



Johannesburg Area Service Committee

Policy

(as at October 2022)

Please Note:

1. This document is the complete policy as at October 2022. Sections 1 – 13 was amended prior to The 2020 / 2021 pandemic while sections 14 – 24 remained unchanged from the 2012 policy review.
2. This document was combined and formatted for easier reading.
3. The numbering was slightly amended to the standard “1(a)(i)” number, letter, roman numeral to maintain uniformity. The content was not changed amended in any way.
4. While every effort was made to keep references as accurate as possible, errors might have slipped through which will be corrected as soon as received.

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Section 1: The Johannesburg Area Service Committee

The Johannesburg Area Service Committee (JASC) is a committee made up of Group Service Representatives (GSRs) or their duly-appointed alternates, Area Service Committee Office Bearers, and Subcommittee Chairs.

They meet monthly to review and attend to specific needs of its member groups.

Section 2: Purpose of JASC The purpose of the JASC is:

1. To support the NA groups in the Johannesburg Area in the pursuit of their primary purpose; to carry the message to the addict that still suffers.
2. To provide a forum for the NA groups in the Johannesburg Area.
3. To help the groups with their unique needs and situations.
4. To encourage the growth of the Fellowship.

As per the ninth tradition of NA, the JASC is a service board or committee directly responsible to those it serves, being the groups in the Johannesburg Area. In the interests of clarity; the same is true of the service committees within the JASC structure.

The purpose of these policies are to provide guidelines, structure and clarity for the conduct of these committees. These policies are informational rather than organizational in nature and provides a method by which the services necessary to NA can be provided and performed with clarity.

Section 3: Twelve Traditions of NA

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group 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 remain 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 that 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 and 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 non-professional, but our service centres 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.

Section 4: Twelve Concepts of NA Service

1. To fulfil 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 the 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 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.

Section 5: Meeting Times and Location

The agenda format is set, and can be changed by the JASC chairperson. Any GSR or sub-committee chairperson can object to a change in the agenda format by raising it under “Matters arising from groups/meetings” in Section 6.

1. The JASC will meet eleven times a year in the first week of the month, as determined by JASC vote.
2. No meeting will be held in January.
3. The meeting will last no longer than 3 hours, unless agreed to by all present at the meeting. GSR orientation will be held half an hour before the start of the JASC meeting.
4. The JASC meeting will take place at the Benmore Group location, in a separate meeting room.
5. If the meeting date, time or place must be changed, it will be included on the previous month's agenda, and duly discussed and voted on.
6. If, prior to the JASC meeting, the need arises to change the meeting's time or location, the Secretary will notify all GSRs, officer bearers and subcommittee chairs electronically as soon as possible of the schedule change.
7. A notice of the meeting being rescheduled is to be posted at the original location of the JASC meeting.

Section 6: Meeting Format

1. GSR orientation.
2. Greetings from the chair.
3. Apologies.
4. Circulation of the attendance register.
5. Acceptance of or changes to the previous minutes.
6. Reading of The 12 Concepts of NA Service and the Service Prayer.
7. Circulation of the forthcoming birthdays register.
8. GSR topic of the month discussion.
9. Issues arising and new business.
10. Matters arising from groups/meetings

Section 7: Meeting Agenda

1. The Chair will set the agenda for the JASC. The Chair will use the format in Section 6 as needed or desired.

2. The agenda will be distributed to the official JASC email list and sub-committee chairs email list seven days prior to JASC.
3. Any motion that was on the previous month's agenda, and not resolved, will automatically be included on the current agenda.
4. Any motion to be put on the agenda must be submitted in writing to the JASC chairperson, vice-chairperson or secretary prior to the JASC meeting.
5. Any GSR, office bearer, or subcommittee chair may request an item be added to the agenda at JASC and it will be discussed under matters arising.
6. For the sake of anonymity, the name(s) of the individual(s) who raised the issues or concerns will not be included in the agenda or in minutes.

Section 8: Voting

1. Voting on motions/issues that are referred to groups for a decision
 - a. Only the GSR or a duly appointed representative for a group is eligible to vote on a motion/issue that is referred to the groups for a decision.
 - b. The following motions/issues must be referred to groups for a decision,
 - i. Appointment of any JASC sub-committee chairperson,
 - ii. Appointment of JASC chairperson vice-chairperson, and secretary,
 - iii. Approval any spending of funds exceeding R10,000,
 - iv. Annual JASC budgets.
 - c. A motion is carried/decision made by a 50% plus one majority of eligible votes (as set out in point 4 below). That is to say – 50% plus one of the votes, of 50% plus one of participating meetings.
2. Voting procedure for any motion / issue that was referred to the groups for a decision:
 - a. All votes will be cast in writing at JASC or prior to the meeting or by a set deadline by submission to the JASC secretary.
 - b. Acceptable means of voting are as follows
 - i. Voting sheet,
 - ii. Email,
 - iii. Text message.
 - c. The JASC secretary will prepare the voting sheet(s) for each JASC. Only participating groups (as per Section 9.) will be included on the voting sheet.
 - d. The JASC secretary will keep the completed voting sheets, as records.
 - e. The voting sheet will be displayed before the monthly JASC meeting (during GSR orientation), and during the break at JASC, which is after the motion(s) has been discussed, at which time GSRs can cast their votes. The secretary will include any votes received in advance on the voting sheet.

- f. If a quorum is established (*as per section 9, point 5.*), the secretary will tally the votes, as per the voting sheet. If two thirds of the eligible groups have vote, the JASC secretary will include the result(s) in the minutes.
 - g. If a quorum is not present or if less than two thirds of eligible groups voted, the motion will be included in the following month's agenda, and the new voting sheet will include the previous votes cast (i.e. votes submitted in accordance with point b. will be carried forward)
 - h. Any eligible GSR who did not vote at the previous JASC can then vote. Any GSR who did vote can change their vote if necessary.
3. Voting on motions/issues that are NOT referred to groups for a decision:
 4. All NA members present including JASC sub-committee chairpersons, but not office bearers (chairperson, vice-chairperson, and secretary) are eligible to vote on these motions/issues.
 5. The voting procedure is as follows - The JASC chairperson will call for a vote, and all eligible persons will vote by a show of hands. The JASC chairperson will count the hands, and the JASC secretary will record the votes in the JASC minutes.
 6. The following motions/issues do not have to be referred to groups for a decision
 7. Formation of an ad hoc committee.
 8. Appointment of a chairperson for an ad hoc committee.
 9. Seed funding for any event organized by a JASC standing committee, that has not already been included in that sub-committee's annual budget.
 10. Any spending of JASC funds that value R10,000 or less.
 11. Any issue that requires a decision urgently. For example, when a decision needs to be made BEFORE the next JASC meeting.
 12. All participating members of the JASC and office bearers as defined may vote to adjourn the meeting.
 13. Criteria for 50% plus one Majority Voting:
A 50% plus one majority is determined as 50% plus one of the quorum as determined in the following formula:
 14. All fractions will be rounded up to the next whole number. In the interest of ensuring complete clarity, the following table illustrates the votes required to carry a motion:

Total participating groups	Total votes needed to be cast for valid vote	Votes in favour / against	Majority percentage
50	26	14	28.00%
51	27	15	29.41%
52	27	15	28.85%
53	28	15	28.30%

54	28	15	27.78%
55	29	16	29.09%
56	29	16	28.57%
57	30	16	28.07%
58	30	16	27.59%
59	31	17	28.81%
60	31	17	28.33%
61	32	17	27.87%
62	32	17	27.42%
63	33	18	28.57%
64	33	18	28.13%
65	34	18	27.69%
66	34	18	27.27%
67	35	19	28.36%
68	35	19	27.94%
69	36	19	27.54%
70	36	19	27.14%

15. Abstention Voting:

- a. A group representative may choose to abstain from voting for a variety of reasons.
- b. If a GSR is abstaining because their group has been unable to reach consensus, then the GSR can request JASC assistance in reaching consensus and can ask that voting on the issue be delayed until the next JASC meeting.
- c. Abstentions do not count in tallying the vote negatively or positively; when members abstain, they are in effect attending only to contribute to a quorum.
- d. An abstention must be marked as an abstention on the voting sheet and must be recorded as an abstention in the JASC meeting minutes.
- e. If the vote in question is called again at the next JASC (because there was no quorum present, or because there were not enough votes cast at the original vote), the GSR can change their abstention vote.

Section 9: Quorum

1. Submission of written votes will eliminate the need for a physical presence for casting a vote.
2. An official quorum is 50% plus one of total of participating groups.

3. A non-participating group is one that has elected to “opt out” of JASC as defined in point 6 and point 7 of this section (below). The JASC secretary will maintain a list of participating and non-participating groups to establish a quorum.
4. For the purposes of both establishing quorum and voting, a GSR may represent no more than three groups, either at the JASC meeting or in writing.
5. A voting quorum is established by the secretary after JASC, based on the completed voting sheets. Only groups who have completed the voting sheet or submitted a written vote by the set deadline
6. Participating and non-participating groups
Any meeting has the option to “opt-out” of representation at ASC. This will have the effect of excluding these meetings in the calculation of the required quorum for voting purposes, which will allow JASC to operate more effectively. The groups who opt out will still be supported and serviced by JASC in the normal manner and are still considered to be NA meetings. The decision to opt out must be formally communicated to the ASC Secretary in writing
7. Non-participation through consistent non-attendance
 - a. Groups which are not represented for three consecutive ASC meetings (as per the signed attendance register) will be considered to have opted out for the purposes of the calculation of a quorum. The attendance register will record the group's absence and status.
8. Re-instating participating status
 - a. Any non-participating meeting automatically restores their participating status by attending 2 consecutive JASC meetings. They will become eligible to vote at their 2nd consecutive JASC meeting. If they are not represented at the 2nd consecutive meeting, they will be considered to still be non-participating.

Section 10: Motions

A motion is the method by which actions are decided by the JASC. The following are the guidelines for its use:

1. All members of NA are allowed to submit a motion in writing to the JASC chairperson, vice-chairperson or secretary for inclusion on the agenda. The JASC chairperson and vice-chairperson approve or veto the motion for inclusion to the agenda.
2. If the JASC chairperson and vice-chairperson veto a motion's inclusion, a written explanation of the reason(s) for the veto must be sent to the member who raised the motion, and the JASC secretary.
3. All members of NA are allowed to submit a motion for discussion at JASC. The motion must be seconded by a GSR before it is open for discussion.
4. All motions on the agenda or motions raised and seconded at JASC are open for discussion.

5. There will be only one motion per meeting to rescind the intent or action of a previously approved motion.
6. For the sake of anonymity, the names of individual(s) who raised the issue or concern will not be included in the minutes.

Section 11: Debate and Discussion

Every NA member who attends the meeting may speak on the floor in a discussion.

1. Discussion on a motion will occur at the relevant time, as established by the agenda. The guidelines on discussion are as follows:
 - a. Each participant may make two statements and ask one question on an issue.
 - b. Any member who has had the floor once during a discussion may not have it again while the same issue is being discussed, if there is any other member who has not had a chance to speak yet. Once everyone who desires a turn has had a chance to speak, members may seek the floor a second time.
 - c. A member may appeal to the chairperson to continue the discussion. It would be up to the chairperson to continue the discussion, suggest that a motion be made to either address the issue at hand or table it until the next JASC meeting. The GSRs may override the chairperson's decision by a two-third-majority vote.
 - d. The chairperson will not recognize a motion until the chair has determined that the guidelines for discussion of the previous motion have been met in his/her judgement.
 - e. These guidelines are to be followed or disregarded at the chairperson's discretion.
2. The guidelines for debate are as follows:
 - a. Each member in debate will be given a one minute limit to address the motion being debated.
 - b. The member who made the motion may have a final appeal before the vote is taken.
 - c. There are only three pros and three cons considered for each motion being debated.
 - d. Any member who has had the floor once during a debate having given a pro or con to a motion may not have the floor while the same issue is being debated, if there is any other member who has not had a chance to speak yet. Once the limits of debate have been met or no further debate is desired by the JASC, the secretary will restate the motion and the chairperson will call for a vote.
 - e. Questions pertinent to the motion and its content directed to the chairperson, the member making the motion or other person present at the meeting would be limited to three such questions before the vote is taken.

- f. After these conditions have been met, the secretary will restate the motion and the chairperson will ask for a vote by the voting members.
- g. These guidelines are to be followed or disregarded at the chairperson's discretion.

Section 12: Nominations and Election of Officers and Subcommittee Chairs

1. In September, nominations for JASC office bearers and the standing subcommittee chairs should be solicited from the groups by "group conscience".
2. The suggested minimum qualifications and the responsibilities for each position from the approved JASC Guidelines will be sent out to the official email list.
3. In October, nominations will be brought to the JASC meeting.
4. After the secretary has recorded all the nominations from the GSRs, the chair will ask for nominations from the floor. Those nominations will be added to the list.
5. The chair will then move to close the nominations, which must be seconded and passed by the GSRs.
6. The chair will then call for nominees to confirm their acceptance of nomination. This is the time to ask the nominee any questions. All nominees who accept the nominations must submit a written service CV to the JASC secretary.
7. Those nominees not in attendance and without a letter of intent will be removed from the nomination list.
8. The list will be recorded in the meeting minutes, and a nomination list and the relevant service CVs will be distributed to the official JASC email list no later than 10 days before the JASC meeting in November.
9. A vote will be taken at the November JASC meeting. If there are any nominees present at the final vote, they will be asked to leave the room for that election so that the GSRs have an open forum in which to debate and vote.
10. Election for a service position is by a two-thirds-majority of eligible votes.
11. The newly elected officers will be notified by the secretary and begin their term on December 1st, working with the outgoing officers until handover is effected at the beginning of the financial year on March 1st.
12. The nomination and election of an unfilled office will be held on a month-to-month basis. If there is a nominee present at any JASC meeting to state his/her willingness and qualifications, then their service CV will be circulated before the next JASC, and a vote for the position will be included on the agenda.
13. When an office bearer or subcommittee chair position has been vacated by resignation or the incumbent has been removed by the JASC, then the JASC service body may appoint a temporary officer or subcommittee chair. This would be on a month-to-month basis until the position has been filled by a duly held election. In the

event that the chair or RCM positions become vacant, the vice-chair or RCM-alt assumes the duties of their respective offices.

14. JASC office bearers and standing subcommittee chairs will serve for two years, plus a three month hand-over period and should not serve for more than two consecutive full terms. Time served on an interim basis would not count towards consecutive full terms.
15. An office bearer or sub-committee chair elected or appointed after February 1st will be considered as having served on an interim basis at the following election in September. (The time served by the officer elected or appointed after February 1 at would not be considered in calculating consecutive full terms.
16. In the event that an office cannot be filled by the September election, the incumbent will be asked to remain in a temporary capacity until an election can duly be held.

Section 13: Resignation and Impeachment

1. Voluntary Resignation must be given, in writing or electronically, to the JASC chairperson in advance of the next JASC meeting.
2. Impeachment: A person may be impeached in the event of:
 - a. Relapse during term of service. Mandatory removal from the trusted servant position.
 - b. Failure to perform duties and responsibilities.
 - c. Breach of the Traditions, the Concepts, or any unethical conduct inconsistent with the role of a “trusted servant”.
3. Impeachment Procedures:
 - a. Items (2a, 2b and 2c) represent prerequisites for impeachment. They are not intended to mean impeachment is necessary or required in each case that these conditions exist. They are meant to be a guide for group conscience when impeachment proceedings are initiated.
 - b. To begin impeachment, a motion stating intent with due cause should be given to the JASC chair by any member of NA at least eight days before the JASC meeting
 - c. The JASC chair will inform the officer or standing subcommittee chair named for impeachment in the motion before the meeting if possible.
 - d. The respondent is given time for rebuttal, if so desired (not lasting more than ten minutes). This would be the time for GSRs and office bearers to ask questions of the respondent.
 - e. The respondent is then asked to leave the room so the GSRs may debate the merits of the motion freely.
 - f. The chair guides the debate and will move to close the discussion and take a vote on the motion to impeach.

- g. A closed ballot is taken. A two-thirds-majority vote is needed to impeach. The secretary will announce the results.

Sections 14 - 24 last voted on in November 2012

Section 14: Qualifications for JASC Trusted Servants

1. JASC Officer Bearers, RCM's, Subcommittee Chairs

The qualifications suggested here are meant as a guide to the GSRs in selecting trusted servants for the JASC. Some individuals nominated will not fit all of the criteria set forth and it should not disqualify them from consideration. It should be stated however, that these guidelines come from previous experience and should be weighed as such when considering a nominee for a particular trusted servant position.

a. Chair

- i. Willingness, time and resources to serve.
- ii. Two-year commitment.
- iii. Minimum three years clean time.
- iv. Minimum of two years of JASC service.
- v. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the JASC policies
- vi. Willingness to resign all other elected positions at Area and Regional levels of service. The ability to exercise patience and tolerance.

b. Vice-Chair

- i. Willingness, time and resources to serve.
- ii. Four-year commitment. First two as Vice Chair and third and fourth years as Chair
- iii. Minimum three years clean time.
- iv. Minimum of two years of ASC service.
- v. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the JASC policies
- vi. Willingness to resign all other elected positions at Area and Regional levels of service.
- vii. The ability to exercise patience and tolerance.

c. Treasurer

- i. Willingness, time and resources to serve.
- ii. Two-year commitment.
- iii. Minimum five years clean time.
- iv. Minimum of two years NA service including one year of ASC service.

- v. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the JASC policies
- vi. Willingness to resign all other elected positions at Area and Regional levels of service.
- vii. Be financially secure and good at managing his/her personal finances, as well as inspiring the trust of the JASC
- viii. The ability to exercise patience and tolerance.

d. Secretary

- i. Willingness, time and resources to serve.
- ii. Two-year commitment.
- iii. Minimum of one year clean time.
- iv. Minimum of one year of ASC service.
- v. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the JASC policies
- vi. Willingness to resign all other elected positions at Area and Regional levels of service.
- vii. Organizational skills necessary to record meeting minutes
- viii. The ability to exercise patience and tolerance.

e. Regional Committee Member

- i. Willingness, time and resources to serve.
- ii. Two-year commitment.
- iii. Minimum three years clean time.
- iv. Minimum of one year of JASC service.
- v. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the JASC policies
- vi. Willingness to resign all other elected positions at Area and Regional levels of service.
- vii. The ability to exercise patience and tolerance.

f. Alternate Regional Committee Member

- i. Willingness, time and resources to serve.
- ii. Four-year commitment, two-years as ARCM and two years as RCM.
- iii. Minimum two years clean time.
- iv. Minimum of one year of JASC service.
- v. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the JASC policies.
- vi. Willingness to resign all other elected positions at Area and Regional levels of service.
- vii. The ability to exercise patience and tolerance.

g. Subcommittee Chairs

- i. Willingness, time and resources to serve.
- ii. Two-year commitment.
- iii. Minimum three years clean time.
- iv. Minimum two years NA service.
- v. An understanding of the Twelve Traditions and Twelve Concepts of NA through application.
- vi. Willingness to resign all other elected positions at Area and Regional levels of service.
- vii. The ability to exercise patience and tolerance.

h. Subcommittee Treasurers

- i. Willingness, time and resources to serve.
- ii. Two-year commitment.
- iii. Minimum three years clean time.
- iv. Willingness, time and resources to serve.
- v. Two-year commitment.
- vi. Minimum three years clean time.
- vii. Willingness to resign all other elected positions at Area and Regional levels of service.
- viii. The ability to exercise patience and tolerance.

i. Convention Chair and Vice-chair

- i. Willingness, time and resources to serve.
- ii. Minimum five years clean time for the chair.
- iii. Minimum four years clean time for the vice-chair.
- iv. Minimum one years' NA service.
- v. An understanding of the Twelve Traditions and Twelve Concepts of NA through application.
- vi. Willingness to resign all other elected positions at Area and Regional levels of service.
- vii. The ability to exercise patience and tolerance.

Section 15: Duties and General Responsibilities of Area Trusted Servants

1. JASC Officer Bearers, Subcommittee Chairs and Treasurers, GSRs and the RSC members

a. JASC Chair

- i. Assures meeting starts and ends on time

- ii. Arranges, chooses and executes the meeting agenda
- iii. Co-signer of the JASC account
- iv. Conducts elections of new officers and subcommittee chairs
- v. Understands and upholds the JASC guidelines and policy
- vi. Serves as Chair of the committee
- vii. Conducts phone votes for required business when JASC is not in session
- viii. May assist in auditing treasury books for previous year
- ix. Helps to insure the incoming Chair is prepared for the position
- x. Attends all JASC meetings.

b. Committee Vice-Chair

- i. Assumes duties of chair in their absence, removal or resignation
- ii. Serves as Vice Chair of the Administrative Subcommittee
- iii. Assists the Chair in carrying out his/her duties
- iv. Orients newly elected officers and subcommittee chairs to JASC policy and guidelines
- v. Co-signer of JASC account
- vi. Attends all JASC meetings
- vii. Helps coordinate Area subcommittees
- viii. Is the point of contact for subcommittees
- ix. Stays informed of subcommittees' projects and problems. Attends subcommittee meetings whenever possible
- x. Works closely with Area subcommittee chairs to prepare annual reports and budgets

c. Committee Secretary

- i. Records and maintains JASC meeting minutes
- ii. Serves as Secretary of the committee
- iii. Responsible for maintaining files of JASC meeting minutes and other documents
- iv. Responsible for JASC correspondence, phone vote records and post office box
- v. Responsible for maintaining an updated copy of the JASC Policy and Guidelines, this is to be considered as the "official" copy. Addenda to this policy will be sent with the meeting minutes as needed
- vi. Review submitted motions for clarity and orderliness before giving the motion to the chair
- vii. Edit the JASC policy guide annually after the November meeting to reflect revisions made during the previous year
- viii. Coordinates annual and periodic audits of treasury books

- ix. May assist in auditing treasury books for the previous year
- x. Keeps records in such a way as to assure the incoming Secretary is prepared adequately for the position
- xi. Attends all JASC meetings
- xii. Registers the JASC groups once a year at the WSO with the assistance of the GSRs
- xiii. Maintains a list of participating and non-participating groups to establish a quorum
- xiv. Distributes the nomination list (list of all nominations for officers and standing subcommittee chair) to all GSRs no later than 10 days before the JASC meeting in October

d. Committee Treasurer

- i. Maintains accurate account of the JASC checking account including all income sources and detailed expenditures
- ii. Submits a written report of all fiscal activity between JASC meetings
- iii. Disperses funds requested by the JASC officers, standing subcommittee and ad hoc committee representatives and others, as required by JASC motions and guidelines
- iv. An incoming Treasurer, will audit previous year of treasury activity
- v. An outgoing Treasurer, will write a report of previous year's Treasury activity, (Expenditures against the budget)
- vi. An outgoing Treasurer, will prepare a budget for the next year to be presented at the November meeting
- vii. Attends all JASC meetings
- viii. Co-signer of JASC checking account
- ix. Maintains a record of each group donations each fiscal year from October to their following year
- x. Serves as Treasurer of the committee
- xi. Supports subcommittee treasurers.

Note on signatories to the JASC bank account:

In considering this issue (co-habiting members co-signing on the JASC account) the Policy Committee was guided by the Traditions and particularly by the Fourth Concept, which reads: "Effective Leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."

The chapter on concept four opens with: “The trust necessary to confidently delegate service authority is founded on the careful selection of trusted servants.”

It goes on to say that: “When we carefully consider the leadership qualities of those we ask to serve, we can confidently give them the room they need to exercise those qualities on our behalf. We can allow effective leaders freedom to serve, especially when they demonstrate accountability to us, reporting regularly on their work and asking, when necessary, for additional direction. True, our leaders are but trusted servants, not governors; yet we also expect our trusted servants to lead us. If we select them carefully, we can confidently allow them to do so.”

The Fifth Concept further defines this guideline: “For each responsibility assigned to a service structure, a single point of decision and accountability should be clearly defined.”

There is much that applies to this issue in these guidelines but the excerpts quoted are felt to be sufficient to support the committee’s recommendation.

The committee believes that the policy, as it stands, satisfies the Traditions and their interpretation in the Concepts. Four trusted servants; The Chair, Vice-Chair, RCM and Treasurer are assigned the responsibility and authority to co-sign on the ASC bank account. The Treasurer is assigned the responsibility and authority to manage that account and is clearly accountable for that responsibility. These trusted servants are elected according to guidelines intended to ensure careful selection. They should therefore be given the room to exercise the qualities, for which they were elected, in serving the fellowship.

The committee’s recommendation; voted and accepted for adoption in this policy is that:

No change be made to the existing policy that any two of the four designated trusted servants sign on the ASC bank account.

It was felt that we might clarify the term “co-sign” in the policy document to indicate that two signatures are required when drawing a cheque (which has always been our practice.)

**** NB:** As cheques are no longer in use in South Africa the co-sign is indicated as the dual release of payment. i.e. 2 signatories on the account has to approve the transaction on internet banking.

e. Regional Committee Member

- i. Attends all JASC meetings
- ii. Attends all SA RSC meetings
- iii. Chairs the JASC meeting in the absence of the chair and vice-chair
- iv. Conducts quarterly GSR workshops
- v. Co-signer of JASC checking account
- vi. Gives a written report to the JASC
- vii. Gives a written report to the SA RSC
- viii. Includes SA RSC meeting minutes with report to JASC
- ix. Orients new GSRs to the JASC policy and guidelines
- x. Trains RCM alternate

f. Alternate Regional Committee Members

- i. Assumes the duties of the RCM in their absence, removal or resignation
- ii. Attends all JASC meetings
- iii. Attends SA RSC meetings in Johannesburg and two other meetings during the term d) Assists the RCM in conducting GSR workshops
- iv. Assists the RCM in carrying out their duties

g. Standing Subcommittee Chairs

- i. Assumes responsibility for the subcommittee's performance of its function
- ii. Attend all JASC monthly meetings
- iii. Gives a written report of subcommittee activity, inactivity and any other pertinent information to the JASC
- iv. Gives an accurate accounting of monies spent by their subcommittee
- v. Submits annual budget for approval

h. Group Service Representatives Responsibilities

- i. Attends all JASC meetings
- ii. Reports all JASC activities to their groups
- iii. Reports to JASC their groups' status
- iv. Communicates groups conscience to JASC
- v. Supports one JASC subcommittee by voluntary participation
- vi. Supports JASC Fellowship activities by voluntary participation
- vii. Understands JASC procedures and policy

i. Subcommittee Treasurer

- i. Work with JASC Treasurer to ensure proper handling of funds.
- ii. Will maintain accurate records of expenditures and receipts.
- iii. Will turn over all funds and records to the JASC Treasurer within 48 hours of a fundraising event.
- j. **All members of the JASC are responsible to:**
 - i. Respect one others' opinions.
 - ii. Allow full participation by all members.
 - iii. Observe the spiritual principles of the NA Program.
 - iv. Remain for the full meeting of the JASC.

Section 16: Standing Subcommittees

In order to minimize time spent in debate at the JASC meeting, systems of subcommittees are used. Standing subcommittees are formed to fulfil the responsibilities and tasks of the JASC as the groups dictate them. The initiation and finalization of their projects takes place at the JASC meeting. Each subcommittee is accountable to the JASC.

1. Hospitals and Institutions Subcommittee (H & I)

Acts to carry the message of NA into institutions such as hospitals, jails, detoxification centres and recovery houses where those addicts would otherwise be unable to receive the message from another addict. H&I will conduct panels that carry the NA message to addicts that often have no other way of hearing the NA message.

- a. The subcommittee chair will submit a written report of all subcommittee activity, progress goals and needs at each JASC meeting.
- b. The subcommittee chair shall seek to encourage the growth and progress of the subcommittee in our Area and cooperate with other Area H & I subcommittees.
- c. The subcommittee will have an annual budget to pay for the normal activities of the subcommittee, divided into a monthly budget. If the entire monthly budget amount is not used it is not to be carried over to the next months' allotted monies.
- d. Requests for funds beyond the yearly budget must be submitted and approved by the JASC at the monthly meetings. The subcommittee chair will submit literature request separate from the group literature requests.
- e. At the November JASC meeting, the chair will submit a budget request for the coming year to be approved by the JASC at the meeting.

2. Literature Subcommittee

This subcommittee handles the purchase, sales and distribution of NA literature and related materials from the WSO to the groups in the Area. The subcommittee also deals

with our primary purpose as it is achieved in writing. The subcommittee seeks and forwards the input of our Area in respect of literature being developed by the World Service Conference.

- a. The subcommittee chair will submit a written report of all subcommittee activity, progress, goals and needs at each JASC meeting
- b. The subcommittee chair shall seek to encourage participation of the Fellowship in literature review and will cooperate with other Area Literature subcommittees.
- c. The subcommittee will maintain a stock of literature for the purpose of resale to the groups. The value, at cost, of the literature stock will be R150 000.
- d. The subcommittee will also strive to maintain an adequate supply of key tags, medallions and other special materials as the subcommittee feels is prudent to have in stock
- e. The subcommittee chair shall maintain accurate records of all literature sales on a monthly basis.
- f. The subcommittee chair will report on the stock and its wholesale and retail value when making reports to the JASC.
- g. The resale price of all materials will be set and approved by the JASC based on the recommendations of the Literature chair and the Treasurer ([As per section 23.8](#))
- h. The subcommittee is responsible for the holding of meeting list stock and the distribution of meeting lists to meetings.
- i. The subcommittee will have a monthly budget to pay for the normal activity of the subcommittee.
- j. Requests for funds beyond the yearly budget must be submitted and approved by the JASC at the monthly meetings.
- k. At the November JASC meeting, the chair will submit a budget for the coming year to be approved by the JASC at the meeting.
- l. The subcommittee shall coordinate review of new NA literature as needed.
- m. Literature start up kits, as defined by JASC, shall be supplied at no charge to new groups.

3. Public Relations Subcommittee (PR)

Will be responsible for informing the public about recovery from addiction. It seeks to accomplish this task by using different media to inform the public that Narcotics Anonymous exists while maintaining the spirit of the 10th and 11th Traditions Of Narcotics Anonymous.

- a. The subcommittee chair will submit a written report of all subcommittee activity, progress, goals and needs at each JASC meeting

- b. The subcommittee chair shall seek to encourage the growth and progress of the subcommittee in our Area and cooperate with other Area PI subcommittees.
- c. The subcommittee will have an annual budget to pay for the normal activities of the subcommittee, divided into a monthly budget. If the entire monthly budget amount is not used it is not to be carried over to the next months' allotted monies.
- d. Requests for funds beyond the yearly budget must be submitted and approved by the JASC at the monthly meeting. The subcommittee chair will submit literature requests separate from the group literature requests.
- e. At the November JASC meeting, the chair will submit a budget for the coming year to be approved by the JASC at the meeting
- f. The subcommittee is responsible for the maintenance of the accuracy and the printing of meeting lists twice a year and for the regular updates of the meeting list on the website.

4. Phoneline Subcommittee

The Phoneline subcommittee's purpose is to provide a telephone line, and staff to man the lines, which addicts may contact in seeking information regarding meeting schedules, activities scheduled, general information and/or a connection with a fellow addict.

- a. The subcommittee chair will submit a written report of all subcommittee activity, progress, goals and needs at each JASC meeting
- b. Maintain a "12 Step" list of NA members willing to speak to the addict who still suffers and to the public.
- c. At the November JASC meeting, the chair will submit a budget request for the coming year to be approved by the JASC at the November meeting
- d. The chair shall coordinate with the PI chair for requests of information about NA.

5. Fundraising and Activities Subcommittee

Shall arrange and coordinate social functions to encourage fellowship and help to carry the message of recovery. All events shall be consistent with the spiritual principals of recovery. Part of the purpose of the Activities Subcommittee is to raise funds for NA and it is essential that the subcommittee is self-financing.

- a. The subcommittee chair will submit a written report of all subcommittee activity, progress, goals and needs at the JASC meeting
- b. The subcommittee chair shall seek to encourage the growth and progress of the subcommittee in our Area and cooperate with other JASC subcommittees
- c. At the November JASC meeting, the chair shall submit an annual schedule of events for the following year starting January 1, through December 31.
- d. A budget shall accompany the schedule submitted in November using estimated expenses and income. The subcommittee shall try to raise funds for future events and the funds will be held in the JASC treasury for those events. The proposed budget will be approved by the JASC at the November meeting

- e. All money received from events shall be turned over to the JASC.
- f. The schedule may be changed during the year with JASC approval
- g. Funds will be drawn from the treasurer with the approval of JASC to provide seed money for events. This money is to be returned along with any profits after each event
- h. The intended use of the initial seed money is to sponsor fund raising events for future events during the year. This seed money is not intended to be a recurring monthly expense but shall be held in the prudent reserve if fund raising falls short
- i. Activity Subcommittee funds may be used for other JASC services if necessary.

6. Johannesburg Convention Subcommittee

The Johannesburg Convention Subcommittee's purpose is to plan and execute the triennial National Convention of the Fellowship for Johannesburg and any Annual mini-conventions.

- a. Chair shall submit a written report of all subcommittee activities to the JASC monthly meetings.
- b. The subcommittee shall receive advances for seed money as approved by JASC, following the previous convention accounts reconciled.
- c. All money earned shall be returned to the JASC.
- d. The Johannesburg Convention Subcommittee shall use the (WSO) Suggested Guidelines for Conventions.

7. Policy Subcommittee

This subcommittee is concerned with those matters, which are the policy of the JASC. The general policies of Narcotics Anonymous are expressly stated in the Traditions; however, the application of these Traditions within our Area is the concern of this subcommittee. This subcommittee also studies and makes recommendations on JASC policy as directed by the JASC.

- a. The subcommittee chair will submit a written report of all subcommittee activity, and progress at each JASC meeting
- b. The subcommittee will hold an annual review of the policies in January (after the JASC secretary updates it).

8. Local Translation Subcommittee (LTC)

This subcommittee is concerned with all matters related to the official translation of NA Literature into local languages. This includes liaison with professional translators, the organisation of workshops to review translations and the distribution of translations.

- 1. The subcommittee chair will submit a written report of all subcommittee activity, progress, goals and needs at the JASC meeting

2. The subcommittee chair shall seek to encourage the growth and progress of the subcommittee in our Area and cooperate with: the JASC treasurer in securing and managing funds and expenses, Region in coordinating a National effort and other JASC subcommittees
3. At the November JASC meeting, the chair shall submit an annual schedule of projects for the following year starting January 1, through December 31.
4. A budget shall accompany the schedule using estimated expenses. The subcommittee make every effort to secure the bulk of funds required for projects from World. The proposed budget will be approved by the JASC at the November meeting.
5. Funds will be drawn from the treasurer with the approval of JASC to provide seed money for activities. This money is to be returned to GAC when reimbursed by World Services.

Section 17: Financial Audit

Financial Review will be conducted by an ad-hoc Administrative Subcommittee formed as follows:

Its purpose is to facilitate the administrative duties for the JASC and its officers.

1. The subcommittee shall consist of the Officers of the JASC and two selected GSR's. GSR's to be selected at the JASC meeting as needed
2. The subcommittee is responsible for recovering stolen finds and/or bad cheques
3. Seeks to mediate conflicts between groups and/or individuals of NA
4. The subcommittee shall conduct business between meetings as directed by the GSRs.
5. The subcommittee conducts annual and non-periodic audits of the financial records for the JASC and standing subcommittees.
6. The JASC ad-hoc Admin Subcommittee will conduct any financial review.
7. It is recommended that no more than 24 hours notice is given before the financial review.
8. Those conducting the financial review will take physical possession of all records, statements, inventory and petty cash from the treasurer or other responsible trusted servant.
9. The treasurer or responsible trusted servant should be available to the review subcommittee in order to assist and answer questions if necessary.
10. A financial review should be seen as a tool that may prevent a minor error from becoming a major one. It is not intended to be an inquisition!
11. Financial reviews should not be predictable but should be varied as to time and place.

Section 18: Theft of Funds / Bad Check Policy

The ad-hoc Administrative Subcommittee shall be guided by the spiritual principals of recovery and shall allow every member an opportunity to behave responsibly in difficult situations and make amends. The recovery of funds is only part of a process that shall include healing for all those involved. This policy shall be a guideline to encourage a process that is both responsible and spiritual; taking steps of increasing severity should they prove necessary. Because of the controversies that surround this issue the World Service Board of Trustees Bulletin #30, June 1996 "Theft of NA Funds" is included as an attachment to the JASC policy for guidance.

1. The ad-hoc Administrative Subcommittee shall be responsible for recovery of theft of funds and/or bad checks.
2. When a person has written a bad check, the JASC Treasurer will notify him or her and give that person a letter (see attached). A seven-day period will be given to make the check good and pay the bank charges before the procedures below are initiated. The Chair shall be notified if the funds are not repaid within this period of seven days.
3. In the case of theft of funds, the JASC Chair will be notified immediately, the following steps will be taken to protect the fellowship's money, and to encourage the person involved to act responsibly.
4. The JASC Chair shall convene the ad-hoc Administrative Subcommittee to evaluate the situation and a Subcommittee member will be designated to meet with the person to set up a payment plan and secure a promissory note.
5. The JASC Treasurer will keep track of the payments and include them in the monthly treasurer's report.
6. If payment is not received as agreed, the JASC Treasurer shall notify the JASC Chair. The Subcommittee shall meet as needed to monitor the situation and act to recover the funds. All efforts shall be made to help the individual act responsibly. However, the Subcommittee as a last resort may initiate legal proceedings if necessary.
7. If a person has stolen NA funds or has written a bad check and has been dealt with by the ad-hoc Administrative Subcommittee, that person will not be allowed to serve in positions of handling money. Nor will this person be allowed to write checks to JASC for a period of one year after repayment of funds.
8. The Administrative Subcommittee may notify GSR's, JASC subcommittee chairs or other NA service committees of these actions as deemed necessary to protect NA and the individual in question.

Section 19: Deactivation of a Standing Subcommittee

To deactivate an active standing subcommittee, the subcommittee itself must have a GSR submit a motion to do so. The motion must be seconded and taken to the groups for their conscience on the question. The motion is then brought up as new business at the next

JASC meeting. The motion to deactivate must be approved by a two-thirds majority of the voting quorum. The subcommittee would then be considered inactive.

Section 20: Special Session of the JASC

To hold a special session of the JASC, a petition is submitted to the JASC chair. Due cause shall be determined by the JASC chair. The chair will contact the GSRs explaining the petition and conduct a vote of which two-thirds approval is needed to hold a special session. The chair will set the location, date and time that is reasonable and prudent.

Section 21: Disruptive Behaviour

1. At JASC:

In the event of violence, verbal threats or other behaviour during the course of the JASC meeting that seriously threatens the respect and safety of the JASC members, the chair may choose to adjourn the JASC meeting. The GSRs may override this decision by a two-thirds majority vote if a GSR objects to the decision.

The office bearers and other concerned GSR's (excluding the disruptive member, should the offender be a GSR) will meet as soon as possible to decide a course of action to:

- a. Remedy the situation that caused the disruption.
- b. Decide if a special meeting of the JASC should be held to complete business not done because of the disruption.
- c. Seek to mediate in the conflict between the groups or individuals of NA

2. JASC recommendation to Groups in respect of Disruptive behaviour:

In the event of violence, verbal threats or other behaviour during the course of a group meeting (including during breaks), that seriously threatens the respect and safety of the NA members, the chair may choose to adjourn the NA meeting.

- a. It is suggested that the Chair and the GSR (or any two service position holders at the meeting deemed most capable) remedy the situation that caused the disruption. The following procedure is recommended:
 - i. If the disruptive element is a visitor they should be asked to leave the meeting immediately.
 - ii. If the disruptive element is a member they should be reminded of tradition 1 and tradition 4 in their most simple and singular meaning. IE: That our common welfare comes first and that personal recovery depends on NA unity and that each group is autonomous.
 - iii. If the disruptive behaviour persists the disruptive element should be asked to leave the meeting and warned that further disruptive behaviour may result in their being banned from the groups meeting.

- iv. Such banning is a serious consequence and should therefore be decided only by group conscience.
- v. In order to ensure that a disruptive member is not affecting NA as a whole JASC should be informed of incidents where it has been necessary to follow this procedure.
- vi. Should the meeting's own efforts prove ineffective, the GSR may call upon the Administrative Sub-committee for assistance.
- vii. As a last resort the services of the SAPS should be called upon to remove a disruptive member from a meeting.

Note:

Only an NA group has the authority to ban a member from a meeting. The member banned from a particular meeting remains a member of NA and can attend other meetings.

Section 22: Provision of testimonials to members by ASC

ASC cannot take a position on this issue and accordingly will not provide testimonials to members under any circumstances. It is recommended that members address the issue of testimonials with their sponsors.

Section 23: Fund Flow and Fiscal Policy

The intent of this "Fund Flow and Fiscal Policy" is to facilitate the spiritual obligation of funding all recognized levels of NA service by the Seventh Tradition of the NA groups. It also serves to guide the JASC in the handling of funds other than direct donations from the NA groups it serves.

With the guidelines in the "Guide to Local Service" and the pamphlet entitled "Self Support, Principle and Practice" in mind, the Johannesburg ASC proposes the following to facilitate these concepts of fund flow within the Johannesburg Area:

The policy is divided into the following categories:

1. Donations from the NA Groups

The JASC will serve as the collection and distribution point for Seventh Tradition donations to recognized levels of service on behalf of the NA groups it serves.

This means that the donation of an NA group to the JASC will first be divided and then distributed to the area, regional and world levels of service. The “formula” for this division will be as follows:

- a. Seventy five percent will be retained by the Johannesburg Area Service Committee.
- b. Twenty percent will be passed on to the SA Regional Service Committee.
- c. Five percent will be passed on to the World Services.

The JASC treasurer will collect, report and distribute Seventh Tradition funds received from the NA groups of the area at each JASC meeting

2. Profits from Literature sales

The profit from Literature sales is intended for the re-supply of literature for the groups in the Area, recouping the costs of shipping and administrative costs associated with literature sales in support of groups and the sub-committees in fulfilling our primary purpose.

3. Profits from Area Activities

Activities that generate funds greater than expended will be retained by JASC for its use to continue its support of the NA groups. Fund raising activities for specific purposes (as sanctioned by the JASC) should be separate from the JASC resources when considering available funding for Area activities or projects.

4. Profits from the Johannesburg Area Conventions

5. Insufficient Funding

If the JASC determines that there is profound lack of sufficient funding to continue basic services, then efforts at cost cutting and direct fund raising will be the preferred solution. (Basic services are those services essential for carrying the message such as the phonenumber, literature sales, basic H&I and PI activities, or fellowship services such as RCM participation at regional meetings or GSR workshops). The JASC should not look to the Seventh Tradition that is distributed on behalf of the groups to make up shortfalls of funding. It must be remembered that the intent to collect and distribute Seventh Tradition funds is to afford the group the convenience and accountability for funding all levels of service from the group.

6. Excess Funding

At times, it may appear that there is an excess of funds over and above the proposed yearly budget for the JASC. Careful planning will determine if there are truly excess funds and that it is a spiritual necessity to add these funds to the groups’ donations to other levels of NA service. A projection of activities and fellowship needs should be used in determining this question, based on the annual budgets.

7. JASC financial support of groups

Based on our interpretation of our being fully self-supporting, no financial support will be given to new meetings by JASC (beyond the provision of starter packs as described in

these articles.) Short-term financial support will be considered for established meetings on a case- by-case basis. To ensure clarity: JASC will provide new groups with Literature starter packs and will provide the groups first literature (The Basic Text, JFT, It Works How and Why and the Step Working Guide) on consignment. No other financial assistance will be provided to groups established for less than six months.

Requests for financial assistance from groups which have been established for more than six months will be considered by JASC, as a part of their normal business, on the merits of the appeal.

Note:

The issue of financial support to existing meetings was discussed in May 2006 having been raised by a number of members (particularly re the Boksburg meeting.)

Our policy currently excludes any financial assistance to meetings under 6 months old with a proviso that the needs of meetings over 6 months old are considered on their merits. According to our traditions, financial support should never be given to NA meetings. The committee resolved that a determination needs to be made of what constitutes an outreach meeting and what constitutes a regular NA meeting. It was decided to refer this determination to Region as Region is currently considering the definition of outreach meetings and has an annual budget which includes an allocation for outreach.

8. Literature

- a. The price that Groups are charged for literature is calculated as follows:
 - i. The wholesale price charged by the supplier. When literature is imported this price will be converted to Rands at the current commercial bank foreign exchange rate. For purposes of calculation any additional forex charges incurred will be included in the calculation, plus
 - ii. Any taxes or duties levied on literature, plus
 - iii. All costs associated with the transport of literature to Johannesburg
 - iv. The calculation must include any discounts on the literature order.
 - v. Any further adjustments to the prices for literature as calculated as per the above will be based on the need to ensure sustainability by covering any administrative or unforeseen expenses. The adjustments will also be done in such away so as to ensure that the prices charged for primary purpose

literature¹, particularly the Blue Book, are kept as low as possible. Any adjustments to the price shall be calculated by the literature sub-committee and approved by ASC.

- b. Groups and Sub-committees will be charged prices as per the above calculations.
- c. The prices charged for literature by the Literature Subcommittee will be reviewed and approved by ASC on a quarterly basis.
- d. In terms of Section XV, 2c, the value of the stock held by the literature sub-committee shall be calculated on the basis of the current replacement value (ie. the price as calculated above, excluding any mark-ups).

9. Literature starter packs:

The literature committee will decide on the precise makeup of the pack/starter kit to the maximum value of R250 at cost.

The starter pack will include:

- Group Reading (preambles)
- Information pamphlets (IPs)
- The Group Booklet
- Group treasurers workbook Introduction guide to NA , Wallet cards
- Meeting lists
- Key rings: Newcomer, 30 and 60 days
- It was felt that (at a cost of over R40) The Guide to Local Services would be better provided to new GSRs at ASC.

In addition the policy committee recommends that:

Given that we now have a proper accounting system to manage Literature sales; a full set of all literature (blue book , green and gold, step working guide , Just for Today and Sponsorship) be given on consignment, properly documented on the accounting system. This Literature is intended for sale by the meeting and is not to be loaned to members. The meeting will pay for and replace literature sold and will purchase literature their own stock as soon as they have the funds to do so.

Section 24: NA Johannesburg office

1. Keyholders

¹ **Primary purpose literature is defined as:** Basic Text; It Works, How and Why; Step Working Guide; Just for Today; Sponsorship. All CD Roms. All booklets, service guides and service workbooks, all IPs, group readings, key tags, chips and wallet cards.

Other literature is defined as: Pocket size Blue Book and all gift editions and other special books and journals. Literature racks, mugs, medallions and posters.

2. Only the Literature Committee Chairperson, Chairperson of SJASC and the RCM will hold keys for the office.
3. The landlord, currently St Johns Church Benmore, will hold a set of keys.
4. The Regional Committee Member will hold a spare set of keys to provide special access.
5. The RCM will maintain a list of keyholders.

Note on the Website policy:

The Website committee's completed draft of the website policy is currently in circulation for review by RSC. The completed draft will be considered by the policy committee prior to submission to JASC (and WCASC, KZNASC and RSC) when the review is complete. This for inclusion, after approval, in the Policy and Guidelines.

-- ENDS --