

## ARTICLE 1 – WHAT IS POLICY?

Policy is defined as the framework of procedures and guidelines used by the CASC to carry on its business. The members of the CASC establish the policies of the CASC. Each policy in this handbook has been voted on and approved by this CASC; or has come about by long standing custom and tradition.

Policies are established in keeping with the Twelve Traditions of NA and generally are as a result of the experience, strength and hope of the members of the CASC, for the sole purpose of better serving the area and this fellowship.

The Capture the Flag rules are not part of policy, but a separate document of which changes must be approved by the group.

## ARTICLE 2 – NAME

The Name of this committee shall be the “Crossroads Area Service Committee of Narcotics Anonymous”; abbreviated “CASC” and referred to in these guidelines as “CASC” or “The Committee”.

## ARTICLE 3 – SERVICE AREA

The Crossroads of Narcotics Anonymous currently serves the southeast area of North Carolina and the counties of Johnston, Harnett, Sampson, and Wake. Our area service committee (CASC) meets on Saturday on the third full weekend of each month at: Crossroads Church Student Center 1301 S. Main St. Lillington, NC 27546. Anyone can contact our area by writing to:

*PO Box 1620*

*Angier, NC 27501-23265*

*Or by calling our answering service at: 1-855-227-6262*

Our Service Area is a member of The North Carolina Region of Narcotics Anonymous. We are represented on the regional level by a Regional Committee Member (RCM) or Alternate RCM.

## ARTICLE 4 – GROUP MEMBERSHIP

### Section 1 (Requirements):

1. Members of the group are addicts. Only addicts or people who feel they have a problem with drugs are eligible for membership
2. The group supports the Twelve Steps, 12 Traditions, and Twelve Concepts of Service of Narcotics Anonymous.
3. To be registered with NAWS
4. Groups reside in the counties of Duplin, Harnett, Johnston, Sampson and Wake. Consideration will be given to other groups outside these counties.
5. To have a representative present at area when requesting membership
6. Groups schedules must be up to date (i.e. when, how often, and location where they meet)
7. Have 2 trusted servants delegated by area to attend meeting and business meeting prior to approval/acceptance to area
8. Group only uses fellowship approved literature.

### Section 2 (Membership):

#	Name	Location	Start Date	Notes
1	Genesis Reflections	Wilson Mills, NC	January 2003	<i>Closed 2015</i>
2	One Day at a Time	Angier, NC	January 2003	
3	New Beginnings	Dunn, NC	January 2003	
4	Insight	Benson, NC	April 2003	

5	Steps Into Recovery	Lillington, NC	June 2003	
6	Surrender	Benson, NC	1990	
7	Last Stop	Selma, NC	May 2003	
8	Crossroads To Recovery	McGee's Crossroads, NC		
9	Fresh Start	Clayton, NC	October 2011	
10	Clayton Group of NA	Clayton, NC	April 2011	
11	The War Is Over	Clayton, NC	August 2005	
12	Clean And Serene	Clinton, NC	April 2010	
13	Promise Of Freedom	Newton Grove, NC	April 2010	
14	Women Do Recovery	Smithfield, NC	July 2012	<i>Closed 2015</i>
15	Journey Begins	Wilson's Mills, NC	May 2012	<i>Closed 2015</i>
16	Another Chance	Smithfield, NC	November 2014	
17	Our Gratitude Speaks	Willow Spring, NC	May 15, 2015	
18	Pathway to Freedom	Johnston Correctional Institution (Smithfield, NC)	August 2006	
19	Search For Freedom	Harnett Correctional Institution (Lillington, NC)	June 2008	
20	Beacon of Hope	Four Oaks, NC	March 2016	
21	Just For Tonight	Angier, NC	September 2016	<i>Closed 2017</i>

## ARTICLE 5 – FUNCTION OF THE AREA SERVICE COMMITTEE (ASC)

The function of an Area is to bring cohesiveness among groups in a geographical area. The Narcotics Anonymous home groups have banded together to create an area to provide services that these groups could not provide by themselves. This area was formed to be directly responsible to its member groups. Its sole reason for existence is to be of service to its member groups

The function and responsibility of the Crossroads Area Service Committee shall be to provide, area-wide, those services required by the groups within the Crossroads Area, and to further our primary purpose as these requirements are made known to Crossroads Area Service Committee by the groups of the Crossroads Area.

1. To promote unity within our fellowship.
2. To provide representation of the Crossroads Area, and to express the needs, desires and collective group conscience decisions of our Area at the Regional level through our trusted servants.
3. To be a source of cooperation between other Areas, Regions, and the World Service Committee.

## ARTICLE 6 – STATEMENT OF PURPOSE

The Area Service Committee (CASC) has but one purpose: to assist the Groups in carrying the Narcotics Anonymous message of recovery in whatever ways possible. Toward this end, this is our pledge:

**That no addict seeking recovery need die without having had the chance to find a better way of life, from this day forward may we provide the necessary services.**

To fulfill our fellowship's primary purpose, NA groups have joined together to create a structure, which develops, coordinates, and maintains services on behalf of NA as a whole. The Area Service Committee (CASC) is a committee made up of Administrative Committee Members, Subcommittee Chairpersons and Group Service Representatives (GSRs) from groups within a designated area who meet monthly to serve the specific needs of its member groups and the Area as a whole.

We can do together what we cannot accomplish separately. This is true in our personal recovery and is equally true in our service structure. In new NA communities, groups often perform basic services in addition to their meetings. Fulfillment of the full range of NA services (phone lines, hospitals and institutions, public information work, outreach, etc.) usually requires more money and

people than a single group can muster on its own. The degree of organization necessary to carry out such responsibilities would divert most groups from carrying the NA message in their meetings.

The most important function of the CASC is supporting the groups. Whenever a group has a specific situation or need, which it has not been able to handle on its own; it can come to CASC meeting for help. These situations are almost limitless in scope, but we have learned that we can accomplish much when we work together.

The groups have created the NA service structure to serve their common needs. Our fellowship service boards and committees exist to help groups share their experience with one another, provide tools which help a meeting function better, attract new members to recovery meetings, and carry the NA message further than any single group could carry it alone. Because the groups have created the service structure, they have final authority over all its affairs.

In order to provide these services, a CASC needs the active participation of all the GSRs. The group supports its CASC financially, spiritually and physically. It takes money to provide these services and it is a group's responsibility to offer this support as an area grows; the financial needs of the committee also grow. To provide a full line of services requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate courses of financial support are helpful, but the bulk of the responsibility still falls on the members of a group.

The active participation of each group representative is essential for a successful CASC. It is the GSR's responsibility to:

1. Keep their group informed of all information presented at CASC and represent their group's conscience in all CASC decisions.
2. Should evaluate each vote in terms of the needs of those they serve.
3. Participate in helping to carry out the CASCs other specific functions, such as attracting new members, planning and implementing activities and the aid given to the groups with specific situations are services.

In order to coordinate its services, the CASC elects officers yearly. Leadership and the ability to organize give the committee direction and incentive, which must come from its officers. **If a GSR is elected to a CASC position, they must resign the GSR position. A person may only hold one position at the CASC, thus ensuring all groups of equal representation.**

## ARTICLE 7 – SESSIONS

### Section 1 (Agenda):

**This is a sample agenda. Actual agenda will be prepared by Chairperson in accordance with Article 11 Executive Orders, Section 4 (Positions). A Chairperson of these guidelines.**

Opening Prayer  
Twelve Traditions  
Twelve Concepts  
Introductions and Statement of Purpose  
At This Time:  
    (a) Recognize New Area Attendees  
    (b) Allow All Members to Introduce Themselves  
Roll Call/Quorum Call Taken  
Question & Changes to Previous Month's Minutes  
CASC Officers' Reports  
Standing and Ad Hoc Committee Reports  
Conclusion of Old Business

Open Forum  
Introduction of New Business and Entertainment of Motions  
GSR Reports  
Elections if Applicable  
Close of Session  
Announcements and Notice of Next Mid-Month and Area Meeting  
Closing Prayer and Adjournment

### **Section 2 (Quorum):**

In the CASC, quorum is defined as half plus one of the GSR's that are required to be present at CASC in order to conduct business and have not lost their voting rights due to absentees. To protect our group conscience, quorum is required before the CASC can proceed with the agenda and vote on issues brought before the CASC. However, if quorum is not met at the beginning (or 30 minutes after meeting is to start) those present can proceed with agenda; but, cannot vote until quorum is met. In the event quorum is lost during CASC meeting, Crossroads Area Service Committee (CASC) has the ability to suspend policy guidelines if approved by a GSR and Officer Vote.

The procedure the CASC Secretary uses to establish quorum is outlined below.

1. Take attendance
2. Determine the number groups present that have not missed more than two consecutive meetings.
3. Quorum for CASC will be established as the half plus one of eligible voting groups (e.g. 40 groups -- 21 is quorum; 41 groups -- 21 is quorum).
4. Official quorum must be reached within 30 minutes after scheduled starting time for voting purposes EXCEPT if there is an emergency need for a decision that the majority of the Area GSR'S & Officers feel cannot wait till next Area meeting. Ex: Votes that need to be counted and carried up to the Regional meeting. A bill that needs to be paid that is beyond the approved budget etc...The Area may continue with the scheduled Agenda without quorum for informational purposes only unless the "emergency" vote is approved by the above listed members.
5. GSRs will be considered absent if they arrive more than 15 minutes after the start of the ASC meeting. If the subcommittee chair is absent for the subcommittee report, then that chairperson is considered absent from CASC. If that person comes to the CASC after that time, then they are still considered absent.

## **ARTICLE 8 - PARTICIPANTS**

### **Section 1 (Voting Participants):**

The voting participants of the CASC shall be as follows:

1. GSR (Group Service Representative), or the GSR Alternate in their absence.
  - a. In a show of hands vote, it shall be one person, one vote. In a written ballot, all groups of the Crossroads Area are entitled to representation, provided the vote was a result of a group conscience, and their ballot was submitted to the Area by a representative of the Group.
2. CASC Chair: Shall vote in the event of a tie.
3. CASC Officers and subcommittee chairs with GSR are to vote for housekeeping issues. Housekeeping issues are considered to be anything that pertains as to how the Area meeting is run or conducted such as but not limited to: time of meeting, location, breaks, agenda etc....

Voting participants, after registering with the Secretary, and being recognized by the Chairperson, will enjoy all the privileges allowed by these guidelines and Robert's Rules of Order.

**Section 1.1 (Loss of Voting/ Regaining Voting Rights):**

Any homegroup who has not been represented by a GSR or Alternate GSR for 2 consecutive Area meetings loses their voting rights UNTIL the home-group's representative (GSR or Alternate GSR) attends 1 full Area meeting (no voting at this meeting). At the **following** Area Meeting the Home-group and their representative will have full voting rights.

**Section 2 (Non-Voting Participants):**

A non-voting participant shall be defined as a member of Narcotics Anonymous who, after registering with the Secretary, and being recognized by the Chair, is then permitted to debate, question, enter or make motions or nominations, present reports, present points of personal privilege, call for points of order and query the Chair. However, this is allowed only during open forum for all participants other than GSR's. When New and Old business is being conducted only GSR's and Area Officers can be in the discussion.

Non-voting participants shall not be allowed to vote on motions, nominations or other such matters requiring a vote, nor shall they be permitted to appeal the decisions of the Chair. In the matter of procedural motions, (i.e. time of meeting, smoking, orders of day) any Area participant may vote. The non-voting participants of CASC (except in an all vote) shall be as follows:

1. Standing Committee Chairpersons or in their absence, the Vice Chairperson
2. Administrative Committee Officers except the Chairperson in the event of a tie, the administrative committee is made up of elected Area Service Officers serve the Area's administrative needs and is comprised of the following positions:  
Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Regional Committee Member, and Alternate Regional Committee member and Policy Chair.
3. Any other participant not directly representing a Group.

Any non-voting, non-participant member of Narcotics Anonymous wishing to address the CASC must put their request in writing to the CASC Secretary prior to the meeting, which will then be put to the GSR's to vote on.

## **ARTICLE 9 – VOTING / MOTION PROCEDURES**

The following guidelines are used to submit, discuss, and vote on motions presented at CASC.

**Section 1 (Types of Vote):**

- A. 51% vote: Two-thirds of the votes cast (total Yes and No votes) by eligible groups.
- B. Half plus one vote: Half plus one of the votes cast by eligible groups.
- C. Abstention: To abstain is not to vote. Abstentions are discarded at CASC.
- D. **The votes cast must at least equal quorum**, if not, the motion is tabled to the next CASC. If, at the next CASC, the votes cast are not at least quorum, then the motion dies. In the case of an RSC motion, an abstention is carried as the vote of the CASC.

**Section 2 (Submitting a Motion):**

- A. Any member of the area can make a motion.
- B. Only GSRs can second any and all motion

- C. All motions must be in writing and submitted the CASC Secretary prior to new business. At that time, the motion becomes the property of the CASC body.
- D. Intents should be clearly written. The maker should avoid writing Tradition numbers or Concepts numbers without explanations
- E. The maker of the motion is required to be present only when the motion is initially read at CASC or the motion will not be accepted.

### **Section 3 (Discussion of a Motion):**

- A. The motion is read by the CASC Chair or Vice Chair
- B. The maker is allowed to explain the purpose of the motion. Questions to the motion are taken.
- C. Questions to the motion are taken
  - 1. A question begins with who, what, why, when, where, or how.
  - 2. A question is one sentence
  - 3. A question will not be allowed if it implies a pro or con.
  - 4. The chair may limit questions to the motion
- D. Pros and Cons - are limited to three cons and three pros
  - 1. The Chair will ask for a con first
  - 2. If no Cons exist, pros are not presented
  - 3. Under limited circumstances, the Chair may extend debate.
- E. A motion to amend is always in order
- F. The maker may motion to withdraw the motion at any time prior to voting. It requires unanimous consent of the CASC.

### **Section 4 (Processing of a Motion):**

- A. After pros and cons, the chair may
  - 1. Refer the motion to a subcommittee
  - 2. Refer the motion to the groups for the next meeting agenda
  - 3. Call for a vote on the motion (motions to conduct business)
  - 4. Table to the next CASC, or
- B. A suggestion can be made from the floor on how to process the motion.
- C. A motion cannot be tabled more than once, except at the discretion of the Chair.
- D. Any motions to permanently revise the CASC Policy shall be referred to Home groups before being called to vote. The Policy Committee can make spelling error changes without voting consent.
- E. After being tabled to the groups there can be discussion on each motion, to encourage groups to provide input on a motion. If after discussion, the GSR's do not want to vote, the motion can be amended and tabled back to the group or rescinded.

### **Section 5 (Voting on a Motion):**

- A. The chair will call for a vote when the groups indicate they are ready to vote. This is usually after pros and cons or after it returns to the floor from the groups.
- B. Eligible GSRs will indicate their vote by raising their hand.
- C. The CASC Chair votes only in the case of a tie.
- D. Motions to impeach a trusted servant, waive CASC policy, change CASC policy, or change GSR policy require a 51% vote. All other motions require a half plus one vote.
- E. A GSR may call for a "roll call" vote wherein every GSR is individually polled and an accurate tally is taken.
  - 1. The request for a roll call vote is itself a motion.
  - 2. The motion to request a roll call vote is not debatable and requires a half plus one vote to be passed.

**Section 6 (Motions to Appeal):**

- A. The purpose of a motion to appeal is to reverse the decision of the Chair.
- B. The motion to appeal is itself a motion and must be made immediately after a decision by the Chairperson.
- C. The motion to appeal is not debatable and requires a half plus one vote to pass.
- D. If the motion passes, the decision of the Chair is reversed

**Section 7 (Challenging a Motion):**

- A. If a motion is voted on at CASC, the item cannot be challenged, changed or reconsidered for six months

**ARTICLE 10 – ELECTIONS****Section 1 (General):**

All trusted servant positions in our service structure are elected with the exception of Ad Hoc Committee Chairpersons who are appointed by the ASC Chairperson, in accordance with Article 11, Section 4 A of these guidelines. Nominations for positions on the area service level are held in November of each year and elections for positions on the area level are held in December of each year. Any member of our area and Narcotics Anonymous may serve as a trusted servant provided they meet the requirements of that position. More information regarding trusted servant positions can be obtained by attending one of our area meetings or by consulting this [Area Service Policy](#).

**Section 2 (Process):**

- A. A flyer announcing the election of Officers and Subcommittee Chairpersons will be distributed at the October meeting of the Crossroads Area.
- B. Nominations for the positions will be made at the November meeting of the Crossroads Area.
- C. All nominees must complete a service resume and submit to the CASC at the November meeting, a nominee must be present at elections in the December CASC meeting.
- D. Elections will be held at the December Area Meeting.
- E. A six-month moratorium will be enforced for any member of the A.S.C. who resigns or is removed from a position.
- F. No member shall hold more than one A.S.C. position at one time, and no officer shall be eligible to serve more than two complete consecutive terms in the same position.
- G. In order to ensure all groups equality of representation, upon election any officers of the Crossroads Area Service Committee shall resign as GSR
- H. The Vice-Chair, Alternate Secretary and Alt. Treasurer will automatically move up to fill the position unless unwilling or unable to do so in which case the position of Area Chair, Secretary and Treasurer will be open to elections process also.
- I. In case of an unexpected vacancy of any officer or sub-committee chairperson an election will be held within two months to fill that position and keep the Area business running smoothly.

**ARTICLE 11 – EXECUTIVE OFFICERS****Section 1 (General):**

The Crossroads Area's Administrative Committee consists of a Chairperson, Vice Chairperson, Secretary, Alternate Secretary, Treasurer and Alternate Treasurer and Policy Chair. Our administrative committee members are trusted servants who seek to assist the Area in further carrying the message to addicts.

Officers are to shred all records excluding the current year after using the portable memory storage device provided by the area (CASC). This device is used to store their records for historical archives and auditing purposes.

All Officers are to submit a written report to the Secretary upon giving an oral report at the CASC Meeting.

**Section 2 (Attendance):**

All CASC officers are required to attend all CASC meetings. Failure to attend two consecutive meetings or a total of four meetings during a term of office is considered grounds for removal. Officers who are going to be absent are required to notify the CASC Chairperson and to submit a normal written report. All Officers are to submit a written report to the secretary, monthly. The CASC may excuse an absence if it so desires. An RCM or and RCM alternate may be removed for missing one Regional Service Committee meeting.

**Section 3 (Removal):**

Any CASC officer may be removed by a 51%'s majority vote of the CASC. Grounds for removal can include (but are not limited to): failure to perform duties as indicated in this manual (or assigned by the CASC), failure to follow CASC attendance policy, misappropriation or embezzlement of CASC funds, or relapse. A motion to remove a CASC officer shall be handled in accordance with normal CASC procedure. It is recommended that such a step not be taken lightly. The CASC should determine the validity of any charges before voting on a motion to remove any officer.

**Section 4 (Positions):**

- A. **Chairperson:** The Area Chairperson is responsible for conducting the monthly Area meeting, preparing the agenda and various administrative duties (or delegate someone responsible party to carry out) such as; Pay the monthly rent and make sure all meetings are scheduled with the appropriate meeting location, purchase all beverages and condiments for the Area Meetings. The chairperson's primary tools are short-form rules of order (Robert's Rules of Order), a firm hand, a calm spirit and a clear mind. Area Chairperson is 1 of 4 signatories of the area service Committee's bank account. The Chairperson is also responsible for creating Ad hoc Committees, as needed, appointing an Ad hoc Chairperson to be responsible for disbanding an Ad hoc Committee once the task is accomplished.
1. Term of Service: In 2003 the term of service will be two (2) years, as of the 2005 elections the term of service will be one (1) year.
  2. Clean Time Requirement: Two Years continuous abstinence is required for the Area chairperson.
- B. **Vice-Chairperson:** The primary responsibility of the Area vice chairperson is the coordination of the area sub-committees. The area vice chairperson keeps in touch with the chairpersons of each subcommittee, staying informed of their projects and any problems, attending subcommittee meetings whenever possible. If disputes arise within a subcommittee or between subcommittees, the Area vice chairperson helps them to find solutions. The Area vice chairperson helps the subcommittees to prepare their annual reports and budget proposals. The area vice chairperson (along with the Unity Chairperson) will investigate why a home group has not attended an area meeting after three (3) months absents. After assessments of the group have been made, a recommendation (if needed) will be made to remove said group from the meeting schedule. The area vice chairperson is also responsible to assist the chairperson in conducting area committee meetings and to conduct the area committee meeting in the case of the chairperson's absence. Vice Chairperson is 1 of 4 signatories on Area Service Committee's bank account.
1. Term of Service: As of the 2005 elections the term of service will be one (1) year.
  2. Clean Time Requirement: Two years of continued abstinence.
- C. **Secretary:** The area secretary handles all the area service committee's paperwork, a large job. Their first responsibility is to take clear accurate minutes of area committee meetings and distribute those minutes to all committee participants within two weeks following the area meeting. The secretary will assist the area chairperson in keeping the area meeting running smoothly according to the meeting's agenda and taking "roll call ". In the process of keeping the minutes of each area meeting secretaries should regularly update a log of the Area's policy motions. The log lists motions the committee has passed regarding the activities of administrative officers and subcommittees. These motions should be listed chronologically under a heading for the officer or subcommittee the affect. Secretaries should have copies of the most recent printing of the log of policy actions available for new GSR's periodically distribute a current version to all area committee participants. Because most secretaries email minutes to area committee members, they need to keep an updated list of participants' email and actual addresses. With the committee's member's permission, they should mail this list to the WSO at least once a year. This will make it possible for the WSO to provide groups, subcommittees and

administrative officers with current information pertinent to their areas of service. permission to use a recording device to record the area business meeting with the intent to report more accurate minutes. Also, to add the requirement that it be required that these recordings be erased immediately upon completion of the area minutes and to announce that it will be recorded before every meeting. The secretary also has permission to use a recording device to record the area business meeting with the intent to report more accurate minutes. It is required that these recordings be erased immediately upon completion of the area minutes. It must be announced that the area sessions may be recorded before every meeting. SEE Current Budget for allotted monies.

1. Clean Time Requirement: One year of continued abstinence.
  2. Term of Service: In 2003 the term of service is two (2) years, as of the 2005 elections the term of service will be one (1) year.
- D. **Alternate Secretary**: The Alternate Secretary is oriented to the Secretary's position and provides any assistance needed to the Secretary. In case of the absence of the Secretary the Alternate Secretary will fill her position during the area meeting. SEE Current Budget for allotted monies.
1. Term of Service: In 2003 the term of service is two (2) years, as of the 2005 elections the term of service will be one (1) year.
  2. Clean Time Requirement: One year of continued abstinence
- E. **Treasurer**: The treasurer receives contributions from the groups, administers the area's checking account (as of October 2013 CASC will have paperless statements), pays the rent and gives to the Chair, for the committee's meeting place, and reimburses officers and subcommittee chairpersons for their budgeted expenses and with check request and/or receipt. The treasurer keeps careful records of all transactions, and reports on the financial condition of the area committee at each of its area meetings. A written report of the area's finances is given by the treasurer at each area meeting and a copy of the report is included in the minutes distributed by the secretary. In the event that a group's contribution to the area is in the form of cash the treasurer will give them a written receipt. The treasurer is to collect all mail and pay for the PO BOX,. Review budget quarterly for upcoming expenses needed, prior to recommending a donation to the Region. Work with Policy Chair and Budget Ad hoc Committee to propose a budget for approval of Home groups, no later than October. Once an approved budget is gained, the Treasurer is to make copies and disburse them to all Officers, Subcommittee Chairs and GSR's for Home groups. SEE Current Budget for allotted monies.
1. Term of Service: In 2003 the term of service is two (2) years, as of the 2004 elections the term of service will be one (1) year.
  2. Clean Time Requirement: Five years of continued abstinence
- F. **Alternate Treasurer**: The alternate treasurer will be oriented to the position of treasurer and provide any assistance required to the treasurer. The alternate treasurer will also be the second signature on the area's checking account. SEE Current Budget for allotted monies.
1. Term of Service: In 2003 the term of service is two (2) years, as of the 2004 elections the term of service will be one (1) year.
  2. Clean Time Requirement: Five year of continued abstinence
- G. **Regional Committee Member**: A Regional Committee Member (RCM) is to the area what a GSR is to the group. As the representative of the Crossroads Area, the RCM represents the areas group conscience at the Regional level. The RCM will attend the entire Regional Service Committee meeting quarterly as they meet, taking to the region any concerns of the area and participating in the decisions made at the Regional meeting by voting. Expenses incurred by the RCM such as transportation and meals, the area will reimburse for attending the RSC, SEE Current Budget for allotted monies.
1. Term of Service: In 2003 the term of service is two (2) years, as of the 2004 elections the term of service will be one (1) year.
  2. Clean Time Requirement: One year of continued abstinence
- H. **Alternate RCM**: The Alternate RCM is oriented to the job of RCM and will attend the entire Regional Service Committee meeting with the RCM and has a supplement allotted amount for meals, SEE Current Budget for allotted monies

1. Term of Service: In 2003 the term of service is two (2) years, as of the 2004 elections the term of service will be one (1) year.
  2. Clean Time Requirement: One year of continued abstinence
- I. **Policy Chair**: The primary responsibility of the Policy Chair is to make amendments as ratified by the CASC to the “Policies and Procedures Manual” and see that all GSR’s and the Area receive them in order to keep all manuals up to date. Another duty is that the policy chair should be vigilant in seeing that the Area Service Body is in line with “Policy” in all that is done during the course of an CASC meeting. Policy Chair is to work with the treasurer and the Budget ad hoc committee to propose a yearly budget for approval of all Area Home Groups. The policy chair is to maintain the history on the website at <http://crossroadsarea.org/history>. Policy Chair is to attend the Regional Subcommittee meetings. The policy chair can also retain a copy of each group’s policy for safekeeping and archiving purposes. SEE Current Budget for allotted monies. SEE Current Budget for allotted monies.
1. Term of Service: One year
  2. Clean Time Requirement: One year of continued abstinence

## ARTICLE 12 – SUBCOMMITTEES

### Section 1 (General):

All Subcommittee Chairs are to submit a written report to the Secretary upon giving an oral report at the CASC Meeting. All Chairs are required to attend Regional Subcommittee meetings. A supplemental reimbursement is allotted per budget for travel if monies is incurred.

All Subcommittee Chairs are to submit a committee budget amount to the treasurer for the next year’s budget **no later than August of the current year**.

### Section 2 (Attendance):

All subcommittee chairpersons are required to attend all CASC meetings. Failure to attend two consecutive meetings or a total of four meetings during a term of office is considered grounds for removal. Chairpersons who are going to be absent are required to notify the CASC Chairperson and to submit a normal written report. The CASC may excuse an absence if it so desires. An RCM or and RCM alternate may be removed for missing one Regional Service Committee meeting.

### Section 3: (Removal)

Any subcommittee chairpersons may be removed by a 51%’s majority vote of the CASC. Grounds for removal can include (but are not limited to): failure to perform duties as indicated in this manual (or assigned by the CASC), failure to follow CASC attendance policy, misappropriation or embezzlement of CASC funds, or relapse. A motion to remove a CASC officer shall be handled in accordance with normal CASC procedure. It is recommended that such a step not be taken lightly. The CASC should determine the validity of any charges before voting on a motion to remove any officer.

### Section 4 (Positions):

- A. **Hospital and Institutions**: The H&I chairperson is responsible to the Area by attending Area meetings and reporting progress and support of the meetings. They are to work with local area hospitals and institutions to carry the message of recovery into those facilities. Also, they are required to attend Regional meetings. SEE Current Budget for allotted monies.
  1. Term of Service: One (1) year
  2. Clean Time Requirement: One year of continued abstinence
- B. **Public Relations**: The PR chairperson is responsible to the Area by attending Area meetings, reporting on progress of information output, and keeping the Crossroads Area meetings and events up to date on the regional website and meeting schedules. Also, they are required to attend Regional meetings. SEE Current Budget for allotted monies. As of 2015 PR is

also responsible for maintaining the website or delegating a committee to maintain it. Website costs should fall under PR's budgeted items.

1. Term of Service: One (1) year
2. Clean Time Requirement: One year of continued abstinence

C. **Outreach Chairperson**: Outreach Chairperson will be responsible for the following: Visiting each homegroup within the Area on a regular and timely basis (as personal schedules allow), Making each homegroup aware of support offered by CASC and keeping homegroup members (who are not represented at area level) updated regarding CASC activities, Assessing the needs of each homegroup through discussion with homegroup members; either at regular meetings, or at any homegroup(s) business meeting (To be determined at the sole discretion of each individual homegroup), Voicing any questions/comments/concerns any homegroup may have at Area level if said group is without representation by a GSR, GSR-A, or homegroup member, Reporting, in general terms and with any relevant documentation, the status of each homegroup within the area at each monthly CASC meeting. (Reports shall be unbiased and impartial at all times. Reports should reflect whether each homegroup's needs are being met by CASC. If a homegroup(s) needs are not being met by the CASC; suggest how deficiency may be addressed.

1. Terms of Service: One (1) year
2. Clean Time Requirement: One Year continued abstinence

D. **Activities Chairperson**: The primary duties of the Activities Chairperson will be to promote Unity within the Crossroads Area. By involving Area NA Groups in Area Functions that are put on in a year. To plan one function that will bring the home groups together for fun and fellowship (This can be done by working jointly with area home groups). SEE Current Budget for allotted monies

1. Terms of Service: One (1) year
2. Clean Time Requirement: One Year continued abstinence

E. **Convention Liaison**: The purpose of the Convention Liaison is to bring information from the Convention Subcommittee to the Area Service Committee and vice-versa. This commitment falls under the same guidelines as a subcommittee chair. The person holding this commitment could have a service position on Convention Committee other than an administrative body member. They must be able to travel (meetings are typically in Goldsboro). Must be able to take good notes and communicate them well back to the area. Receives convention committee minutes and forwards them to the area if need be. Must attend every Convention Committee meeting, however may not miss more than 2 consecutive Convention Committee meetings (with no more than 6 total absences per year). Only required to give a report quarterly, may give it every month if desired (strongly encouraged to take substantial notes at each Convention Committee meeting). Take questions and concerns from the area to the Convention Committee meeting and relay the responses back. Bring flyers from the area to Convention Committee for the other two areas to be aware of our events.

1. Term of Service: One (1) year
2. Clean Time Requirement: One Year continued abstinence

## ARTICLE 13 – FINANCIAL

### Section 1 (Check Request Procedure):

An Officer of the Area may submit a check request to the treasurer for an estimated amount of money for a specific purpose related to that Officer's Area duties (i.e. Travel expenses, literature funds, etc...) and receive a check for that amount the same day, as long as the amount is justifiable and approved by the CASC. That Officer must present a valid receipt for those expenses and bring back any overage of funds to the next CASC.

## Section 2 (Budget Procedures And Notes)

The CASC Treasurer, Policy Chair and Budget ad hoc committee are to submit a proposed budget to all GSR's **no later than October** of the current year; for the following year. GSR's are to take budget to home groups for approval.

\*All budgeted mileage supplements **MUST** be used in the month it is budgeted for. They **MAY NOT** be accumulated supplements. (Example: Did not use the supplement for January or February but used \$85.00 in gas for March. You will only be reimbursed for March's supplement.)

\*\*Chairs attending Regional meeting who carpool will be able to submit their receipt for gas and the driver will be paid the allotted amount budgeted per rider, up to budget or receipt; the lesser of the two. (Example: Unity and PR Chair carpool to Region, then each were allotted \$31.25 (\$31.25 x2 = \$62.50 but receipt is only for \$50.00; then \$50.00 for reimbursement will be paid to the driver.)

\*\*\*Anything not covered by position's duties within the policy manual or allocated in the current year's approved budget, needs **PRIOR APPROVAL**, from Crossroad's Area Service Committee (CASC), for reimbursement.

## Section 3 (Sample Budget from 2015)

Position	Responsible	Item	Typical Expense (see current budget)
Chair		Motion Approval	\$0.00
Area Beverage Supplies	Chair	Coffee, supplies, etc...	\$50.00
Area Celebration	Chair	Paid at end of year	\$100.00
Rent	Chair	Monthly Mtg	\$300.00
Vice Chair		Motion Approval	\$0.00
Secretary		Supplies	\$60.00
Treasurer		Supplies	\$50.00
Bank Fees			\$0.00
Regional Donation	Treasurer	Per Policy and Budget availability	
Budget Copies	Treasurer & Policy Chair w/Ad-hoc Committee if needed	Copied at end of year (after Approval)	\$20.00
PO Box	Treasurer	Mail (Due 2/28/2015)	\$70.00
Policy		Printing	\$150.00
Policy Chair mileage supplement for attending Regional Mtg		(Receipt required.)	\$125.00
RCM		Travel +1 meal for Regional mtg.	\$520.00
Car Report Copies	RCM	\$10.00 per month set aside for future need	\$35.00
Alt. RCM		1 meal for Regional mtg.	\$32.00
H&I Chair		Printing	\$300.00
H & I Chair mileage supplement for attending Regional Mtg		(Receipt required.)	\$125.00
PR Chair		Print/Copy Costs	\$700.00
PR Chair mileage supplement for attending Regional Mtg		(Receipt required.)	\$125.00
Phone	PR	Includes qrtly. expense	\$1,175.00
Unity Chair		Extensive Travel to H.G.	\$150.00
Unity Chair mileage supplement for attending Regional Mtg		(Receipt required.)	\$0.00
Outreach Fund (Prisons or H.G in Area who need materials)			\$200.00
Discretionary Fund	Area approval	(Example: Starter Kits for new groups or any Sm. Unbudgeted items needed.	\$150.00
<b>TOTAL EXPENSES</b>			<b>\$4,437.00</b>

### APPENDIX A – MAP



