

**The
Baltimore Area
Service
Committee**

ARTICLES / GUIDELINES

Revised and Submitted by:
The Policy Sub-Committee

July 2010

TABLE OF CONTENTS

Article I:	Authority
Article II	Name
Article III	Purpose
Article IV	Twelve Traditions of NA
Article V	Meetings
Article VI	Members
Article VII	Quorum
Article VIII	Officers
Article IX	Executive Committee
Article X	Sub-Committees
Article XI	Parliamentary Procedures A. Procedure for a Motion B. Current Motions & Procedures
Article XII	Free State Regional Service Center, Inc.
Article XIII	Financial Matters
Article XIV	Baltimore Area Policy on Theft

ARTICLE I: AUTHORITY

This committee shall have no authority what so ever except for:

1. A loving God as He may express his will in our Group Conscience.
2. The Home Groups through their representatives.
3. These guidelines and other approved policies are in accordance with the 12 Traditions.
4. The 12 Traditions of Narcotics Anonymous
5. The 12 Concepts of Narcotics Anonymous

ARTICLE II: NAME

The name of this committee shall be known as **"The Baltimore Area Service Committee of Narcotics Anonymous"**. For the purpose of these guidelines, The Baltimore Area Service Committee of Narcotics Anonymous shall be referred to as the **"Committee"** or the **"ASC"**.

ARTICLE III: PURPOSE

The purpose of this Committee is to support and encourage the needs of the Baltimore Area. This Committee serves as a resource of experience for the Area groups with service that they could not or should not provide on their own. The ASC serves as a link between the Area groups and Narcotics Anonymous as a whole by providing information concerning all levels of service.

ARTICLE IV: TWELVE TRADITIONS OF N.A.

We keep what we have only with vigilance, and just as freedom for the individual come from the Twelve Steps, so freedom for the Groups springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

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 to 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 to 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.

ARTICLE V: MEETINGS

1. Location: Free State Region Service Center
217 N. Warwick Avenue
Baltimore, Maryland 21223
2. Executive Committee Meetings: 1st Saturday of the month at 9:30 am and the 3rd Thursday of the month at 5:30 pm.
3. Area Service Committee Meeting 1st Saturday of the month at 11:00 am
 - A. Meeting called to order
 - B. Serenity Pray
 - C. Introduction of New GSR's
 - D. Group News
 - E. Minute Approval
 - F. RCM Report
 - G. Executive Report
 - H. Subcommittee Reports
 - I. Old Business
 - J. New Business
 - K. Adjournment

A time of 5 hours will be set to an ASC meeting, but it can be adjusted according to how much **New Business** is added to the agenda.

New Meeting GSR Starter Kit

Public Relations will assist in the communication to **New Groups** and distributing of **Starter Kits**. The **Starter Kits** will include **1 Basic Text, 1 It Works How and Why, 5 Key Tags, 3 White Group Books, 5 Public Information Pamphlets, 5 Telephone Books, New Service Pamphlets (4 ea.) Group Business Meeting, Group Trusted Servants: Roles & Responsibilities, Disruptive & Violent Behavior, NA Groups and Medication, and 10 Schedules**. New GSR's are to submit a request to the ASC and/or Public Relations.

4. We always use the **"we"** version at area meeting.
 5. All pages of reports are numbered from now on.
- Allow for letter organization, easier to refer

ARTICLE VI: MEMBERS

The Area Committee Meeting shall have two types of members only; **Voting** and **Non-Voting Members**.

Voting Members-The active participation of each Home Group through its representative, is necessary for a successful ASC, both financially and emotionally through a Group Service Representative (GSR).

Each Group by their own Group conscience shall place one voting member on this Committee. A GSR is a "trusted servant". Trust means that the GSR will vote the conscience of their Home Group. However in matters of procedure necessary for the ongoing needs of the Area, the GSR is expected to vote responsibly within their best judgment. This will free the Groups to focus on the primary purpose. It is important, however that the GSR keeps their Home Group informed of the actions they have taken in, carrying out their responsibilities at the ASC. If a GSR is elected to an elevated position they do not lose their vote for the rest of that meeting, but it would become effective afterward. To let specific committees vote on specific issues (related to their committees) to be voted on in the World Service Conference.

Non-Voting Members-A non-voting member shall be any member of Narcotics Anonymous who is not a GSR including the ASC Officers and Subcommittee Chairpersons. These members shall enjoy all the rights of membership including making motions and debating or discussing issues on the floor of the ASC, but they shall not vote. To let specific committees vote on specific issues (related to their committees) to be voted on in the World Service Conference. **(Note: The Chairperson of this Committee may vote in the case of a tie, but cannot make motions or debate.)** There shall be no fees or dues for membership.

ARTICLE VII: QUORUM This was abolished January 1992

ARTICLE VIII: OFFICERS

The Officers of this Committee shall be the Chairperson, Vice-Chairperson, Secretary, Vice-Secretary, Treasurer, Vice-Treasurer, Regional Member and Regional Committee Member Alternate. Any Chairperson and a Sergeant at Arms.

Officers shall be elected by this Committee. There shall be no "Order of Succession" rule as requisite to qualify for elected service position of the ASC: expect for that of RCM, as stated in RCM qualifications. That all nominees for Executive level and Subcommittees Chair positions are held for that position. All qualifications shall be stated in these guidelines with no "Order of Succession" rule applying. Nominations shall be made by any member or Committee, or may be nominated and elected by the Committee, that Subcommittee chair positions be filled with nominations that have at least one year clean. All officers are required to be an active member of the Executive Committee. If the Chair, Vice-Chair, Secretary or Treasurer of the Area misses two consecutive ACS's they will be asked to account for their absence. Afterward, If a GSR is elected to an elevated position, they do not lose their vote for the rest of the meeting, but is effective thereafter.

A. Chairperson Qualifications

1. A suggested minimum of 2 years continuous abstinence from all drugs.
2. A good working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of NA.
3. A commitment to service.
4. Service experience
5. Knowledge of Parliamentary Procedure and Robert's Rule of Order.
6. Always use the "WE" version at all meetings.

Duties and Responsibilities

1. Presides over the ASC meeting.

7.

2. Arranges the agenda.
3. Co-signer for the bank account.
4. Responsible for referring motions to appropriate Subcommittee as necessary for review, input and recommendations before being voted on. Read off a list of matters to be taken back to the Home Groups at the end of the ASC meeting.
5. Maintain his/her duties according to Roberts Rule's of Order, Twelve Steps, Twelve Traditions and the Twelve Concepts of NA.
6. Refrains from discussing or expressing a personal opinion when presiding.
7. Maintain (along with Policy Chair), archives of the ASC.
8. Sign Statement of Accountability.
9. Makes monthly and yearly written reports to the ASC, including a report of the monthly Executive Committee meeting.
10. Responsible to insuring all duties and responsibilities of ASC Officers are carried out to completion, especially in any Officers absence.
11. Votes in case of a tie.

A. Vice-Chairperson Qualifications:

1. A suggested minimum of 2 years continuous abstinence from all drugs.
2. A good working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of NA.
3. A commitment to serve.
4. Service experience.

Duties and Responsibilities:

1. One year service commitment.
2. In the absence of the Chairperson, shall perform all of the duties and responsibilities of the Chairperson.
3. Make monthly/yearly written reports to the ASC.
4. Co-signer of bank count.
5. Acts a parliamentarian at ASC meetings.

6. Sign Statement of Accountability.
7. Member of all subcommittees, attending subcommittee meetings as much as possible.

B. Secretary Qualifications:

1. Suggested minimum of one year of continuous abstinence from all drugs.
2. A good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
3. A commitment to serve.
4. The willingness to give the time and resources necessary to do the job.
5. Cannot hold office of GSR once elected to this position.

Duties and Responsibilities:

1. Keep accurate minutes at each ASC meeting.
2. That all reports are clear and neatly prepared.
3. Types and distributes copies of the minutes to all GSR's and the Executive body, keeping a minimum of 75 copies.
4. That a directory be created listing Executive Body and Subcommittee Chairs.
5. That a list be kept of all GSR's in attendance to the ASC meeting.
6. Sign Statement of Accountability.

C. Alternate Secretary Qualifications:

1. Suggested minimum of one year of continuous abstinence from all drugs.
2. A good working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of NA.
3. A commitment to service.
4. The willingness to give the time and resources necessary to do job.
5. Cannot hold office of GSR once elected to this position.

Duties and Responsibilities

1. To assist the Secretary in carrying out the duties and responsibilities of the office of Secretary.
2. To perform all duties and responsibilities of the Secretary in the absence of the Secretary.

D. Treasurer Qualifications:

1. Suggested minimum of three years of continuous abstinence from all drugs.
2. A good working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of NA.
3. A commitment to service.
4. The willingness to give the time and resources necessary to do the job.
5. Cannot hold office of GSR once elected to this position.

Duties and Responsibilities:

1. Provide approved disbursement of funds to officers.
2. Provide monthly reports on Special Events financial status.
3. Prepare fiscal year budgets for approval of GSR's for all officers and subcommittee.
4. Collects and give receipt for all Home Group donations at Service Center or every ASC meeting.
5. Shall make a report of all donations and expenditures at every ASC meeting.
6. Maintains the ASC bank account.
7. Co-signer of the ASC bank account.
8. Shall make an annual report at the end of a calendar year.
9. Sign Statement of Accountability.
10. That a listing of Home Groups who donated to the Area (not the amount donated) be attached to the treasurer report of the ASC meeting.

F. Vice-Treasurer Qualifications:

1. Suggested minimum of two years of continuous abstinence from all drugs.
2. A good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
3. A commitment to service.
4. The willingness to give the time and resources necessary to do the job.

Duties and Responsibilities

1. To assist the Treasurer in carrying out the duties and responsibilities of the office of the Treasurer.
2. To perform all duties and responsibilities of the office of Treasurer in the absence of the Treasurer.
3. Sign Statement of Accountability.
4. Co-signer of the ASC bank account.

G. Regional Committee Member Qualifications:

1. Suggested minimum of three years of continuous abstinence from all drugs.
2. A good working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of NA.
3. A commitment to service.
4. The willingness to give the time and resources necessary to do the job.

Duties and Responsibilities

1. Work for the good of NA proving two-way communication between the Area and the rest of NA (particularly with neighboring Areas).
2. Speaks as the voice of the ASC Group conscience at the regional level.

3. May serve on one or more of the RCM subcommittees, but not as Chairperson.
4. Must become informed of issues from Area, Regional, and World Service level NA, keeping the ASC informed of these issues.
5. Attends all ASC meeting (including meeting of Executive Committee)
6. Attends all RSC meetings.
7. Gives a written report to the RSC on the Area's progress, projects, and dilemmas.
8. Gives a written report to the ASC of the RSC meetings.
9. Becomes well informed on all WSC Conference Agenda items (MARLCNA).
10. Places principles before personalities at all time.
11. Prepares/distributes a Group tally sheet for WSC Conference Agenda.
12. Sign Statement of Accountability.

H. Regional Committee Member Alternate Qualifications:

1. Suggested minimum of three years of continuous abstinence from all drugs.
2. A good working knowledge of the Twelve Steps, Twelve Traditions and the Concepts of NA.
3. A committee to service.
4. The willingness to give the time and resources necessary to do the job.

Duties and Responsibilities

1. To work with the RCM as a team, sharing the many responsibilities.
2. Attend all ASC/RSC meeting.
3. To perform all duties and responsibilities of the RCM in the absence of the RCM.
4. Sign Statement of Accountability.

I. Sergeant At Arms Qualifications:

1. Suggested minimum of one year continuous abstinence from all drugs.
2. A good working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of NA.
3. A commitment to service.
4. The willingness to give the time and resources necessary to do the job.
5. Sergeant At Arms must maintain order in a business meeting with a firm yet understanding hand.

Duties and Responsibilities:

1. To work with the Executive Body as a team sharing the many responsibilities.
2. Maintain order during the ASC meeting.
3. Count all votes.
4. **Must Place Principles Before Personalities At All Time.**
5. Cannot hold officer of GSR once elected to this position.

ARTICLES IX: EXECUTIVE COMMITTEE

The members of the Executive Committee are the officers of the ASC stated in Article VII: Officers

The Executive Committee shall meet twice a month, one hour before the start of the regular monthly ASC meeting. And the 3rd Thursday of the Month at 5:30 pm., for the purpose of discussing any problems which may be occurring with the Subcommittees, and to make request for money to be approved by the Committee. The Chairperson will report to the Committee on the meeting of the Executive Committee. The Executive Committee will meet at 217 N. Warwick Ave. Baltimore, MD 21217.

ARTICLE X: SUBCOMMITTEES

In order to more efficiently serve the Home Groups, a subcommittee system is used by the ACS. These subcommittees are directly responsible to the Areas Home Groups. Any Narcotics Anonymous member can serve as a subcommittee member. However, Groups should encourage their GSR to become active on a subcommittee.

Each subcommittee shall report to the Committee each regular monthly meeting of the ASC. Officers of Subcommittee (Chairperson) who miss two (2) consecutive ASC Executive Committee Meetings will be asked to account for their absence, and be **Voted Out by the GSR's (05/01/2010)**. All subcommittee projects should be described through these reports. All financial expenditures, fundraising, prudent reserve, or budget of all subcommittee must be **approved by the Committee. All subcommittee Chairpersons must attend all RSC meetings, particularly the meeting of their respective regional subcommittee.** Subcommittee chairs shall be elected by the ASC, other positions (ie., vice-chairman secretaries, or any other position deemed necessary by the subcommittee) shall be elected within the subcommittee. Following are the standing committees of the Baltimore ASC, along with a statement of purpose of each subcommittee.

Subcommittee Chairpersons Qualifications:

1. A suggested minimum of two years continuous abstinence from all drugs.
2. A good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
3. A commitment to service
4. Service experience.
5. A Chairperson must be capable of conducting a business meeting with a firm yet understanding hand.
6. Cannot hold the office of GSR one elected to this position.

Hospitals and Institutions Subcommittee

The purpose of this Subcommittee is to carry the message to addicts in hospitals institutions who do not have full access to regular Narcotics Anonymous meetings. Hospitals and Institutions meetings, except for those in long term facilities, are intended to simply introduce to those attending to some of the basics of the NA program. The H & I subcommittee establishes and maintain an inventory of their literature and submit a monthly inventory report to the ASC at its monthly meeting.

Hotline Subcommittee

The Hotline Subcommittee sets up a direct connection between the suffering addict and a recovering addict to help the still suffering addict to reach the rooms of Narcotics Anonymous by carrying the message of Narcotics Anonymous.

Literature Subcommittee

The Literature Subcommittee keeps the Area informed of World and Regional literature news, and holds workshops, when needed, to review and input literature. This subcommittee also assembles a monthly **"Together We Can"** newsletter and a schedule of meetingd in a booklet form.

Policy Subcommittee

The Policy Subcommittee serves to provide research and guidance in better understanding the Narcotics Anonymous Traditions. This Subcommittee is also responsible for compiling and maintaining guidelines for the ASC. These guidelines will define the purpose of the ASC and its subcommittees, the duties and responsibilities of the ASC Officers, and will include procedures of the ASC. Will have on hand listed motions made policy.

Public Relations Subcommittee

The Public Relations Subcommittee serves to inform the public about recovery from addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous. This subcommittee informs the public that NA exists, and provides community awareness that Narcotics Anonymous offers recovery from the disease of addiction, as well as, when and where Narcotic Anonymous is available.

Webservant(s) Position Qualifications:

1. Suggested minimum of two years of continuous abstinence from all drugs.
2. A good working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts.
3. A commitment to serve.
4. The willingness to give the time and resources necessary to do the job.
5. Knowledge of HTML/Java Script web technologies and applications..
6. Experinecne with Web based grahpic design or Web interface design.
7. Knowledge of audio files technologies and applications.
8. Ability to communicate thur the use of internal and external internet e-mails.

Duties and Responsibilities:

1. Responsible for design, updating, maintenance and improving the quality of the Baltimore Area website, Baltimore Area Convention website and the Baltimore Area Calendar.
2. Responsible for area emails, inquiries and relaying messages to appropriate BASC and BACNA Committee Members.
3. Deals with perparation of illustrative materials, style and approach design elements, comps, templates and finished solutions for websites and calendars.

4. Ensures that all design elements, templates and finished solutions work within a variety of browser types and screen setting along with constraints set by development and design.
5. Make changes and technical information available for web display and download as needed.
6. Sets up on-line surveys and data gathering resources.
7. Give monthly reports to the ASC.
8. Ensures the web-site is managed and updated in accordance with the Public Relations Handbook, the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
9. Only BASC Chairperson, Vice Chairperson and two web servants are allowed access to all website/email and hosting information.
- 10. Trusted Servant Position (Not A Executive Body Member).**

Special Events Subcommittee

The Special Events Subcommittee plans and creates events and/or functions that provide a clean, safe environment for our members to enhance the enjoyment of their recovery, to fellowship together and to promote unity. Flyers for Special Events are to be at Area Service on the month before the event. That Special Events have adequate flyers for upcoming Narcotic Anonymous events for the Groups. That NA Home Groups submit upcoming events to Special Events Subcommittee. That request is put in flyers format to be handed out at each ASC meeting (Ad-Hoc Committee created). For GSR's announcement, the following format is to be followed. State the Name of the Group giving the function, the location of the Group, the name of the event (marathon, ect.), the date of the event and the time for the event. GSR's will not make verbal announcements but will submit announcement in the above format to Special Events Committee prior to the ASC meeting two months in advance.

ARTICLE XI; PARLIAMENTARY PROCEDURE

The rules contained in "A Guide To Local Services" shall be used by this Committee in all cases to which they are applicable, except where they are inconsistent with these guidelines that this Committee has adopted. These guidelines and policies take precedent over "Guide To Local Services". Attached is an abbreviated version of Roberts Rules of Order to be used when applied.

Part A: Procedure for a Motion:

Motions are to be presented to the floor in the order in which they were presented to the Chairperson, and that they be read before New Business. Motions not dealt with automatically come back the following month as Old Business. That the important and pertinent motions that have to be settled immediately be voted on at that meeting. When a motion is submitted, the person who submit's the motion is brought up for business. If either is not present, the motion should not be addressed.

Part B: Current Motions and Procedures:

1. The only ASC officers allowed to serve as co-signers on the ASC bank account are the ASC Chairperson, Vice-Chairperson, Treasurer and Vice-Treasurer.
 2. At no times are ASC check(s) written out to any ASC officer be co-signed by that same officer (on the front).
 3. That Public Relations Subcommittee changes the amount of schedules allotted from 1,500 to 2,000 per month (these schedule are to be utilized at the discretion of the P.R. Subcommittee)
 4. That a listing of Home Groups whom donated to the Area (not the amount) be attached to the treasury report given at the ASC meeting.
 5. All cash prizes raffles at all Baltimore Area special Events cease.
- (08/06/05)**

6. Subcommittee make a budget proposal, submit to body, when approved it is added to create the annual overall BASC budget.
7. All Officers must prepare and submit a budget within two months after elections for the fiscal year to the ASC for approval.
8. The Baltimore Area of NA no longer has events that have no donation fee and free food and drinks are given away. **(09/03/05)**
9. Area Chair designates an Ad-Hoc Committee to outline the process that will be followed if a theft occurs in the Area. **(10/01/05)**
10. When any member of the Executive Committee or any Subcommittee is given any NA funds, a receipt must be given for the funds and if a receipt is not given it must be reported at the next Area Business meeting by the treasurer. **(11/05/05)**
11. That all Subcommittee Chairs attend all Regional off month meetings. **(03/03/07)**
12. To make official website with email for the Baltimore Area. **(02/03/07)**
13. We would like to make a motion that Executive Body to develop a plan to have Area minutes a week before scheduled area meeting. **(06/02/07)**
14. Any meeting that meets at a facility that requires the use of electronic media or requires ID to enter that facility to access any NA meeting be stricken from the Regional Schedule. **(12/01/07)**
15. To lower current count of 100 copies to 75 copies to be printed for ASC meeting by Executive Body Committee members. **(01/03/09)**
16. That the RCM and RCM Alternate to attend MARLCNA in Pennsylvania at the expense of the Baltimore Area. **(01/03/09)**

ARTICLE XII: FREE STATE REGIONAL SERVICE CENTER, INC.

The Free State Regional Service Center is a non-profit, tax exempt corporation that is separate from the Baltimore Area Service Committee, but responsive to the wishes and instruction of this Committee.

1. Ten full Board member seats filled by the Baltimore area.
2. Five Alternate Board members filled by the Baltimore Area.
3. Five full Regional Board members seats filled by Area other than the Baltimore Area but within the Free State Region.
4. One Alternate Regional Board Member seat filled by Areas other than the Baltimore Area but within the Free State Region.
5. Two full Board Members from Chesapeake/Potomac Region.
6. One Alternate Board member from the Chesapeake/Potomac Region.

The Free State Regional Service Center handles the sale of Narcotics Anonymous Literature to our Groups and to other Groups outside of the Baltimore Area. The Free State Regional Service Center has the financial responsibility and distribution responsibility of the Regional Schedules. The Service Center Committee Officers or members of the Executive Board, Free State Regional Service Center must sign all contracts and financial obligations.

ARTICLE XIII: FINANCIAL MATTERS

1. The ASC have a \$3,000.00 prudent in its treasury, and that it may only be used in case of emergency. (Emergency: is insufficient income for a given month to meet the current expenses.) amended **(01/15/2011)**
2. That the Baltimore Area fund annually five (5) week courses in Beginning Level Deaf Addictions. Five (5) people of the BASC include Member, Executive, H & I, (1) Hotline, and BACNA The approximate Financial Impact: \$1,000.00, approximate \$37.50 pp x 5 = \$187.50. To provide Sign Language to the addict who are Deaf/Hearing Impaired. Five (5) new members from each above identified committee would train upon entering new position.
3. That ASR/Alternate, Subcommittee Chairperson, and Vice-Chairperson are reimbursed .58 cents per mile and any tolls upon receipt when traveling to and from an RSC meeting outside of the Baltimore Area. **Rate reimbursement approved (12/03/05) amended (01/03/09).**
4. That 25% of profits from Free State Convention be donated to Free State Service Center. Amendment that in considering what to do with convention profits FRSCNA Inc., considers the financial state of those 501C-3 organization in our Region when needed.
5. That the Baltimore Area pays \$65.00 per month as their share towards the 1-800-telephone line.
6. The Executive Committee instead of coming before the Area pays regular monthly bills that is approved each month. (copies, phone line, ect.)
7. The Baltimore ASC will purchase \$700.00 per month of literature for the H & I Subcommittee. **(04/04/04)**
8. That all snacks provided for ASC meeting will be paid for by Area monies not to exceed \$100.00 per month.
9. That the ASC purchase from the Free State Regional Service Center 200 current "Together We Can" newsletter and be distributed equally to the Home Groups by the ASC secretary at the monthly ASC meeting. Financial impact \$74.00 per month payable to the Free State Regional Service Center.
10. All Subcommittees, including Special Events, submit any fundraising to expenditures to the ASC for approval in advance.

11. That no Subcommittee has its own Prudent Reserve with the exception of Special Events.
12. The BASC Subcommittee is allowed to have a Prudent Reserve of \$1200.00
13. That all members of Special Events pay their way to enter scheduled events. **(05/06/06) amended (07/05/08)- All participating members of Special Events don't have to pay to attend the affairs with the exception of the boat ride.**
14. To make new literature from the world (4 pamphlets) a part of the starter package. Financial impact .26 per pamphlet \$1.04. The present cost is \$32.00 **(10/06/07)**
That under no circumstances should any of the Group or Committees of the Baltimore Area borrow money from any outside entity or individual member to fund any NA events. **(11/03/07)**
15. At no time are ASC check(s) made out to any ASC Officer be co-signed by that same Office (on the front).

