

**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)

**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).

Treasurer	5 years	2 year	1 year	June
Alternate Treasurer	5 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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- 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.

- 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.

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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