agenda at each regularly scheduled SASC monthly meeting will be Grievances. This will be a standing item and is provided for anyone having a grievance against the SASC, its members, or its subcommittees.

13.1 Format of Grievance

To be heard, a grievance must:

- a. Be written.
- b. Clearly state the problem.
- c. Propose a resolution.

13.2 Discussion of Grievance

SASC will discuss and attempt to resolve the grievance.

13.3 Review of Grievance

In the event, that the aggrieved party is not satisfied with the SASC's actions, they may request a review by a panel consisting of the SASC Chair, Vice Chair, and RCM, plus two GSRs from the Area, whose names will be chosen at random (drawn from a hat), by the SASC Chair. If one (or more) of the area officers is unable to participate, the RCM 2, Recording Secretary, and Treasurer, in that order will replace the missing officer(s). These trusted servants should use their discretion and disqualify themselves if, for any reason, they cannot fully operate under the spiritual principle of principles before personalities. This panel's decision will be final.

14 Appendix - Forms

Seattle Area Service Committee of Narcotics Anonymous

MEMORANDUM OF FINANCIAL RESPONSIBILITY

DATE: _____

I, _____, a trusted servant of the fellowship of the Seattle Area of Narcotics Anonymous,

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 SASC Anti-Theft Policy.

Signed, _____ (trusted servant)

Date: _____

Print Name: _____

Witnessed by _____ (officer, SASC)

Date: _____

Print Name: _____

Title: _____

This document was created to implement the SASC Anti-Theft Policy and should be signed by all SASC Service Members (as defined in SASC guidelines) as well as all subcommittee treasurers and any members handling NA funds on behalf of the Seattle ASC. Members who are standing for election to any position that would place them in a position to handle SASC funds should be asked if they are willing to sign this document as a condition of their service.

The Seattle 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.

Sample NSF Letter

SEATTLE AREA SERVICE COMMITTEE

P.O. Box 70404
Seattle, WA 98127-0404

Date:

Mr./Ms. John Doe Any street Any
town, WA 98888 RE: Your Check

Dear Mr./Ms. Doe:

Your check number 0019 dated March 8, 1996, in the amount of seventy-eight dollars (\$78.00), written to the name of event has been returned by your bank non-sufficient funds.

Please arrange to immediately replace this check with a cashier's check or a money order. You can call me Directly at (insert Treasurer's phone # here, if acceptable to the Treasurer) Include (fees charged to us by the bank) to cover ours costs of associated service fees. Send the replacement payable to the Seattle Area Service Committee. When you make the replacement payment, your old check will be returned to you.

In the unlikely event that we do not receive the monies owed, the SASC will report to the WNIR the information so as to avoid future problems with insufficient funds at other recovery events.

Thank you for your anticipated cooperation in this matter. With Love & Gratitude in Service,

SASC Treasurer

Sample NSF Letter 2

SEATTLE AREA SERVICE COMMITTEE
P.O. Box 70404
Seattle, WA 98127-0404 Date

Mr./Ms. John Doe Any Street
Any Town, WA 98888 RE: Your Check

Dear Mr./Ms. Doe:

On (date of last letter) we attempted to contact you regarding a check you issued to the SASC that was returned for insufficient funds. We have not received any return communication from you. Therefore, this letter is being issued to inform you that you will not be allowed to issue any more checks to the SASC until this debt is paid in full. We encourage you to contact us to settle this matter. If you would like to call me directly, I can be reached at (insert Treasurer's phone # here, if acceptable to the Treasurer).

Sincerely,

SASC Treasurer

Quarterly SASC Budget Report

PR=Hotline/PI/Newsletter/H&I/Schedules/Ad Hoc

Approved by SASC ____/____/____

Year: _____

Quarter: _____

Average Monthly Donations = _____

-10% = _____

X3 (available to budget) = _____

	_____ Previous Qtr	_____ Current Qtr	_____ New Budget
PR	_____	_____	_____
SASC Admin	\$ _____	\$ _____	\$ _____
RCM 1	\$ _____	\$ _____	\$ _____
RCM 2	\$ _____	\$ _____	\$ _____
Secretary	\$ _____	\$ _____	\$ _____
Treasurer	\$ _____	\$ _____	\$ _____
Fellowship Development	\$ _____	\$ _____	\$ _____
Conventions & Events Rep	\$ _____ \$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
Budget Total	\$ _____	\$ _____	\$ _____

Event Accountability Form

Committee Name _____ Event Name _____

Scheduled Date _____

	Revenue	Actual	Budgeted
Tickets		_____	_____
Food		_____	_____
Beverages		_____	_____
Merchandise		_____	_____
Miscellaneous		_____	_____
Total Revenue		_____	_____
Rent		_____	_____
Food		_____	_____
Beverages		_____	_____
Merchandise		_____	_____
Decorations		_____	_____
Miscellaneous		_____	_____
Total Expenses		_____	_____
PROFIT/LOSS		_____	_____

Approved on __/__/__

Motion #

SASC Reimbursement Form

Date: _____

Subcommittee name: _____

Check payable to: _____

Amount: _____

Reason (explanation of expense):

Li ne #	It em	Q uantity	C ost	De scription

--	--	--	--	--

Check # Issued: _____

Issued by:

***Please staple receipts corresponding to all items listed above

