

**Central Washington Area
Of Narcotics Anonymous
Service Committee
Procedures & Guidelines
August 2011**

We ask a loving Higher Power to guide this committee in preparing these procedures and guidelines

The Primary purpose of this body is to carry the message to the addict that still suffers.

ARTICLES

ARTICLE: I	NAME
ARTICLE: II	SERVICE AREA
ARTICLE: III	PURPOSE
ARTICLE: IV	MEMBERS AND DECISION MAKING
ARTICLE: V	MEETINGS
ARTICLE: VI	GROUP SUPPORT AND OUTREACH
ARTICLE: VII	ADMINISTRATIVE BODY & OFFICERS
ARTICLE: VIII	POSITION DESCRIPTION & DURATION OF SERVICE
ARTICLE: IX	VOTING
ARTICLE: X	SUBCOMMITTEES
ARTICLE: XI	FINANCIAL & FUNDING
ARTICLE: XII	AMENDMENT OF PROCEDURES & GUIDELINES
ARTICLE: XIII	SPECIAL RULES OF ORDER

Article I: Name

The name of the committee shall be the Central Washington Area Service Committee of Narcotics Anonymous (NA), hereinafter called the CWASC, ASC, or the committee.

Article II: Service Area

The service area of this ASC shall include, but not be limited to, the following counties in Washington State; Adams, Chelan, Douglas, Grant, Kittitas, and Yakima Counties

Article III: Purpose

The purpose of the CWASC is to serve the NA groups in the Central Washington Area by providing a forum which brings together representatives of each group in order to:

- 1) Promote their primary purpose; **(to carry the message to the addict that still suffers)**
- 2) Help the groups deal with their day to day problems and needs;
- 3) Promote communication among groups, and;
- 4) Provide a structure that develops, coordinates and maintains services on behalf of NA in the Central Washington Area.
- 5) As a service committee of Narcotics Anonymous, this body shall always adhere to the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics Anonymous, Guide to Local Services, and all past major motions. Subcommittees shall be guided by the World Service Approved Handbook created to address their specific purpose. No action that conflicts with any of these principles or the current CWASC guidelines shall be taken or entertained by this body.

Article IV: Members and Decision Making

Members

This committee shall have three classes of members: NA members, Group Service Representatives (GSRs) or designated group members, and the Area Trusted Servants.

"All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes." Seventh Concept

Section 1: Membership in the CWASC shall be open to all NA members who share the stated-purpose of the committee.

Section 2: NA groups may join to the CWASC at any time to be included in Area membership. NA groups will be accepted by simply requesting to join. These groups will be represented by their GSR's or designated group member. However a meeting must attend 3 ASC meetings prior to being published in the meeting schedule. New meetings would be listed on the phone-line and a clause on the schedule would state: "Call NA Helpline for New Meeting Listings."

Section 3: The Area Trusted Servants are comprised of the Administrative body; Chairperson, Vice-Chairperson, Secretary. Also included are the Assistant Secretary, Treasurer, Assistant Treasurer, Regional Committee Member I, Regional Committee Member II, C&E Representative, and all Subcommittee Chairpersons; Activities, Literature and Public Relations.

Decision Making

Section 1: Voting on all CWASC motions and elections will be on a “one group, one vote” system.

Section 2: The CWASC will strive to maintain unity and adhere to our 12 Concepts by instituting and utilizing consensus based decision making whenever possible. The process for consensus based decision-making allows for points of view to be heard and fairly considered within the CWASC. If at the end of discussion the CWASC has not reached agreement, those dissenting from the majority will be given the opportunity to state the reason for the dissent, if they choose. If their reasoning does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In the event the member or members will not agree with the body the majority will acquire the motion in question.

Section 3: A form of consensus decision making shall be used by the body as follows. All of those that are opposed to the decision that is being offered to the body shall have the opportunity to speak to the reason why they are opposed to the decision that is being offered to the body before the decision is voted on. This is done so that every member has the opportunity to state their opinion and maybe persuade those that are undecided. If there are none opposed then the decision is passed on a consensus bases.

Section 4: A Quorum shall consist of 2/3 the voting members present.

Section 5: The order of succession for group voting members shall be as follows:

- 1) GSR
- 2) Alternate GSR
- 3) Secretary
- 4) Treasurer
- 5) Designated Member

Section 6: Any member of the committee may make a motion or participate in discussion. A voting member must second all motions.

Section 7: Motions may be amended or withdrawn at anytime by the maker. A motion amended in this manner must be seconded again.

Section 8: All budget requests in excess of \$65 will be read before the body and discussed before voting on the budget request, given some priority, and then voted on. However, any member may request that the amount in question be brought to the groups for approval. Then the motion will be voted on in the next session of this body.

Section 9: The CWASC Treasurer shall be consulted before any new budgetary expenditure is voted on to ensure that ASC members are being financially responsible and operating within income limitations.

Section 10: Any voting member of the body may request that any proposed motion be referred to the groups. The motion shall be referred to the groups and brought back to the body to be voted on in the next session that this body convenes.

Article V: Meetings

Section 1: CWASC will meet the first Sunday of every month at the time and place of the majority of the body's choice. However, if the body has an agreement with a facility that agreement will be fulfilled before any change is proposed or voted on. Changing the meeting time and/or location requires a vote of a majority of voting members present. In the event that the facility is unavailable for the regularly scheduled meeting at the time or date and must be rescheduled before the next CWASC, the Chairperson has the authority to re-schedule. The next available Sunday at a designated place must be found and approved at least 60 days prior to the change. This must be approved by a majority vote of members present at the time of the change. The Chairperson must make all reasonable attempts to notify the service body of the change. (IE email, posting to the CWASC Website, telephone and a notice posted at the facility at the regularly scheduled time, date and place notes the new location, time and/or date)

Section 2: Special meetings may be called by the Chairperson, and shall be called upon at the written request of three GSRs. The purpose, place, and time of the meeting shall be stated in the request. Except in cases of emergency, at least seven days notice shall be given.

Section 3: Attendance at ASC will be noted in the attendance roster with an "X" if present and an empty space if absent. Vacant positions will be noted with an "O."

Section 4: The committee will read the 12 Traditions followed by the 12 Concepts at the beginning of each ASC.

Section 5: A meeting must be in attendance for three ASC meetings prior being published in the area meeting schedule. New meetings would be listed with the helpline and a clause on the schedule would state: "Call NA helpline for a new meeting listing."

Section 6: ASC is a no smoking meeting.

Section 7: If a group is not represented at three consecutive ASC's then the Chair will send a letter of inquiry with the minutes. If there is no response to the letter by the following ASC, then the ASC PR will inquire from this point.

Article VI: Group Support and Out Reach

Section 1: If a group is not represented at three consecutive CWASC meetings and there is no response to a written inquiry, then the Chair will-notify the PR Chair per PR Guideline Section 1.6

Section 2: The PR chair will in turn notify the Divisional Coordinator where the missed meetings are located. In the event there is no Divisional Coordinator or the Divisional Coordinator is unavailable, the PR chair will appoint someone.

Section 3: This designated person will attempt to contact any known members of that meeting to ensure a visit from the CWASC committee is welcome & inform them of the visit. They will then attend the meeting with at least one other recovering addict. They will take with them a Guide to Local Service, Group Booklet, and Group Update Form for NAWS, and Group Visitation Report Form (Appendix G). They will offer to attend a business meeting, either after the meeting or at a later date, to share relevant NA information and to answer any questions. This intent is to promote growth, not to take over. Each group will be invited to attend CWASC in the spirit of unity with other CWASC groups. Those local members will also be encouraged to attend other NA meetings

within traveling distance.

Section 4: In addition to the initial attendance, outreach members need to schedule at least two follow up meetings. These should be scheduled monthly, or whatever is comfortable for that particular meeting. A visit to a new or isolated group will raise hopes among group members. If outreach efforts stop there, it may leave the new group feeling more isolated than before.

Section 5: In the event that a group does not wish to attend CWASC, a follow up visit every 3 to 6 months should be scheduled, leaving access to the NA service structure available.

Article VII: Administrative Body & Committee Officers

Section 1: The officers of administrative body of the committee shall be Chairperson, Vice-Chairperson and Secretary, also known as the “Triumvirate” for decision making purposes.

Section 2: The officers of the committee shall be the Chair, Vice Chair, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Regional Committee Member I, Regional Committee Member II, C&E Representative, Activities Chair, Literature Chair and Public Relations Chairperson.

Section 3: These administrators and officers shall perform the duties prescribed by these Procedures and Guidelines, "A Guide to Local Services," and its successors.

Section 4: Those nominated and elected into a position must have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts, CWASC'S Procedures and Guidelines, and all NAWS approved Handbooks that pertain to their elected positions.

Section 5: Any member of the committee may nominate a qualified individual for a CWASC officer position. However, this person must be present to accept or decline the nomination and to speak to the body and answers questions. Nominations do not require a second

Section 6: Those nominated for officer positions in CWASC and have accepted the nominations must go back to the groups to vote on or a new nomination to be brought back to the next CWASC body in session.

Section 7: Upon election most officers must resign their GSR position. The intent of this section is that members of the Administrative body running the meeting don't have conflicting interests. The following officers would be allowed to remain a GSR; Assistant Secretary, Assistant Treasurer, Regional Committee Member II, and the C&E Representative.

Section 8: An officer may be removed from office for noncompliance after due notification.

- i. Due Notification for noncompliance shall consist of a letter of concern, written and sent by the Area Chair or Vice Chair, or a phone call immediately following the noncompliance incident. If a member who is the subject of a motion for removal from office must be present, and can address the concerns of their non-compliance of their service responsibilities raised by the maker of the motion, a letter or phone call is not required.
- ii. Noncompliance includes but is not limited to: relapse, violence, disruptive behavior, and absence from three or more ASC's consecutively and failing to perform the duties of their position.

- iii. The committee may remove officers for any reason it deems appropriate for positions elected within the committee.
- iv. A two-thirds vote is required for removal.

Section 9: A two month moratorium from any service position will be required for any officer resigning or removed from office prior to completion of their term. The only exception will be when resignation is to fill a newly elected position.

Section 10: Officers shall be elected to serve for one year. Elections shall be at the regularly scheduled monthly ASC. Nominations for January elections shall begin in November. Nominations for October elections shall begin in August. Terms will commence at the close of the meeting at which they were elected. Nominations will begin in March for May elections.

September:

Area Chairperson, Area Vice Chairperson, Treasurer, Asst. Treasurer, RCMI, RCMII

October:

Secretary, Activities, Public Relations Chair, Literature Chair, Vice Literature Chair, CWANA Archivist, Web Servant, C & E Representative

March:

Assistant Secretary

Section 9: No member shall hold more than one CWASC officer position at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

Section 10: Any CWASC position that is filled other than on the scheduled month will be deemed an "interim" position and will not be an official term of office.

Section 11: Nominations for all open service positions will be taken back to groups for two months before being voted on.

Article VIII: Position description and duration of service

Section 1: Chairperson

- a) Qualifications
 - i. Past group or area service experience.
 - ii. Minimum 3 years clean time upon nomination.
- b) Duties
 - i. Responsible for conducting committee meetings.

- ii. Prepare a tentative agenda of the upcoming meeting. To be sent to the Secretary to be included in outgoing ASC minutes
- iii. To familiarize themselves with the P&G for ASC.
- iv.. Share responsibility with the Treasurer for holding the PO Box Key.

Section 2: Vice Chairperson

- a) Qualifications
 - i. Past group or area service experience.
 - ii. Minimum 2 years clean time upon nomination.
- b) Duties
 - i. To assist the Area Chairperson in conducting committee meetings and/or conduct the committee meetings in the chairpersons absence, and various other administrative duties.
 - ii. To attend all subcommittee meetings, in the event of the absence of a subcommittee chairperson the Area Vice Chairperson shall conduct the subcommittee meeting
 - iii. To familiarize themselves with the P&G for ASC

Section 3: Secretary

- a) Qualifications
 - i. Past group or area service experience.
 - ii. Minimum 2 years clean time upon nomination.
- b) Duties
 - i. Two weeks after every CWASC meeting, the secretary will type and post the minutes, the Treasurer's Report, and the attendance spread-sheet to the CWANA web-site.
 - ii. Secretary will then send an email to all CWASC members informing them of the new posting.
 - iii. Anyone may e-mail the secretary and request the name and address of other members and the secretary will comply on an individual basis
 - iv. Secretary will maintain an accurate roster of all participating ASC members
 - v. Secretary will manage all outstanding budget requests until a receipt has been returned to the corresponding request.

- vi. To be knowledgeable of the Procedures & Guidelines for ASC

Section 4: Assistant Secretary

a) Qualifications

- i. Past group or area service experience
- ii. Minimum 18 months clean time upon nomination
- iii. To learn the duties listed below.

b) Duties

- i. Two weeks after every CWASC meeting, the secretary will type and post the minutes, the Treasurer's Report, and the attendance spread-sheet to the CWANA web-site.
- ii. Secretary will then send an email to all CWASC members informing them of the new posting.
- iii. Anyone may e-mail the secretary and request the name and address of other members and the secretary will comply on an individual basis
- iv. Secretary will maintain an accurate roster of all participating ASC members
- v. Secretary will manage all outstanding budget requests until a receipt has been returned to the corresponding request.
- vi. To be knowledgeable of the Procedures & Guidelines for ASC

Section 5: Treasurer

a) Qualifications

- i. Past group or area service experience.
- ii. Minimum 2 years clean time upon nomination

b) Duties

- i. Attends all ASC meetings.
- ii. Receives all ASC donations and provides receipts for all donations by the next ASC meeting
- iii. Maintains and administers CWASC's bank account,
- iv. Pays all standard monthly expenses incurred by CWASC.
- v. Provides reimbursements for all officers and subcommittee chairs,
- vii. Keeps accurate records of all transactions
- viii. ASC Treasurer shall make ASC deposits within 48 hours of the close of ASC business.
- viii. To familiarize themselves with the P&G for ASC
- ix. The exiting treasurer shall ensure the new signature card is completed at the bank.
- x. Share responsibility with the Chairperson for holding the PO Box Key.

Section 5: Assistant Treasurer

a) Qualifications

- i. Past group or area service experience.
- ii. Minimum 2 years clean time upon nomination.

b) Duties

- i. Assist Treasurer in issuing receipts.
- ii. Assist Treasurer in recording and calculating all income and expenditures,
- iii. Various other duties as assigned by Treasurer or CWASC.
- iv. Assist Treasurer in money counting duties at all ASC meetings.
- v. Assist Treasurer in issuing receipts.
- vi. Assist Treasurer in recording and calculating all income and expenditures,

- vii. Various other duties as assigned by Treasurer or CWASC.
- viii. Must be able to perform all of the treasurer duties as listed above,
- ix. To familiarize themselves with the P&G for ASC

Section 6: Regional Committee Member I (RCM1)

a) Qualifications

- i. Past group or area service experience.
- ii. Minimum 2 years clean time upon nomination.

b) Duties

- i. Attends all ASC meetings.
- ii. Attends all Regional Service Committee meetings quarterly,
- iii. Provides quarterly report of RSC meetings.
- iv. Conducts various discussion groups pertaining to regional information.
- v. To be available to groups in the area for inventory and to fulfill other request from area groups needing assistance (except for PR related problems)
- vi. To familiarize themselves with the P&G for ASC

Section 7: Regional committee Member II (RCMII)

a) Qualifications

- i. Past group or area service experience.
- ii. Minimum 2 years clean time upon nomination.

b) Duties

- i. Attend with or in absence of RCM I all RSC meetings quarterly,
- ii. Provide quarterly report of RSC meetings.
- iii. Assist RCM with various discussion groups pertaining to regional information,
- iv. Assist the RCM I with inventories and any other assistance that the RCM's duties that area groups require.

Section 8: CWASC Archivist

a) Qualifications

- i. Past group and or area service experience
- ii. A minimum of two years clean

iii. Have a working knowledge of the 12 steps and the 12 traditions

b) Duties

i. Must attend all area event committee meetings every month

ii. Collect save and preserve the history of CWA events, memorabilia and the growth of central Washington narcotics anonymous,

iii. Update and follow the guidelines that CWASC will provide.

Section 9: C&E Representative

a) Qualifications

i. Past group and or ASC service experience,

ii. Minimum of five years clean,

iii. Have a working knowledge of the 12 steps and the 12 traditions.

b) Duties

i. Must attend all C&E regional committee meeting once every quarter,

ii. Must attend CWASC meeting the second Sunday of every month to report what region events are scheduled and other information,

iii. Be willing to help and participate in organizing and attending these events.

Article IX: Voting

Section 1: Voting on all CWASC motions and elections will be on a “one group one vote” system.

Section 2: The CWASC will strive to maintain unity and adhere to our 12 Concepts by institution and utilizing consensus based decision making whenever possible. The process for consensus based decision-making allows for opinions to be heard and fairly considered within the CWASC. If at the end of discussion the CWASC has not reached agreement, those dissenting from the majority will be given the opportunity to state the reason for their dissent, if they choose. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters where the dissenter cannot assent to the majority, a decision will be reached using these guidelines and the short form of Roberts Rules of Order from "A Guide to Local Service".

Section 3: The rules contained in the current edition of "Robert's Rules of Order- Newly Revised," shall govern the committee in cases to which they are applicable, and in which they are consistent with these Procedures & Guidelines, and any special rules of order the committee may adopt. The committee will provide the vice chairperson with a copy of Robert's Rules of Order -Newly Revised to be handed down when the vice chairperson vacates that position.

Section 4: A Quorum shall consist of 2/3 of all voting members present

Section 5: The order of succession for voting members shall be as follows:

- a) GSR
- b) Alternate GSR
- c) Secretary
- d) Treasurer
- e) Designated Member (A member specifically designated by the group with a note of consent from an officer and one other home group member.)

Section 6: Any member of the committee may make a motion or participate in discussion. A voting member must second all motions.

Section 7: Motions may be amended or withdrawn at any time by the maker of the motion. A motion amended in this manner must be seconded again.

Section 8: In the case of a tie vote on any motion or election, the “Triumvirate” shall cast one vote each to decide the issue. If one or more of these officers are absent, the RCM I, RCMII, and Treasurer, in that order, shall retain the officer(s) missing vote, retaining the Triumvirate.

Section 9: All budget requests will be read before voting, given some priority, and then voted on.

Article X: Subcommittees

Section 1: The CWASC may establish subcommittees from time to time to carry out the work of the committee.

Section 2: The Chairperson may appoint special subcommittees, or they may be formed by motion upon approval by the voting members with a simple majority vote.

Section 3: All CWASC subcommittees will be **autonomous in carrying out their assigned functions, but are accountable to the CWASC.**

Section 4: CWASC will elect the subcommittee Chairpersons, taking into consideration the suggestions of the standing committee.

Section 5: Subcommittee Chairpersons may be removed from position for non-compliance after due notification. However, that member must be present to address any questions that the CWASC body may have. Two-thirds vote of the CWASC of that subcommittee is necessary for the removal.

Section 6: All subcommittees shall meet separately.

Section 7: If a subcommittee Chairperson is a CWASC voting member, their voting rights are suspended when the pending questions, or elections, pertains to their subcommittee.

Section 8: The CWASC may purchase handbooks for each individual subcommittee to be distributed to the appropriate Chairperson. These service manuals will be clearly marked and remain the property of the CWASC. They will be passed on to the incoming Chairperson(s) as appropriate. If there is no incoming Chairperson, the manuals are to be returned to the ASC Vice-Chairperson. The Vice-Chairperson will be responsible for maintaining an annual inventory of these manuals.

Section 9: Activities Subcommittee will secure and maintain an Activities Storage Unit, not to exceed \$50.00 a month.

Section 10: CWASC to secure an account with WSO, not to exceed \$2000.00, by promissory note to WSO to order Literature online. This would be by letter written from Area Chair, Area Vice Chair, Treasurer, and Literature Chair, to WSO.

Section 11: Public Relations Subcommittee

- i. The H & I and PI subcommittees shall be combined into one subcommittee and shall be named Public Relations,

b) Qualifications and Duties of Chairperson

- i. Past group or Area service experience,
- ii. Past participation in Public Relations Committee,
- iii. Minimum 2 years clean time upon nomination,
- iv. Conduct all PR subcommittee meetings,
- v. Attend all ASC meetings and submit a written report,

- vi. To assure the PR subcommittee maintain, copy, and distribute current meeting schedules to ASC committee members,
- vii. Attend Regional All-Subcommittee meeting quarterly.

Section 12: Literature Subcommittee

a) Qualifications and Duties of Chairperson

- i. Past group or Area Service experience.
- ii. Past participation in Literature Committee.
- iii. Minimum 2 years clean time upon nomination.
- iv. Conduct all Literature subcommittee meetings.
- v. Attend all ASC meetings and submit a written report.
- vi. Collect all literature orders, receive monies, and disburse literature as necessary on day of CWANA
- vii. Submit new literature order to NAWS monthly as needed, Maintain Literature inventory,
- viii. Attend Regional All-Subcommittee meeting quarterly.

b) Qualifications and Duties of Vice Literature Chairperson

- i. Past group or Area Service experience
- ii. Past participation in Literature Committee.
- iii. Minimum 1 year clean time upon nomination.
- iv. Attend all ASC meetings.
- v. Assist Chairperson with money counting procedures during monthly ASC meeting.
- vi. Assist Chairperson with filling and disbursing literature orders.

Section 13: Activities Subcommittee

a) Qualifications and Duties of Chairperson

- i. Past group or Area Service experience.
- ii. Past participation in Activities Committee.
- iii. Minimum 2 years clean time upon nomination.
- iv. Attend all ASC meetings and submit a written report.
- v. Conduct all Activities subcommittee meetings.

- vi. Responsible for holding key and maintaining storage unit.
- vii. Attend Regional All-Subcommittee meeting quarterly.

Article XI: Financial and Funding

Section 1: All monies accumulated from group contributions and other NA sources shall be maintained in a bank and subject to dispersal for paying obligations.

Section 2: The signatures of two of the following shall be on all dispersal:

- 1) Chairperson
- 2) Vice Chairperson
- 3) Regional Committee Member
- 4) Treasurer
- 5) Assistant Treasure

Section 3: A prudent reserve of \$500.00 will be kept by the CWASC whenever possible.

Section 4: All motions requiring new monetary expenditure in excess of \$65.00 will require a two-thirds majority vote.

Section 5: A minimum of 25% of the quarterly balance of unencumbered funds will be sent quarterly to the Regional treasurer, or submitted by the RCM.

Section 6: An auditing of the treasurer, using Audit Treasury Guidelines, will take place upon change of office and annually.

Section 7: All monetary expenditures are to be accompanied by a receipt, no matter how regular.

Section 8: To have any expenditure under \$15.00 will be deemed as "housekeeping expenses" to be voted on at ASC and not taken back to groups to expedite funding to subcommittees. "Housekeeping expenses" is defined as: "all subcommittee expenses and steering committee expenses." A two-thirds majority approval is needed. All other budget request will go back to the groups for approval.

Section 9: All monies accumulated from Group contributions and other Narcotics Anonymous sources will be maintained in an interstate bank account general fund, with separate bookkeeping of individual subcommittee and special funds, subject to disbursement by the Area Treasurer for paying obligations. This motion will supersede all other motions pertaining to separate bank accounts for the individual subcommittee or special fund use.

Section 10: The price of all Literature will be at cost with Area paying for shipping the following month.

Section 11: Secretary fund is to be \$120.00, to be adjusted as needed for copies and postage. However, the Secretary funding will not exceed \$120.00 a month and any monies not used for that month shall be returned to the Treasurer.

Section 12: The Public Relations subcommittee is given a prudent reserve of \$125.00.

Section 13: RCM I & II travel funding shall be \$100.00 per RCM.

Article XII: Amendment of Procedures & Guidelines

Section 1: Any GSR may propose an amendment to these Procedures & Guidelines at a regular monthly meeting of the CWASC. The proposal must be submitted for information in writing at regular CWASC meeting. It then must be referred to the groups for approval within one month. A two-thirds majority of the GSRs casting votes is necessary to amend.

Section 2: The amendment shall go into effect immediately upon its adoption, unless the motion to adopt specifies otherwise.

Section 3: The GSRs at a CWASC meeting may temporarily approve an amendment to these Procedures & Guidelines by a two-thirds majority vote of the GSRs present. The amendment must then be taken back to the groups for approval, in agreement with Section 1 of this article.

Section 4: All amendments to these Procedures & Guidelines are to be accompanied by the Article number and Section number being amended.

Article XIII: Special Rules of Order

Section 1: The CWASC shall be guided in all its actions by the following, this order:

- a) The Twelve Traditions of Narcotics Anonymous
- b) The Twelve Concepts of Service
- c) The CWASC Procedures & Guidelines
- d) The NA Service Manual

Section 2: Business resulting from reports, or recommendations, is to taken into consideration after Old Business, unless previously disposed of.

Section 3: Any subcommittee, GSR, or officer reports given at the ASC meetings shall be submitted in E-mail form within one week following CWASC

Section 4: An annual Area inventory is to be conducted by an outside Regional Committee Member.

Section 5: The Area will appoint an Ad-Hoc committee in December to update CWASC Procedures & Guidelines yearly.

Section 6: All new groups will be given a copy of these Procedures & Guidelines.

Section 7: Monthly Area deposit slips shall be signed by Treasurer and Asst. Treasurer, or an appointed member of the body, by the end of ASC meeting.

