



SUSQUEHANNA AREA SERVICE COMMITTEE

Policy Subcommittee Guidelines

PURPOSE

It was discovered in early years of Narcotics Anonymous, that the adoption and application of the 12 Traditions, was crucial to the healthy and continued survival of the fellowship. Therefore, it is the purpose of the Policy subcommittee to protect NA, as a whole, by considering any input that affects the SASC Policy Guidelines and upon deliberation, provide clarity to the Area. This clarity will consist of, but is not limited to:

- a. Does the motion conflict with the 12-Steps, Traditions, or Concepts of the Fellowship of Narcotics Anonymous?
- b. Does the motion create or change established policy?
- c. What impact will the motion have on the Susquehanna Area? {i.e.;spiritual,financial,time, etc.)

The Policy Subcommittee will, after discussion and deliberation, make a written recommendation to the SASC, including the vote count of the subcommittee, if necessary. Decisions will be achieved as outlined in Section D of this Guideline.

The Policy Subcommittee will further maintain an up to policy package reflecting any additions, deletions, and changes to SASC policy. The Policy will submit to the Fellowship and the SASC, a complete and updated policy package annually for approval. The Policy Subcommittee will maintain on the SASC webpage an updated and complete policy package. Each time there is a change in policy, the Policy Subcommittee will show changes on the webpage by motion number, date, and where in policy the changes occur.

THE POLICY SUBCOMMITTEE WILL MEET A MINIMUM OF ONCE MONTHLY

STRUCTURE

The Policy Subcommittee will consist of the Chairperson,Vice Chairperson,Secretary, and voting members.

MEMBERSHIP QUALIFICATIONS AND DUTIES

Chairperson

I. Qualifications

- a. Have a minimum of two (2) years clean.
- b. Be actively involved in Narcotics Anonymous
- c. Have a working knowledge of the 12-Steps,Traditions and Concepts of Narcotics Anonymous.



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- d. Be a voting member of the Policy Subcommittee with 6 months service on the Policy Subcommittee when nominated for the position.

II. Duties

- a. The Chairperson will mediate the Policy Subcommittee meetings
- b. The Chairperson will attend the SASC meetings to fulfill the purpose of the Policy Subcommittee.
- c. The Chairperson will seek experience, strength and hope from other members of the Fellowship in areas related to motions or changes to policy that affect finances, Phoneline, H&I, Special Events and all other subcommittees.

Vice Chairperson

I. Qualifications

- a. Nominated and voted in to position by the voting members of the Policy Subcommittee to begin a term of service for one (1) year beginning November.
- b. May succeed the Chairperson.
- c. Have a minimum of two (2) years clean.
- d. Be actively involved in Narcotics Anonymous.
- e. Have a working knowledge of the 12-Steps, Traditions, and Concepts of Narcotics Anonymous.
- f. Be a voting member of the Policy Subcommittee at the time of nomination for the position.

II. Duties

- a. To attend Policy Subcommittee meetings and assist the Chairperson in conducting the business of the Policy Subcommittee.
- b. To conduct Policy Subcommittee business in the absence of the Chairperson.

Secretary

I. Qualifications

- a. Nominated and voted into the position by the voting members of the Policy Subcommittee in July to begin a term of one (1) year of service to begin in November.
- b. Have a minimum of one (1) year clean
- c. Have a working knowledge of the 12-Steps, Traditions, and Concepts of Narcotics Anonymous.
- d. Be a voting member of the Policy Subcommittee at the time of nomination for the position.



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Secretary (continued)

II. Duties

- a. To attend and facilitate Policy Subcommittee meetings. Further, the Secretary is to record and maintain accurate Minutes of each meeting.
- b. Will report to the Policy Subcommittee the actions and results of the previous meeting.
- c. Will maintain a complete updated Policy package reflecting all changes approved by the Fellowship and SASC.
- d. Will maintain a membership roll and nominate new voting members once they meet the membership guidelines for voting status.

Voting Members

I. Qualifications

- a. Have a minimum of 90 Days clean
- b. Be actively involved in Narcotics Anonymous.
- c. Have a working knowledge of the 12-Steps, Traditions, and Concepts of Narcotics Anonymous.
- d. Attend two (2) consecutive Policy Subcommittee meetings and be awarded voting status by majority vote of the voting members of the Policy Subcommittee before close of the second attended meeting.
- e. Two (2) consecutive unexcused absences or three (3) consecutive absences, will result in loss of voting privileges.

II. Duties

- a. To attend Policy Subcommittee meetings and participate in the review and discussion of motions forwarded by the SASC.
- b. Determine if these motions conflict with the Steps, Traditions, and Concepts of Narcotics Anonymous or with established SASC policy. Further, determination should be made if the motion establishes new Policy and the impact it will have on the Fellowship.
- c. Assist other subcommittee members in compiling a recommendation for changes to a motion that would eliminate any conflict with the Steps, Traditions, and Concepts of Narcotics Anonymous for consideration by the Fellowship and the SASC.
- d. Assist in maintaining an updated version of the Policy Package.



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VOTING

1. Any member of the Fellowship of Narcotics Anonymous may attend the Policy Subcommittee meeting and participate in the discussion. Voting is limited to the Voting Members of the Subcommittee only.
2. Quorum is two-thirds (2/3) of the voting members of the Policy Subcommittee. Voting is a simple majority.

ADDITIONAL GUIDELINES

1. Policy Subcommittee will meet the 4th Tuesday of the month at 8:15pm. Location to be determined.
2. Policy will be allotted a budget of \$60.00 from SASC funds to pay rent for meeting space