

# **PMANA POLICY**

## **LOG**

## **BOOK**

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## Policy Logbook

This section of the PMANA Guidelines contains all passed policy motions from the PMANA ASC Sessions. It is separated into sections, one for each section or area of ASC.

### Administrative

- 1) NB# 4, February 1992 - It was decided that our Area Chair and Treasurer would coordinate their efforts to get a post office box in the name of the Pocono Mountain Area Service Committee. The Treasurer was also directed to get tax I.D #.
- 2) ~~OB# 3, April 1992 - To hold our ASC Meeting on the first Saturday of each month.~~  
*(Superseded by policy 35 in this section [below])*
- 3) NB# 4, January 1993 - That a donation basket is placed by the coffee pot at ASC and those funds be used for ASC refreshment purposes only.
- 4) NB# 10, March 1993 - To read the Twelve Concepts before Area Service.
- 5) NB# 3, November 1993 - As per past practice, the MARLCNA primary purpose package raffle will be held after the Friday night meeting. The date of the raffle will be determined at the ASC following the RCM's notification by Region as to the number of packages our area will receive. Newcomers who wish to have their names submitted for the raffle must be present to win a package.
- 6) OB# 6, November 1995 - That the PMANA ASC meeting shall not be, held on the same Saturday as the Regional Service Committee Meeting.
- 7) NB# 2, August 1996 - To begin ASC with a discussion on some aspect of NA Service - Topic to be considered monthly by ASC body; examples could include: #1 How to be a GSR, #2 How to start a meeting, #3 How a Home group works, #4 The importance of a coffee maker's commitment.
- 8) ~~NB # 1, September 1997 - To give Liability Insurance Ad Hoc Committee permission to take insurance policy for \$568.00 or less by this month.~~ *The Area is now insured through the Mid- Atlantic Regional Insurance policy- see policy 1 under Vice Chairperson*
- 9) NB# 4, May 1999 - To create a letter for each of the churches where we have meetings in and inform them of our insurance policy, literature, gratitude, and ask that there is anything we can do. INTENT: our 11th tradition says our public relations policy is based on attraction rather than promotion.
- 10) NB# 1, January 2000 - To adopt the Guide to Local Services into the PMANA policies and to changes these references from TWIGS to a Guide to Local Services and include the 12 Concepts wherever officer qualifications guidelines are mentioned.

- 11) NB# 12, March 2002 - That elections are performed as the last item in old business each February. Further that at the beginning of new business in February that all the positions, including that of the Chairperson take effect.
- 12) OB# 1, April 2002 - To accept D&C storage facility in Tannersville, phone# 570-629-1593, and to buy a lock and distribute keys to the area chair and unity chair ~~anniversary chair, and activities chair.~~ *(Superseded by policy number 26 in this section)*
- 13) OB# 6, April 2002 - If an elected servant is in their position for less than one full term, they may be considered for election to renew that term.
- 14) NB# 14, December 2002 - That Area provides cardboard folders for the new Policy Guideline Books to be given to the GSRs and subcommittee chairs.
- 15) NB# 15, December 2002 - To copy, bind, and distribute Guidelines and Policy Logs to all GSR's and elected 1st positions *(not vices)*.
- 16) OB# 3, April 2003 - That any elected official of PMANA, upon relapse, will automatically be relieved of their responsibilities.
- 17) OB# 4, April 2003 - That groups who have lost their voting privileges due to ASC absences are not considered when determining the quorum for voting on group conscience motions. *(This motion pertains to the PMANA policy guidelines, pgs. 7 & 8, quorum section/rules of voting)*
- 18) NB# 7, Sept. 2003 - To read the concept in the "12 Concepts for NA Service" which corresponds to the current month that ASC is being held.
- 19) OB# 2, March 2004 - To change policy to read "Standard" questions to both new groups, and groups new to the area and allow them to be listed on our meeting list. *(Refer to #13 under general subcommittee and Area Participants)*
- 20) OB# 2, Aug. 2004 - When we refer a motion to/for review, the minutes will read: Referred to "the affected committees" for input and review for a specified time set by the area chair. EX: Referred to policy and H&I committees for a two-month review. INTENT: To attempt to ensure the accuracy and timely flow of business.
- 21) OB# 4, Sept. 2004 - That in order to be marked as present at Area you must be present for at least two roll calls. INTENT: Concept 8 - Our service structure depends on the integrity and effectiveness of our communications.
- 22) OB# 9, Nov. 2004 - To have the area service meetings run for only 3 hours unless voted on at the ongoing area meeting to extend it by ½ hour increments by a majority vote of attending GSR's. INTENT: To eliminate redundant motions that can be worked out between groups prior to GSR voting with chair and vice-chair guidance. Return us to a normal way of life.
- 23) NB# 16, Feb. 2005 - To specify in the area minutes what type of motion is being made by naming the motion a BUSINESS, POLICY, or GROUP CONSCIENCE motion. INTENT: To help educate trusted servants on what type of motion is being made and/or voted on.

- 24) OB# 5, June 2005 - To create a subcommittee rental sheet for the area subcommittees to fill out with (1) subcommittee title, (2) date of meeting, (3) time they met, and (4) rental cost. INTENT: To eliminate area rent discussions, motions, and voting on set rental fee.
- 25) OB# 6, June 2005 - To add the following two questions to the list of questions that the area asks the new groups: (A) Where is your meeting at? (B) Would you like/want to have a Public Information presentation done with the people who own/run the facility/building where your meeting is being held in order to inform them what NA is and does? INTENT: To better inform new groups of services Area can provide for them. *(Refer to #13 under general subcommittee and Area Participants)*
- 26) OB# 7, June 2005 - The ~~Anniversary Committee Chair~~ Area Chair and Unity Chair ~~Activities Committee Chair~~ will be the key holders for the Area NA storage shed. Key may be delegated to vice chairs of each position as needed for temporary and limited use. INTENT: To establish a point of accountability to our elected officers and allow spiritual principle of rotation to be followed. To have a consistent policy for who has access to the shed and make it easier for everyone to know what is in the inventory. *(Changed due to policy 30 in this section)*
- 27) ~~OB# 1, December 2006 - To change Area to the 2nd Saturday of the month every July and September to avoid conflict with the holiday weekend. INTENT: To encourage attendance and participation at Area meetings. (Superseded by policy 35 in this section)~~
- 28) ~~DEC OB# 2, Oct. NB# 3 2008 - That the trusted servants' names remain on the meeting list. However, the phone numbers be removed and replaces with the hotline #. INTENT: to protect the anonymity of the trusted servants and their families. (Superseded by policy 29 in this section)~~
- 29) DEC OB# 3, Nov. NB# 6 2008 -To remove all personal information (i.e.: names and phone numbers) to include only the date, time, and location for subcommittee meetings. INTENT: 12th Tradition - no one person represents NA.
- 30) OB #3, Dec. 2008 - To merge the Anniversary and Activity subcommittees into one Unity committee. INTENT: To be able to promote unity with the continuity of willing committee members, which currently. there are not enough of to support two committees.
- 31) NB# 9, September 2009 - To create a policy that any motion that changes existing policy must go to policy subcommittee for consideration of the effects on any existing policy until the next Area. INTENT: To not violate current policy.
- 32) OB# 5, February 2010 - No subcommittee reports be cut down or compressed for the sake of cutting cost. INTENT: We need all of the information to better serve the committee, the Area, and NA as a whole and Concept 8
- 33) NB# 2, September 2010 - Any printing that needs to be done by a subcommittee or area trusted servant where the cost is above the subcommittee or area trusted servants monthly budget must be pre-approved by the area body before the printing is done. INTENT: 7th Tradition
- 34) NB# 4, January 2011 - To keep our own coffee pot. INTENT: 7th Tradition

- 35) NB# 2, October 2011 - Change policy for ASC to be held on the first Saturday of the month, regardless of what holiday it may fall on. INTENT: Tradition 4 Concept 4, 7, 8
- 36) ~~OB# 1, JUNE 2014 (April NB# 5, March NB# 9) - That the Pocono Mountain Area participates in the Tri Area Forum Committee as described in the attached Guidelines. Ed S. will email with more information on motion. INTENT: Tradition 1 & 5~~ *(Tri Area Forum removed)*
- 37) NB# 2 September 2017 - To create 2 PMANA area positions, website administrator and website co-administrator. These two positions will report directly to the PMANA executive body.
- 38) NB# 2 December 2017 - To create a PMANA ASC website budget in the amount of \$250.00 annually to be used for web hosting, domain registration and I office 365 email.
- 39) NB# 1 December 2017 - To approve the PMANA web administrator and Web co-administrator guidelines to guide the new position
- 40) OB#2 May 2018- To host an annual GSR workshop/learning day during the month of June. The workshop will be the responsibility of the ASC.
- 41) OB#2 May 2019- Any motion that changes policy should have the original verbatim and the new policy with the changes in a remove/replace fashion.
- 42) OB#1, Jan 2020- Two members of the area service body whose names are on the bank account are to make a deposit of all monies collected immediately after the close of area as a night deposit drop.
- 43) OB#1, June 2018- To add “Be of service” as one of the suggestions listed on the PMANA meeting list.

## **Chairperson**

- 1) ~~NB# 10, February 1992 - Area Chair will continue coordinating efforts to establish a permanent meeting facility for the ASC meeting.~~ *(Permanent meeting facility found)*
- 2) NB#1, January 1995 - To have ASC supply its own coffee, cream, and sugar and have the vice-chair for Area be responsible for making coffee.
- 3) NB# 3, May 2001 - That the ASC Chair is responsible for finding and securing a facility for ASC meetings. The chair may request assistance.
- 4) NB# 15, March 2002 - That the Area provide the chair with a "Guide to Local Services" to use when considering Area business.
- 5) OB# 2, Aug. 2004 - When we refer a motion to/for review, the minutes will read: Referred to "the affected committees" for input and review for a specified time set by the area chair. EX: Referred to policy and H&I committees for a two-month review. INTENT: To attempt to ensure the accuracy and timely flow of business.

- 6) OB# 2, July 2005 - That the Area Vice-Chair be given permission to handle coffee can money at ASC. INTENT: 4th concept.
- 7) NB# 7, July 2005 (October NB# 3) - Every year, after Area's February elections, the newly elected ASC chair must be sure that the names of the authorized signers for the Area's checking account(s) are updated with the bank
- 8) NB# 7, January 2016 - To direct the area chair to create a yearly timeline of regular occurring area tasks. INTENT: Concept 8, Tradition 9 and 12

## **General Subcommittee and Area Participants**

- 1) NB# 8, June 1992 - That any correspondence from PMASC or subcommittees that varies from approved form letters be group conscience before being used.
- 2) ~~NB# 3, September 1994 - ASC Guidelines should be printed for all Trusted Servants.~~  
*(Superseded by policy 15 in Administrative)*
- 3) ~~OB# 2, April 1995 - If any chairpersons of committees or executive body (this was H&I, PR and the Executive body at the time of the motion) miss 2 consecutive area service meetings that person can be voted out based on a motion by the groups.~~ *(Superseded by policy 10 in General Subcommittee and Area Participants)*
- 4) NB# 2, February 1996 - All ASC Trusted Servants - If any ASC Trusted Servants misses more than three area Service Committee Meetings at any time during the 12-month commitment, they be removed from their position at the absence of the fourth ASC.
- 5) NB# 1, June 1999 - That no addict should have multiple Area Service elected positions.
- 6) ~~NB# 6, April 2001 - To add a section to the ASC Guidelines under Duties & Responsibilities of trusted servants for each subcommittee Chair/Vice Chair that says, "The Chair/Vice Chair shall provide a written report. The Chair/Vice Chair shall also maintain a consistent open line of communication with the executive body. If reports aren't given in writing by the reporter, the said report will not be accepted by Area body and will be so stated in the minutes."~~ *(Superseded by policy 17 in this section)*
- 7) NB# 5, September 2001 - That if any home group does not send a representative to back to back meetings that they lose their voting privileges. In other words, miss two area meetings in a row; lose your vote, in order to regain your vote, make two meetings in a row.
- 8) NB# 1, January 2017 - All groups joining the Pocono Mtn. Area of NA must attend 2 consecutive ASC's to have voting privileges on their second ASC.
- 9) NB# 6 December 2017 - Add following for general sub-committee and area participants: Duty of GSR to provide electronic or hard copy of group activities to website administrator for upload on PMANA website.

10) OB#1 November 2018- All ASC trusted servants-If any ASC trusted servants miss more than 3 unexcused area service committee meeting at any time during the 12 months commitment, they will be removed from their position at the absence of the 4th ASC. An excused absence is considered at the discretion of the GSR'S.

11) NB# 9, October 2001 -All business motions need to be submitted in writing with intents.

12) NB# 12, October 2001 -That all groups requesting membership in the PMANA be asked the following standard **(see policy 19 in Administrative)** questions **(see pg. 26, A Guide to Local Services)**

a. Is your group self-supporting?

b. Is your single goal to help drug addicts recover through the Twelve Steps of Narcotics Anonymous?

c. Does your group have affiliations outside Narcotics Anonymous?

d. Does your group express opinions on outside issues?

e. Is your public relations policy based on attraction rather than promotion?

f. Where is your meeting at?

g. Would you like / want to have a Public Relations presentation done with the people who own / run the facility/ building where your meeting is being held in order to inform them what NA is and does?

h. Do you need any literature to start up your group?

**(f & g - see policy 25 in Administrative)**

**(h- see policy 10 in General Subcommittee and Area Participants [below])**

13) NB# 10, February 2002-To provide to new groups (that request it) starter kits including: 1 Basic Text, 5 of each IP, all group readings, 5 white books, and 3 of each key tag.

14) NB# 10, March 2002 - That if a group misses two consecutive ASC's that they be contacted by the Area Chairperson.

15) NB# 14, March 2002 -That all new standing subcommittees be created by the groups of the Area and that their first task be to create guidelines.

16) NB# 15, April 2002 - To add a section to the ASC Guidelines under duties and responsibilities of all elected officers and trusted servants supply a written report to ASC at the monthly meeting. Also, that all Area body members shall also maintain a consistent open line of communication with the executive body. If reports aren't given in writing by the reporter, the said report will not be accepted by the Area body and will be stated in the minutes.

17) OB# 3, October 2008 - To adopt the following Ad-Hoc subcommittee suggestions for dealing with groups not attending Area Service:



- a. Miss 2 consecutive Area meetings - Lose voting privileges *(as per current policy)*.
  - b. Miss 3 consecutive Area meetings - Area Chair will contact group representative and ask, "Can the Area be of service?"
  - c. Miss 4 and 5 consecutive Area meetings - Area sends a representative or representatives, including PI (PR) to attend the meeting. Is the group following traditions? Do they need help? Are they opening and closing on time? Are they meeting regularly?
  - d. Miss 6 consecutive Area meetings - The Area may choose to have a group conscience regarding the groups' membership status in the Area and inclusion of the said meeting on the PMANA meeting list. INTENT: To ensure accountability of all groups to Area service & in Keeping with the 12 Traditions.
- 18) OB#1, Jan 2019- All ASC trusted servants- if any trusted servants miss more than 3 unexcused Area Service Committee meeting at any time during the 12-month commitment, they will be removed from their position at the absence of the 4th ASC. An excused absence is considered at the discretion of the GSR's.
- 19) OB#1, May 2019- Any motion that changes policy should have the original policy verbatim and the new policy with the changes in a remove/replace fashion.

## **Hospitals and Institutions**

- 1) ~~OB# 1, March 1992 - To split H&I/PR Committee. Vote not recorded but the motion passed.~~
- 2) NB# 7, June 1992-To allow H&I and PR to use form letters from their respective guidelines in the situations for which the letters were designed.
- 3) NB# 7, October 1992 - PMANA will supply all of its H&I commitments with meeting lists for Pocono Mountain, ~~Little Apple Area, and other nearby areas as needed.~~
- 4) NB# 8, October 1992 - PMANA will supply literature to hospitals and institutions that do not have Basic Texts or are not buying their own literature. The following literature will be supplied:
  - Who, What, How and Why
  - Welcome to NA
- 5) ~~NB# 9, November 1992 - To have H&I formulate committee guidelines to define its primary purpose and operating procedure.~~
- 6) ~~NB# 4, April 1993 - That the ASC purchase literature (H&I Readings and Phonenumber directories) and pay shipping charges for H&I needs.~~

- 7) ~~NB# 4, June 1993 - H&I needs a \$15.00 working budget (\$75.00 a year max).~~  
*(Superseded by policy 15 in this section)*
- 8) NB# 6, May 1996 - To stock meeting lists at all Hospitals and Institutions serviced by our Area.
- 9) ~~NB# 5, April 1999 - H&I Subcommittee "Change \$75.00/year allotment for H&I Literature to \$180.00/year" The current allotment does not meet needs to carry the message.~~  
*(Superseded by policy 15 in this section)*
- 10) NB# 1, July 1999 - To stamp all H&I and PR literature with the PMANA helpline number that goes into various facilities.
- 11) NB# 13, March 2002 - That all new H&I presentations be approved by the groups of the Area.
- 12) NB# 11, April 2002 - Change H&I Guidelines so that our panel members need to remain active voting members just like our panel leaders do.
- 13) OB# 1, May 2003 - To change H&I guidelines so that there must be two or more people on a commitment. INTENT: To carry a clear NA message to the addict who still suffers.
- 14) OB# 5, May 2003 - To create an H&I panel observer position provided the person meets the following guidelines: 1. Attends at least 1 PMANA H&I subcommittee meeting, 2. Meets the clean time requirements for the facility in question. INTENT: To allow an addict with interest in H&I to experience each facility's presentation before committing to a panel.
- 15) ~~OB# 5, May 2004 - To increase the monthly H&I literature budget to \$30.00. INTENT: To carry the message via the literature to addicts in facilities that we service.~~  
*(Superseded by policy 22 in this section)*
- 16) OB# 14, May 2010 - Amend the "Voting and Membership" section of the H&I guidelines to include the following sentence: If a voting member misses two consecutive subcommittee meetings, they will lose their voting privileges until they have again attended two consecutive subcommittee meetings. INTENT: Concepts 7 & 8
- 17) OB #1, November 2011 - To amend subcommittee policies to include; Chair and Vice Chair attend Regional Subcommittee meetings and to report back to ASC. **(Subcommittees to include Policy, H&I, PR, and Literature)**. INTENT: Traditions 1, 2, 5; Concepts 2, 3, 5, 8, 9
- 18) OB# 2, July 2012 (May NB# 12) - To simplify and correct grammatical errors. To add an "s" to panel leader and panel member, change attendance requirements from yearly to quarterly, and panel member's term from one year to six months. INTENT: To correct errors, to ensure accountability of its members, and to attract new members.
- 19) ~~NB# 3, December 2013 - To amend a guideline located under "Rotating Correctional Facility Panel Leader" that reads "There is a limit of six (6) panel leaders at any given time: three (3) males and three (3) females." To now read "There is a limit of eight panel leaders at any given time: 4 males and 4 females."~~  
*(Superseded by policy 27 in this section)*

20) NB# 4, February 2014 - To direct H&I to hold a meeting at a different time and location on a quarterly basis to facilitate members of NA who would like to serve and are unable to attend the currently scheduled meeting. INTENT: To carry the message.

21) NB# 9, March 2014 - H&I committee chair to include any missed presentations from the previous month in their area report. INTENT: To keep the groups informed of any difficulties providing H&I presentations to the hospitals and institutions served by the PMANA. Tradition 9 - Concepts 5 & 8.

22) NB# 4, September 2014 - Request to double present monthly lit allowance from \$30.00 to \$60.00. INTENT: Tradition 5.

23) NB# 5, May 2015 - That area literature subcommittee has at least one month's prudent reserve for H&I based off of our monthly order.

- a. Am I an addict - 40
- b. Sponsorship - 40
- c. Welcome to NA - 30
- d. Just For Today-15
- e. Staying Clean on the Outside – 15
- f. Another Look - 10
- g. Living the Program - 10
- h. Recovery & Relapse - 10
- i. By Young Addicts - 10
- j. White Booklets - 14
- k. Meeting Lists - 60
- l. For the Newcomer - 30

INTENT: Concepts 7, 11, Tradition 5

24) OB# 1, December 2015 (Nov NB# 2) - To create a 6-month trial e-mail address for the H&I subcommittee for better communication efforts. The chair, vice chair, and H&I secretary will have the password. The password should be changed every February upon the election of new H&I Chair and Vice chair.

25) NB# 1 August 2017- To amend H&I guidelines to include the following to the MCCF Coordinator position responsibilities: to gather all clearance forms from NA members to submit to the jail via fax and/or email, destroy the forms after sent to the jail and then keep only a name and number for record/speaker list.

26) NB# 7 December 2017 - Add following for H&I and PR sub-committees: provide any flyers electronically to website administrator for upload on PMANA website.

27) NB #1 September 2021- To amend the H&I Guidelines located under Rotating Correctional Facility Panel Leader to read, 'There is a limit of four (4) panel leaders at any given time: two (2) males and two (2) females.'

## **Literature**

- 1) ~~NB# 11, July 1992 - To create a position called Vice Literature Coordinator, to assist the literature coordinator in his/her duties.~~
- 2) NB# 1, November 1992 - That shipping charges regarding literature purchases for groups of PMASC be paid by the General Fund, & that discounts received go into the General Fund.
- 3) NB# 7, September 1995 - That the PMANA start and maintain an ongoing literature stockpile for the groups of the Area. Size and storage of the stockpile to be determined by ASC.
- 4) NB# 9, March 1996 - That the Literature Committee be held responsible for the distribution of the meeting lists.
- 5) NB# 2, July 1997 - To be able to write down on the Literature Order forms how many meeting lists your group needs on a monthly basis.
- 6) ~~NB# 1, October 1997 - Literature Coordinator to stockpile 5 copies of the 12 Concepts.~~
- 7) ~~NB# 5, December 1998 - To stockpile Step Working Guides at Area Literature Committee.~~
- 8) NB# 2, June 1999 - To limit literature orders to GSRs in order to simplify bookkeeping at Area; Literature purchases by individuals at Area confuses the Treasurer and makes the report take longer.
- 9) NB# 1, July 1999 - To stamp H&I and PR Literature with the PMANA helpline number. That goes into various facilities.
- 10) NB# 5, November 1999 - GSRs and alternates should pick up literature on the way out after the meeting instead of during the meeting. This will allow the literature committee to prepare all the literature orders.
- 11) NB# 2, December 1999 - Motion that acceptance of literature orders should be set to a time limit; ex.: After 4:30 pm no literature orders will be accepted.
- 12) ~~NB# 2, January 2000 - That Literature subcommittee stockpile at least four Guides to Local Service.~~

- 13) NB# 1, March 2000 - To have some kind of receipt from the Literature Coordinator for literature not received, so groups will not be confused about what is missing or owed at next Area Service.
- 14) NB# 10, February 2002 - To provide to new groups **(that request it)** starter kits including: 1 Basic Text, 5 of each IP, all group readings, 5 white books, and 3 of each key tag.
- 15) NB# 8, June 2002- Requesting enforcement by Literature Subcommittee that no group is permitted to obtain their literature order until the end of Area Service.
- 16) OB# 8, June 2007 - Literature will maintain a history of group literature orders for a two-year term. Each year will use February as the starting month to coincide with elections.  
INTENT: To better serve the area and to reduce unnecessary storage.
- 17) NB# 4, August 2009 - To provide the Public Relations Subcommittee with a stockpile of IP's to be used for literature (pamphlets/IP's) to be distributed to facilities in the area every other month. For 10 facilities total every other month and submit Lit. Order every other month to replenish the stockpile. 520 IP's include - 100 each of IP# 1 - Who, What, How, & Why, IP# 7 - Am I An Addict, IP# 16 - For The Newcomer, IP# 22- Welcome to NA, IP# 23 – Staying Clean On The Outside, and 20 of IP# 13 - For Young Addicts By Young Addicts. INTENT: 11th Concept, 5th, 7th, and 11th Traditions.
- 18) NB # 1, July 2010 - To purchase our Area literature every other month. INTENT: 7th Tradition, 11th Concept, and to save us shipping and handling costs.
- 19) OB# 1, November 2011 - To amend subcommittee policies to include; Chair and Vice Chair attend Regional Subcommittee meetings and to report back to ASC. (Subcommittees to include Policy, H&I, PR, and Literature). INTENT: Traditions 1, 2, 5; Concepts 2, 3, 5, 8, 9
- 20) OB# 1, November 2015 (OCT NB# 1) - That the Secretary provide the Literature Committee with 2 copies of the "Literature Tally Sheet" each month. **(8 pages total)** INTENT: Traditions 5, 7. Concepts 1, 3, 11
- 21) OB # 1, March 2016 (NB# 1, February) - That the literature committee provide each home group a copy of the Conference Agenda Report (CAR) no later than two weeks after its release. INTENT: Concepts 1, 2, 6, 8, 11

## Policy

- 1) ~~NB# 7, November 1999 - To create a policy subcommittee at the area level.~~
- 2) ~~NB# 4, January 2000 - To make the Policy Ad Hoc Committee a subcommittee of the Pocono Mountains Area service Committee with the Chair and the Vice Chair elected by the Area.~~

- 3) NB# 7, March 2000 - That archives stay with the Policy Chair, due to the lack of clean time of the secretary and there are no other backups for all the minutes.
- 4) OB# 3, February 2002 - Policy Guidelines Approved
- 5) ~~NB# 4, December 2002 - That Area provide cardboard folders for the new Policy Guideline Books to be given to the GSRs. (*Superseded by policy 6 in Policy [below]*)~~
- 6) NB# 15, December 2002 - To copy, bind, and distribute Guidelines and Policy Logs to all GSR's and elected 1st positions (**not vices**).
- 7) OB# 1, April 2004 - For Policy Committee to make a copy of the full minutes books to get passed on to the new Policy Chair. INTENT: To ensure that we do not lose our archives and allow our new chairpersons to have a full set of minutes for a reference tool.
- 8) ~~OB# 10, April 2006 - Motion to accept revised Policy guidelines affecting pages 1 and 2.~~
- 9) ~~NB# 10, March 2007 - That the Policy subcommittee be responsible for yearly payment and upkeep of area insurance policy. INTENT: Concept #5. *The Area is now insured through the Mid-Atlantic Regional Insurance policy- see policy 1 under Vice Chairperson.*~~
- 10) OB# 1, July 2008 - That the policy subcommittee is responsible for the upkeep, maintenance, and monthly entrance of policy information into the policy logbook, and then make this information available to the groups. INTENT: To maintain and encourage general housekeeping for subcommittees
- 11) NB# 3, January 2009 - To purchase a flash drive to create a 2nd electronic archive of the Area's minutes. This would allow us to eliminate the practice of archiving the hard copy minutes. INTENT: Keep it simple
- 12) NB# 5, March 2009 - Have all home groups receive a copy of the most current and updated area guidelines once yearly in January. INTENT: To be able to use a point of reference during group conscience and for anyone to become acquainted with who does not attend area.
- 13) OB# 3, October 2009 - To create a policy which states, that any motion that changes existing policy must go to the Policy Subcommittee for consideration of the effects on any existing policy until the next Area. INTENT: To not violate current policy.
- 14) OB# 1, November 2011 - To amend subcommittee policies to include; Chair and Vice Chair attend Regional Subcommittee meetings and to report back to ASC. (**Subcommittees to include Policy, H&I, PR, and Literature**). INTENT: Traditions 1, 2, 5; Concepts 2, 3, 5, 8, 9
- 15) ~~NB# 4, March 2012 - To purchase 1 copy of "A Guideline to Local Services in NA" for the subcommittee \$6.40. INTENT: Concepts 4 and 8; for improving knowledge of Local Services. (*Superseded by policy 17 2018 in Policy*)~~
- 16) OB# 1, October 2012 (Sept NB# 8) - To update the language of the policy for our Area Co- RCMs to reflect current practice. Co-RCM is a position that lasts 2 years and the Co-RCMs are elected during alternate years. This motion would change the names of the positions to be:

- Co-RCM A - elected during odd years
- Co-RCM B- elected during even years

INTENT: To streamline our guidelines and election procedures by making Co-RCM title and election years clearer.

17) OB#1, May 2018- To amend NB#4 “policy” to purchase “2” COPIES OF “A Guideline to Local Services in NA” instead of one copy.

## **Public Relations**

*(Formerly Public Information- see policy 9 of this section)*

- 1) ~~NB# 8, February 1992—It was decided to turn over all responsibilities of the phone line to; the H&I/PI Committee, i.e., change mailing address to new P.O. Box #.~~
- 2) ~~OB # 1, March 1992—To split H&I/PR Committee.~~
- 3) NB# 7, June 1992 -To allow H&I and PR to use form letters from their respective guidelines in the situations for which the letters were designed.
- 4) ~~NB# 2, January 1994—To have a budget of \$15.00 a month not to exceed \$75.00 a year.~~
- 5) NB# 8, March 1996 - That the PI Committee is held responsible for the creation and maintenance of meeting lists.
- 6) NB# 1, July 1999 - To stamp all H&I and PR literature with the PMANA helpline number that goes into various facilities.
- 7) ~~OB# 3, September 2006—To give PI a revolving budget of up to \$40 per month for the printing of meeting lists. *(Superseded by policy 14 of this section)*~~
- 8) ~~NB # 9, June 2008—To include the subcommittee monthly meeting schedule on the meeting list and to include each subcommittee contact person's first name and last initial as well as their contact number. INTENT: Traditions 1 & 7 as well as Concept 7. To better inform members of the fellowship and to help increase support for subcommittees. *(Superseded by policy 12 of the section)*~~
- 9) NB# 9, June 2008 - To change the PI Subcommittee name from PI Subcommittee to PR Subcommittee - PR stands for public relations. INTENT: To keep consistency - Public Information is now called Public Relations in other areas as well as in NA literature.
- 10) ~~OB# 1, October 2008—To give PI a revolving budget of up to \$60.00 per month for printing of meeting lists. INTENT: In keeping with the 5th tradition to ensure the supply of meeting lists. *(Superseded by policy 14 in this section)*~~
- 11) ~~OB# 2, October 2008—That the trusted servants’ names remain on the meeting list. However, the phone numbers be removed and replaced with the hotline number. INTENT: to~~

~~protect the anonymity of the trusted servants and their families. (Superseded by policy 12 in this section)~~

12) NB# 6, November 2008 - To remove all personal info (**i.e.: names and phone numbers**) and include only the date, time, and location for subcommittee meetings. INTENT: 12th Tradition - No one person represents NA.

13) NB# 4, August 2009 - To provide the Public Relations Subcommittee with a stockpile of IP's to be used for literature (pamphlets/IP's) to be distributed to facilities in the area every other month. To 10 facilities total every other month and submit Lit. Order every other month to replenish the stockpile. 520 IP's include - 100 each of IP# 1 - Who, What, How, & Why, IP# 7 - Am I An Addict, IP# 16- For The Newcomer, IP# 22 - Welcome to NA, IP# 23 – Staying Clean On The Outside, and 20 of IP # 13 - For Young Addicts By Young Addicts. INTENT: 11th Concept; 5th and 11th Traditions

14) OB# 4, September 2009 - To provide the Public Relations Subcommittee with \$125.00 to print and supply meeting lists to the PMANA, Mid-Atlantic Region, jail, and facilities. This would be replenished each month so that no trusted servant needs to take money out of their pocket. INTENT: 11th Concept; 5th, 7th, 11th Tradition

15) OB# 1, November 2011 - To amend subcommittee policies to include; Chair and Vice Chair attend Regional Subcommittee meetings and to report back to ASC. (**Subcommittees to include Policy, H&I, PR, and Literature**). INTENT: Traditions 1, 2, 5; Concepts 2, 3, 5, 8, 9

16) NB# 4, May 2015 - That the Public Relations subcommittee be provided with IP's equal to one literature distribution to be kept by the committee as a prudent reserve. INTENT: Tradition 5, Concepts 3, 11

17) NB# 7 December 2017- Add following for H&I and PR sub-committees: provide any flyers electronically to website administrator for upload on PMANA website

18) NB# 3 December 2017- Add to PR subcommittee the responsibility: provide most current electronic meeting list to website administrator for upload on PMANA website.

19) NB# 1 January 2017 – To add to PR Guidelines, under E. Media Coordinator #2 duties: screen public broadcast candidates to meet one-year clean time requirement. (radio or TV PSAs)

20) OB#1, June 2018- To add “Be of service” as one of the suggestions listed on the PMANA meeting list.

## **Co-RCM A & Co-RCM B**

*(Formerly RCM and alternate RCM- see policy 6 in this section. Prior to being called RCM's they were called ASR's-Area Service Representatives)*

1) ~~NB# 3, February 1992— PMANA decided to join MAR (Mid Atlantic Region). Note this occurred at the March 1992 Region.~~



- 2) NB# 9, October 1997 - If either of the Co-RCMs steps down from their position they need to hand over any RSC minutes that may be mailed to the new Co-RCMs.
- 3) OB# 3, April 2005 - That PMANA provide half the cost of a hotel room at the MARLCNA conference for two nights, plus full registration, and a \$10 stipend towards meals to both Co- RCMs. Details of the manner in which these monies shall be paid will be decided each year near the time of the conference. INTENT: So that anyone who wants to serve in these positions is supported and never discouraged or prevented due to limited financial ability, leaving the details non-specific so that we have flexibility to accommodate our trusted servants as needed.
- 4) ~~OB # 4, April 2005 That the election date of the RCM and Alternate RCM be changed to December's ASC starting in December 2005. INTENT: To better align the term of the positions.~~  
*(Superseded by policy 5 in this section [below])*
- 5) OB# 15, May 2010 - To elect our Co-RCMs every year in August. INTENT: 7th and 8th Concept
- 6) OB# 16, May 2010 - For PMANA to eliminate the Alt-RCM Position and have 2 RCMs at the same time. One to be elected in Odd years and the other to be elected in Even years. Each serving a two-year term. INTENT: To follow "A Guide to Local Services" recommendations. Co-RCM's will be better able to serve the regional and Area bodies. To maintain a balance between experienced members and those just learning the ropes. To address the recommendation of our current RCM, who concurs with the guidelines suggested in "A Guide to Local Services."
- 7) NB# 5 February 2014 - Direct the Co-RCMs to host a "CAR Workshop"
- 8) NB# 2 August 2017- To change the CO-RCM responsibilities and duties bullet #9, to read: that the CO-RCM's attend the CAR or CAT workshops during MARLCNA every year.
- 9) OB# 1, October 2015 - To update the language of the policy for our Area Co- RCMs to reflect current practice. Co-RCM is a position that lasts 2 years and the Co-RCMs are elected during alternate years. This motion would change the names of the positions to be Co-RCM A- elected during odd years Co-RCM B- elected during even years.
- 10) OB#3, May 2019- Update our policy for CO-RCM MARLCNA stipend from \$ 10 to \$ 40.

## **Secretary**

- 1) ~~OB# 4, April 1992 That ASC minutes be distributed within 10 days of ASC by the ASC secretary, either by hand or by mail at the discretion mailing costs to be reimbursed from ASC general fund.~~ *(Superseded by policy 11 in this section)*
- 2) ~~NB# 1, January 1993 That funds for ribbon, paper, liquid paper and sectional binders be given to the Second Secretary to purchase the items and let him/her hand in receipts to the ASC Treasurer.~~

- 3) ~~NB# 1, March 1993 - To authorize the secretary to spend up to \$5.00 to purchase folders for the archives.~~
- 4) NB# 5, December 1997 - To add names of addicts that are holding Area Positions to the ROLL CALL in our Area's minutes.
- 5) NB# 8, August 1998 - That all GSR's, Alternate GSR's, and Area Service Committee members have a list of phone numbers distributed amongst one another.
- 6) NB# 2, October 1999 - Roll Call Taken at end of Area meeting.
- 7) NB# 2, November 1999 - To provide a pile of motion slips, announcements sheets, and literature forms on a separate table for use by ASC members.
- 8) ~~NB# 1, December 1999 Motion that correction of minutes is done after quorum is called. Robert's Rules states any vote and attendance must be met anybody must be present. (Rescinded)~~
- 9) ~~NB# 3, January 2000 - To rescind the motion from December 1999: Motion No. 1 made by a member of the Few, Proud, Serene, that corrections of minutes be done after quorum is called. Robert's Rules states any vote and attendance must be met anybody must be present.~~
- 10) NB# 11, May 2000 - To print our Area minutes on both sides.
- 11) NB# 5 December 2017- Add to ASC secretary the responsibility: provide electronic copy of area minutes one week prior to ASC to website administrator for upload on PMANA website. (Superseded by policy 21 in this section)
- 12) NB# 11, July 2000 - To add literature order list with the minutes.
- 13) NB# 2, June 2000- To include the short form of the WSC Motions in our Area minutes as soon as they are available.
- 14) NB# 10, October 2001 - New business discussions that result in a resolution need to have that resolution reflected in the minutes.
- 15) NB# 12, April 2002 - In ASC minutes, any reference to motions from past minutes, type out actual motion in addition to the cross-reference code contained in parentheses.
- 16) NB# 10, December 2002 - Secretary will record and update a cumulative trusted servant absentee tally in minutes.
- 17) OB# 2, March 2003 -To have our secretary keep a running tally of home groups' absences. INTENT: To have an accurate total of all voting home groups.
- 18) NB# 10, May 2003 -To create a binder of the last 18 months' worth of minutes. INTENT: To have a copy of the past 18 months of minutes on-site in the event that they are needed for reference and to ensure a smooth and organized transition for the second secretary.

- 19) NB# 7, June 2003 - That the secretary makes a meeting update form available for home groups to update their information on the meeting list. INTENT: To keep addicts better informed.
- 20) OB# 10, Aug. 2003 - If minutes cannot be handed out to groups within the required period, they may be mailed out to the current GSR's of the home group. INTENT: To enable them to participate in our monthly service meetings by being informed by the minutes of voting matters.
- 21) OB# 11, Aug. 2003 - To change the current policy for distributing minutes from one week to two weeks. INTENT: To keep the secretary sane.
- 22) OB# 2, Aug. 2004 - When we refer a motion to/for review, the minutes will read: Referred to "the affected committees" for input and review for a specified time set by the area chair. EX: Referred to policy and H&I committees for a two-month review. INTENT: To attempt to ensure the accuracy and timely flow of business.
- 23) OB# 4, Sept. 2004 - That in order to be marked as present at Area you must be present for at least two roll calls. INTENT: Concept 8 - Our service structure depends on the integrity and effectiveness of our communications
- 24) ~~OB# 2, Aug. 2006 - To provide \$45.00 to the secretary for stamps, postage, and printing of the minutes for each month. This would be replenished each month so that the secretary does not have to take money out of her pocket. INTENT: 7th tradition.~~ *(Superseded by policy 26 in this section)*
- 25) NB# 3, Jan. 2009 - To purchase a flash drive to create a 2nd electronic archive of the Area minutes. This would allow us to eliminate the practice of archiving the hard copy minutes. INTENT: Keep it simple.
- 26) NB# 12, September 2009 - To be given a fund of \$25.00 to be replenished each month for mailing of future minutes. This will be above the \$45.00 allotted to print the minutes monthly, for a total of \$70.00 a month. INTENT: 7th Tradition
- 27) OB# 5, February 2010 - No subcommittee reports be cut down or compressed for the sake of cutting cost. INTENT: We need all of the information to better serve the committee, the Area, and NA as a whole and Concept 8
- 28) NB# 3, September 2010 - To direct the ASC Secretary to pass a list every month to GSR's, Alt GSR's, and Area elected trusted servants to obtain an accurate email or postal address. This list to include an option for trusted servants to designate the method which they would like their minutes delivered - choices to include either electronic mail, postal mail, or both. INTENT: 7th Tradition and 11th Concept. This motion would allow GSR's to choose not to receive a hard copy of the minutes via snail mail, therefore, save costs for postage and copying
- 29) OB# 1, November 2015 (Oct NB# 1) - That the Secretary provide the Literature Committee with 2 copies of the "Literature Tally Sheet" each month. **(8 pages total)** INTENT: Traditions 5, 7. Concepts 1, 3, 11

30) OB#4, December 2018- Add to ASC secretary the responsibility: provide electronic copy of area minutes one week prior to ASC to website administrator for upload on PMANA website.

## Treasury

- 1) ~~NB# 4, February 1992—It was decided that our Area Chair and Treasurer would coordinate their efforts to get a post office box in the name of the Pocono Mountain Area Service Committee. The Treasurer was also directed to get a tax I.D. #.~~
- 2) NB# 5 February 1992 - It was decided that the area chair and the treasurer would coordinate their efforts to establish a checking account in the name of the PMASC with a minimum of two signers to cash a check.
- 3) ~~NB# 10, March 1992—Prudent Reserve for Area: one month's rent & expenses. Motion to create a \$105.00 prudent reserve. *(Superseded by policy 4 in this section)*~~
- 4) ~~NB# 1, June 1992—To increase the prudent reserve by \$25.00; from \$105.00 to \$130.0. *(Superseded by policy 5 in this section [below])*~~
- 5) ~~NB# 8, March. 1995—Increase prudent reserve by \$100.00. *(Superseded by policy 30 in this section)*~~
- 6) NB# 4, December 1998 - To give Treasury Report for the month at next month's ASC every month.
- 7) ~~NB# 8, October 2000 (in NOV 2000)—That no coins will be accepted by the ASC treasury. All dollar amounts must be rounded by the home group until the total donation (area donation + lit order) is a whole dollar amount. However, checks money orders may be made out to the area for any amount. *(Superseded by policy 24 in this section)*~~
- 8) ~~NB# 1, March 2001—For the treasurer to create a petty cash fund with a \$10.00 cap. Transactions below \$10.00 may come from petty cash fund. Those above \$10.00 must be check transactions. The fund will be \$50.00 and replenished monthly by treasurer, keeping appropriate records. *(Superseded by policy 15 in this section)*~~
- 9) NB# 1, October 2004 - That all receipts submitted with motions be clearly marked with the name of the person submitting them, as well as what committee, purchase, etc. they are for. INTENT: To help the treasurer maintain accurate records of expenses
- 10) NB# 2, October 2004 - When a group submits their literature order and 7th tradition money, the amount of the literature order, area donation, and total money submitted be clearly marked on the literature order form. INTENT: To be sure money is accurately accounted for.

- 11) OB# 5, June 2005 - To create a subcommittee rental sheet for the area subcommittees to fill out with (1) subcommittee title, (2) date of meeting, (3) time they met, and (4) rental cost. INTENT: To eliminate area rent discussions, motions, and voting on set rental fee.
- 12) ~~OB# 2, August 2006 - To provide \$45.00 to the Secretary for stamps, postage, and priming of the minutes for each month. This will be replenished each month so that the secretary does not have to spend their personal money to produce the minutes.~~
- 13) NB# 12, September 2009 – (Secretary) To be given a fund of \$25.00 to be replenished each month for mailing of future minutes. This will be above the \$45.00 allotted to print the minutes monthly, for a total of \$70.00 a month. INTENT: 7th Tradition
- 14) OB# 2, August 2006 - That the treasurer holds money from each December's regional donation to cover attendance to MARLCNA for Co-RCMs. INTENT: As per our guidelines and 7th tradition.
- 15) NB#3 January 2017 - Treasurer reconciles past year treasury and the outgoing treasurer gives report in February before their commitment ends.
- 16) OB# 2, October 2007 - To eliminate the petty cash fund. INTENT: To keep it simple.
- 17) OB# 2, July 2008 - To have a separate PMANA Activities Unity Subcommittee **(Changed as per policy 17 in this section)** startup/budget fund in the amount of \$500.00 - The fund is always to be kept at \$500.00 \$2000.00. **(Changed as per policy 18 in this section)** INTENT: To follow our guidelines and help decipher the difference between functions put on by the Activities Subcommittee from the Anniversary Subcommittee.
- 18) OB# 1, February 2009 - To have the previous month's treasury report included in the current month's minutes. INTENT: 11th Concept - NA funds must be managed responsibly. In addition, to also have the Area fully aware of the Area's fiscal position.
- 19) NB# 4, October 2009 - To rename Activities Reserve to be "Unity - Activities" and rename Unity Reserve to be "Unity - Pig Roast" INTENT: Concept 11
- 20) OB# 4, October 2009 - Unity requests to increase their Unity/Pig Roast budget to \$2000.00 INTENT: To be fully self-supporting
- 21) NB# 9, November 2009 - To shred old checkbooks and put the rest of the archives in storage INTENT: Concept 3 & 11 - 3 states NA groups delegate to the service structure the authority necessary to fulfill the responsibility assigned to it and 11 states NA funds are to be used to further our primary purpose and must be managed responsibly
- 22) OB# 1, June 2010 - To write a check each year to MARNA in March to pay for our Area's portion of the cost of the Regional Liability Insurance Policy. The amount may change as the premium changes and would be subject to an annual business motion to clarify the exact amount of the donation. INTENT: 7th Tradition

23) NB# 2, September 2010 - Any printing that needs to be done by a subcommittee or area trusted servant where the cost is above the subcommittee or area trusted servants monthly budget must be pre-approved by the area body before the printing is done. INTENT: 7th Tradition

24) OB# 1, January 2011 – All moneys being brought to the treasury are to be in cash or money order - no coins no ~~personal~~ checks. INTENT: 4th tradition - Each group should be autonomous except in matters affecting other groups or NA as a whole. Potential to hurt NA as a whole through loss of funds and public perception. Concept # 11 - NA funds should be well accounted for in your group (*Changed due to policy 25 in this section [below]*)

25) OB# 7, June 2011 - That no checks be accepted by Treasury. All monies should be submitted by cash or money order only. INTENT: 11th Concept

26) ~~NB# 4 October 2013 – To direct the ASC Treasurer to open two checking accounts at ESSA Bank using our new Tax ID number. One account shall be called PMANA General Fund and the other shall be called Unity Funds. The Unity Account should hold the balances of both the Unity Pig Roast Account and the Unity Activities Account. Authorized signers for these two accounts should be the ASC Chair and Vice Chair and the ASC Treasurer and Vice Treasurer. INTENT: 8th and 11th concept~~

27) NB# 10 January 2015 - For ASC treasury to dismiss efforts to reconcile treasury balance and auditing records in order for current ASC treasurer to tum over clean slate to successor moving forward. Basically, treating treasury as if it was balanced when we opened the new bank accounts at ESSA. INTENT: Concept 5

28) April 2015 (Jan NB# 7, Mar OB# 1) - To change, write, or rewrite area policy so that it states the proceeding area treasurer, chair, etc. When stepping down or finishing their commitment, coordinates with the succeeding trusted servant of that position and change over authorizing signature of area bank accounts within 30 days. Also, any names attached to the accounts in any way of former trusted servants are removed. INTENT: Concepts 5 & 11.

29) OB# 2, October 2015 (Sept NB# 9) - That the "ASC Treasury procedure overview" be added to the treasurer's guidelines as a suggested procedure. INTENT: None

30) OB# 1, July 2016 (NB# 1, June 2016) - To increase the prudent reserve to \$673.00 to cover monthly expenses for one month. To add two set-aside amounts to cover large annual expenses.

a. \$330.00 for group insurance premiums paid to region at each March Area Service Meeting.

b. \$348.00 for Co-RCM's travel expenses to attend M.A.R.L.C.N.A. paid to Co-RCM's at each January Area Service Meeting.

c. Total Annual set-aside amount \$678.00. Grand Total Proposed Reserve Amount \$1,350.00.

INTENT: To provide an adequate prudent reserve for the PMANA.

- 31) OB# 2, July 2016 (NB# 2, June 2016) - Treasurer writes a check to the Mid-Atlantic Region for any amount in the area checking account above the total of prudent reserve and annual set aside amounts at every March, June, September and December Area Service Meetings. Checks to be given to Co-RCM's at the end of respective Area Service Meeting. INTENT: To follow the principal of fund flow.
- 32) NB#1 February 2017 - For Treasury to have a \$50.00 allowance monthly for costs as needed.
- 33) NB#9 July 2017 - Call for a motion to accept Treasurer's report and a 2nd before closing Area.
- 34) OB#1, June 2018- To pay our storage shed fees annually in September.
- 35) OB#1, July 2018- To add to the treasury's duties and responsibility that they provide GSR'S with receipts to verify the funds that were given.
- 36) OB#1, Jan 2020- Two members of the area service body whose names are on the bank account are to make a deposit of all monies collected immediately after the close of area as a night deposit drop.

## Unity

- 1) OB# 3, March 1993 - To have a function to celebrate our 1st anniversary of existence as the Pocono Mountains Area.
- 2) ~~NB# 3, June 1993 - That the ASC Vice Treasurer collects donations from individual NA members to provide startup funds for the PMASC's first annual picnic. Donations to be recorded and reimbursed from the proceeds of the picnic. GSR's are encouraged to ask their home group members to participate.~~
- 3) ~~NB# 7, November 1993 - That the Pocono Mountains Area Service Committee forms an Activities Subcommittee.~~
- 4) ~~NB# 4, July 1994 - That the groups of the PMANA approve the Activities Subcommittee Proposal to put on a picnic/Unity Day to celebrate our 2nd birthday as an Area.~~
- 5) ~~NB# 1, August 1994 - That any money received from the picnic after expenses are paid, **(up to a maximum of 250.00)** be set aside for an Activities Fund. Any money in excess of that amount is donated to the Area Fund. *(Superseded by policy 7 in this section)*~~
- 6) NB# 2 August 1994 - Pig Roast Treasury report to be printed in the minutes.
- 7) ~~NB# 6, October 1995 - To increase the Activities Start Up fund to \$500.00 as our expenses went \$250.00 over our budget and had to be covered by others. *(Superseded by policy 9 in this section)*~~

- 8) ~~NB# 6, February 1996—Approval of Activities Guidelines. (Activities Subcommittee has been disbanded and replaced by one Unity committee- see policy 30 in Administrative)~~
- 9) ~~NB# 5, October 1997—To raise the prudent reserve from \$500 for Activities Subcommittee to \$1000. (Superseded by policy 12 in this section)~~
- 10) NB# 2, October 1998 - Nothing is to be paid & reimbursed by Activities unless previously approved by the Area.
- 11) NB# 3, August 2000 - To be allowed to pre-sell T-shirts to gain funds to purchase food and supplies for the function.
- 12) ~~NB# 8, February 2002—To increase the Activities startup from \$1,000 to \$1,500. (Superseded by policies 18 & 19 in this section)~~
- 13) OB# 2, April 2002 - The funds for any activity during the course of a year may be motioned to be taken from the Pig Roast startup fund. After the said activity the Pig Roast Fund is replenished to the same amount prior to the said activity. If there are insufficient funds in the Pig Roast at the time of the request the money must be requested from the General Fund. In order for this process to work correctly the Treasurer must keep an itemized list of Pig Roast debits during the current year.
- 14) ~~OB# 3, April 2004—To create a subcommittee to specifically function to put on the annual Pig Roast.~~
- 15) NB# 3 April 2017 - That all profits raised during the 2 Pig Roast fundraiser events (bowling and June event) remain in the pig roast account. They used to be called hot dog extravaganza and bowling event.
- 16) NB# 4 December 2017 - Add to Unity sub-committee the responsibility: provide most current electronic copy of all area activity flyers to website administrator for upload on PMANA website. INTENT: To follow our guidelines and to have a successful annual area celebration. It has become very time consuming and would be prudent to have a subcommittee devoted to the Pig Roast
- 17) OB# 7, June 2005 - The ~~Anniversary Committee Chair~~ Area Chair and Unity Chair ~~Activities Committee Chair~~ will be the key holders for the Area NA storage shed. Key may be delegated to vice chairs of each position as needed for temporary and limited use. INTENT: To establish a point of accountability to our elected officers and allow spiritual principle of rotation to be followed. To have a consistent policy for who has access to the shed and make it easier for everyone to know what is in the inventory. *(Superseded to policy 30 in Administrative)*
- 18) ~~OB# 3, June 2005—To increase pig roast funds from \$250 to \$1750 permanently. INTENT: To meet current expenses. (Superseded by policy 19 in this section)~~
- 19) OB# 2, July 2008 - To have a separate PMANA Activities Unity Subcommittee startup/budget fund in the amount of \$500.00 - The fund is always to be kept at \$500.00.



INTENT: To follow our guidelines and help decipher the difference between functions put on by the Activities Subcommittee from the Anniversary Subcommittee.

20) OB# 3, January 2009 - To merge the anniversary and activity subcommittees into one Unity committee. INTENT: To be able to promote unity with the continuity of willing committee members, which currently there are not enough of to support two committees

21) NB# 11, August 2009 - To have a way to remove members from positions when members are not attending subcommittee meetings. The addendum is as follow: If a member of the Unity Committee should miss two or more consecutive committee meetings or a total of 4 meetings during the course of the twelve-month commitment, they shall be automatically removed from any elected position.

22) NB# 4, September 2009 - To sell leftover merchandise from the Pig Roast at the next event for ½ off. INTENT: 7th Tradition

23) NB# 4, October 2009 - To rename Activities Reserve to be "Unity - Activities" and rename Unity Reserve to be "Unity - Pig Roast" INTENT: Concept 11

24) ~~OB# 4, October 2009 - Unity requests to increase their Unity/Pig Roast budget to \$2000.00. INTENT: To be fully self supporting.~~ (Superseded by policy 32 in this section)

25) OB# 2, April 2011 - The Unity Treasurer is present at all Area Service Committee meetings. INTENT: To coincide with policy for other area elected positions.

26) OB# 1, May 2011 - To include the following statement in the Unity Subcommittee Guidelines: All receipts for monies that were spent regarding the function or event of the Unity Subcommittee will be copied. These copies will be kept in the treasurer's book and the secretary's book. INTENT: 7th Tradition, 11th Concept

27) OB# 6, June 2011 - To amend the Unity guidelines to add the following additional responsibility to those of the Unity Subcommittee Vice Chair: # 6 Responsible to complete all forms for the Unity Subcommittee events, for the Regional liability insurance policy in a timely fashion according to the recommendations of the Regional and Area insurance contact persons. INTENT: 1st Concept, 5th Concept

28) OB# 8, June 2011 - To amend the Unity Subcommittee guidelines to include the following: The Unity Subcommittee will hold a subcommittee meeting in the week after every Unity event for the purposes of completing a financial reconciliation and an event wrap-up. This meeting may be in addition to the regularly scheduled subcommittee meeting. INTENT: 11 and 3rd Concepts, 7th Tradition

29) NB# 3 October 2011 - To amend the Unity Subcommittee Guidelines to include the positions of graphics/Web coordinator and Graphics/Web Vice-Coordinator. *(A copy of the requirements and duties for these positions is attached to this motion)* INTENT: 3rd, 5th and 8th Concepts.

30) OB# 1, July 2015 (June NB# 8) - Motion to change Pig Roast Timeline (*which is part of Unity's guidelines*). Current March entry reads: Rent BBQ Grill for Pig Roast. New entry should read: Be sure grill is available for the Pig Roast INTENT: The 7th Tradition, 11th Concept, and Fun in Recovery!!!!

31) NB# 3, March 2016 - To have two more shelving units purchased for storage shed. INTENT: To get a lot of stuff off the floor and have more organization. To follow the third concept.

32) April 2016, OB# 3, June 2016 (NB# 3, May 2016) Feb NB# 2 - Policy Motion to raise the Pig Roast account to \$2500.00. INTENT: To cover extra costs of food, drinks, supplies, and merchandise. Tradition 7 and Concept 11.

## **Vice Chairperson**

1) OB# 12, May 2010 - To assign our vice chair as our Area liaison or contact person for our regional liability insurance. INTENT: Concept 3 & 8

## **USSC Liaison**

1) APRNB#1 (Policy) - Remove all policies relating to the USSC positions contained in the PMANA policy. Including, but not limited to positions page 14 article 9, election procedures

~~2) OB# 1 August 2015 (July NB# 3) - To send the RCM + Co-RCM, the H&I chair and vice chair, and the PR chair and vice chair to the USSCNA on October 24th for one day. We will pay for the registration of up to \$90.00 (\$15.00 for each) plus \$60.00 for traveling expenses\*\*friendly amended\*\* INTENT: We are members of the USSC, and it would be worthwhile for our elected officers to attend the conference in order to experience what the USSC has to offer and support the conference. They will report all findings to the ASC.~~

~~3) OB #\_\_, March 2016 (NB# 4, February) - That the USSC Liaison and USSC Vice Liaison position guidelines be approved by the Area. INTENT: Concept 5, Tradition 5~~

~~4) OB #, September 2016 (NB# 1, August 2016) - For USSC Liaison and USSC Vice Liaison to attend the USSCNA Conference from Oct. 21st 24th and for the area to pay for full registration for both, half of the hotel room for both, as well as \$40 for travel expenses for each. (Registration is \$20, hotel room is \$79/night) Asking for travel expenses due to being located in Virginia. INTENT: 7th tradition, Concepts 8 and 11.~~

## **Web Administrator**

- 1) OB#1, March 2018- To approve the PMANA web administrator and web co-administrator guidelines to guide the new positions.
- 2) OB#1, December 2018- To create a PMANA ASC website budget in the amount of \$250.00 annually to be used for web hosting, domain registration and I office 365 email.