



Off The Wall Area

Narcotics Anonymous



## Off the Wall Area Guidelines (1003/031/20210)

### ARTICLE I: DEFINITION, PURPOSE AND FUNCTION FOR THE OTW ASC

**Definition.** The Off the Wall (OTW) Area Service Committee (ASC) is made up of Group Service Representatives (GSR's), Sub-Committee (SC) Chairs, and Area Officers from the OTW area of Narcotics Anonymous (N.A.) located in Northern Colorado.

**Purpose.** This ASC is designed to serve the needs of its member groups and addicts seeking recovery in N.A. in the OTW area.

**Function.** The OTW ASC meets monthly to unify its member groups, carry the N.A. message of recovery from the disease of addiction, contribute to the growth of N.A., and communicate information from groups to other areas, the Colorado Region (CRSC) and world level NA service bodies.

**Statement on Service** – Page xxvi in the Introduction to the N.A. Basic Text, 6<sup>th</sup> Edition

“Everything that occurs in the course of N.A. service must be motivated by the desire to more successfully carry the message of recovery to the addict that still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not and should never be in competition with each other. We work separately and together for the common good. We have learned, painfully, that internal strife cripples our Fellowship; it prevents us from providing the services necessary for growth.”

#### OTW Guidelines.

[http://www.otwna.org/dox/minutes\\_archive/2021\\_1049-92\\_03\\_ASCGuidelines.pdf](http://www.otwna.org/dox/minutes_archive/2021_1049-92_03_ASCGuidelines.pdf)

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#### Spiritual guidelines:

- a) We start on time. If we take a break, be back on time. We want to make the best use of our time and keep things moving along.
- b) Please keep your discussion focused on the topic. We work together to keep area business on track.
- c) Please keep your sharing limited to allow others time to discuss the topic.
- d) Please don't reiterate what others have said. Although we want to hear pros and cons, let's try and bring new ideas and thoughts to the discussion.
- e) Each of us deserves to be heard. Please do not have side conversations and do not share over one another. We consider this an environment of mutual respect and trust.
- f) We all agree to conduct area business with these spiritual guidelines in mind.

### ARTICLE II: SERVICE MEETINGS

- 1) **ASC Meeting Schedule.** Regularly scheduled ASC meetings will be held the first Sunday of every month, except in July, starting at 9:00 AM, (check the Off the Wall Area website for the ASC meeting location). The secretary is responsible for communicating the time and place of these meetings in the minutes. Each ASC will have a 15-minute break. A change of meeting time or place must be communicated to the ASC at least 15 days in advance of the meeting.

**2) Special ASC Meetings.**

- Any ASC member may call for a special meeting per the following procedure:
  - i. A member requesting a special meeting contacts the secretary, who then polls the OTW ASC steering committee to see if at least 60% agree to hold a special meeting.
  - ii. If it is decided to hold a special meeting, the secretary drafts a notice stating the exact reason(s) for it and business is limited to those reasons.
  - iii. Said notice will be e-mailed using the OTW e-mail alias at least 10 days prior to the meeting as well as being posted on the OTW ASC website – [www.otwna.org](http://www.otwna.org)

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**3) Quorum.**

- a) The required quorum for conducting business consists of (50%+1) groups, sub-committee chairs (Activities, H&I, Literature, Merchandise, CRCNA Liaison, and PI) and ASC trusted servants (ASC RCM 1 & 2, Secretary, Treasurer, and Vice Chair) as identified in the ASC Agenda. Quorum will be verified by chair roll call.
- b) If an N.A. group is not represented at two consecutive regular ASCs, they are accorded “inactive” status for the purpose of quorum at the second ASC missed. A group will regain “active” status for quorum purposes when it sends a GSR or another representative to the ASC.

**ARTICLE III: PARTICIPANTS AND DECISION MAKING**

**1) Participants.**

- a) Any N.A. group choosing membership in the OTW ASC has one vote in decision making through its GSR or GSR Alternate (GSRA). Groups or meetings wanting to be listed on the Area schedule need to show up at the ASC and request inclusion. Groups and meetings are strongly urged to register with the WSO via [www.na.org/index.html](http://www.na.org/index.html).
- b) Voting members include: Group Service Representatives (GSRs), Sub-committee chairs and ASC trusted servants (listed above in Quorum, Chair is excluded from voting).
  - i. GSRs holding another area position are limited to one vote.
  - ii. GSR alternates attending ASC are not eligible to vote unless the GSR is not present, this includes if the GSR holds other positions.
- c) Any N.A. member or interested party may attend the OTW ASC and can take part in discussions but does not vote. If an N.A. group or meeting is determined to be in violation of our Traditions and/or affecting N.A. as a whole, they will be asked to correct such behavior. If they choose not to, they will be removed from OTW meeting lists. So-called special interest groups/meetings do not violate NA traditions, per WORLD SERVICE BOARD OF TRUSTEES BULLETIN #18. <http://www.na.org/?ID=bulletin18>

**2) Consensus-Based Decision-Making Process.**

- a) Bring proposals to the ASC. Formulate clear proposals in advance with as much communication and collaboration as possible to facilitate the consensus-decision process. The ASC Chair presents the proposal to the ASC (analogous to the motion in a Robert’s Rules process). Voting members included in the Quorum will have the ability to decide on proposals, although all are welcome in the discussion process, only those included in the Quorum will decide on the proposal.
- b) Maker of the proposal speaks first to the intent.
- c) Straw poles may be utilized by the Chair during any step of the process. The Chair will ask for any concerns with the proposal. If there is consensus at the time of the straw poll it is considered accepted (passed). Business will move on to the next task.
- d) Open the floor first for clarifying questions about the proposal (not a debate on the merits but a brief session to be sure everyone understands the proposal).

- e) Chair asks whether anyone has reservations about the proposal. These are heard and they may be answered, or the proposal may be adjusted in a manner similar to the "friendly amendment" process in Robert's Rules.
- f) Once all reservations have been heard and answered in this way, Chair calls for a tally of responses to the Proposal.
  - There are three of the responses asked for, Assent with Reservations, Stand Asides, and Blocks.
    1. **Assent.** This means that the addict supports the proposal, all things considered. It may not mean that the addict agrees with every aspect, that the addict has heard the discussion and has had a chance to participate in the process of finalizing the proposal and is prepared to support the final proposal. Assent is signified by remaining silent.
    2. **Assent with Reservations.** This option is not materially different from the Assent option but is included as a way of giving addicts a place to stand when they do not want to object more strongly, but they do want to note that they have reservations. Assent with Reservations is done by the addict raising their hand and simply saying when the facilitator calls on them, "Assent with Reservations." The assumption is that the reservations have been heard already, and the addict is simply noting that they can support the proposal and continue to have these reservations.
    3. **Stand Aside.** A common misconception about the Stand Aside option is that it is similar to an abstention. It is not. It is more accurate to say it is similar to a "no" vote. It is a statement that the addict does not support the proposal, but the addict's objection is not of the nature or the severity to warrant a block. Should the number of decision-making members standing aside reach 15% this will indicate a proposal too weak to adopt. Discussion should continue to determine if consensus can be reached. A proposal can also be delegated to the Maker of the proposal or an Ad Hoc Committee for reworking.
    4. **Block.** An addict who blocks must be able to articulate which Tradition or Concept or Spiritual principle fundamental to NA is violated by the proposal. This option is also commonly misunderstood. Given that a proposal can be defeated by a sufficient number of Stand Asides, the Block should be an extremely rare step taken only when a participant honestly believes that one of the Traditions or Concepts is directly violated by this proposal, or some very fundamental moral position of the participant is violated.

**ARTICLE IV: ELECTION OF TRUSTED SERVANTS**

**1) Trusted Servant Election Schedule.**

<b>Position</b>	<b>Clean Time Requirement</b>	<b>ASC Service Experience</b>	<b>Term</b>	<b>Election Month</b>
Chair	3 years	2 years	1 year	June
Vice Chair	2 years	1 year	1 year	June
Secretary	2 years	6 months	1 year	June

Treasurer	5 years	2 year	1 year	June
Assistant Treasurer	4 years	1 year	1 year	June
RCM 1	3 years	1 year + attended 1 assembly	2 years	May – odd years
RCM 2	3 years	1 year + attended 1 assembly	2 years	May – even years
H&I Chair	3 years	1 year	1 year	May
PI Chair	3 years	1 year	1 year	May
Activities	2 years	6 months	1 year	May
Literature	4 years	2 years	1 year	May
Merchandise	3 years	1 year	1 year	May
CRCNA Liaison	1 year	6 months	1 year	December

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**2) Election Procedures.**

- a) Groups in the OTW area must be informed of open positions with one month’s notice and asked to provide nominations. Notice will be through minutes, GSR checklist and ASC Blast.
- b) Elections take place during the allotted time set by the ASC Agenda and follow the conventional voting method.
- c) ASC Chair or a person designated by the Chair reads the general qualifications, clean time requirements, and the responsibilities of the position.
- d) Nominations from the floor are accepted and must be seconded. One can nominate themselves.
- e) Nominees must be present to be elected. Nominees accept the nomination or decline.
- f) Each nominee will qualify for the position, including clean time, service experience, other relevant information and discuss their ability to fulfill the responsibilities of the given position.
- g) The member is questioned from the floor, and then asked to leave. Once the nominee(s) vacates the room, discussion is closed.
- h) The vote is taken. Simple majority decides the election.
  - i. In the case of three or more nominees, votes will be cast for each nominee. The chair will call for votes for each nominee in the first round of voting. The two nominees with the largest number of votes will then continue to a second round of voting. Voting will commence again and the nominee with the majority is elected.

**3) Terms of office.**

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- a) An ASC trusted servant may not serve in the same position for more than two terms or elected more than 3 times (in the case of a partial first term).
- b) In case of a resignation or open position, the election to fill that position can be held at any regular ASC meeting, given that the fellowship has been informed of the opening. If a position is filled in a month other than the schedule above, the elected servant will serve the rest of the current term and then needs to be re-elected.
  - i. If elected with six months or more left in the term, only one re-election will be available.
  - ii. If there is less than six months left in the term, the position will have two more terms available.
- c) Voluntary resignation is given to the ASC Chair in writing. Relapse requires removal.
- d) Involuntary removal may take place at an ASC for failure to perform duties and responsibilities, breach of the N.A. Traditions or Concepts.
  - i. The servant facing removal is given an opportunity to present information to the ASC verbally and/or in writing.
  - ii. ASC will open the floor to discussion.
  - iii. The chair will call for vote. Because this is an election matter, it will follow election proceedings.
- e) OTW trusted servants that miss two consecutive commitments pertaining to their position without a report or a total of 3 commitments within a year are considered to have resigned.

#### **ARTICLE V: RESPONSIBILITIES & QUALIFICATIONS FOR ASC STEERING COMMITTEE AND SUB-COMMITTEE CHAIRS**

##### **1) General Qualifications**

- a) Must have the time and ability to be an active participant at the ASC, fulfill the responsibilities of the position and to commit to a full term.
- b) Demonstrates a history of completed NA service positions.
- c) Chair, Vice Chair, ~~and~~ Treasurer and Assistant Treasurer must be capable of being approved as a signer on the ASC checking account.
  - i. Must be able to create a bank web-site user account. Each web account is individual and tracks actions.

##### **2) General Suggestions**

- a) If a current GSR is interested in accepting a nomination for an area service position, we suggest they speak with their sponsor and home group before accepting.
- b) It is strongly suggested that they are active in their personal recovery – attend meetings, have a sponsor and willing to work on understanding the practical application of the traditions and concepts.
- c) Has working knowledge of the NA Twelve Traditions and Twelve Concepts.

##### **3) OTW ASC Chairperson**

- a) Prepares the agenda for each ASC, accepts agenda items from members and groups.
- b) Facilitates ASC meetings with the goals of accomplishing service needs in the OTW area, achieving the ASC's needs in a purposeful manner, and encouraging participation from members and groups.
- c) Maintains open and honest lines of communication between groups and the ASC.
- d) Votes only in case of a tie, including on the steering committee, and seeks consensus on all issues.

##### **4) OTW ASC Vice-Chair**

- a) In the Chair's absence, has all the duties and powers of that position.

- b) Acts as a liaison between all Sub-Committees and the ASC to assure that they function according to these guidelines. Promotes unity and open and honest communication within N.A.
- c) If a Sub-Committee chair position is open, the OTW vice chair, with assistance from other ASC officers, seeks to ensure that critical SC functions are continued until the position is filled.

**5) OTW ASC Secretary**

- a) Maintains the archives of the ASC, written records of each ASC meeting and correspondence.
- b) Maintains contact info for ASC participants and groups.
- c) Distributes ASC minutes no later than one week after each ASC meeting, to those on the ASC distribution list (blast) and to any other member seeking that information. Gets minutes to web servant for posting and provides a copy of these guidelines to each new officer/group of the ASC.
- d) Is responsible for maintaining the contract of the location of the ASC meetings.
- e) Maintains key to building where ASC is held. Is responsible for opening the building at least 30 minutes before ASC begins.

**6) OTW ASC Treasurer**

- a) Is responsible for the maintenance of the OTW ASC bank account.
- b) Accurately records all financial transactions of the OTW ASC, presenting a report at each meeting.
- c) Collects and maintains financial reports from ASC participants.
- d) Disburses funds in a timely fashion per ASC decisions.
- e) Collects all funds provided to the ASC by donations, SC activities, etc, and deposits them in the ASC bank account.
- f) Presents an annual report and budget to the ASC as described in Article VII.
- g) Updates signer cards every June and whenever necessary.
- h) Maintains the ASC P.O. box and brings the mail to each ASC.
- i) When treasurer position is rotated, works with new treasurer to ensure proper signatures on bank accounts, PO Box, and any other necessary ASC business.

**7) OTW ASC Assistant Treasurer**

- a) Works side by side with treasurer learning above tasks.
- b) Reviews checking balances and transactions for accuracy and reports any concerns to treasurer and chair.
- c) Performs annual audit of the previous year's financial transactions to ensure accuracy and to assist treasurer in budget planning for coming year.
- d) Creates costs calendar for coming year including rent, web-site costs (if applicable), and any other standard costs occurred for the ASC.
- e) Collects all funds provided to the ASC by donations, SC activities, etc, and deposits them in the ASC bank account.
- f) Performs tasks of treasurer at ASC when the treasurer is absent.

**8) Regional Committee Member Team – RCM1 and RCM2**

- a) Provide two-way communications between the OTW ASC and other N.A. service bodies, particularly the CRSC, NAWS.
- b) Ensures that the OTW ASC is represented at all CRSC meetings (normally 6 per year) as well as Regional Assemblies where elections occur, and CAR votes are tallied
- c) Sends minutes of the CRSC through the ASC blast when they become available.
- d) Resource on Tradition and Concept questions/concerns/issues.

~~d~~e) [Will follow guidelines for Handling Area Funds: Budget Process described in Article VII.](#)

**9) Committee Chairs**

- a) Coordinate and oversee the day to day work of the sub-committee.
- b) Collect and disburse all funds handled by the sub-committee and take responsibility for expenditures in accordance with the sub-committee budget and the wishes of the OTW ASC.

- c) Submit a written report to the ASC Secretary and a written financial report – if applicable – to the ASC treasurer by end of each regularly scheduled ASC meeting.
- d) Provide a copy of the minutes of all sub-committee meetings to the ASC secretary.
- e) Prepare an annual SC budget and SC financial report as described in Article VII.

**10) Public Information (P.I.)**

- a) Carries the N.A. message of recovery to those who have not heard of N.A., are not fully informed, or request information about N.A.
- b) Acts as a resource to members and groups in their P.I. efforts, including providing supplies, information, panel participants, literature and literature ordering information.
- c) Keeps a list of media outlets, professionals who work with addicts and N.A. lit rack locations in the area.
- d) Maintains examples of items used in P.I. efforts.
- e) Oversees and coordinates the efforts of the OTW Web servant and Phone line chair(s).
- f) Cooperates closely with H&I in carrying the N.A. message of recovery from addiction.
- g) When meetings within area change, PI Chair will send updated BMLT file to World Fellowship Services to be incorporated into their database.
- h) Facilitates the printing of meeting schedules to be given out at every ASC.

~~h~~i) Will follow guidelines for Handling Area Funds: Budget Process described in Article VII.

**11) Hospitals and Institutions (H&I).**

- a) Carries the N.A. message to addicts in hospitals and institutions who often have no other way of hearing our message of recovery from the disease of addiction.
- b) Acts as a resource to members and groups in their H&I efforts, including providing supplies, information, panel participants, literature, and literature ordering information.
- c) Keeps a list of hospitals and institutions in the OTW area where addicts may be found.
- d) Initiates and coordinates cooperation with those facilities.

e) Cooperates closely with the P.I. Sub-Committee in carrying the N.A. message of recovery.

~~e~~f) Will follow guidelines for Handling Area Funds: Budget Process described in Article VII.

**12) Merchandise Sub-Committee**

- a) Maintains a stock of N.A. related merchandise such as t-shirts, cups, stickers, etc.
- b) Attends, as able, group, area & regional events for the purpose of selling or trading merchandise.
- c) Has merchandise available for fundraising activities, including for trade or sale.
- d) Ensures that N.A. Intellectual property, including trademarks and copyrights, are used in accordance with NAWS Intellectual Property Guidelines.
- e) Will follow guidelines for Handling Area Funds: Budget Process; Article VII, Section 9.4.
- f) The subcommittee will work in conjunction with the Activities Subcommittee.

**13) Literature Sub-Committee**

~~a)~~ Maintains a stock of conference approved N.A. books, pamphlets, medallions, etc. for purchase by N.A. members and groups. Member and group needs take priority.

~~b)~~a) Inventory should be kept at no less than twice the amount sold in one month, not to exceed 3 times sales based on a rough average over the previous 4 (active) month's sales. New literature excluded.

e)b) Has material available for purchase at each regular OTW ASC meeting with 6% surcharge.

~~d~~c) Seeks input from members, groups and the OTW ASC on proposed N.A. literature and forwards that to N.A. World Services (NAWS) and/or the World Literature Committee.

e)d) The subcommittee should inform the groups of all items to ensure that we continually rotate all forms of NA conference approved literature through the area and make new purchases.

~~f~~e) Will follow guidelines for Handling Area Funds: Budget Process; Article VII, Section 10.4.

**14) Activities Sub-Committee**

- a) Organizes and coordinates activities – campouts, dances, picnics, etc. – for the purposes of unity and carrying the N.A. message of recovery from addiction.
- b) Acts as a resource to members and groups in their efforts to hold activities.
- c) Gathers and distributes information about activities in the OTW area, other areas and region, and coordinates with the web servant to have such information on the OTW web site.
- d) Periodically polls NA groups and members about activity preferences.
- e) Cooperates with other Sub-Committees to carry the N.A. message of recovery from addiction.
- f) Will follow guidelines for Handling Area Funds: Budget Process; Article VII, Section 4.
- g) All events must be presented 60 days in advance of event to ASC.
- h) No last-minute events and no fliers printed until an event is on the calendar.
- i) Verify that there are no conflicts with RSC or OTW group activities.

**15) Colorado Regional Convention of N.A (CRCNA) Liaison Position**

- a) Attends CRCNA meetings providing two-way communication between the OTW ASC and CRCNA members.
- b) Provides CRCNA fliers and registration forms at every ASC when available.
- c) Need not hold a position on the CRCNA committee or any SC's.

**ARTICLE VII: BUDGETTING AND HANDLING AREA FUNDS**

**1) General Provisions applying to the handling of all OTW ASC funds**

- a) No funds of the OTW ASC will benefit of any member or individual. Any assets of the OTW ASC, upon its dissolution if ever, will be transferred to the Colorado Regional Service Committee.
- b) The OTW ASC will maintain a prudent reserve of \$300.00. Funds in excess of budget can be forwarded to the CRSCNA or NAWS. Ideally, the ASC treasurer and literature sub-committee chair receive cash and not checks.
- c) Financial records will be available on the Off the Wall home page as well as being sent through email distribution.
- d) Unapproved out of pocket expenses will be considered 7th tradition donations.

**2) Revenues**

- The OTW ASC is self-supporting through contributions from its groups and members. All revenue accumulated will be maintained in a bank account. Funds raised through the efforts of sub-committees are turned over to the ASC treasurer. We have a general debit account to which deposits and withdrawals are made.

**3) Budget process**

- a) To manage OTW funds appropriately, the ASC will function under an annual budgeting process and then utilize funds as available for non-mandatory functions.
- b) Once elected, each sub-committee chair will submit a written budget for basic operating expenses at the June ASC.
  - i. If budgets are not submitted at the June ASC, the previous year's budget for that committee will be used.
- c) The ASC treasurer will review the annual admin budget to identify any foreseen changes (E.G. rent, donuts, PO Box, etc.).
- d) During the August ASC meeting the treasurer will present the annual budget for the ASC as it stands at that time.
  - i. Including ASC administrative, PI, H&I, Literature, Activities, and Merchandise budgets.



- ii. Treasurer will send out consolidated budgets through the blast, no later than two weeks after June ASC, for review by groups. Groups should be prepared to confirm the budget at the August ASC.
  - iii. The previous year's budgets will be available from the Treasurer for use in planning if requested.
  - iv. The annual budgets presented will be discussed, amended if needed, and then confirmed during the August ASC.
- e) Bills defined in the annual budget will be paid when due. The funds will be removed from the operating funds.
- f) Operate all OTW Area business from one bank account, and any debit card(s) attached to the account be held by the Area Treasurer, Area Chair, and Area Vice-Chair.
- g) Use checks or the debit card for all approved expenditures.
- h) Any funds gained through sales or fund-raising efforts will be given to the ASC treasurer at the beginning of the following ASC meeting or deposited directly by the sub-committee chair.

#### 4) Area funds

- a) The ASC will maintain a minimum of \$200.00 operating funds on top of budgeted funds to be available at the following ASC meeting.
- b) The treasurer will review the next months' known expenses at the end of each ASC meeting to ensure the ASC is aware of funds required to perform business functions.
- c) Larger expenses (E.G. rent), will be reported two months' in advance to ensure ASC sets aside appropriate funds.
- d) The monthly treasurer report will include financial transactions for the current month, available funds and budgeted expenses for the following month.

#### 5) Expenditures

- a) There are three forms of expenditures
  - i. Budgeted – Having previous approval in the ASC annual budget and funds set aside for use when needed.
  - ii. Non-Budgeted – Having been requested and approved by the ASC outside of the annual budget.
  - iii. Emergency – Funds required outside of budgeted cycle and required outside standard ASC approval timelines, not to exceed \$50.
- b) The ASC account will have ~~four~~three signers, and any two are REQUIRED for each check.
- c) No two signers on any check may reside in the same household.
- d) If a check is made payable to one of the three check signers, the payee is not allowed to sign that check.
- e) No reimbursement is to be made without receipts or proof of purchase. All monthly subcommittee financial reports are to be accompanied with receipts or proof(s) of purchase.
- f) Normally, all ASC expenditures are made by check or debit card.

#### 6) Non-Budgeted

- a) Approved expenditures will be submitted, discussed and voted on during standard ASC meetings.
- b) Groups, sub-committee chairs and the steering committee members may all submit ~~requests~~ proposals -for funds as needed.
- c) During each ASC meeting, the chair will assign agenda time to non-budgeted requests.
  - 1. The requests will be read including timelines and amounts requested.
  - 2. The total amounts will be tallied by the treasurer.
  - 3. The treasurer will give the available funds versus the requested funds.
  - 4. Discussion will take place and adjustments made if needed.

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5. The requests will be treated as individual proposals and follow ASC voting procedures.

d) Non-budgeted funds approved for future use will be designated as such and saved until the approved time.

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### 7) Emergency Expenditures

- If an unforeseen expense that could detriment the ASC arises, an email may be sent out to the ASC steering committee and the sub-committee chairs requesting approval. The request must receive no less than 5 yes votes before being acted on.
  - i. If approved and a check is required, it is the responsibility of the requester to gain an appropriately signed check.
  - ii. If personal funds are used, reimbursement will take place at the following ASC.
  - iii. All emergency approved expenditures will require mention at the following ASC for permanent record in the minutes and will include the requestor and the members who voted yes.
  - iv. Funds spent before all approvals are gained will be considered a donation and will not be reimbursed, even if the approvals are gained after.

### 8) Annual Audit and reporting

- a) The newly elected treasurer, ASC chair, and the assistant treasurer will perform an audit of ASC funds to be presented at the August ASC for the previous year.
- b) The Treasurer will present results of the audit along with a culmination of the previous year's financial records.
  - i. Annual donations per group
  - ii. Annual donations per sub-committee
  - iii. Annual expenses per committee and sub-committee
  - iv. Total donations to CRSC
  - v. Total annual income and expenses for the ASC.
  - vi. Explanation of variances found if any during the audit.

### 9) Merchandise budget

- a) The Merchandise sub-committee will operate under a bi-annual budget cycle.
  - i. The first sales-cycle will begin in June 1<sup>st</sup> and will close at the end of November.
  - ii. The second sales-cycle will begin in December 1<sup>st</sup> and close the end of May.
  - iii. Funding for each cycle will up to \$600.00 maximum and come from the retained funds from the previous sales-cycle.
  - iv. Merchandise funds will be maintained in the ASC checking account but will be accounted for separately.
  - v. The sub-committee chair is required to present the merchandise budget at the August ASC for sales-cycle 1 and the February ASC for sales-cycle 2. The budget presentation must include types of items, quantities of items, sizes, colors, and costs per item. It should also include the final cost and finally the estimated value after sales.
  - vi. The merchandise list presented by the sub-committee may not be altered without approval from the ASC.
  - vii. Funding will be made available in the months of September and March respectively and will be a one-time disbursement.
  - viii. The sub-committee will utilize an outside vendor for all merchandise creation and can accept discounts but not donations.

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- ix. The sub-committee will plan for sales to take place during the final two months of each sales-cycle. Merchandise may be procured after the September ASC for sales-cycle 1 and after the March ASC for sales-cycle 2.
- b) Funds from merchandise sales will be returned to the ASC as received.
  - i. Seed money will be retained for the next sales-cycle and any funds over the \$600.00 will be allocated to ASC general fund.
  - ii. If all merchandise is not sold by the end of the cycle, merchandise will be discounted for faster sale. Area may also vote to donate merchandise to the activities sub-committee. Sales-cycles will not continue past the scheduled dates.
  - iii. If sales do not ~~produce~~ return the \$600.00 seed money, area will vote to replenish the funds or utilize the current balance for the next sales-cycle.
- c) Merchandise financials will be broken out in the monthly treasurer report showing current balance, income and expenses.

**10) Literature budget**

- a) Current inventory levels will be maintained.
- b) Inventory quantities will be replenished with the same quantities and materials sold.
- c) Changes in inventory levels can be proposed for approval by the ASC.
  - Proposals need include quantities, costs and reason for inventory changes.
- d) Literature financials will be broken out in the monthly treasurer report showing ASC sales, PI and H&I requests, and proposed cost of next order.
- e) Inventory of current literature quantities will be reviewed monthly to ensure inventory is accurate.
- f) The current literature inventory must be available at each ASC meeting.

**ARTICLE VIII: AMENDING THESE GUIDELINES**

These guidelines may be amended by the OTW ASC at any time using the decision-making process outlined in Article III, regarding proposals, provided that such amendment was listed on the agenda distributed for any given meeting. Except when stated otherwise, these guidelines are subservient to the 12 Traditions, the 12 Concepts and any other N.A. conference approved material.

[Amendments](#)

[10/03/21 Assistant Treasurer added as a signer on checks](#)