



**NARCOTICS ANONYMOUS  
FIVE RIVERS AREA**

**Area Service Committee Policy**

**October 27, 2024 Updated**

**Service Prayer**

*"God grant us the knowledge that we may serve according to Your divine precepts, instill in us a sense of Your purpose, make us servants of Your will, and grant us a bond of selflessness that this truly be Your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction."*

October 27, 2024

### **THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS**

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

### **TWELVE CONCEPTS FOR NA SERVICE**

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. 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.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

October 27, 2024

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### Statement of Purpose

The Five Rivers Service Committee of Narcotics Anonymous is established by and responsible to the Fellowship. Its purpose is to define and carry out the policies and support the Fellowship of Narcotics Anonymous. The Area Service Committee does this by joining the members and groups into a unified Fellowship, and by actively encouraging the primary purpose and growth of Narcotics Anonymous.

The Groups of the Five Rivers Area of Narcotics Anonymous have joined together to create a service structure which develops, coordinates, and maintains services on behalf of the FRASCNA Groups and NA as a whole. This committee's primary purpose is to help carry the Narcotics Anonymous message of recovery, and serve as a link between the FRASCNA groups, the Ohio Regional Service Committee, and the World Service Committee of Narcotics Anonymous. The ASC will operate in accordance with the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.

## 1. General Guidelines

- A. FRASCNA Area Service meeting should be conducted in accordance with '[A Guide to Local Services in Narcotics Anonymous](#)'.
  - B. The Five Rivers Area Service Committee (FRASCNA) meets on the fourth Sunday of each month, for the express purpose of serving the specific needs of its member groups. Emergency meetings may be called by a majority of administrative members when needed.
  - C. Administrative members of the ASC consist of:
    - 1) Area Chairperson
    - 2) Vice Chairperson
    - 3) Treasurer
    - 4) Vice Treasurer
    - 5) Secretary
    - 6) Vice Secretary
    - 7) RCM (Regional Committee Member)
    - 8) RCMA (Regional Committee Member Alternative)
  - D. Administrative members are expected to be present at all ASC meetings.
  - E. FRASCNA consists of duly elected Group Service Representatives (GSRs) from member groups, elected Area Trusted Servants, and Area Subcommittee Chairpersons.
  - F. A group is a member of FRASCNA when they say they are. New Groups will be recognized at the beginning of the monthly Area Service Committee.
  - G. The ASC will donate an [NA Group Starter Kit](#) (Product Number: 9020) and 25 schedules to any new Group in the Area.
  - H. No purchases or sales are to be made on credit by the ASC Trusted Servants or GSRs without prior ASC approval.
  - I. In the event of misuse of funds, restitution will be made to the Area or legal action may be taken.
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- A. **Area Chairperson** (Term of service: **January – December**)
    - 1) It is suggested that the Chairperson have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
    - 2) The Chairperson shall maintain the key to the Area Service Committee meeting room and is responsible for unlocking and locking the door at each ASC meeting.
    - 3) The Chairperson prepares an Agenda, bringing copies for all members and presides over the monthly ASC meeting. The Chairperson is also responsible for maintaining an orderly flow of business.

- 4) The Chairperson is the second alternate RCM and shall represent FRASCNA at regional meetings in the absence of the RCM and RCM Alternate.
- 5) The Chairperson may table a motion which cannot be resolved without further information.
- 6) The Chairperson has no vote or opinion and is in position solely to facilitate the meeting in accordance with this Policy. However, if there is a tie the Chairperson will vote to break the tie.
- 7) The Chairperson will be on the bank account and a signer of the account for the duration of their term. to be voted on and brought back to the group in August.
- 8) The chairperson will add themselves to the area bank account within 30 days of being voted into the position. See link for instructions.The chairperson will have access to the online bank account to review statements and transactions.
- 9) As an authorized signer on the Area checking account, the chairperson will remove themselves from the checking account when leaving the service position within 30 days.
- 10) The outgoing Chairperson will assist the new incoming Chairperson in getting added to the Area bank account.

**B. Vice-Chairperson (Term of service: **January – December**)**

- 1) It is suggested that the Vice-Chairperson have a minimum of (1) year clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 2) The primary responsibility of the Area Committee Vice-Chairperson is the coordination of Area Subcommittees. The Area Vice-Chair stays in regular touch with the Chairperson of each subcommittee. The Vice-Chair should stay informed of subcommittee projects and problems by attending subcommittee meetings whenever possible. If disputes arise within a subcommittee or between subcommittees, the ASC Vice-Chair helps find solutions for them.
- 3) The Vice-Chairperson is also responsible to assist the Chairperson in conducting Area Committee meetings and to conduct ASC meetings in the Chairperson's absence.
- 4) The Vice-Chair will collaborate with Outreach to host a GSR learning day as needed.
- 5) This position is for a year with the expectation they learn the role in preparation of taking over the role the following year pending they are elected by the ASC.
- 6) The Vice-Chairperson will be on the bank account and a signer of the account for the duration of their term. to be voted on and brought back to the group in August.
- 7) The Vice-Chairperson will add themselves to the area bank account within 30 days of being voted into the position. See link for instructions.The Vice-Chairperson will have access to the online bank account to review statements and transactions.
- 8) As an authorized signer on the Area checking account, the Vice-Chairperson will remove themselves from the checking account when leaving the service position within 30 days.
- 9) The outgoing Vice-Chairperson will assist the new incoming Vice-Chairperson in getting added to the Area bank account.

**E. Secretary** (Term of service: **January – December**)

- 1) It is suggested that the Secretary have a minimum of (1) year clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts and basic computer skills.
- 2) The Secretary shall keep accurate minutes of each ASC meeting including, but not limited to; motions, nominations, voting results, attendance and all other relevant information. The Secretary will create and distribute copies of the minutes to each GSR and to the Webmaster no later than (10) days following the ASC meeting.
- 3) Secretary will include all verbal and written reports in the ASC minutes. Secretary may censor reports that include inappropriate language or comments but will not paraphrase.
- 4) The Secretary shall maintain a current Lines of Communication list for all ASC members including name, service position, address, telephone number and email address (if applicable) and be updated each month. This contact list shall be distributed to Trusted Servants at Area level only.
- 5) The Secretary will maintain a log of motions brought to the ASC. The log lists motions in chronological order and identifies motions the committee has passed that affect our Guidelines (or Policy). FRASCNA motion log will be available at all ASC meetings.
- 6) Secretary shall have \$50.00 available for the sole purpose of maintaining Area business. Secretary may receive funds by submitting a request to the ASC Treasurer. Itemized expense report and receipt must be submitted to the Treasurer at the next ASC meeting.
- 7) The Secretary will train the Vice-Secretary in all duties and responsibilities.
- 8) The Secretary is responsible for coordinating with the Policy Chairperson to reprint proposed changes to the FRASCNA Guidelines so they may be sent back to Groups for review and to be voted on.
- 9) The Secretary is responsible for maintaining the Area Archives, keeping six months of ASC Minutes on hand at the ASC.
- 10) The Secretary creates forms as needed and ensures an adequate supply of all forms will be available at the ASC meeting.
- 11) **In January** after new ASC members have been voted on the secretary will:
  - Send a special copy of the ASC minutes of the new ASC members being added to the bank account directly to the bank.
  - Bank needs the following listed on a special copy of minutes for banking purposes only.
  - This info will be sent directly to the Bank and is to establish the Area as the group/club and who should actually be on account.
  - name of group/club
  - purpose group/club
  - date established
  - officer full names and titles
  - signed by at least 1 officer

F. **Vice-Secretary** (Term of service: **January – December**)

- 1) It is suggested that the Vice-Secretary have a minimum of (1) year clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 2) The Vice-Secretary will learn the responsibilities and assist with the duties of the Secretary.
- 3) The Vice-Secretary will perform the duties and responsibilities of the Secretary in the Secretary's absence.
- 4) This position is for a year with the expectation they learn the role in preparation of taking over the role the following year pending they are elected by the ASC.

G. **Treasurer** (Term of service: **January – December**)

- 1) It is suggested that the Treasurer have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 2) The Treasurer shall make an oral report of total contributions and expenditures for the PREVIOUS month during the ASC meeting.
- 3) The treasurer will collect funds/donations at the ASC and provide receipts at that same ASC.
- 4) The Treasurer shall make a written report of contributions and expenditures for every ASC meeting and submit a copy of the bank statement each month. *Note: Bank statements will not be included as part of the ASC minutes.*
- 5) FRASCNA shall maintain a checking account into which Area funds will be deposited and from which Area expenses will be paid. *Note: No Area expense shall be paid without a written receipt!*
- 6) The Treasurer shall maintain the Area checking account. The Treasurer and two other ASC members will be on the account. No checks shall be distributed with fewer than two signatures. If a check is cashed with less than two signatures the Treasurer is responsible for all costs that may incur.
- 7) The ASC shall have a two of four signature policy for any check, or other form of withdrawal from the account. The Treasurer and two other Administrative Body members (which are defined in 1C), will be on the account. No check will be distributed without two signatures.
- 8) The Treasurer shall give and obtain written receipts for all purchases and donations.
- 9) The Treasurer shall be responsible to pay rent for the ASC meeting facility and for the PO Box in advance each year.
- 10) The Treasurer is accountable for our Area funds and shall promptly reimburse the ASC for any losses or shortages and shall make all books and records available at all ASC meetings.
- 11) The Treasurer's accounting method will be audited at the end of his/her term or in the event of his/her resignation or removal. A committee will be appointed by the ASC to conduct the audit. Committee will include the exiting Treasurer, incoming Treasurer and at least two members of the FRASCNA administrative body.

- 12) The Treasurer will add themselves to the area bank account within 30 days of being voted into the position. See link for instructions. The Treasurer will have access to the online bank account to review statements and transactions.
- 13) As an authorized signer on the Area checking account, the Treasurer will remove themselves from the checking account when leaving the service position within 30 days.
- 14) The outgoing Treasurer will assist the new incoming Treasurer in getting added to the Area bank account.

Prudent Reserve: ASC Treasurer shall maintain a prudent reserve of \$1780 (approved April 2024) for FRASCNA.

- 13) The ASC shall donate to the ORSCNA Region quarterly. At the end of ASC business, prior to the Regional meeting, all proceeds over prudent reserve will be donated to the Region. If we, at FRASCNA are under our prudent reserve at the time, no ORSCNA donation will be made. **Area Donations to be made February, May, August, November.** The Area is to pay the Region every third month to coincide with the Region's deposit schedule and avoid having open checks for months.
- 14) All funds are to be deposited within (5) business days after the ASC.
- 15) The treasurer shall also prepare and present an annual report at the December meeting of the ASC
- 16) Treasurer shall maintain at least 5 years of financial records and documents. After 5 years the Treasurer may shred/dispose of any unneeded documentation.

H. **The treasurer is responsible to check PO Box monthly and that the P.O. Box needs to be paid one year at a time in November.**

1) **Treasury Guidelines:**

- a) The ASC shall have a two of four signature policy for any check, or other form of withdrawal from the account. The Treasurer and two other ASC members (i.e. Chair, Vice-Chair, and Vice Treasurer) will be on the account. No check will be distributed without two signatures. The Vice-Treasurer will not sign checks unless the Treasurer is absent from the ASC meeting.
- b) The Treasurer, Chair and Vice-Chair shall have access to the online banking system.
- c) Prudent reserve for the FRASCNA Service Body is \$1780 (approved April 2024) Prudent reserve is the amount of money required to keep the ASC running with minimum services for up to three months without income.
- d) In the event there are two administrative committee members from the same household, only one member at a time may be a signatory on the FRASCNA checking account.
- e) It is suggested that any member who is a signatory on the FRASCNA checking account have at least two years clean.



I. **Vice-Treasurer** (Term of service: **January – December**)

- 1) It is suggested that the Vice-Treasurer have a minimum of (1) year clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 2) The Vice-Treasurer will learn the responsibilities and assist with the duties of the Treasurer.
- 3) The Vice- Treasurer will perform the duties and responsibilities of the Treasurer in the Treasurer's absence.
- 4) This position is for a year with the expectation they learn the role in preparation of taking over the role the following year pending they are elected by the ASC.
- 5) The Vice-Chairperson will add themselves to the area bank account within 30 days of being voted into the position. See link for instructions.The Vice-Chairperson will have access to the online bank account to review statements and transactions.
- 6) As an authorized signer on the Area checking account, the Vice-Chairperson will remove themselves from the checking account when leaving the service position within 30 days.
- 7) The outgoing Vice-Chairperson will assist the new incoming Vice-Chairperson in getting added to the Area bank account.

J. **Regional Committee Member (RCM)** (Term of service: **July-June**) updated 12/31/2023

- 1) It is suggested that the RCM have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 2) The RCM is responsible to stay current with all Area activities, subcommittee functions and Area conscience and to represent the Area at ORSCNA meetings.
- 3) The RCM is responsible for staying in contact with other Areas within our Region and to keep our Area informed of events outside of the Five Rivers Area.
- 4) The RCM is required to attend all ORSCNA meetings and must notify the RCM Alternate and the Chairperson if he or she is unable to attend.
- 5) The RCM is responsible for keeping a complete contact and updated list including all FRASCNA and ORSCNA Trusted Servants.
- 6) The RCM must submit written reports to the ASC and ORSCNA Secretaries at those meetings.
- 7) The RCM will be reimbursed for all fuel used by one vehicle if the Regional meeting is outside of the Five Rivers Area. The Area will reimburse the RCM for the cost of the hotel room when traveling to the ORSCNA meeting when it is farther than 75 miles away. Total expenses are not to exceed \$200.00
- 8) The RCM shall provide location and accommodation cost information in advance of the ORSCNA to the ASC prior to traveling.

- 9) RCM is responsible to take any changes in meeting schedules and Trusted Servants in the FRASCNA Area to the ORSCNA meetings.
- 10) The RCM, in coordination and collaboration with the Activities committee, will organize the quarterly ORSCNA meeting when it is hosted by the Five Rivers Area. (Per Ohio Region's policy, the Region will reimburse FRASCNA \$250 for room rental and/or the food and entertainment that FRASCNA supplies for the ORSCNA meeting).
- 11) This is a 2 year term to be re-elected in July of odd number years in order to be aligned with regional service position elections and avoid a lapse in coverage and services.

**K. RCM Alternate (Term of service: **January – December**)**

- 1) It is suggested that the RCM Alternate have a minimum of (1) year clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
  - 2) It is suggested that the RCM Alternate attend the Regional meeting.
  - 3) The RCM Alternate will learn the responsibilities and assist with the duties of the RCM.
  - 4) The RCM Alternate will perform the duties and responsibilities of the RCM in the RCM's absence.
  - 5) The RCMA will be reimbursed for all fuel used by one vehicle if the Regional meeting is outside of the Five Rivers Area. The Area will reimburse the RCMA for the cost of the hotel room when traveling to the ORSCNA meeting when it is farther than 75 miles away. Total expenses are not to exceed \$200.00
  - 6) RCM Alternate must be available to at least attend the ORSCNA meeting in October with the RCM before assuming the RCM position in January.
  - 7) The RCM Alternate must notify the Chairperson if both the RCM and RCM Alternate are unable to attend the ORSCNA meeting.
- 8) This position is for a year with the expectation they learn the role in preparation of taking over the role the following year pending they are elected by the ASC.

**7. FRASCNA Subcommittees**

4 policies that report to area- 1. Policy, 2. Activities, 3. Literature, 4. Ad-Hoc, 5. LSC (Outreach, HI, PR, Webmaster, Flyers Coordinator, Phone Line)

**A. General guidelines**

- 1) Subcommittee Chairpersons shall be elected by the ASC. Members of each subcommittee shall elect the trusted servants for that subcommittee.
- 2) In the event of resignation or removal of a subcommittee Chairperson, the ViceChairperson assumes the position of Chairperson upon receiving a vote of confidence\* from the ASC \*(a vote showing that a majority continues to support the policy or the trusted servant).
- 3) It is strongly suggested that each subcommittee create and maintain their own operating guidelines and provide the Area secretary with a copy.

1. **Policy Subcommittee**: Reviews policy proposals and decisions made by the ASC to ensure Area Policy follows the principles of the Traditions and Concepts.
  - 1) Policy Chairperson serves from **July through June**.
  - 2) It is suggested that the Policy Chairperson have a minimum of (1) year clean time, previous involvement with Area Service, and a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
  - 3) Policy Chair will attend all ASC meetings to assist the ASC with any procedural questions.
  - 4) Chair subcommittee meetings as needed.
  - 5) Keep a log of all policy changes.
  - 6) As policy changes are made:
    - a. Chairperson will distribute a record of the current changes to Trusted Servants of FRASCNA the month following any ASC meeting where proposed policy changes were passed.
    - b. Chairperson will submit an updated file to the Web Servant to be posted on the FRASCNA website (within 15 days).
  - 7) Policy Chairperson will facilitate an annual review of FRASCNA policy each July.

2. **Activities Subcommittee**: Dances, picnics, campouts, and special speaker meetings - these events are put on by area activities subcommittees. Activities like these can provide a greater sense of community for the local NA Fellowship and produce additional area income. It should always be kept in mind, however, that these functions are designed to enhance NA's primary purpose, not to replace group contributions in funding area services.

- 1) Activities Chairperson serves from **July through June**.
- 2) It is suggested that the Activities Chairperson have a minimum of (2) years clean time, previous involvement with Area Service, and a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 3) Activities will hold a monthly subcommittee meeting.
- 4) The Activities Chairperson will be responsible for maintaining any supplies acquired by the Area. All supplies shall be returned to the Area at the end of the service term, if the Chairperson is removed from office, or if he or she resigns. Supplies shall be stored in the storage locker that is paid for by the area. The chair shall have the code to the storage locker and whatever committee wants to store items.
- 5) The Activities Chairperson will report and/or attend every ASC meeting and will submit a written report of each month's financial business using the standardized form.
- 6) All funds from Activities will be turned in at the following ASC meeting with an itemized financial report.
- 7) An inventory must be conducted when the Chairperson's service term is over, in case of removal from office or resignation. An Ad-Hoc committee including the Past and Present Activities Chairpersons and the Activities Treasurer must do the inventory.
- 8) The Activities subcommittee will be responsible for sending flyers out to notify FRASCNA and the ORSCNA Webmaster of upcoming events.

- 9) Coordinate efforts and collaborate with the RCM for RSC's held in this area

Activities should submit a proposed budget in September. Activities was approved for 1200 a year. THIS should be submitted yearly. ) voted in 3-26-2023

- 10) Activities shall host 4 activities for their term.
- 11) Activities Chair can be nominated at the ASC or by the committee and voted on by the Area groups.

**3. Literature Subcommittee:** Maintains literature sales and orders as well as inventory control and performs Literature audits as required.

- 1) The Literature Chairperson serves from **July through June**.
- 2) It is suggested that the Literature Chairperson have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 3) The Literature Chairperson shall be responsible for bulk purchase of NA Literature and supplies, and for maintaining an adequate supply of NA literature for sale at the ASC meeting. Also, the Literature Chairperson shall supply literature order forms at each ASC meeting.
- 4) Literature Subcommittee shall maintain \$1700.00 in funds, literature and supplies for sale to Area Groups.
- 5) The Literature Chairperson will report and/or attend every ASC meeting and will submit a written report of each month's financial business using the standardized form along with a current copy of the bank statement.
- 6) Literature Subcommittee shall maintain a checking account with a minimum of (4) authorized signers on the account. It is suggested that a Literature Alternate, and/or administrative Trusted Servants be the second signer.
- 7) The Literature Chairperson shall be responsible for all literature and money and shall promptly reimburse the ASC for any losses or shortages. And will be responsible for maintaining and balancing the Area Literature credit card.
- 8) All funds will be deposited within (5) days following ASC meeting.
- 9) A product inventory audit must be conducted when the Chairperson's service term is over, in case of removal from office or resignation. Any discrepancies must be resolved prior to the transfer of literature and funds.
- 10) Literature will be sold to Groups at cost. The Groups pay 10% of the cost of their order to Literature Subcommittee toward freight costs. The ASC will reimburse Literature Subcommittee for any remaining freight costs.
- 11) The Literature Chairperson will train the Literature Alternate in all literature distribution duties and responsibilities.
- 12) The Literature Chairperson must contact the Literature Alternate in the event they are unable to attend the ASC meeting. If there is no alternate the Literature Chairperson must contact the ASC Vice-Chairperson.

#### **4. Ad Hoc Committees**

- 1) An Ad-Hoc committee is responsible for accomplishing special tasks within the NA community that are not already designated to another subcommittee.

- 2) Requesting an Ad Hoc Committee can be presented to the Administrative body as a motion by any member of the ASC or as a collaborative decision by the Administrative body. The Administrative body will discuss and review the need for an Ad Hoc and form an Ad Hoc Committee as they see the need.
- 3) It is suggested that Ad-Hoc Committee Chairpersons have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 4) Once an Ad-Hoc Committee is formed by the Administrative body, a nominated or willing member to chair that committee will be voted in by the ASC and will be responsible for all tasks involved in performing their duties.
- 5) Ad-Hoc committees will make a monthly written report to the ASC while performing their duties.
- 6) Ad-Hoc committees shall be dissolved after each task has been completed.

**5. Local Services Subcommittee** (LSC): Coordinates PR (B), Website (C) Phonenumber and H&I services (A), flyers coordinator, and Outreach (D) and efforts collectively and serves as a single point of contact for ASC and PR/Webmaster/ Phonenumber /H&I Subcommittees/Outreach/Flyer Coordinator.

- 1) Local Service Chairperson serves **July through June**.
- 2) It is suggested that the Local Services Chairperson have a minimum of (3) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts, a recommendation from the PR/H&I subcommittees and one year of service on the PR/Website/ Phonenumber/ H&I Subcommittee/Outreach/Flyer Coordinator.
- 3) Chair is elected by voting members of ASC. Provides a single point of contact and representation when scheduling presentations.
- 4) Coordinates presentations and serves as liaison with outside communities and institutions in accordance with the WSC PR, and H&I Handbooks.
- 5) Serves as liaison to hospitals, prisons and other institutions in accordance with WSC H&I Handbook.
- 6) Chairperson facilitates subcommittee meetings every month.
- 7) Chairperson will attend and submit a report to the ASC every month, including (but not limited to):
  - a. Status of participation and function of presentations made by the LSC to include PR, Webmaster, Phonenumber and H & I, and flyers coordinator, and Outreach
  - b. Recommendations and proposals for new community and institutional contacts.
- 8) Coordinates activities with PR and H&I (and/or other subcommittees).
- 9) Maintains Itemized expenditures for PR, Website, Phonenumber and H&I subcommittee, and flyers coordinator, and Outreach regularly submitting copy to ASC Treasurer.
- 10) Submits an annual budget for PR, Website, Phonenumber, H&I (250 dollars a month updated 12/31/2023) and flyers coordinator, and Outreach efforts at the March ASC meeting.

- 11) Serves as PR or H&I Coordinator in the temporary absence of either position.
- 12) Encourages attendance and reports on all Regional (ORSCNA) meetings in absence of PR or H&I Coordinator. Travel expenses paid by ASC, not to exceed \$120.00.

A. **Hospitals and Institutions (H&I):** Hospitals and institutions subcommittees conduct panels that carry the NA message to addicts who have no other way of hearing our message. Patients at addiction treatment centers, mental health facilities, and therapeutic communities and inmates at jails, prisons, and forensic hospitals. In accordance with the H&I handbook, it is suggested that this area focus on inpatient facilities rather than outpatient facilities to most effectively use area resources (Per H&I Handbook)

- 1) FRASCNA H&I operates as part of the Local Services subcommittee. The H&I Coordinator will attend the Local Services subcommittee meeting each month.
- 2) H&I Coordinator serves from **July through June** and is selected by the Local Services Committee (not elected by the ASC).
- 3) It is suggested that the Hospital and Institutions Coordinator have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts, and one year of service on the PR/H&I Subcommittee.
- 4) H&I Coordinator ensures the subcommittee serves in accordance with the H&I Handbook and that Traditions are followed in all contacts with the community.
- 5) H&I Coordinator maintains a volunteer database and facilitates organization and scheduling of regular H&I meetings.
- 6) H&I coordinates with PR as needed. To establish relationships with institutions.
- 7) Coordinator expresses budgetary needs to the Local Services Chair.
- 8) Coordinator encouraged to attend and report on all Regional H&I meetings. Travel expenses paid by ASC, not to exceed \$120.00.
- 9) A minimum of (6) months of clean time and strict adherence to presenting NA as suggested in the H&I Handbook is required to enter a facility.
- 10) A minimum of two recovering addicts of the same gender must be available in order to hold an H&I meeting in a non-co-ed facility.

B. **Public Relations (PR):** Organizes displays and disseminates NA information to Inform addicts and others in the community of the availability of recovery in NA. To include verbal communication and returning calls from the phoneline that pertain to outside organizations and institutions, ie. Rehab centers, probation offices, etc.

- 1) FRASCNA Public Relations subcommittee operates as part of the Local Services subcommittee. The PR Coordinator will attend the Local Services subcommittee meeting each month.
- 2) PR Coordinator serves **July through June** and is selected by the Local Services Committee, (not elected by ASC).
- 3) It is suggested that the Public Relations Coordinator have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the

Twelve Steps, Twelve Traditions and Twelve Concepts, and one year of service on the PR/ H&I Subcommittee.

- 4) PR Coordinator ensures the subcommittee serves in accordance with the Public Relations Handbook and that Traditions are followed in all contacts with the community.
- 5) PR coordinates with H&I as needed. And provide schedules as needed.
- 6) Provides adequate training to volunteers who will participate in any PR presentations.
- 7) Provide the area and GSRs with updated area meeting schedules.
- 8) Schedules are updated and distributed every three months or as needed.
- 9) New meetings are added 30 days after the date of their first meeting or at the next scheduled printing.
- 10) Schedule/information changes for existing meetings are reflected on the next schedule.
- 11) Provides accurate meeting information for the Five Rivers Area to the FRASCNA Web Servant for posting on the website.
- 12) Coordinator expresses budgetary needs to Local Services Chair.
- 13) Coordinator encouraged to attend and report on all Regional PR meetings. Travel expenses paid by ASC, not to exceed \$120.00.

#### **C. Website:**

- 8) The Website Chairperson serves **July through June**.
- 9) Website subcommittee will operate under the LSC subcommittee.
- 10) It is suggested that the Website Chairperson have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 11) Web Master shall be the single point of accountability to ensure FRASCNA website is properly maintained and to ensure information regarding the area is available on the Five Rivers Area website: [fiveriversna.org](http://fiveriversna.org).
- 12) Web Chairperson will work with PR and the Secretary to maintain accurate meeting and trusted servant information for the Five Rivers Area of NA on the Narcotic Anonymous World website: [na.org](http://na.org).
- 13) Web Chairperson will be responsible for informing the ORSCNA Webmaster of changes in meeting and trusted servant information for the Area.
- 14) Web Chairperson must attend and give a report at all ASC meetings.
- 15) Web Chairperson must have access to a computer with Internet capability, email and must have basic computer skills.
- 16) Teach GSRs how to access World services to register or update meetings electronically.

D. **Outreach Coordinator:** Outreach serves as the outstretched hand of an established NA community to isolated groups and addicts, particularly in large rural areas. By phone, by mail, and by car they make  
October 27, 2024

sure that no group and no addict has to go through it alone if at all possible. The subcommittee helps keep geographically isolated groups and addicts in touch with the mainstream of the NA Fellowship.

- 1) The Outreach-Coordinator serves from **July through June**.
- 2) It is suggested that the Outreach Coordinator have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 3) The LSC will elect the Outreach Coordinator
- 4) Outreach will hold a monthly subcommittee meeting.
- 5) Coordinates with the Local Services Subcommittee to focus additional attention on the needs of addicts in our communities who, for one reason or another, have not found NA accessible.
- 6) The Outreach Coordinator may receive funds from FRASCNA Treasury upon request and approval. Itemized expense report and receipt must be submitted to the Treasurer by the next ASC meeting.
- 7) The Outreach Coordinator will make a monthly written report to the ASC.
- 8) The Outreach Coordinator shall travel to any meetings:
  - a. Not attending the ASC. Propose amendment to change to "unrepresented at area for 3 months to offer support and verify meeting list information."
  - b. Meetings in need of assistance.
  - c. For extenuating circumstances as outlined in 'A Guide to Local Services in Narcotics Anonymous'.

#### E. Phone Line Coordinator

1. To manage the Phoneline by forming a committee and conducting orientations as needed.
2. Use Google Voice--everyone is attached to the same number and whoever is available can answer it.
3. Creates a spreadsheet of the number of calls received and number of addicts guided to meetings.

#### F. Flyers Coordinator

Provides assistance to the subcommittee through flyer design and distribution

2. Must have all flyers approved before distribution and they must always state NATA (no addict turned away) where applicable
3. Performs as the designated person to make copies for distribution
4. Must contact and email flyers to Ohio Regional Service Committee of Narcotics Anonymous to be covered by regional insurance



# Appendixes

## Appendix A - Agenda

1. 2:00 pm ASC meeting begins
  - a. Moment of silence followed by Serenity Prayer
  - b. Twelve Traditions, Twelve Concepts, and Service Prayer are read
  - c. Motion to approve previous month's minutes 1/24
2. Roll Call
  - a. Recognize any Groups new to FRASCNA and recognize new GSRs
  - b. Groups
3. Reports
  - a. Chair
  - b. Vice Chair
  - c. Secretary
  - d. Vice Secretary
  - e. Treasurer (**reports previous month**)
  - f. Vice Treasurer
  - g. RCM
  - h. RCM Alternate
  - i. Local Services
  - j. Literature
  - k. Policy
  - l. Activities
  - m. Ad-hoc Committees
  - n. Group Reports
4. Open forum
5. Review section of policy
6. Old Business
7. New Business
8. Closing prayer (end of business or 4:30pm)

## Appendix B - Budget

**Activities** 1200 budget for the year for 4 events voted in 3/26/2023

**Outreach**- 150 dollars a month to support meeting of the months voted 10/22/2023

**Hospitals and Institutions**- 250 dollars a month

**Public Relations**- \$50/ mo Literature and Pamphlets, \$30/mo Display (for pamphlets), \$83/mo Print Schedules, business cards, and stickers, business cards \$48.08, Labels \$124.77. TOTAL OF 163/month= 1956 annual cost (voted April 2024)

**Secretary**- 50 dollars a year to conduct business- updated 12/31/2023

**RCM**- 200 dollars every 3 months to travel to ORSCNA further than 75 miles

**RCMA**- 200 dollars every 3 months to travel to ORSCNA further than 75 miles

**Public Relations**- 120 dollars every 3 months to travel to ORSCNA further than 75 miles

**Local Service Committee**- 120 every 3 months to travel to ORSCNA further than 75 miles

**Hospitals and Institutions**- 120 every 3 months to travel to ORSCNA further than 75 miles

**Post Office Box**- 150/yearly

**Church Rental**-

## Appendix C - Voting and Motions

ASC business is based on Roberts Rules of Order. However, it is important to remember that the spiritual principles in our Twelve Traditions, Twelve Concepts and ASC Policy always take precedence over Robert's Rules of Order. This area uses Majority style voting.

- Roll call will be taken at the beginning of the meeting and again after the recess or before "Old Business" to determine the groups present for voting.

### Voting Guidelines

- A. This area uses Majority style voting. Abstentions are not counted.
- B. Changes to the Policy also require a two-thirds majority vote by GSRs present in order to be approved.
- C. Matters affecting the ASC only will be decided by the ASC at the ASC meeting. Matters affecting Groups shall be taken back to the Groups for a group conscience and vote.
- D. Items requiring votes to be taken back to groups
  - a. Election or removal of Trusted Servants and Subcommittee Chairs, except in matters of theft or violence
  - b. Changes in the amount of Prudent Reserve
  - c. Annual budget or mid-year changes to annual budget
  - d. Non-budgeted amounts over \$50.00 (excluding Literature Distribution)
  - e. Any amendment, deletion, or addition to this Policy
- E. Only GSRs, or in their absence, GSR Alternates may vote. New GSRs will have voting privileges immediately. Only one vote per person will be counted.
- F. In the event a group is unable to be represented at the ASC, the group must email their vote to an administrative committee member prior to the ASC.
- G. The Chairperson may vote to break a tie.

### Motion Guidelines

- A. All motions made at the ASC meeting shall be in writing on forms provided by the Secretary and must include the intent of the motion.
- B. Administrative motions such as motions to close or motions to table a discussion need no debate but still require a second and a vote.
- C. A group motion or nomination brought to the ASC does not need to be seconded.
- D. Motions must be seconded before discussion can occur.
- E. Anyone attending the ASC meeting may make a motion, however, only those listed can second a motion:
  - a. GSRs, AGSRs, or the designated representative for that group
  - b. ASC Vice Chair, Secretary, Vice Secretary, Treasurer, Vice Treasurer, RCM, RCMA, and Subcommittee Chairs

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

**1. Types of votes:**

Majority Vote: more than half of the votes cast by groups in attendance.

- a. Abstention: To abstain is not to vote. Abstentions are not counted

**2. Submitting a motion:**

Anyone attending the ASC meeting may make a motion, however, only those listed below can second a motion:

- GSR's or in their absence the designated representative for that group. ACS Vice Chairperson, secretary, treasurer, RCM, and Subcommittee Chairs.

A. Matters affecting the ASC only will be decided by the ASC at the ASC meeting. Matters affecting Groups shall be taken back to the Groups for a group conscience and vote.

B. Anyone attending the ASC meeting may participate in discussions.

C. Motions must be seconded before discussion can occur.

D. A group motion or nomination brought to the ASC does not need to be seconded.

E. Only GSRs, or in their absence, GSR Alternates may vote. New GSRs will have voting privileges immediately. Only one vote per person will be counted. The Chairperson may vote to break a tie.

F. In the event a group is unable to be represented at the ASC, the group must email their vote to an administrative committee member prior to the ASC.

G. All motions made at the ASC meeting shall be in writing on forms provided by the Secretary and must include the intent of the motion

H. Administrative motions such as motions to close or motions to table a discussion need no debate but still require a second and a vote.

I. Any amendment, deletion, or addition to this Policy shall be made only after being sent back to the Area Groups for a Group Conscience. Changes to the Policy also require a two-thirds majority vote by GSRs present in order to be approved

J. Any motion brought and decided by the ASC cannot be resubmitted for six consecutive area meetings unless immediate action is necessary for emergency situations.

**4. Items requiring votes – (Items to be taken back to groups)**

A. Election or removal of Trusted Servants and Subcommittee Chairs, except in matters of theft or violence.

B. Changes in the amount of the Treasury Prudent Reserve.

C. Annual budget or mid-year changes to annual budget.

D. Non-budgeted amounts over \$50.00 (excluding Literature Distribution)

E. Area Service Committee and Group motions.

## Appendix D - Definitions

**Minutes:** A summarized record of the proceedings at a meeting

**Majority Vote:** More than half of the votes cast by groups in attendance

**Abstention:** Formally decline to vote either for or against a proposal or motion

**Old business:** Topic reports, updates from previous meetings, motions brought back to groups, items that were tabled, and election of Trusted Servants.

**New business:** New items for discussion.

**Open forum/sharing session:** Floor is open to any GSR with home-group issues and to anyone wishing to address the ASC

**Prudent Reserve:** An amount of money put aside for use in extraordinary circumstances

**FRASCNA:** Duly elected Group Service Representatives (GSRs) from member groups, elected Area Trusted Servants, and Area Subcommittee Chairpersons.

**Administrative Members of the ASC:** Area Chairperson, Treasurer, Secretary, RCM (Regional Committee Member), and Vice/Alternates

**Five Rivers Area Service Committee Trusted Servants:** ASC Chairperson and Vice Chair, Secretary and Vice Secretary, Treasurer and Vice Treasurer, RCM and RCM Alternate, GSRs (Elected by their Home Group), Subcommittee Chairs, Ad-hoc Subcommittee Chairs.

### **Standing Subcommittees**

- 1) Local Services (Includes H & I, Outreach, Public Relations, Phonenumber, Flyers, and Website)
- 2) Literature
- 3) Policy
- 4) Activities

**Group Service Representatives (GSRs):** "Group service representatives bear great responsibility. While GSRs are elected by and accountable to the group, they are not mere group messengers. They are selected by their groups to serve as active members of the Area Service Committee. As such, they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own groups' priorities." (Group Booklet - page 17)

**Group Service Representative Alternate (GSRA):** Votes in absence of the GSR.

**Local Services Committee (LSC):** Coordinates Public Relations, Outreach, Phonenumber, Flyers, Website, and H&I services efforts collectively and serves as a single point of contact for ASC

**Hospitals and Institutions Subcommittee (H&I):** Hospitals and Institutions subcommittee conducts panels that carry the NA message to addicts who often have no other way of hearing our message, i.e. patients at addiction treatment centers, mental health facilities, and therapeutic communities, and inmates at jails, prisons, and forensic hospitals.

**Public Relations Subcommittee (PR):** Organizes displays and disseminates NA information to inform addicts and others in the community of the availability of recovery in NA. Includes verbal communication and returning calls from the phonenumber that pertain to outside organizations and institutions, i.e. Rehab centers, probation offices, etc.

**Outreach Subcommittee:** Outreach serves as the outstretched hand of an established NA community to isolated groups and addicts, particularly in large rural areas. By phone, mail, internet, and car they make sure that no group and no addict has to go through it alone if at all possible. The subcommittee helps keep geographically isolated groups and addicts in touch with the mainstream of the NA Fellowship

**Policy Subcommittee:** Reviews policy, proposals, and decisions made by the ASC to ensure that Area Policy follows the Group Conscious of the Five Rivers Area of NA.

**Activities Subcommittee:** Dances, picnics, campouts, and special speaker meetings - these events are put on by area activities subcommittees. Activities like these can provide a greater sense of community for the local NA Fellowship and produce additional area income. It should always be kept in mind, however, that these functions are designed to enhance NA's primary purpose, not to replace group contributions in funding area services.

**Literature Subcommittee:** Maintains literature sales and orders as well as inventory control and performs Literature audits as required.

**Vote of Confidence:** A vote showing that a majority continues to support the policy or the trusted servant

## Appendix E - Elections

- A. Five Rivers Area Service Committee Trusted Servants will consist of the following:
  - 1) ASC Chairperson and Vice-Chair
  - 2) Secretary and Vice-Secretary
  - 3) Treasurer and Vice-Treasurer
  - 4) RCM and RCM Alternate
  - 5) GSRs (Elected by their Home Group)
  - 6) Subcommittee Chairs
  - 7) Ad-hoc Subcommittee Chairs.
- B. Elections will be held as terms expire or on an as-needed basis.
- C. Candidates must be present during nomination to answer any questions in order to be considered. The ASC shall have no more than five minutes to ask questions of each candidate.
- D. It is suggested that all Trusted Servant nominees have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- E. No ASC member will hold more than one Trusted Servant position at any one time with the exception of GSR.
- F. It is suggested that no ASC Trusted Servant serve on the Area and Regional level concurrently with the exception of the RCM and RCM Alternate.
- G. Administrative and Subcommittee Trusted Servants are elected to a one year term of service. No Trusted Servant will serve more than (2) consecutive terms in the same position, unless there is no one else with the willingness to fill the position. Alternates will serve a minimum of 2 years (1<sup>st</sup> year training, 2<sup>nd</sup> year in position)
- H. Administrative positions serve from January to December. ASC Chairperson requests nominations in **October, nominations are submitted in November, and voting is done in December.**
- I. In the event of mid-term resignation or removal of Chairperson, RCM, Treasurer, or Secretary, the appropriate Vice-Chairperson or Alternate will fill the position following a vote of confidence (a vote showing that a majority continues to support the policy or the trusted servant).
- J. Subcommittee Chairpersons serve from July to June. ASC Chairperson requests nominations in **April, nominations are submitted in May, and voting is done in June.**
- K. Standing Subcommittees
  - 1) Local Services (Includes H & I and Public Relations, Website, Phonenumber)
  - 2) Literature Distribution
  - 3) Outreach
  - 4) Policy
  - 5) Activities
- L. All Trusted Servants and/or anyone else receiving NA funds must submit a detailed, written financial report with receipt(s) at the ASC meeting.
- M. Trusted Servants may be removed from office for any of the following reasons:
  - 1) Relapse
  - 2) Excessive absence

- 3) Neglect of duties
  - 4) Disregard for Group or Area conscience
  - 5) Repeated Traditions violations
  - 6) Disregard for Service Concepts
  - 7) Misuse of NA funds
  - 8) Falsification of financial reports
  - 9) Any act of theft or violence in committee or toward other members.
- N. At the end of a service term, whether completed, resigned, or removed from office, Trusted Servants will return all supplies, informational material or other pertinent items to the incoming Trusted Servant or to the Area Service Body.

#### Election Guideline

- A. Elections will be held as terms expire or on an as-needed basis.
- B. Candidates must be present during nomination to answer any questions in order to be considered.
  - a. The ASC shall have no more than five minutes to ask questions of each candidate.
- C. No ASC member will hold more than one Trusted Servant position at any one time with the exception of GSR.
  - a. It is suggested that no ASC Trusted Servant serve on the Area and Regional level concurrently with the exception of the RCM and RCM Alternate.
- D. Administrative and Subcommittee Trusted Servants are elected to a one year term of service.
  - a. No Trusted Servant will serve more than (2) consecutive terms in the same position unless there is no one else with the willingness to fill the position.
  - b. Alternates will serve a minimum of 2 years (1<sup>st</sup> year training, 2<sup>nd</sup> year in position).
- E. In the event of mid-term resignation or removal of Chairperson, RCM, Treasurer, or Secretary, the appropriate Vice Chairperson or Alternate will fill the position following a vote of confidence.



## Appendix F - Timeline

### **January**

New Administrative Positions active

Secretary sends Minutes to the bank with required information to update banks

### **February**

Area Donation to ORSCNA updated 12/31/2023

New ASC members who should be on the account by this meeting.

### **March**

Submit budget for LSC updated 12/31/2023

### **April**

Nominations for ASC Subcommittee Chairpersons (Subcommittee Chair, Outreach, Literature, Activities, Policy) sent back to groups

### **May**

Nominations for ASC Subcommittee Chairpersons submitted

Nominations for RCM submitted updated 12/31/2023

Area Donation to ORSCNA updated 12/31/2023

### **June**

Voting on ASC Subcommittee Chairpersons (Policy, Literature,- updated 12/31/2023)

LSC nominates and elects LSC Secretary, H&I Coordinator, Outreach, Public Relations Coordinator, and Website Chairperson at their own committee meeting and vote at their subcommittee.

Voting on RCM updated 12/31/2023

### **July**

New ASC Subcommittee Chairpersons active

New LSC Secretary, H&I Coordinator, Public Relations Coordinator, and Website Chairperson active

New RCM active (2 year term 12/31/2023)

### **August**

Area Donation to ORSCNA updated 12/31/2023

### **September**

### **October**

Nominations for Administrative Positions sent back to groups

### **November**

Nominations for Administrative Positions submitted

Area Donation to ORSCNA updated 12/31/2023

## December

### Voting on Administrative Positions

## Appendix G - GSR Orientation

- A. All GSRs are voting members.
- B. There is a GSR Welcome Packet on the Five Rivers NA website (approved June 2024).
  - 1. GSRs are elected by their Group/Responsible for their Group and NA as a whole.
  - 2. Attends monthly ASC meeting
  - 3. Reviews and approves the annual ASC budget.
  - 4. Approves non-budgeted requests for funds.
  - 5. Presents a written/electronic (updated 10/23) report of donations, literature purchases, meetings, unity activities, and group issues.
  - 6. Reports are encouraged to be presented orally. (updated 10/23)
  - 7. Participates in all discussions and voting decisions.
  - 8. Votes on all voting issues and elections.

## Appendix H- Banking Adding/Dropping from the account

### How to get **ADDED** to the bank account

Click on link <https://cbb.appt-scheduler.usbank.com/service>

Select Business Account

Get help with my existing business account

How will you be attending the appointment?

Video - (They will send you a link)

Select location (Drop down with states and locations near me)

Select Ohio

You can pick staff member: Alex Atherton has working knowledge of our group)

Select a date and time

Additionally Bank needs the following for all signers on account, this information will be sent directly to bank contact that individuals will schedule a virtual meeting to finalize documentation.

- Full name
- Mobile Number
- Email address
- Picture of drivers license
- Under other information: place in Five Rivers Account Number.

### How to get off the bank account

Click on link <https://cbb.appt-scheduler.usbank.com/service>

Select Business Account

Get help with my existing business account

How will you be attending the appointment?

Video - (They will send you a link)

Select location (Drop down with states and locations near me)

Select Ohio

You can pick staff member: Alex Atherton has working knowledge of our group)

Select a date and time

Additionally Bank needs the following for all signers on account, this information will be sent directly to bank contact that individuals will schedule a virtual meeting to finalize documentation.

- Full name
- Mobile Number
- Email address
- Picture of drivers license
- Under other information: place in Five Rivers Account Number.

Meet with someone to be removed from the account