

South Suburban Area of  
Chicagoland Narcotics Anonymous  
(SSACNA)  
Policy and Procedures



Rev. 6/10/2023

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**Article 1: SPIRITUAL GUIDANCE**

1. That SSACNA shall not make any motion or take any action that conflicts with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
2. The SSACNA shall comply in all actions with the book titled ‘A Guide to Local Services in Narcotics Anonymous’.
3. The SSACNA shall end each area service meeting with the third step prayer from the NA Basic Text

**Commented [TG1]:** SSASC, SSASC, South Suburban Area, AREA, SSA, ASC and A.S.C. are the same service body and need to be consistent for clarity purposes. Suggest one entry of ‘South Suburban Area Service Committee to be referred as SSASC throughout the policy document’. Recommend change.

**Commented [TG2]:** Change the ALL CAPITAL LETTERS to regular sentence letters. All caps are considered as yelling or shouting. Recommend change.

**Article 2: GENERAL POLICIES AND PROCEDURES**

1. Area business meeting quorum shall be based on those present and voting at said business meeting. Policy changing motions requires 2/3 of members present and voting. Simple majority shall be half plus one present and voting. (Motion passed 7-11-19, amends 12/8/2017)
2. The South Suburban Area of Chicagoland Narcotics Anonymous (SSACNA) creates a trusted servant form that the officers and sub-committee chairpersons write their names, email and phone number for SSACNA related issues only. **(AND THIS LIST MUST BE KEPT CONFIDENTIAL!)** (Motion passed 10-13-11, amends 10-9-87)
3. That we lock the outside door to the church during area meeting. We can unlock the door during break. (Motion passed 7-1-97)
4. That the SSACNA may list all NA meetings in the meeting directory. (Motion passed 3-8-96, amends 12-14-90)
5. To have a meeting listed or reinstated into our roll call, it is to be represented the minimum of 3 months continuously. (Motion passed 10-13-11)
6. All motions must be brought to a regular SSACNA meeting for approval by a simple majority of the GSR’s present. (Motion passed 10-13-11)
7. All completed motion forms to be returned to the chairperson prior to the start of readings. (Motion passed 10-13-11, amends motions 8-9-91 & 2-10-89)
8. Any changes to the policy packet must come to the area Policy & Administration meeting first. All policy changing motions after leaving P&A go to the groups before being voted on at the following SSACNA meeting. Then the motion will be brought to the SSACNA meeting for approval by a 2/3 quorum of all of the GSR’s, GRSA’s and meeting reps. (Motion passed 12-8-17)
9. The SSACNA adopt a “meeting that need support list” that includes day, time, and location of meeting (to be included into the monthly minutes). (Motion passed 6-8-90)
10. Discussing motions will be limited to questions for clarity, then two pros and two cons. (Motion passed 10-27-11)
11. If a group in not represented for three consecutive months after receiving a “letter of concern” the group’s name will be removed from the SSACNA roll call. (Motion passed 10-13-11)
12. When representing more than one meeting, each GSR, GSRA, or Group Rep will carry only one vote. (Motion passed 8-12-88)

**Commented [TG3]:** Explain or clarify (amends or amendment and date). Why hold this info in the policy as it is not likely that service members can look into the old policy for Co-chair (which is the policy chair written in policy) of policy removes archives after two years. This is a living document that changes as the service body seems fit to do.

**Commented [TG4]:** Page 3 Item 9 Word changes: discussing motions to discussing motions.

**Commented [TG5]:** Page 3 Item 10 & Page 4 Item 5: should be combined and reworded “letter of concern” information.

13. That an ad-hoc committee may be formed to carry out specific functions as needed, by a simple majority vote of all GSR's present at the SSACNA meeting. (Motion passed 6-10-88)
14. Any member of NA may serve on an ad-hoc committee. (Motion passed 6-10-88)
15. That flyers not previously approved will, be approved by a simple majority vote of voting members in attendance at the SSACNA meeting. (Motion passed 10-13-11)
16. That any SSACNA officer or sub-committee member can make motions. (Motion passed 11-13-87)
17. Should any group not be represented for three consecutive months at the SSACNA, two area representatives are asked by the co-chair/outreach coordinator to visit the group prior to the next meeting and aid them in any way possible. (Motion passed 8-10-2018, amends 10-13-11)
18. That the SSACNA have no geographical boundaries. (Motion passed 8-7-87)
19. The area co-chair position is a two-year commitment, the first year as co-chair and the second year as chair. (Motion passed 10-13-11)
20. All money generating sub-committees (merchandise, activities and treasurer) keep receipt books and have two signatures for money transactions at the end of the event. (Motion passed 12-1-11)
21. Merge the two sub-committees, Hospital & Institutions (H&I) and Public Relations (PR) into one named Hospitals, Institutions & Public Relations (HIPR). (Motion passed 1-13-2023)

**Commented [TG6]:** 1. Page 4 Item 4 Clarification: of who can make motions besides officers and sub-committee members?

**Commented [TG7]:** 1. Page 3 Item 10 & Page 4 Item 5: should be combined and reworded "letter of concern" information.

**Commented [TG8]:** Page 4 Item 8 Word change: mechandise to merchandise. Recommend change.

### **Article 3: ELECTIONS**

1. That all sub-committee chairpersons have a minimum of two years continuous abstinence from all drugs. (Motion passed 5-10-02, amends 2-10-89)
2. When reading qualifications for each of the SSACNA services positions, it will be made known that chairpersons and officers have additional commitments to which they must attend to or send a representative. These are: attending their related monthly regional sub-committee meetings, SSACNA and our area's Policy and Administration (P&A) meetings. (Motion passed 10-13-11, amends 6-10-88, 5-10-91)
3. That all newly elected officers will begin their term of office immediately following the January SSACNA meeting. And all officers attend the P&A meeting following the elections to turn over all money and information. (Motion passed 1-8-98 amends 4-10-92)
4. All NA members present may be eligible to vote at all interim election. (Motion passed 1-8-98, amends 3-8-96)
5. A service member will be removed from their position in the event of their loss of abstinence from all drugs as defined by NA. (Motion passed 1-8-98)
6. A service member may be removed from their position for non-compliance. Majority vote is required for removal. Non-compliance includes, but is not limited to:
  - a. Non-fulfillment of duties of the position.
  - b. Non-attendance at two SSACNA meetings without prior notification of SSACNA chairperson or another officer. (Motion passed 1-8-98 amends 5-11-90)

**Commented [TG9]:** Are to change to must

**Commented [TG10]:** Really?

**Commented [TG11]:** Page 5 Item 2 Punctuation change: Change our area,s to our area's. Possibly removing our and inserting SSASC? Recommend change.

**Commented [TG12]:** Page 5 Item 6 Word change: Non fulfillment to non-fulfillment. Recommend change.

7. During any and all elections that are to be held at the SSACNA meeting, a brief time be allowed for questions & answers. To be asked by individual members or through the SSACNA chairperson. (Motion passed 8-13-93)
8. January elections will be announced at all South Suburban NA meetings (also a flyer to be distributed) approximately one month before elections are held. (Motion passed 11-13-92, amends 10-13-89)
9. The elections for new officers (Co-chairperson, Co-treasurer, Co-secretary, Activities chairperson, Merchandise chairperson, Hospital & Institution chairperson, Public relations chairperson, Literature chairperson and RCMA) be held yearly, from January to January. (Motion passed 8-14-92, amends 12-12-86)
10. Starting in January 1993 the SSACNA Co-chair position will become a two-year commitment. The first year as Co-chair and the second as SSACNA Chair. (Motion passed 3-13-92)
11. The SSACNA nominate one or more qualified members during the regular January elections whose name(s) will be submitted to the Chicago Regional Service Committee (CRSC) meeting for nomination to the board of directors of the Chicagoland Service Office member pool. One of the requirements is five years clean time. (Motion passed 10-13-11)
12. In case of removal or resignation from a service position, which does not provide an automatic successor, an interim service member may be appointed by the SSACNA chairperson to serve until the interim election takes place. (Motion passed 5-11-90)
13. That once the election is announced, in election must take place. (Motion passed 4-13-90)
14. That SSACNA officers or sub-committee chairpersons cannot resign their position to run for another SSACNA position during interim election. (Motion passed 4-13-90)
15. The general elections be held before the January SSACNA Meeting. (Motion passed 1-8-88)
16. Should an elected SSACNA position become vacant during the term year, interim election will be announced at all South Suburban area NA meetings one month prior to interim. (Motion passed 1-8-88)
17. That when voting in the yearly election, a simple majority will pass the vote. (Motion passed 12-12-86)

**Commented [TG13]:** Change from all NA meetings to South Suburban NA meetings.

**Commented [TG14]: Page 6 Item 3** Punctuation change: missing comma between co secretary and activities chairperson and missing dash between co and secretary, treasurer and chairperson respectively. For clarity and consistency, change wherever necessary in the policy document.

**Commented [TG15]:** Change who's to whose

**Commented [TG16]: Page 6 Item 5** Word Clarity: CRSC meaning Chicago regional service committee. Insert information.

**Commented [TG17]:** The names submitted also need the actual person to be there.

**Commented [TG18]:** ???

#### **Article 4: SUB-COMMITTEE & OFFICERS**

##### **Section 1: GENERAL**

1. Flyers are saved for the archives for only two years. (Motion passed 2-10-95)
2. SSACNA officers are to be defined as Chairperson, Co-chairperson, Secretary, Co-secretary, Treasurer, Co-treasurer, Regional Committee Member (RCM) & Regional Committee Member Alternate (RCMA). (Motion passed 10-13-11)
3. That all sub-committee chairpersons & officers return petty cash to treasurer at end of term. (Motion passed 10-13-11)
4. That the area will provide a "Guide to Local Service" to all officers & sub-committee chairpersons upon elections of such to office. (Motion passed 10-13-11)

**Commented [TG19]: Page 7 ITEM 4** Word changes: AREA SERVICE REPRESENTATIVE & AREA SERVICE REPRESENTATIVE ALTERNATE changed to Regional Committee Member & Regional Committee Member Alternate congruently with newer titles.

5. All sub-committee heads & RCM must submit a written report to the secretary of the area, monthly, which shall include the date and times of their next meeting. (Motion passed 12-11-87)
6. The executive committee shall host yearly service event that includes H&I, Jail & Institutions, Public Relations and other service groups to provide information to members. (Motion passed 1-10-2019)

**Section 2: SECRETARY**

1. That the Co-secretary have a minimum of one-year continuous abstinence from all drugs. (Motion passed 5-10-02 amends 2-10-89)
2. That the minutes from the previous month be on the table for the GSR's to pick up and return to the group. (Motion passed 3-13-92)
3. The secretary is allocated \$50.00 petty cash (Motion passed 10-13-11, amends 9-11-87, 2-12-88)
4. It's the secretary's responsibility to delegate or obtain supplies and maintain them. (Motion passed 12-11-87)
5. Produce a sub-committee directory of meeting times and dates. (Motion passed 5-12-06)

**Section 3: REGIONAL COMMITTEE MEMBER (RCM)**

1. That the RCM is allocated \$30.00 petty cash and to be replenished as receipts are turned in to the treasurer. (Motion passed 11-13-87)
2. The motions for a vote at the World Service Conference Agenda Report (CAR) will be presented to the area at the January SSACNA meeting. (Motion passed 10-27-11)
3. The RCM will hand in regional donation during regional meeting. In the event the RCM cannot attend the regional meeting the donation check will be mailed. (Motion passed 8-9-12)

**Commented [TG20]: Page 8 Item 7** Rewording: The World Service Conference Agenda Report occurs every two years. Reword for clarity.

**Section 4: REGIONAL COMMITTEE MEMBER ALTERNATE (RCMA)**

1. That the RCMA must attend a minimum of 6 Regional meetings in their one-year term, with at least 3 within the first 6 months of the position or be removed for non-compliance by the chairperson. (Motion passed 1-9-98)

**Commented [TG21]: Page 8 Item 9** Punctuation change: Change R.C.M.A. to RCMA. For clarity and consistency, change wherever necessary in the policy document.

**Commented [TG22]: Page 8 Item 9** Punctuation change: Remove period in TERM. WITH and put a comma or remove it completely. Recommend change.

**Section 5: TREASURER**

1. That the SSACNA policy and administration committee audit the area treasury, activities, merchandise, and literature in August and February of each fiscal year. (Motion passed 10-13-11, amends 2-8-88)
2. All motions concerning dispensing area funds will be voted on in new business after verbal confirmation of available funds. (Motion passed 9-13-95)
3. To have two officers make the deposit immediately after area every month. (Motion passed 6-9-95)
4. All money will be issued in check form at the policy & administration except approved funds to be allocated at the area service meeting. (Motion passed 10-13-11)
5. That the SSACNA Treasurer hold a minimum prudent reserve of \$2000.00. (Motion passed 9-8-16, amends 10-8-09, 4-14-89)

6. That after monthly SSACNA expenditures is met all funds exceeding \$2000.00 will be donated to the region. (Motion passed 9-9-16, amends 10-8-09)
7. That as of January 1989 the SSACNA Chairperson, SSACNA Co-chairperson & SSACNA Treasurer exclusively will be the co-signers of the SSACNA bank account. (Motion passed 12-9-88)
8. The SSACNA Treasury will not accept personal checks. (Motion passed 7-8-88)
9. The SSACNA Treasurer has a minimum of five years and the Co-treasurer has a minimum of four years of continuous abstinence from all drugs. (Motion passed 11-10-16, amends 2-10-89, 5-10-02)

**Commented [TG23]:** Page 9 Item 7 Punctuation change: comma after A.S.C. CHAIRPERSON

Section 6: LITERATURE

1. That the new group starter kits include the following: one of each Informational Pamphlet I.P. #10, 18, 149, & five each of the rest, ten white books, ten of each meeting directories, one just for today, one basic text, five white newcomer keytags, group readings & any new I.P. that comes out. (Motion passed 9-13-01, amends 11-10-00, 1-8-88, 4-10-92, 10-14-88, 10-13-03, 5-12-05).
2. That the literature sub-committee will be allocated \$100.00 petty cash and are replenished as receipts are turned in to the treasurer. (Motion passed 2-11-00 amends 9-11-87)
3. No literature forms will be accepted after all the group donations are collected. Also, no area donations will be taken after literature payments have started. (Motion passed 8-14-98)
4. That the literature sub-committee tallies dollars sold to compare against treasurer's report to create a check and balance system. (Motion passed 9-11-87)
5. That the Literature Chair will purchase the literature from the Chicagoland Service Office (CSO). (Motion Passed 1-13-2023, amends 9-8-2023, 3-10-2017)

**Commented [TG24]:** Page 10 Item 1 Punctuation change: FIVE WHITE NEWCOMER KEYTAGS GROUP READINGS needs a comma between Keytags and Group. Recommend change.

**Commented [TG25]:** My mess up oops!

**Commented [TG26]:** Page 10 Item 4 Punctuation change: apostrophe missing. Change TREASURES to treasurer's. Recommend change.

Section 7: MERCHANDISE

1. That the merchandise proceeds (being any money over \$150.00 prudent reserve) will be deposited, the same night as activities functions and that a designated officer is there at the end of the function to deposit the money with the activities sub-committee and officer. (Motion passed 2-12-99)
2. Merchandise sub-committee reserves the right to maintain a \$1000.00 inventory ceiling to be replenished with receipts through area. All proceeds from sales will be donated to area. (Motion passed 2-14-92)

**Commented [TG27]:** Page 10 Item 5 Punctuation change and rewording for clarification: BE DEPOSITED, THE SAME NIGHT remove comma. The policy in this item is confusing. Deposit where? Bank? Merchandise's chair pocket? Other things in the item are unclear. Recommend change.

Section 7 & POLICY AND ADMINISTRATION (P&A)

1. A \$30.00 petty cash be allocated to P&A chairperson and replenish as receipts are turned in. (Motion passed 2-8-98)
2. The Co-chairperson shall be the chairperson of the SSACNA policy & administration sub-committee. (Motion passed 10-13-11)
3. GSR guidelines will be issued to all new GSR's. Stockpile of 20 guidelines will be maintained by and distributed by the policy & administration chairperson (Co-chair). (Motion passed 8-14-92)

**Commented [TG28]:** After reading and copying GSR guidelines I saw a need to revise GSR guidelines.

4. That archives will be kept by P&A chairperson and the SSACNA secretary. (Motion passed 11-13-87)
5. To define “archives” as follows:
  - a) SSACNA monthly minutes
  - b) SSACNA policies
  - c) SSACNA flyers
  - d) Copy of officers and phone numbers & addresses
  - e) Monthly sub-committee reports for two years (Motion passed 4-13-90)
6. The Co-chair/P&A is assigned to act as meeting outreach coordinator to act as liaison between meetings and SSACNA area (see Article 2, #17). (Motion passed 8-10-2018)

Section 8 9: ACTIVITIES

1. That the literature sub-committee will donate 2 Basic Texts, 2 Just for Todays, 2 Step Working Guides, 2 It Works How and Why and 2 Living Clean and 2 Miracles Happen (when available) to activities for door prizes [every January and every July]. (Motion passed 10-11-02, amends 3-13-15, 11-10-16)
2. That the Activities chairperson makes a deposit to the bank of anything in the excess of the prudent reserve of \$550.00 after the activities function and has another SSACNA officer accompanies him/her (pursuant to area policy). (Motion passed 2-9-01, amends 12-11-03)
3. Only free raffles are allowed (Motion passed 3-9-06)
4. That the SSACNA officer designated to validate proceeds & make a deposit after a function will be determined at the SSACNA meeting prior to function. (Motion passed 11-10-98)
5. There will be a deposit slip & a deposit pouch available to the activities sub-committee prior to a function. (Motion passed 1-8-88)
6. That the SSACNA treasurer, SSACNA co-treasurer, or a designated SSACNA officer be in attendance at the end of a function to validate proceeds & will make the deposit with an activities sub-committee officer. (Motion passed 1-8-88)

**Commented [TG29]:** Page 12 Item 1 Missing space between words change: 2 LIVING CLEANAND 2 MIRACLES HAPPEN needs to be 2 Living Clean and 2 Miracles Happen

Section 9 10: HOSPITALS, INSTITUTIONS & PUBLIC RELATIONS (HIPR)

HOSPITALS & INSTITUTIONS (H&I)

1. H&I committee should have a stockpile of 200 south suburban directories, 200 Chicagoland directories, 100 white books and 200 I.P. numbers 7,11, 23 and 29. 100 of 6, 16, 17 and 22. 50 of I.P. 13 and 50 Public Relation I.P. ‘Persons Receiving Medication-Assisted Treatment (MAT). The SSACNA will donate H&I handbooks and Basic Texts as needed for the H&I chairpersons (Motion passed 7-13-18, amends 10-9-87, 2-12-88, 8-10-90, 2-8-91, 3-8-91, 2-7-02, 9-7-04, 3-10-05, 3-9-17.)
2. That H&I chairperson be given \$25.00 petty cash monthly and replenish as receipts are turned in. (Motion passed 6-8-90)
3. SSACNA donate 5 soft cover Basic Texts monthly through H&I to be distributed as the H&I sub-committee determines. (Motion passed 6-9-17, amends 7-10-15)

**Commented [TG30]:** Page 13 Item 3 Letter change: Change TEXT to texts to indicate more than one.



PUBLIC RELATIONS (PR)

4. That PR sub-committee is allocated a stockpile of 200 each I.P. numbers 1, 7, 13, 22, 27, 29 and 200 meeting directories plus 5 Basic Texts and 5 It Works How and Why and 200 Public Relation I.P. ‘Persons Receiving Medication-Assisted Treatment (MAT). (Motion passed 4-12-2019, amends 9-12-16, 11-10-16)
5. That \$50.00 petty cash will be allocated to PR sub-committee for supplies to be replenished as receipts are turned in to the treasurer. (Motion passed 2-12-88)

**Commented [TG31]:** Page 11 Item 7 Letter change: P.I. SUB-COMMITTEE is changed to PR sub-committee. Recommend change.

**Article 5: SSACNA PRIORITY FOR SPENDING NA FUNDS**

1. SSACNA adopt a priority list for spending NA funds as described in our 11<sup>th</sup> concept. (Motion passed 10-13-11)
2. SSACNA officers, sub-committee chairs and any member that uses south suburban funds read and sign the Accountability Statement and abide by the document. (Motion passed 6-10-2022)

As worded in the Guide to Local Service:

***“Narcotics Anonymous funds should always be used to further our primary purpose. Money is used to pay the expenses involved in running NA recovery meetings, to inform the public about NA, and to reach addicts who can’t get to meetings.”***