



# **SOUTH PHILADELPHIA AREA POLICY HANDBOOK**

**Revised  
May 2015**

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# Officer Requirements & Duties

**Note: The following requirements will apply to all officer positions.**

1. REVISION: Willingness to serve, give time, and have resources necessary to do the job.
2. Good knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
3. Must be committed to Narcotics Anonymous
4. Sustain their recovery in Narcotics Anonymous.
5. Surrender to the principles of Narcotics Anonymous.
6. Have a South Philadelphia Area home group.
7. Cannot hold more than one position on the Area Service Body.
8. The length of term for officers will be two years (Addition: for one term only 12-20-14).
9. If nominee is a GSR, upon election officer must resign as GSR.
10. Must notify secretary as soon as possible of address or phone numbers changes.
11. Officers must bring policy handbook to every SPA meeting and pass it on to incoming officer when leaving position. . (Addition: SPA Administrative Committee should always have 5-7 extra policy handbooks on hand.)
12. Must pay any bank charges incurred if a check bounces due to error or negligence of
13. Trusted servant on the Area level.
14. Willingness to give time and resources necessary to do the job

## **Chairperson**

Two years continuous clean time

### **Duties:**

1. Arranges the meeting places and presides over monthly SPA meeting.
2. Follows the SPA agenda, respecting specific instructions for chairperson during the SPA meeting.
3. One of the signers of the SPA checking account.
4. Signs contracts along with the SPA treasurer, which require payment from funds held in the Area treasury. (\*NOTE: SPA has not adhered to this.)
5. Must appoint an ad hoc committee every six months to check the financial records of Literature, Activities, and Area Treasury.
6. Follows approved voting procedures for SPA meeting.
7. Any and all issues that can be dealt with by subcommittees should be referred to the proper subcommittee.
8. If unable to attend Area, arrange Co-Chairperson of SPA to fill in.

# Officer Requirements (continued)

## Co-Chairperson

Two years continuous clean time

A legal source of income

### Duties:

1. Is Responsible for the duties of the Chairperson in his/her absence.
2. If needed, the Co-Chair of SPA can coordinate the subcommittees and aid in their communication with each other.
3. Fills in for Subcommittee Chair when position is not full.
4. (Addition: One of the signers of the SPA checking account effective immediately).

## Secretary

One year continuous clean time

Must be able to take accurate minutes

A legal source of income

### Duties:

1. Read old minutes at SPA meeting if requested.
2. Adds corrections of old minutes to new minutes.
3. Takes accurate minutes of each SPA meeting.
4. Types and distributes copies of minutes to GSRs, SPA officers and subcommittee chairs. The minutes will be distributed **two weeks** after to the next SPA meeting. (effective today 12-20-14)
5. Compiles extra copy of minutes and bring them to SPA meeting for archiving purposes. (effective today 12-20-14)
6. Must submit itemized expense list to treasurer at each SPA meeting for purchase of supplies, such as copies, envelopes, and stamps. Must provide receipts to treasurer.
7. Will make copies of minutes for inclusion in policy book.
8. Will send additional copy of minutes to the Co-chair of a subcommittee if the Chair of that subcommittee has missed two consecutive SPA meetings.
9. When contacted by a GSR who has not received minutes, must get minutes to the GSR.
10. Will send an approved letter of intent of any officer who has missed two consecutive SPA meeting or four in a year. (\*NOTE: SPA has not adhered to this.
11. Will provide well-organized forms to be used for motions, group reports, and subcommittee reports.
12. Will keep written GSR reports, subcommittee reports, and motions for a six-month period before disposal.

# Officer Requirements (continued)

## **Assistant Secretary**

Six months continuous clean time

Must be able to take accurate minutes

A legal source of income

### **Duties:**

1. Assists secretary in secretarial duties.
2. Types announcements and anniversaries to be given to the secretary for inclusion in the minutes.
3. Assumes the responsibilities of the secretary in his/her absence.

## **Treasurer**

Two years continuous clean time

Keep accurate records

A legal source of income

Must be able to handle money responsibly

### **Duties:**

1. Maintains SPA checking account.
2. Keeps an accurate record of SPA transactions and brings to all meetings.
3. One of the signers of the SPA checking account.
4. Signs contracts, along with the SPA chairperson, which require payment from funds held in the Area Treasury.
5. Collects itemized expense list from subcommittees and secretary at each SPA meeting. (\*NOTE: Start adhering to)
6. Makes a report of donations, expenses, and balance at every SPA meeting, as well as an annual report. (Addition: every six months)
7. Keep all receipts.
8. REVISION: After paying bills, keeps a prudent reserve balance of two months for expenditures and reserve a minimum amount of \$80.00 to be sent to the RSC for a Regional donation.(Currently no disbursement of funds if SPA banking account is \$380.00) 12-20-14.
9. If unable to attend monthly SPA meeting, arranges for assistant treasurer to perform duties at SPA meeting.
10. Submits a copy of bank statement with each report.

# Officer Requirements (continued)

## **Assistant Treasurer**

One year continuous clean time

Keep accurate records

A legal source of income

Must be able to handle money responsibly

Willingness to give time and resources necessary to do the job

### **Duties:**

1. Collects donations; writes and distributes receipts to GSRs.
2. Assists in the report of donations, expenses, and balance at SPA meeting.
3. Assist treasurer with the annual six month report.
4. In the absence of the treasurer, the assistant treasurer will assume the duties of the treasurer.

## **Regional Committee Member (RCM)**

Two years continuous clean time

Experience with Area service

Familiar with Robert's Rule of Order and Consensus Bases Decision Making

A legal source of income

### **Duties:**

1. Communicates with and attends all RSC meetings.
2. Gives Regional motions to secretary by the next SPA meeting.
3. Gives report at all SPA meetings as to what is going on at RSC.
4. Takes questions and concerns from SPA to RSC for possible answers and/or solutions.
5. Takes donations from SPA to the RSC.
6. Helps alternate RCM get acquainted with duties and responsibilities of RCM.
7. Attend MARLCNA.
8. Collect data for Conference Agenda Report (C.A.R.).
9. Make sure that all events for SPA are listed on the Regional Calendar at the Regional Office.

## **Alternate RCM**

One year continuous clean time

Experience with Area service

A legal source of income

### **Duties:**

1. Becomes familiar with the duties of RCM
2. Attends all RSC and SPA meetings.
3. Fills in for the RCM if unable to attend meetings or complete term.
4. Attend MARLCNA

# Officer Requirements (continued)

## Area Convention Representative (ACR)

Three years continuous clean time

### **Duties:**

1. Carry SPA's vote in convention committee meetings.
  - a. The ACR is a member of the Program Committee.
2. Reports all convention concerns.
3. Attends all convention committee meetings.
4. Takes questions and concerns from SPA to RSC for possible answers and/or solutions.

## Alternate Area Convention Representative

Two years continuous clean time

### **Duties:**

1. Attends all convention committee meetings.
2. Fills in for Convention Rep. If unable to attend meeting or complete term.

## S.P.A.C.N.A Chairperson

1. Five (5) years clean and a SPA Home Group
2. Must demonstrate stability in local community and have administrative skills.
3. Organizes subcommittee meetings and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee and provide help when needed.
4. Helps resolve personality conflicts.
5. Keep activities within the principles of the 12 Traditions and 12 Concepts in accord with the purpose of the Convention.
6. Monitors the fund flow and overall Convention cost and helps organize the subcommittee budgets. Prepares a budget for the Administrative Committee.
7. **\*Note:** Insures important questions from being decided prematurely in order to foster understanding by the entire committee prior to action.
8. Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need to be brought to the Convention Committee meeting.
9. Votes only in the event of a tie (to break the tie).
10. Attends all AREA meetings and gives Convention Committee reports.
11. Is responsible to submit a complete financial report to the AREA at the conclusion of the Convention.
12. Convenes Administrative Committee meetings twice per month.

# Group Service Representatives

## G.S.R

1. Willingness to give time and resources necessary to do the job
2. Brings group's needs and concerns to the attention of the Area and reports back to the group what is going on in the Area.
3. Buys literature for the group at SPA meeting. (No personal checks)
4. GSR will adhere to the Area's policy for the purchasing of group's literature. Submit group literature form at the beginning of the Area meeting, and then pick up filled order when Area meeting is over.
5. Brings group donation to SPA meeting and gives it to the treasurer of SPA.
6. Must submit reports in writing to secretary of SPA. Starting February 2015.
7. When submitting an anniversary date, must also include the name of the meeting at which the anniversary will be celebrated.
8. Must notify secretary as soon as possible of any address or phone number changes.
9. ***Must notify SPA body when leaving SPA meeting, if group is no longer represented.***
10. When voting "group conscience issues", GSR will vote in direct accordance to the mandate of the group they represent.
11. Group conscience is not needed for GSRs to vote on issues pertaining to the business functions of SPA. He/she then votes as a trusted servant keeping in mind the needs of his/her group.
12. Must bring policy handbook to all SPA meetings. Must pass handbook to incoming GSR, must replace if lost, and must not destroy handbook.
13. Take motions, flyers, announcements, newsletters, etc. back to Home Groups as requested.
14. Responsible for obtaining a Conference Agenda Report (C.A.R.), going over it with Home Groups members, then bringing the motion tallies back to the RCM.

## Alternate GSR

1. Attend SPA meetings to learn the duties of GSR.
2. Is responsible for all duties of GSR in his/her absence.
3. Willingness to give time and resources necessary to do the job



# Election of Officers

1. Officer terms begin in **November**. Notification of elections will be in August.
2. Nominations will be taken in **September** and **October** for new officers.
3. Nominations will be closed at the **October** meeting.
4. Elections will be in **October**.
5. Nominations may come from any NA member present at the SPA meeting.
6. ***Only SPA officers, GSRs, alternate GSRs, or Subcommittee Chairs must second nominations.***
7. Nominees must be present at the time of nomination and must be able to meet the requirements of position as stated in the guidelines.
8. The nominee is entitled to decline the nomination.
9. All nominees must be present during the election.
10. After serving one full term, an officer may not be re-elected to the same position
11. New officers will perform duties starting in **November**.
12. **SUGGESTION:** Old officers will help new officers at **October** meeting and assist them in learning their position.
13. Any member of the South Philadelphia Area can volunteer as a nominee.
14. Any officer may be relieved of duties by a two-thirds majority vote of all voting members of SPA.  
***Intent: To remove any officer who is not consistently performing his/her duties according to the SPA guidelines.***
15. All elections on the Area level are opened with nominations and if necessary volunteers.
16. There are to be no more than three nominees and/or volunteers for each office.
17. The responsibilities for the office are read before nominations are taken.

# Subcommittees of SPA

1. The purpose of subcommittees is to plan, implement activities, and deal with special problems that require much more effort than a monthly meeting can provide.
  2. Subcommittees created by the SPA must be directly responsible to the SPA.
  3. **Each subcommittee of SPA should have at least one GSR and/or Officer on the committee.**
  4. **Each subcommittee shall make up their own guidelines and present them to the SPA.**
  5. Each subcommittee will give a progress report at the SPA meeting, which will include a treasury report that list income and itemization. This report will be given verbally on the floor and presented in writing to the secretary, with the exception of the Treasurer whose report will be given both verbally and written on the Area floor.
  6. Any major actions that concern NA as a whole must be approved by the SPA before being carried out by a subcommittee, in order to insure that our traditions are being upheld.
  7. Subcommittees must get approval from groups before selling T-shirts at their functions.
  8. Any trusted servant, on the Area level, that causes a check to bounce [directly relating from their own error or negligence] be held responsible for any bank charges incurred.
  9. Subcommittee Chairs and co-Chairs must notify SPA secretary as soon as possible of any address or phone numbers change.
  10. Subcommittee chairs must bring policy handbook to all SPA meetings.
  11. **Chairpersons and Co-Chairpersons attend all Regional subcommittee meetings and workshops of the subcommittee they represent.**
  12. If needed, the Co-Chairperson of the SPA can coordinate the subcommittees and aid in their communication with each other.
  13. ASC fund raising affairs are to be held within the NA fellowship.
  14. Length of term for chair and co-chair will be two years each.
  15. Subcommittees have a co-chair elected by subcommittee members.
- **MOTION:**
    - To give starter kit to new groups as needed. **12-9-92 MSP**
    - Any request to Public Information subcommittee is channeled to other Public Relations subcommittees in our Region. 1-13-93 MSP
    - **That Subcommittee Chairs that miss two consecutive Area Service Meetings without written or verbal notice, at the third meeting, the matter be put on the SPA floor for discussion.**  
**4-17-93 MSP**

# Subcommittee Officer Requirements & Duties

## Policy Committee Chairperson

Two years clean time

Willingness to give time and resources necessary to do the job

### **Duties:**

1. The purpose of the policy committee is to research and develop new procedures.
2. ***To help expedite all business conducted during the SPA meeting.***
3. If said procedures are voted in by the SPA they became standing policy.
4. Must attend Regional Weekend.

## Literature Committee Chairperson

Two years clean time

Working knowledge of literature

### ***Have own transportation***

### **Duties:**

1. The literature committee's purpose is to have literature available for group purchases during SPA meeting.
2. All literature that is to be sold by the SPA to anyone outside the fellowship must be sold at same cost.
3. All literature will be distributed at the end of the Area Service Meeting.

## Hospitals & Institutions Committee Chairperson

Two years clean time

### **Duties:**

1. Cooperate and coordinate presentations with the Public Relations Subcommittee (P.R.) Subcommittee.
2. Ability to give presentations to facilities that request them.
3. Attend workshops and learning days as requested.
4. Works closely with the Phone Line and Public Relations Subcommittee (P.R.) Subcommittees
5. Must attend Regional Weekend.

## Phone Line Committee Chairperson

Two years clean time

### **Duties:**

1. To provide introduction to NA to the still sick and suffering addict.
2. Must be oriented and contact other members when need arises for 12 step calls throughout the city.
3. Works closely with the Public Relations Subcommittee.
4. Must attend Regional Weekend

# **Subcommittee Officer Requirements & Duties** (continued)

## **Public Relations Chairperson**

Two years clean time

### **Duties:**

1. Inform addicts and others in the community of the availability of recovery in Narcotics Anonymous.
2. Conduct a wide range of projects designed to increase community awareness of Narcotics Anonymous.
3. Works closely with the Phone Line and H&I Subcommittees
4. Ability to give presentations to facilities as requested.
5. Attend workshops and learning days as required.
6. Attempt to host at least two learning days per year.
7. Must attend Regional Weekend.

## **Meeting List Chairperson**

Two years clean time

### **Duties:**

1. Keeps meeting list updated and accurate.
2. Check for profanity in meeting list name, attractiveness, and usability of format.
3. It is suggested that each updated version be sent to the World Service Office.
4. Must attend Regional Weekend.

## **Unity Committee Chairperson**

Two years clean time

### **Duties:**

1. To aid groups in the SPA in matters that strengthens N. A. as a whole.
2. Also works with other Areas to bring about unity.
3. Must attend Regional Weekend.

# Subcommittee Officer Requirements & Duties (continued)

## Newsletter Committee (Clean Sheet) Chairperson

Two years clean time

The purpose of the Newsletter (Clean Sheet) Committee is to provide a written message of recovery to addicts seeking recovery and to build NA unity through communications.

### **Duties:**

1. Publishing a newsletter every other month.
2. Providing a disclaimer stating that the nature of the material includes expressions of NA members that do not necessarily reflect those of NA as a whole.
3. Soliciting as many articles, stories, poems, etc. from the South Philadelphia Area.
4. Provide a dependable way to complete and to distribute each issue in a timely manner.

## Steward

Six months clean time

### **Duties:**

1. Set up meeting Area. Purchase any refreshments (If applicable).
2. Help to clean facility after the meeting.

## Literature Review Committee Chairperson

Two years clean time

### **Duties:**

1. The LRC reviews all NA literature that is sent to our fellowship from the World LRC.
2. After reviewing such literature, they may send back input and/or comments to assist the World LRC in its compiling of new literature.
3. The Literature Review Committee at no time acts as a voting body, representing the Area as a whole.
4. Must attend Regional Weekend.

## Liaison

Six months clean time

### **Duties:**

1. Responsible for paying the rent, opening and closing the meeting room.
2. Communicate facility concerns to the Area and vice versa.

# Area Finances

1. The SPA Chairperson, Co-Chairperson, and Treasurer have their names registered with the bank as signers on the SPA checking account.
2. The Area treasury maintains a minimum balance of two months reserve for expenses.
3. The SPA supplies each group in the Area with the World Conference Agenda Report, at the expense of the Area Fund.
4. That the SPA pays for copying cost incurred by the Policy subcommittee to update the policy handbooks.
5. The Area Chair appoints an ad hoc committee to check the accuracy of the financial records of subcommittees and the Area Treasury every six months.
6. Any trusted servant on the Area level, that causes a check to bounce — directly relating from their own error or negligence — be held responsible for any bank charges incurred.
7. The P.R., H. &I., Policy, Phone Line Subcommittees, and Secretary give the Treasurer itemized expenses list at each SPA meeting.
8. Area pays the cost for the Literature Chair to purchase and display a yearly calendar, for organization of activities in our Area.

# SPA Meeting Guidelines

1. Any member of NA is welcome at SPA meetings.
2. Upon recognition from the Area Chair, anyone may address the floor.
3. SPA meeting will start at 1:00 p.m. on the third Saturday of the month, unless changed by the Area body for a holiday weekend.
4. ***The SPA will accept NA guidelines as policy whenever specific Area policy is not addressed.***
5. An early calendar will be displayed on the literature table during subcommittee meetings and on the Area table during Area. All dates for meetings, workshops, and activities should be placed on the calendar.
6. When a group comes to the SPA meeting asking to be accepted into the Area, they will have to meet the following guidelines:
  - a. **Have met regularly for at least three months at a specified time and place.**
  - b. **Follows the 12 Steps and 12 Traditions of NA (has no outside affiliations and receives no outside financial support).**
  - c. **Has a GSR or alternate GSR present at that SPA meeting.**
7. The Area and its subcommittees upon request serve any NA Group wishing to join the South Philadelphia Area.
8. ***If a home group is not represented on the Area floor for six months, the SPA body should review their attendance at SPA meetings.***
9. A group report of any group's information will go into the minutes.
10. The Area Meeting starts at 1:00 p.m. and ends at 4:00 p.m.
11. ***The Chairperson is authorized to issue verbal warning to any one disrupting the Area Service Meeting and the next disruption will forfeit their right to be recognized for the remainder of the meeting, but they cannot forfeit their right to vote.***

# SPA Voting Procedures

## Motions:

1. That we use Robert's Rule of Order as Policy for SPA meeting. **NOTE (\*\*\*\*This is subject to revision depending on the Area Service Committee moving towards Consensus Based Decision Making.)**
  - (elected by the body 12-10-92 MSP)
2. An abstention vote is a neutral vote, and Chairperson breaks a tie
  - (12-10-92 MSP)
3. ***Any motion brought to the Area floor by a group (by way of a subcommittee remain anonymous).***
  - (7-89 MSP)
4. All motions coming from subcommittees or groups include intent and/or whether not they want the motion to go back to the groups.
  - (3-11-92 MSP)
5. ***All motions must include one of the following prefixes:***
  - a) ***To be voted on the Area floor***
  - b) ***To go back to groups.***
    - (1)These prefixes may be objected to; one pro and con may be heard to the objection.
6. All motions brought to SPA floor are clarified and the Chairperson asks if the motion is clear? If the motion is unclear, the motion goes back to motion presenter for clarification.
  - Intent: To allow all GSRs to have a clear understanding of all motions presented on SPA floor. MSP
7. Only GSRs (or alternates) be allowed to vote at SPA meetings.
8. ***Upon recognition from the Chairperson, only SPA officers, GSRs, alternate GSRs, or subcommittee chairs may make or second a motion.***
9. Motions should be presented verbally to the Area body and in writing for the SPA secretary. No motion or report will be accepted for the minutes unless written on proper forms.
10. All motions must include intent.
11. The Chairperson can withdraw a motion if out of order or by the maker of the motion after it has been seconded.



## SPA Voting Procedures (continued)

12. A motion must receive a second to open.
13. **Order of the day, limits discussion to each new business motion to two pros and two cons not to exceed 15 minutes. Any additional discussion will be at the discretion of the Chairperson.**
14. When voting group conscience issues, the GSR or alternate GSR will vote in direct accordance to the mandate of the group they represent.
15. Only GSRs or alternate GSRs vote on all issues at SPA meeting.
16. **\*\*NOTE: Chairperson cannot break a tie for group conscience issues only.**
17. Groups without a conscience that have been given ample time and information will not be considered in the vote.
18. 100% notification, which is necessary to make policy changes, is defined as all GSRs receiving their minutes two weeks after the Area Service Committee Meeting. As per Policy under "Secretary Duties item #4.
19. Abstention votes are considered "no opinion" votes **unless a vote results in 59%** abstentions, the motion will be sent back to groups with clarification.
20. Two-thirds majority is considered 2/3rds majority of the votes cast.
21. Any motion can be sent back to groups for conscience simply by request of an officer, GSR, alternate GSR, or subcommittee chair.
22. **Any motion to change Area existing policy must include, what existing policy states, and what the new policy would state, with intent.**
23. No GSR or alternate GSR may cast more than one vote.
24. Any GSR, alternate GSR, officer, or subcommittee chair may ask for a recount of a vote, if one is deemed necessary. (Only once.)
25. The Chairperson will restate motions before voted on.
26. **All motions sent back to groups for a conscience, especially those that will change existing policy or create new policy, should be open to free debate by the Area.**
27. Any motion that has failed cannot be brought back to the Area floor for six months.
28. **Any motion previously voted on, but later found to be out of order should not continue to be acted upon. The direction taken up to the point that it is discovered that a motion was out of order should cease immediately and the proper actions must then be adhered to. A correction can be made at this point. Follow directions for motions in Roberts Rules of Order.**

**Policy Review completed April 18, 2015 by SPA Policy Subcommittee. To be given to all GSRs and Officers of the South Philadelphia Area Service Committee Meeting on May 16, 2015.**