



Narcotics Anonymous

Western Cape ASC

**POLICY
AND
PROCEDURES**

Contents

1. <u>Service Motivations:</u>	5
A Vision for NA Service:	5
Service Prayer:	5
Unity Invocation:	6
A Guiding Principle:	6
2. <u>Policy and Procedures:</u>	7
Purpose:	7
Changes:	7
History:	7
3. <u>Western Cape Area Service Committee of Narcotics Anonymous: (WCASC)</u>	9
Name:	9
Purpose:	9
Function:	9
Composition:	10
Membership:	10
Attendance:	10
Meeting Decorum and Schedule:	11
References:	11
4. <u>WCASC Service Body:</u>	12
Group Service Representatives (GSR's):	12
WCASC Elected Trusted Servants:	12
Administrative Office Bearers:	13
Chairperson:	13
Vice Chairperson:	14
Secretary:	14

Alternate Secretary:	15
Treasurer:	16
Alternate Treasurer:	17
Regional Committee Members:	18
RCM:	18
Alternate RCM:	19
Ad-Hoc Trusted Servants:	19
WCASC Subcommittee and Ad-Hoc Subcommittee Chairs:	20
WCASC Elected Subcommittee Treasurers:	21
WCASC Non-Administrative Officer Bearers:	24
Tea Person:	24
5. <u>Subcommittees:</u>	25
General:	25
Phone Line service (Helpline):	25
Hospitals and Institutions (H&I):	25
Public Relations (PR):	26
Events:	26
Fellowship Development (FD):	26
Literature:	27
Website:	27
Ad-Hoc Subcommittees:	28
Regional Convention Committee:	28
6. <u>Voting:</u>	29
Definition:	39
Attendance Registration:	29
Eligibility:	29
Quorum:	30

Voting Process:	30
Types of Vote:	31
Abstentions:	31
Region Voting:	31
7. <u>Appointing WCASC Trusted Servants:</u>	32
Appointment term:	32
The Nomination Process:	32
Resignations:	33
Impeachment:	34
SA Region Appointments:	35
8. <u>Motions:</u>	36
Definition:	36
Motion Procedure:	36
9. <u>Financial Policy:</u>	37
Safeguarding WCASC Funds and Property:	37
Prudent Reserve:	37
Literature Stock Management, Purchasing and Pricing:	38
WCNA Groups, WCNA Members & Third Party Literature Ordering:	39
Subcommittee Literature Orders:	39
Budgets:	39
Event & Subcommittee Income:	41
Event & Subcommittee Budget Expenses:	41
Unbudgeted Disbursements:	44
Emergency Disbursements:	44
3rd Party Services:	44
10. <u>Miscellaneous:</u>	45

Interface:	45
WCASC Area Inventory and Planning:	45
WCASC Area Assembly:	46
Social Media:	46
Breach of WCASC Policy and Procedures or NA Traditions:	46
Requests for Clarity:	47
NA Intellectual Property:	47
11. <u>Glossary and Abbreviations:</u>	48
12. <u>Ancillary Documents</u>	51

1. Service Motivations:

Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, Groups and service committees, we are not, and should never be, in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned painfully that internal strife cripples our fellowship and prevents us from providing the services necessary for growth. *(NA Basic Text 6th Edition. Introduction, p.xxvi)*

1.1. A Vision for NA Service:

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of our Groups. Upon this common ground we stand committed.

Our vision is that one day:

- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life.
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfilment through service.
- NA service bodies worldwide work together in a spirit of unity and cooperation to support the Groups in carrying our message of recovery.
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.
- Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.

1.2. Service Prayer:

“God, grant us the knowledge that we may work according to your divine precepts. Instil in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness, that this truly be your work, not ours, in order that no addict anywhere need die from the horrors of addiction.”

1.3. Unity Invocation:

“We contribute to unity in our meetings by exercising loving care in the way we speak and the way we treat one another.”

(It Works How and Why. Tradition 1. p.131-132)

1.4. A Guiding Principle:

Area committees exist primarily to help make NA Groups more effective in carrying the recovery message to the still-suffering addict. Area committee services either: attract addicts to meeting, provide materials for use in meetings, conduct activities designed to strengthen meetings, or perform the administrative functions necessary to do these things. When caught in a conflict for which there seems to be no resolution, an area committee can stop, call for a moment of silence, and ask itself, “What does this discussion have to do with carrying the message?”

([A Guide to Local Services in Narcotics Anonymous](#) p.58)

2. Policy and Procedures:

2.1. Purpose:

- 2.1.1. The purpose of this policy is to define the function, role and responsibilities of the Western Cape Area Service Committee (WCASC), the membership in the WCASC and the decision-making processes within the WCASC.
- 2.1.2. The Policies and Procedures within this document are intended to assist the WCASC in conducting their Groups NA business fairly, responsibly and efficiently and to ensure that WCASC is accountable to the Western Cape NA Groups that it serves.
- 2.1.3. These policies and procedures are by no means comprehensive and ought to be regarded as a work in progress that may need ongoing amendment and modification as the needs of WCASC and the WC NA Groups evolve and change.

2.2. Changes:

- 2.2.1. All changes to WCASC Policy must be proposed by means of a formal written motion (*see 8: Motions.*) and require a 2/3 majority vote. (*see: 6.5.8.*)
- 2.2.2. The WCASC Secretary will notify the WCASC Vice Chair of any submitted motion forms relating to policy changes.
- 2.2.3. A [Policy Log](#) on the WCASC drive, that includes all motion forms submitted to WCASC, will be maintained by the WCASC Vice chair.
- 2.2.4. The WCASC Vice Chair will update any changes to WCASC Policies and Procedures that have been voted in at WCASC.
- 2.2.5. All additions, deletions, changes or amendments to WCASC Policies and Procedures must be recorded accurately, dated (amended, month, year) and archived on the WCASC drive by the WCASC Vice Chair.

2.3. History:

DATE	ACTION
July 2 ND 2016	An Ad-Hoc Policy Review Committee was appointed by the WCASC Chair for the purpose of reviewing, updating and amending the current WCASC Policy.
Jan 2017	The revised WCASC Policy was handed to Administrative Office bearers for perusal.
Jan & Feb 2017	Administrative Office bearers and the Ad-Hoc Policy Review committee met to clarify policy points and make amendments.
March 18 th 2017	A policy workshop was held at St Agnes to discuss the revised WCASC policy with the WC NA fellowship.
April 6 th 2017	A motion was proposed at WCASC to replace the previous WCASC policy with the revised WCASC policy. The motion went back to the WC NA Groups for voting.
May 5 th 2017	The motion was passed with a $\frac{2}{3}$ majority with quorum.
June 6 th 2020	An Ad-Hoc Policy Review committee was appointed by WCASC Chair for the purpose of reviewing, updating and amending the current WCASC Policy in line with previous policy logs and current fellowship requirements.
February 6 th 2021	Summary of Policy review process undertaken presented to Area Assembly.
March 13 th 2021	Policy workshop to review revised Policy.
April 9 th 2021	Revised Policy vote at WCASC for adoption by $\frac{2}{3}$ vote.

3. Western Cape Area Service Committee of Narcotics Anonymous: (WCASC)

3.1. Name:

- 3.1.1. This Area Service Committee is named the: Western Cape Area Service Committee of Narcotics Anonymous. (WCASC)

3.2. Purpose:

- 3.2.1. The Western Cape NA Groups are local, informal associations of recovering addicts. They are the foundation of the NA service structure. Groups are formed for the primary purpose of carrying the NA message of recovery, and all their activities should reflect that purpose. Conducting Narcotics Anonymous meetings is the primary activity of an NA Group.
(Adapted from: [A Guide to Local Services in Narcotics Anonymous](#) p.viii)
Note: Refer to Glossary for definitions of a NA Group: 11.4 and a NA Meeting: 11.5.
- 3.2.2. The WCASC is a service committee that has been created by the Western Cape Narcotics Anonymous Groups in accordance with Tradition 9.
- 3.2.3. The Western Cape NA Groups delegate to the WCASC service structure the responsibility for the fulfilment of NA services in the Western Cape Area. Group service representatives (GSRs) are elected by the WC NA groups to participate on their behalf in the WCASC.
(Adapted from: [A Guide to Local Services in Narcotics Anonymous](#) p.vii)
- 3.2.4. The WCASC is not an authoritative power and is directly responsible to the Western Cape NA Groups that it serves.

3.3. Function:

- 3.3.1. To serve the Western Cape NA Groups by providing a certain degree of organization to manpower and resources by carrying the message of recovery through its various Subcommittee services, the complexity of which could easily divert the Western Cape NA Groups from the week-in, week-out task of conducting Narcotics Anonymous meetings for their members. (Adapted from [A Guide to Local Services in Narcotics Anonymous](#) p.45)
- 3.3.2. To provide direct support and NA services to the Western Cape NA Groups that they may be more effective in carrying the recovery message to the still-suffering addict.
- 3.3.3. To contribute to the growth of Narcotics Anonymous as a whole, by providing representation and support to the Narcotics Anonymous South African Region Service Committee (NASARSC) and Narcotics Anonymous World Services (NAWS).

3.4. Composition:

- 3.4.1. Western Cape NA Groups are represented at WCASC by their elected Group Service Representatives. (GSR's) *(see: 4.1.)*
- 3.4.2. The WCASC elects its own Trusted Servants: *(see: 11.1 ASC & 6. Voting)*
 - 3.4.2.1. WCASC Elected Trusted servants are:
 - 3.4.2.1.1. Administrative Office Bearers. *(see: 4.3.)*
 - 3.4.2.1.2. Regional Committee members. (RCM & Alternate RCM) *(see: 4.4.)*
 - 3.4.2.1.3. Ad-Hoc Trusted Servants. *(see: 4.5.)*
 - 3.4.2.1.4. Subcommittee Chairs & Ad-Hoc Subcommittee Chairs. *(see: 4.6.)*
 - 3.4.2.1.5. WCASC elected Subcommittee Treasurers. *(see: 4.7.)*
 - 3.4.2.1.6. Non-Administrative Office Bearers (Tea Person) *(see: 4.8.)*
- 3.4.3. WCASC may appoint Special Workers as required.
- 3.4.4. All WCASC Trusted Servant email addresses can be found on the [WCASC Website](#)

3.5. Membership:

- 3.5.1. Any Western Cape NA Group may join the Western Cape Area Service Committee by registering their Group with the Secretary via an on-line [WCASC Group Registration form](#)
- 3.5.2. Any Western Cape Group of Narcotics Anonymous may actively participate in the WCASC by sending an elected Group Service Representative to the monthly WCASC meeting.
- 3.5.3. It is the Groups responsibility to ensure that their meeting details are added to or updated on the WCASC NA Meeting Directory by way of an on-line [WCASC Group Update form](#).
- 3.5.4. All WCASC NA meetings are open to any NA member or WCASC appointed special workers.

3.6. Attendance:

- 3.6.1. Any Western Cape Group of Narcotics Anonymous may actively participate in the WCASC by sending an elected Group Service Representative to the monthly WCASC meeting.
- 3.6.2. Groups that are more than 50km from Cape Town are considered 'outlying' NA Groups.
- 3.6.3. Outlying NA Groups may register attendance at WCASC by completing the online [WCASC Group Attendance form](#) and submitting any votes no later than mid-day on the day of the WCASC meeting.
- 3.6.4. NA Groups that are eligible to vote but cannot attend on the night, may register their votes at WCASC by submitting their votes to the WCASC Secretary no later than mid-day on the day of the WCASC meeting.
- 3.6.5. All elected trusted Servants (see 3.4.2) are expected to attend WCASC.
- 3.6.6. The WCASC Elected subcommittee Treasurers are not required to attend WCASC but may be requested to do so for the purpose of clarifying their monthly sub-report, submitting budget proposals or signing off on an event or project.

3.7. Meeting Decorum and Schedule:

- 3.7.1. WCASC convenes at regular monthly meetings on the 1st Friday of each month, unless otherwise agreed by a majority vote of quorum.
- 3.7.2. WCASC will meet annually in September/ October for the purpose of conducting a WCASC Inventory Day. (see: 10.2.)
- 3.7.3. WCASC will meet annually on the first Saturday of February for the purpose of holding a WCASC Area Assembly. (see: 10.3.)
- 3.7.4. The [WCASC Agenda](#) for the meetings is created by the WCASC Chair each month to a standard format.
- 3.7.5. In order to speak at WCASC it is necessary to attract the attention of the WCASC Chair or WCASC Vice Chair with a raise of the hand.
- 3.7.6. The WCASC Chair or WCASC Vice Chair will acknowledge the request and invite the member to speak in turn.
- 3.7.7. When speaking, all comments should be directed to the WCASC Chair or WCASC Vice Chair.

3.8. References:

- 3.8.1. The WCASC will refer to the following documents for guidance in all of its business:
 - 3.8.1.1. The [Twelve Traditions of Narcotics Anonymous](#).
 - 3.8.1.2. The [Twelve Concepts for NA Service](#).
 - 3.8.1.3. [A Guide to Local Services in Narcotics Anonymous](#)
 - 3.8.1.4. The current editions of all NA [Service Handbooks](#); the [Treasurer's Handbook \(Revised\)](#); and NA [Service Pamphlets](#).
 - 3.8.1.5. All [NA World Service Bulletins](#)
 - 3.8.1.6. The current Western Cape Area Service Committee Policy and Procedures

4. WCASC Service Body:

4.1. Group Service Representatives (GSR's):

- 4.1.1. WC NA Groups elect a GSR to represent their Group at WCASC. (see: 11.2. GSR)
- 4.1.2. WCASC provides a GSR orientation before each WCASC. (see: 11.3. & [WC GSR Welcome IP.](#))
- 4.1.3. A GSR may not serve or represent another NA Group at WCASC nor can a GSR serve simultaneously as a GSR and as an Elected Trusted Servant at WCASC.
- 4.1.4. A GSR must register on the WCASC Mailing List [WCASC GSR Registration form](#) to receive the WCASC weekly Announcements Bulletin and the monthly Media Pack. (see: 11.6.)
- 4.1.5. GSR's either attend the Annual Regional Assembly held at the SA Regional Convention of NA or they submit a report / vote to the RCM on behalf of their WCNA Groups.

4.2. WCASC Elected Trusted Servants:

All NA members who are voted into office at WCASC to serve WCASC. (see: 3.4.2.1)

4.2.1. Guideline Qualifications:

- 4.2.1.1. The willingness and desire to serve Narcotics Anonymous. Elected trusted servants must be able to commit themselves, and their time and their resources to the responsibilities and requirements necessary to fulfilling the service position.
- 4.2.1.2. Be Abstinent from all drugs and DRT's, (see: [NA World Services Bulletin #29](#))
- 4.2.1.3. Have the willingness to be accountable to WCASC and the WC NA Groups
- 4.2.1.4. Have the willingness to apply the 12 Traditions and 12 Concepts in their service work and refer to the NA service reference materials listed in 3.9 when necessary.
- 4.2.1.5. Have an understanding of the NA service structure and prior service experience at Group level.
- 4.2.1.6. Have a NA Sponsor, NA Home Group and be working the NA 12 steps.
- 4.2.1.7. Access to a telephone and the internet are essential.

4.2.2. General Responsibilities:

- 4.2.2.1 Elected WCASC Trusted Servants are required to understand and adhere to this WCASC Policy and Procedures document and understand and sign the [WCASC Safeguarding NA Funds and Property](#) document.
- 4.2.2.2 Elected WCASC Trusted Servants are expected to work together in unity so that WCASC may effectively carry the message of recovery to those who need to hear it.
- 4.2.2.3 Elected WCASC Trusted servants are encouraged to attend and support all WCASC functions and activities.
- 4.2.2.4 WCASC Trusted Servants may not hold nor represent two service positions simultaneously at WCASC nor can they serve simultaneously as a GSR at WCASC.
- 4.2.2.5 In certain circumstances, WCASC Trusted Servants may succeed themselves in Office for no more than one term. (see: 7.2.19.)

4.3 Administrative Office Bearers:

4.3.1 Chairperson:

4.3.1.1 The guideline qualifications are:

- 4.3.2.1.1 A suggested three years of abstinence from all drugs including DRT's.
- 4.3.2.1.2 Active for at least one year in the NA service structure.
- 4.3.2.1.3 Previous ASC service experience. (preferably as WCASC Vice Chair)
- 4.3.2.1.4 Leadership ability.
- 4.3.2.1.5 Communication skills and ability to organise.
- 4.3.2.1.6 A firm hand, a calm spirit, and a clear mind.

[A Guide to Local Services in Narcotics Anonymous](#) p. 48

4.3.2.2 The responsibilities are:

- 4.3.2.2.1 A service commitment of one year.
- 4.3.2.2.2 Preside over all meetings of the WCASC.
- 4.3.2.2.3 Maintain order and focus of committee proceedings.
- 4.3.2.2.4 Performs such duties as may be required to facilitate WCASC proceedings.
- 4.3.2.2.5 Rule on points of order.
- 4.3.2.2.6 Be fair and impartial as the mediator of WCASC business.
- 4.3.2.2.7 Protect the committee proceedings from frivolous motions.
- 4.3.2.2.8 Foster good relations with other South African NA Areas and the South African Regional Service Committee of NA.
- 4.3.2.2.9 Serve as one of the signing officers of the WCASC bank account/s.
- 4.3.2.2.10 **Authorise Payments and Mandate Changes made by Treasurer on WCASC Bank Account**
- 4.3.2.2.11 Submit a monthly report of activities and business conducted via the automated form: [WCASC Office Bearers Monthly Report](#)
- 4.3.2.2.12 Formulate an agenda for each WCASC meeting.
- 4.3.2.2.13 Approve the content of the Media Pack before distribution.
- 4.3.2.2.14 Vote on any WCASC administrative business when to do so would break a tie.
- 4.3.2.2.15 Appoints Ad-Hoc Subcommittees as may be required by WCASC.
- 4.3.2.2.16 Prepare and submit an annual report and plan for the coming year at Area Assembly
- 4.3.2.2.17 Assist in coordinating the preparation of the annual Area Assembly Subcommittee reports, plans and budgets. *(see 10.3.1.; 9.4.5 & 9.4.7.)*

4.3.2 Vice Chairperson:

4.3.2.3 The guideline qualifications are:

- 4.3.2.3.1 A suggested two years of abstinence from all drugs including DRT's.
- 4.3.2.3.2 At least 1 year of NA Subcommittee service.
- 4.3.2.3.3 Previous ASC service experience.
- 4.3.2.3.4 Leadership ability.
- 4.3.2.3.5 Communication skills and ability to organise.
- 4.3.2.3.6 Be ready and willing to become Chair.

4.3.2.4 The responsibilities are:

- 4.3.2.4.1 A service commitment of two years. (One year as Vice Chair and one year as Chair)
- 4.3.2.4.2 To convene and Chair the WCASC Interface meeting and report back to WCASC.
- 4.3.2.4.3 To keep in regular touch with the Chairs of each Subcommittee attending the Subcommittee meetings whenever possible and to be informed of their projects and challenges.
- 4.3.2.4.4 Facilitate resolution of disputes between Subcommittees.
- 4.3.2.4.5 Perform the duties of the Chair if the Chair is unavailable.
- 4.3.2.4.6 **Authorise Payments and Mandate Changes made by Treasurer on WCASC Bank Account if WCASC Chair is not available (Motion Feb 2023)**
- 4.3.2.4.7 Support the Chair in maintaining order during WCASC Committee meetings.
- 4.3.2.4.8 Submit a monthly written report pertaining to Vice Chair responsibilities, via the automated form [WCASC Office Bearers Monthly Report](#)
- 4.3.2.4.9 Has such powers and performs such duties as may be required to facilitate the WCASC proceedings.
- 4.3.2.4.10 Refer WCASC business proceedings to WCASC policy; maintain the [Policy Log](#) and update the WCASC policy.
- 4.3.2.4.11 Assists the RCM in co-ordinating an annual [WCASC Area Inventory & Planning](#) day.
- 4.3.2.4.12 **Assist the RCM in coordinating an annual WCASC Area Service Workshop. (Motion March 2022)**
- 4.3.2.4.13 Assist in coordinating the preparation of the annual Area Assembly Subcommittee reports, plans and budgets. (see 10.3.1.; 9.4.5 & 9.4.7.)

4.3.3 Secretary:

4.3.3.1 The guideline qualifications are:

- 4.2.2.1.1 A suggested two years of abstinence from all drugs including DRT's.
- 4.2.2.1.2 Active for at least one year in the NA service structure. (preferably as Alt Secretary)
- 4.2.2.1.3 Communication skills and ability to organise.
- 4.2.2.1.4 Computer literate, with a working knowledge of Word, Excel and cloud Drive.

4.2.2.2 The responsibilities are:

- 4.2.2.2.1 A service commitment of one year.
- 4.2.2.2.2 Taking minutes at WCASC and sending them to the Chair for approval no later than Interface.
- 4.2.2.2.3 Calculate Quorum at WCASC meetings (*see: 6.4 Quorum*) and announce the Quorum status when asked by the Chair.
- 4.2.2.2.4 Receive and table:
 - 4.2.2.2.4.1 Apologies.
 - 4.2.2.2.4.2 Outlying area meetings attendance.
 - 4.2.2.2.4.3 emailed votes.
- 4.2.2.2.5 Receive all motions and refer them to the WCASC Chair and Vice Chair.
- 4.2.2.2.6 Receive all service CV's and upload them to the voting folder for the upcoming WCASC meeting.
- 4.2.2.2.7 Receive and update Group announcements for the weekly WCASC Distribution list.
- 4.2.2.2.8 Publish the Media Pack with the Chair's approval - no later than 15:00pm on Thursday the week before ASC. (This is to ensure that all Groups have a chance to be informed and discuss relevant issues for feedback at WCASC)
- 4.2.2.2.9 Ensure that the Media packs, WCASC minutes, [Policy Log](#) and any other relevant documents are archived on the WCASC Shared Drive.

4.3.4 Alternate Secretary:

4.3.4.1 The guideline qualifications are:

- 4.2.2.2.10 A suggested one year of abstinence from all drugs including DRT's.
- 4.2.2.2.11 Active for at least six months in the NA service structure.
- 4.2.2.2.12 Communication skills and ability to organise.
- 4.2.2.2.13 Computer literate

4.2.2.3 The responsibilities are:

- 4.2.2.3.1 A service commitment of two years. (One year as Alternate Secretary and one year as Secretary)
- 4.2.2.3.2 To assist the Secretary in fulfilling their responsibilities.
- 4.2.2.3.3 Manage the WCASC Attendance Register.
- 4.2.2.3.4 Recording the attendance of GSRs at each WCASC meeting and maintaining the attendance register.
- 4.2.2.3.5 Attends Interface and records all actions arising from the Interface meeting and saves them to the folder in the WCASC shared drive.
- 4.2.2.3.6 Manage and update new GSR and newly elected Trusted Servants contact details and add their telephone numbers to the WCASC Alerts Group.

4.3.5 Treasurer:

4.3.5.1. The guideline qualifications are:

- 4.3.5.1.1. A suggested three years of abstinence from all drugs including DRT's.
- 4.3.5.1.2. Active for at least 2 years in the NA service structure including Group Treasurers experience.
- 4.3.5.1.3. Previous ASC service experience. (preferably as Alternate Treasurer)
- 4.3.5.1.4. Leadership ability.
- 4.3.5.1.5. Communication skills and an ability to organise.
- 4.3.5.1.6. Accounting or book-keeping experience and the ability to create and maintain accurate records.
- 4.3.5.1.7. Must be financially stable and have a secure and legitimate income.

4.3.5.2. The responsibilities are:

- 4.3.5.2.1. A service commitment of one year.
- 4.3.5.2.2. Ensure that all newly elected WCASC Trusted Servants read and sign the [WCASC Safeguarding NA Funds and Property](#) document and archive the signed documents on the WCASC Treasurers drive.
- 4.3.5.2.3. Take responsibility for all WCASC financial transactions.
- 4.3.5.2.4. Load and Co-sign WCASC bank account payments.
- 4.3.5.2.5. Accurately account for all monies received to WCASC.
- 4.3.5.2.6. Dispense funds as per the conscience of the WCASC and accurately account for all monies disbursed on behalf of WCASC.
- 4.3.5.2.7. Ensure that all accounts are paid timeously.
- 4.3.5.2.8. Authorise, dispense and reconcile all Subcommittee expenditure. (see 9.6 Event & Subcommittee Budget Expenses)
- 4.3.5.2.9. Prepare for inclusion into the monthly Media pack for presentation at the monthly WCASC meeting:
 - 4.3.5.2.9.1. A written monthly WCASC Treasurer's report via the automated form: [WCASC Office Bearers Monthly Report](#)
 - 4.3.5.2.9.2. A financial report vs budget (from ASC to ASC) including expenses, current assets and liabilities, Prudent Reserve position and literature stock value in hand.
 - 4.3.5.2.9.3. Detailed monthly cash flow statement.
 - 4.3.5.2.9.4. Treasury year to date financial overview spreadsheet.
 - 4.3.5.2.9.5. Accounting software monthly Management pack.
 - 4.3.5.2.9.6. Group 7th traditions contributions spreadsheet.
 - 4.3.5.2.9.7. A completed [WCASC Budget Expense & Income form](#) following an event.
- 4.3.5.2.10. Oversee and manage the annual WCASC budgeting process. (see: 9.4: Budgets)
- 4.3.5.2.11. Review the budgets quarterly.
- 4.3.5.2.12. Liaise with the Literature Subcommittee regarding NA Literature purchases.
- 4.3.5.2.13. Oversee a quarterly stock take of NA literature stock in hand.
- 4.3.5.2.14. Manage the customs clearance instructions and documentation for imported NAWS NA literature.
- 4.3.5.2.15. Manage the forex payment to NAWS for literature purchases.

- 4.3.5.2.16. Propose any changes of literature prices to WCASC for approval.
- 4.3.5.2.17. Prepare and present a set of annual financial statements for the SA NA Region Auditor and include in the April Media Pack.
- 4.3.5.2.18. Give training to Subcommittee Treasurers in WCASC accounting processes and procedures for managing Subcommittee expenditure and assets. *(see: 9.5.) Event and Subcommittee Income & 9.6. Event and Subcommittee Budget expenses.*
- 4.3.5.2.19. Give training to the Alternate Treasurer or the incoming Treasurer on managing WCASC bank accounts, treasury spreadsheets and records and use of the accounting software.
- 4.3.5.2.20. If unable to attend WCASC then the Treasurer must brief the Alternate Treasurer so that the Treasurer's report can be accurately presented at WCASC.

4.3.6 Alternate Treasurer:

4.3.6.1 The guideline qualifications are:

- 4.3.6.1.1 A suggested two years of abstinence from all drugs including DRT's.
- 4.3.6.1.2 Active for at least 1 year in the NA service structure including experience as Group Treasurer.
- 4.3.6.1.3 Leadership ability.
- 4.3.6.1.4 Communication skills and an ability to organise.
- 4.3.6.1.5 Accounting or book-keeping experience and the ability to create and maintain accurate records.
- 4.3.6.1.6 Must be financially stable and have a secure and legitimate income.

4.3.6.2 The responsibilities are:

- 4.3.6.2.1 A service commitment of two years (One year as Alternate Treasurer and one year as Treasurer)
- 4.3.6.2.2 Assist the Treasurer in all of their responsibilities.
- 4.3.6.2.3 *Load and Co-sign WCASC Bank account payments (Motion Feb 2023)*
- 4.3.6.2.4 Collect, disburse and keep records of the WCASC tea monies collected.
- 4.3.6.2.5 Receive the monthly Literature sales order reconciliation from the Literature Treasurer.
- 4.3.6.2.6 Receive the quarterly Literature stocktake records and update the Literature stocktake spreadsheet.
- 4.3.6.2.7 To receive training from the Treasurer on managing WCASC accounts and use of the accounting software.
- 4.3.6.2.8 To receive training in all the accounting processes and procedures for the Subcommittees and WCASC. *see: 9.5. Event and Subcommittee Income & 9.6. Event and Subcommittee Budget expenses*
- 4.3.6.2.9 Stand in at WCASC in the Treasurer's absence & submit the Treasurer's report.

4.4 Regional Committee Members:

4.4.1 RCM:

4.4.1.1 Guideline Qualifications:

- 4.4.1.1.1 At least three years of abstinence from all drugs including DRT's.
- 4.4.1.1.2 At least one-year previous service at WCASC. (Preferably as Alternate RCM)

4.4.1.2 The responsibilities are:

- 4.4.1.2.1 A service commitment of one year.
- 4.4.1.2.2 Attend all WCASC meetings, Interface and WCASC functions.
- 4.4.1.2.3 In the absence of the WCASC Vice Chair, the RCM will convene and Chair the Interface meeting.
- 4.4.1.2.4 Attends all Narcotics Anonymous South African Region Service Committee (NASARSC) meetings and telephone conferences.
- 4.4.1.2.5 Attends Regional Assembly held at the South African Regional Convention of Narcotics Anonymous (SARCNA) each year.
- 4.4.1.2.6 Chairs the WCASC meeting if required.
- 4.4.1.2.7 Liaise with WCASC Vice Chair to conduct an annual [WCASC Area Inventory & Planning](#) day in September/October.
- 4.4.1.2.8 Conduct workshops as required.
- 4.4.1.2.9 Submit a monthly written report to the WCASC Media Pack of all business undertaken as WCASC RCM, including all NASARSC reports via the automated form [WCASC Office Bearers Monthly Report](#)
- 4.4.1.2.10 Submit a monthly written WCASC report to the NASARSC and include this report in the Media Pack.
- 4.4.1.2.11 Carry the mandate of WCASC to the NASARSC
- 4.4.1.2.12 Orient new GSRs to the WCASC including an introduction to WCASC Policy and Guidelines.
- 4.4.1.2.13 Train the Alternate RCM.
- 4.4.1.2.14 When the South African Regional Convention of Narcotics Anonymous is held in the Western Cape, the RCM represents WCASC by joining the Convention Committee.
- 4.4.1.2.15 [Liaise with the WCASC Vice Chair to conduct an annual WCASC Area Service Workshop. \(Motion March 2022\)](#)

4.4.2 Alternate RCM:

4.4.2.1 Guideline qualifications are:

- 4.4.2.1.1** At least two years of abstinence from all drugs including DRT's.
- 4.4.2.1.2** At least one-year previous service at the area level including GSR experience.

4.4.2.2 The responsibilities are:

- 4.4.2.2.1** A service commitment of two years. (One year as Alternate RCM and One year as RCM)
- 4.4.2.2.2** Assists the RCM in carrying out their duties.
- 4.4.2.2.3** Assumes the duties of the RCM in their absence.
- 4.4.2.2.4** Attend all WCASC meetings, Interface and WCASC functions.
- 4.4.2.2.5** The Alternate RCM will convene and Chair the Interface meeting in the absence of the WCASC Vice Chair and the RCM.
- 4.4.2.2.6** Attends all NASARSC meetings.
- 4.4.2.2.7** Assists the RCM in conducting GSR Orientation, Workshops as required, WCASC Inventory Day, Regional Assembly etc.
- 4.4.2.2.8** When the South African Regional Convention of Narcotics Anonymous is held in the Western Cape, the Alternate RCM represents WCASC by joining the Convention Committee.

4.5 Ad-Hoc Trusted Servants:

- 4.5.1** WCASC may find it necessary from time to time to appoint an Ad-Hoc Trusted servant to address a specific requirement, role or function for WCASC.
- 4.5.2** In the case of an emergency, such as literature distribution or the holding of an approved WCASC event, an Ad-Hoc Trusted servant can be appointed by the WCASC Chair to maintain the essential activity.
- 4.5.3** If the Ad-Hoc appointment is to stand in for a trusted servant role at WCASC, then the nominee must meet all the qualifications and requirements for that role.
- 4.5.4** In appointing an Ad-Hoc Trusted Servant, WCASC should clearly specify:
 - 4.5.4.1** The purpose of the appointment.
 - 4.5.4.2** The mandate of the appointment.
 - 4.5.4.3** The duration or timescale of the appointment.

4.6 WCASC Subcommittee and Ad-Hoc Subcommittee Chairs:

4.6.1 Sub Committee and Ad-Hoc Subcommittee Chairs:

4.6.1.1 The guideline qualifications are:

- 4.6.1.1.1 In addition to: *Section 4.2.1. Guideline Qualifications.*
- 4.6.1.1.2 A service commitment of one year.
- 4.6.1.1.3 Two years abstinence from all drugs including DRT's.
- 4.6.1.1.4 Previous Subcommittee experience- preferably as Subcommittee Vice Chair.

4.6.1.2 The responsibilities are:

- 4.6.1.2.1 In addition to: *Section 4.2.2. WCASC Trusted Servants: General Responsibilities.*
- 4.6.1.2.2 Become familiar with the Subcommittee's service handbook and SOP's.
- 4.6.1.2.3 Update the SOP's with new practises, procedures etc.
- 4.6.1.2.4 Convene a Subcommittee to carry out the Subcommittee's duties as mandated by the WCNA Groups through WCASC.
- 4.6.1.2.5 Be impartial as the facilitator of Subcommittee business.
- 4.6.1.2.6 Ensure that the WCASC calendar is updated with details of upcoming Subcommittee meetings, functions and events etc.
- 4.6.1.2.7 Formulate an agenda for each Subcommittee meeting.
- 4.6.1.2.8 Ensure that all agreed actions arising from each Subcommittee meeting held, are submitted via the automated [WCASC Subcommittee Meeting Minutes form](#)
- 4.6.1.2.9 Submit a monthly report to WCASC using the electronic [WCASC Subcommittee Monthly Report form](#).
- 4.6.1.2.10 Represent the Subcommittee at all WCASC meetings, Interface and WCASC Area Inventory Day or ensure WCASC Subcommittee representation if unable to attend. *Refer to: 7.3.2. and 10.1.2. & 10.1.3.*
- 4.6.1.2.11 Ensure Subcommittee representation at all WCASC Events, Workshops, etc.
- 4.6.1.2.12 Manage the Subcommittees budget where there is no WCASC elected Subcommittee Treasurer.
- 4.6.1.2.13 Ensure adherence to the procedures for Subcommittee income and expenditure detailed in *9.5. Event and Subcommittee Income & 9.6. Event and Subcommittee Budget expenses.*
- 4.6.1.2.14 Authorise all expenditure and expenses including purchases of NA Literature.
- 4.6.1.2.15 Authorise completed [WCASC Budget Expense & Income forms](#) and [WCASC Expense Claim forms](#) and submit them to the WCASC Treasurer for reconciliation.
- 4.6.1.2.16 Manage the e-wallet card for the Subcommittee expenses and reimburse Subcommittee members timeously for any 'out of pocket' expenses incurred or delegate the WCASC elected Subcommittee Treasurer to do so.
- 4.6.1.2.17 Convene a Subcommittee inventory day at least once per year.
- 4.6.1.2.18 Present Subcommittee reports, plans and budgets. for the coming year at Area Assembly in February. *(see 10.3.1.; 9.4.5 & 9.4.7.)*
- 4.6.1.2.19 Cooperate with other Subcommittees by participating in combined service events.

- 4.6.1.2.20 Utilise or create opportunities to attract new members by developing awareness of the Subcommittees function within the WC NA fellowship.
- 4.6.1.2.21 Assist with training the Vice Chair or incoming Chair and facilitate a handover of the position.

4.7 WCASC Elected Subcommittee Treasurers:

Literature Treasurer; Events Treasurer and/or Alt Events Treasurer; Hospitals and Institutions Treasurer.

4.7.1 The guideline qualifications are:

- 4.7.1.1 A suggested two years of abstinence from all drugs including DRT's.
- 4.7.1.2 Service experience, active for at least one year in the NA service structure including Group Treasurers experience.
- 4.7.1.3 Leadership ability.
- 4.7.1.4 Communication skills and an ability to organise.
- 4.7.1.5 Some book-keeping or record keeping experience and the ability to create and maintain accurate records.
- 4.7.1.6 Must be financially stable and have a secure legitimate income.

4.7.2 The responsibilities are:

- 4.7.2.1 A service commitment of one year.
- 4.7.2.2 Work closely with WCASC Treasury.
- 4.7.2.3 Manage the Subcommittee budget.
- 4.7.2.4 Ensure that all expenditure is authorised by the subcommittee Chair.
- 4.7.2.5 Understand and adhere to the accounting and reconciliation documents and processes in section *9.5. Event and Subcommittee Income & 9.6. Event and Subcommittee Budget expenses.*
- 4.7.2.6 Submit a monthly sub-report to be included with the subcommittee Chair's monthly report to WCASC.
- 4.7.2.7 Attend Interface and / or ASC if requested to do so for the purpose of clarifying the monthly sub-report, submitting budget proposals or signing off on an event or project.
- 4.7.2.8 Assist in the annual WCASC Subcommittee budgeting process. (*see 10.3.1.; 9.4.5 & 9.4.7.*)
- 4.7.2.9 Ensure that WCASC Subcommittee assets and property are safely stored.
- 4.7.2.10 Assist with training the Alternate Subcommittee Treasurer or incoming Subcommittee Treasurer and facilitate a handover of the position.

4.7.3 Literature Treasurer additional responsibilities:

- 4.7.3.1 Manage a quarterly literature stock take and provide WCASC Alternate Treasurer with the updated stock record.
- 4.7.3.2 Ensure that accurate sales and stock records are kept.
- 4.7.3.3 Submit a monthly Literature sales order reconciliation to the Alternate Treasurer within 7 days of literature order packing.
- 4.7.3.4 Oversee literature sales at Events and ensure the accurate recording of literature sales and the safety of stock and monies.
- 4.7.3.5 Submit a Literature sales reconciliation to the Alternate Treasurer within 7 days of an event where NA literature was sold.

4.7.4 Events Treasurer additional responsibilities:

- 4.7.4.1 Prepare a budget proposal for a planned event using [WCASC Budget Expense & Income form](#) for approval at WCASC. (see 9.6.2 WCASC Event Expenses)
- 4.7.4.2 Present the budget proposal to WCASC and submit the completed [WCASC Budget & Income form](#) after the event or project.
- 4.7.4.3 Manage the budget for each event that will be made available when WCASC has approved the budget at a vote.
- 4.7.4.4 Ensure that accounting procedures and practises are in place at each event for the collection of all monies that are the responsibility of the Events committee.
 - 4.7.4.4.1 This includes accurately registering and recording admissions and admission fees, sales of raffle tickets, monies raised at auctions, 7th Tradition collections, memorabilia, refreshments etc. using the [WCASC Budget & Income form](#)
- 4.7.4.5 Ensure that Subcommittee merchandise and assets are accurately recorded and safely stored.
- 4.7.4.6 Present the completed [WCASC Budget Expense & Income form](#) to WCASC at the conclusion of the event.
- 4.7.4.7 Liaise with the WCASC Events Chair, WCASC Treasury and WCASC Vice Chair on the calendar of Events for the upcoming year to be presented at Area Assembly by the Events Chair.

4.7.5 Events Alt Treasurer (Motion March 2022)

- 4.7.5.1 Prepare a budget proposal for a planned event using WCASC Budget Expense & Income form for approval at WCASC. (see 9.6.2 WCASC Event Expenses)
- 4.7.5.2 Present the budget proposal to WCASC and submit the completed WCASC Budget & Income form after the event or project.
- 4.7.5.3 Manage the budget for each event that will be made available when WCASC has approved the budget at a vote.
- 4.7.5.4 Ensure that accounting procedures and practises are in place at each event for the collection of all monies that are the responsibility of the Events committee.
 - 4.7.5.4.1 This includes accurately registering and recording admissions and admission fees, sales of raffle tickets, monies raised at auctions, 7th Tradition collections, memorabilia, refreshments etc. using the WCASC Budget & Income form
- 4.7.5.5 Ensure that Subcommittee merchandise and assets are accurately recorded and safely stored.
- 4.7.5.6 Present the completed WCASC Budget Expense & Income form to WCASC at the conclusion of the event.
- 4.7.5.7 Liaise with the WCASC Events Chair, WCASC Treasury and WCASC Vice Chair on the calendar of Events for the upcoming year to be presented at Area Assembly by the Events Chair.

4.7.6 Hospitals and Institutions Treasurer additional responsibilities:

- 4.7.6.1 Be responsible for the ordering, collection, disbursement, safety and inventory of all H&I literature stock.
- 4.7.6.2 Keep records of 'out of pocket' expense claims (see 9.6.4 WCASC Expense Claims) by subcommittee members and authorise these claims forms.
- 4.7.6.3 Submit completed WCASC Expense Claim form to the Subcommittee Chair to authorise by the end of each month.
- 4.7.6.4 Disburse repayment of out of pocket expense claims to subcommittee members.
- 4.7.6.5 Ensure that the WCASC Treasurer receives invoices and statements from 3rd party suppliers such as printers by the last day of the month.

4.8 WCASC Non-Administrative Officer Bearers:

4.8.1 Tea Person:

4.8.1.1 The guideline qualifications are:

- 4.8.1.1.1 Suggested 3 months abstinence from all drugs including DRT's.
- 4.8.1.1.2 The WCASC tea person must have sufficient funds to be able to purchase refreshments. (These will be reimbursed by the Alternate Treasurer at WCASC on production of the receipts and a completed [WCASC Expense Claim form](#)).

4.8.1.2 The responsibilities are:

- 4.8.1.2.1 A service commitment of 6 months.
- 4.8.1.2.2 Replenish tea, coffee and sugar supplies.
- 4.8.1.2.3 Buy and provide fresh milk and biscuits for the monthly WCASC meetings.
- 4.8.1.2.4 Ensure that all kettles and urns are in good working order.
- 4.8.1.2.5 Ensure there are sufficient cups, cleaning materials and other sundry items as required.
- 4.8.1.2.6 Ensure with the assistance of volunteers that the kitchen is clean, and supplies are locked away before leaving the venue.

5. Subcommittees:

5.1 General:

- 5.1.1 The WCASC may establish Subcommittees to perform specific duties on behalf of the Western Cape NA Groups.
- 5.1.2 At the inception of such Subcommittees, the voting members of the WCASC will elect a Chair through the nomination and voting procedure.
- 5.1.3 Each Subcommittee operates in accordance with a specific set of SOPs (Standard Operating Procedures) which it is mandated to store in a dedicated WCASC drive folder and keep up to date.

5.2 Phone Line service (Helpline):

- 5.2.1 The Phone Line Subcommittee is mandated to establish, maintain and coordinate an effective 24-hour-a-day, 7-day-a-week helpline service including telephone, internet and live chat etc.)
- 5.2.2 The purpose of the Phone Line Service is to facilitate suffering addicts in getting to NA meetings and gaining access to recovery information and support.
- 5.2.3 The Phone Line Subcommittee is responsible to refer callers to the appropriate WCASC service or Subcommittee.
- 5.2.4 [A Guide to Phone Line Service](#) and [Phone Line Basics](#) are the approved guides for the WCASC Phone Line Subcommittee.

5.3 Hospitals and Institutions (H&I):

- 5.3.1 The H&I Subcommittee is mandated to carry the NA message to the addict who is in a hospital or institution and does not have exposure or access to NA meetings.
- 5.3.2 The H&I Subcommittee maintains a list of eligible facilities in the Area and endeavours to carry the NA message via facilitating meetings in as many facilities as possible.
- 5.3.3 The H&I Subcommittee is responsible for disbursing NA literature to participating facilities to support the meeting activity.
- 5.3.4 The H&I Subcommittee offers NA recovery support information to people leaving a hospital or institution. *see: [WCASC A Guide to Starting-a-NA meeting-IP-\(Updated\)](#).*
- 5.3.5 The H&I Subcommittee maintains a record of every H&I meeting held and all literature disbursed.
- 5.3.6 The [Hospitals and Institutions Handbook](#) and [H&I Basics](#) are the approved guides for the WCASC H&I Subcommittee.

5.4 Public Relations (PR):

- 5.4.1 The PR Subcommittee is mandated to carry the NA message of recovery to professionals and those who help or have contact with addicts **and the public at large**; and to establish the principle of cooperation not affiliation. **(Motion May 2023 to add public at large)**
- 5.4.2 The PR Subcommittee is mandated to establish lines of contact via third party media, radio/TV, posters, mail-outs, one-on-one interviews, attendance at related conventions of the professional field, wellness days etc. The ways and means are innumerable.
- 5.4.3 The PR Subcommittee is responsible for responding to all information requests from professionals and the public.
- 5.4.4 The [Public Relations Handbook](#) and [PR Basics](#) are the approved guides for the WCASC PR Subcommittee.

5.5 Events:

- 5.5.1 The Events Subcommittee is mandated to carry the message of recovery through the organising of clean and recovery orientated activities for newcomers, NA members and their families.
- 5.5.2 Their purpose is to inspire and promote unity, fellowshiping and the raising of funds for WCASC.
- 5.5.3 These activities include but are not limited to:
 - 5.5.3.1 Annual WC Area mini convention.
 - 5.5.3.2 Annual WC Area New Year's Eve party.
 - 5.5.3.3 Annual event or party to celebrate NA's birthday. (September 15th)
 - 5.5.3.4 Annual event to celebrate NA World Sponsorship Day (December 1st).
- 5.5.4 Any changes to the calendar of Events must be agreed at Interface before being presented to WCASC for approval.

5.6 Fellowship Development (FD):

- 5.6.1 The FD Subcommittee is mandated to serve as the outstretched hand of an established NA community to NA Groups and addicts who are seeking support.
- 5.6.2 The FD subcommittee embodies the maxim 'Never alone, never again' in reaching out to these groups and addicts offering them experience, guidance and assistance.
- 5.6.3 The FD Subcommittee responds to requests to open new meetings by providing experience, support and meeting literature packs. **see:** [WCASC A Guide to Starting-a-NA meeting-IP-\(Updated\)](#).
- 5.6.4 The FD Subcommittee makes contact with Groups who appear to be dormant or closed to confirm if the meeting has closed or to determine if the meeting needs guidance or assistance.

5.7 Literature:

- 5.7.1 The Literature Subcommittee is mandated to maintain and manage adequate stocks of NA literature to supply demand generated by the WC NA fellowship and WCASC subcommittees via the WCASC online shop and to service sales at WCASC events. (see: 9.3.)
- 5.7.2 The Literature Subcommittee is responsible for maintaining the WCASC online shop, supported by the Treasury and Website Subcommittees.
- 5.7.3 The Literature Subcommittee must maintain a current set of procedures for the purchase and sale of NA literature and for communicating these procedures as widely as possible. (see: 9.3.)

5.8 Website:

- 5.8.1 The WCASC website is a platform that supports the WCASC NA service structure in carrying the NA message and is linked to the NA South Africa Region Service Committee website.
- 5.8.2 The primary purpose of the Website Committee is to enhance communication in the WC NA area by making information on our meetings and operations readily and easily available online to both newcomers and established members, so that all addicts have access to the who, what, where, when and how of NA in the Western Cape.
- 5.8.3 The Website Subcommittee maintains and manages:
 - 5.8.4.1. All WCASC email addresses and passwords via the regional email account service in conjunction with SA Region.
 - 5.8.4.2. All WCASC on-line resources, including cloud drive services in conjunction with SA Region.
 - 5.8.4.3. All on-line passwords using a third-party password security and encryption software. This includes passwords for all WCASC email accounts and all third-party on-line services.
 - 5.8.4.4. Records and copies of all WCASC 3rd party agreements using the third party security software above, including: contracts, leases, rental agreements, subscriptions etc)
 - 5.8.4.5. The technical aspects of WCASC online shop.
 - 5.8.4.6. On-line support services for WCASC, including automated forms, monthly reports, calendar, meeting and event updates, announcements, etc.
 - 5.8.4.7. The technical aspects of WCASC social media accounts.

5.9 Ad-Hoc Subcommittees:

- 5.9.1** The WCASC may find it necessary from time to time to convene an Ad-Hoc Subcommittee to address a specific requirement.
- 5.9.2** Ad-Hoc Subcommittees are appointed by the WCASC Chair. The WCASC Chair may appoint either the entire Ad-Hoc Subcommittee or just a Chair who will convene the Ad-Hoc Subcommittee.
- 5.9.3** Ad-Hoc Subcommittees are convened for specific purposes and have limited lives. When they have fulfilled their mandate, they are disbanded.
- 5.9.4** In convening an Ad-Hoc Subcommittee, the WCASC should clearly specify:
 - 5.9.4.1** The Ad-Hoc committee's purpose / mandate.
 - 5.9.4.2** What authority and resources it will be afforded.
 - 5.9.4.3** A target timescale or duration.
- 5.9.5** Examples of previous WCASC Ad-Hoc Subcommittees include:
 - 5.9.5.1** Financial Review Ad-Hoc Subcommittee.
 - 5.9.5.2** Policy Review Ad-Hoc Subcommittee.
 - 5.9.5.3** Standard Operating Procedure Ad-Hoc Subcommittee.
 - 5.9.5.4** GSR Welcome / Training IP Ad-Hoc Subcommittee.

5.10 Regional Convention Committee:

- 5.10.1** The South African Regional Convention of Narcotics Anonymous is mandated by the Narcotics Anonymous South Africa Region Service Committee (NASARSC) to host the annual South Africa Regional Convention of Narcotics Anonymous (SARCNA) by Area rotation.
- 5.10.2** WCASC will conform with the prevailing NASARSC policy in terms of its involvement in the SA Region Convention Committee and the nominating and election of trusted servants to serve on the Committee.

6. Voting:

6.1. Definition:

- 6.1.1. Voting is the mechanism by which decisions are taken at WCASC. In line with the NA service structure, the power to implement decisions lies with the Groups which WCASC serves. The voting system ensures that all decisions are voted on by the GSR's on behalf of the Groups they represent.
- 6.1.2. The basis by which the voting system operates is as follows:

6.2. Attendance Registration:

- 6.2.1. Attendance registration is the means by which GSR's become eligible to vote on behalf of their WC NA Groups.
- 6.2.2. Attendance registration is crucial to how quorum is established for voting purposes. (*see: 6.4.1.*) It is therefore essential that each GSR registers their attendance at WCASC so that the registrations may be collated by the Alternate Secretary for quorum and voting purposes.
- 6.2.3. An attendance roll call will be held at WCASC by the WCASC Alternate Secretary at the outset of the meeting and again immediately before voting matters.
- 6.2.4. Latecomers must register late attendance with the WCASC Alternate Secretary in order to be counted towards quorum and their qualification to vote. It is the latecomer's responsibility to do this.
- 6.2.5. Groups that are recognised as 'outlying' NA Groups must register attendance at WCASC by completing the online [WCASC Group Attendance form](#) no later than mid-day on the Friday of WCASC.
- 6.2.6. Failure to register attendance at WCASC with the Alternate Secretary by GSR's may exclude their Groups from quorum and count against their Groups future voting rights.

6.3. Eligibility:

- 6.3.1. To be eligible to vote at WCASC, WC NA Groups must have been represented at 2 of the last 3 WCASC meetings, including the current meeting, and that representation has been duly recorded on the attendance register / roll call.

6.4. Quorum:

- 6.4.1. Quorum is the minimum number of WC NA Groups that must be present at each WCASC meeting in order for voting to be valid. The number must be 50% + 1 of all Western Cape NA Groups eligible (*see: 6.3.*) to vote (represented by their duly elected GSR, Alternate GSR or Group Proxy Representative).
- 6.4.2. The process for establishing Quorum on the night is:
 - 6.4.2.1. WCASC Alternate Secretary takes a roll call of all Groups represented at the WCASC meeting, including remote registrations - This is the WCASC Attendance Register.
 - 6.4.2.2. WCASC Secretary establishes the total number of Western Cape Groups that are eligible to vote. (*see 6.3.2*)
 - 6.4.2.3. WCASC Secretary establishes how many eligible Groups are in actual attendance at WCASC on the night.
 - 6.4.2.4. If the number of eligible Groups in attendance equals at least 50% plus 1 of the total number of Groups eligible to vote, then quorum is established.
 - 6.4.2.5. At the Chairperson's request, the WCASC Secretary announces Quorum status and the number of eligible Groups in attendance at WCASC on the night prior to voting matters in the agenda.

6.5. Voting Process:

- 6.5.1. A GSR, Alternate GSR or in their absence, a Group Proxy Representative, (*see 11.2*) may vote.
- 6.5.2. Where Groups have more than one meeting, they may only be represented at WCASC by one GSR.
- 6.5.3. Each GSR may only carry one vote at WCASC.
- 6.5.4. Groups that are eligible to vote but are unable to attend WCASC (such as Outlying Groups) are allowed to vote by proxy by way of email to the Secretary no later than mid-day on the Friday of WCASC by way of the on-line [WCASC Group Attendance form](#)
- 6.5.5. Voting shall be conducted by a show of hands of all eligible voters.
- 6.5.6. Any email votes received by the WCASC Secretary will be added to the tally.
- 6.5.7. All voting matters for General business, i.e., Elections, Administration issues etc. will require a simple majority, being 50% + 1 of all eligible voters.
- 6.5.8. All voting matters for changes or amendments to policy or procedures will require a 2/3 majority of all eligible voters.
- 6.5.9. Voting matters of an emergency nature, raised on the night, can be decided by a 2/3 majority of all eligible voters. The definition of an emergency will be decided by the Chair but must be of a critical nature that cannot wait a month for consideration.
- 6.5.10. In the event of a tie for housekeeping issues the Chair will make the deciding vote.

6.6. Types of Vote:

6.6.1. **Yes:** A simple agreement to the voting matter

6.6.2. **No:** A simple refusal of the voting matter.

6.7. Abstentions:

6.7.1. An abstention is **NOT** a vote. It is a Groups responsibility to cast a YES or NO vote or request any further information they require to enable them to cast a YES or NO vote.

6.7.2. If the number of abstentions prevents a voting matter receiving sufficient votes to pass or fail, the Chairperson will enquire of each abstaining GSR what additional information they require in order to move from abstention to a Yes or No vote.

6.7.3. Eligible voters attending WCASC with an abstention from their Group must be prepared for this enquiry and be prepared to move from Abstention to a Yes or No vote on the night. (GSR's carry their Group's conscience to vote on its behalf on the night if necessary.)

6.7.4. After the Chairperson's enquiry, if there are still insufficient votes to pass or fail the voting matter, the Chairperson will, as a last resort, table the voting matter back to the Groups for further discussion.

6.7.5. The tabled voting matter will be voted on again at the next WCASC.

6.7.6. If the tabled voting matter is still undecided at the next WCASC, the voting matter will be dissolved.

6.8. Region Voting:

6.8.1. From time to time WCASC is asked to vote on Narcotics Anonymous South Africa Regional Service Committee (NASARSC) business.

6.8.2. NASARSC voting at WCASC operates on a 'one group one vote' basis, ie. any WCNA Group in attendance at WCASC at the time of the vote may vote, regardless of its eligibility for WCASC voting matters.

6.8.3. NASARSC Annual Budget and Policy amendments require a $\frac{2}{3}$ majority of the total number of Groups represented at WCASC on the night.

6.8.4. All other NASARSC general business (ie: Election, Appointments, Administrative issues) requires a simple majority of 50% + 1 of the total number of Groups represented at WCASC on the night.

7. Appointing WCASC Trusted Servants:

7.1. Appointment term:

- 7.1.1. All WCASC trusted servants are appointed for the term of service listed in: *section 4.2. WCASC Trusted Servants.*

7.2. The Nomination Process:

- 7.2.1. Upcoming vacancies of any service position are announced by the Chairperson at WCASC three months prior to the completion of the outgoing Trusted Servants term and included in the Media Pack and the weekly announcements for Groups.
- 7.2.2. Where vacancies are for WCASC Chair, RCM, WCASC Secretary, WCASC Treasurer, WCASC Subcommittee Chair or WCASC elected Subcommittee Treasurers; the nomination will automatically go to the Vice Chair, Alternate RCM, Alternate Secretary, Alternate Treasurer, Subcommittee Vice Chair or Alternate Subcommittee Treasurer.
- 7.2.3. Where there is no Alternate or Vice in position, the WCASC Chair will ask if there are any nominations from the floor.
- 7.2.4. All Nominees must be present at WCASC to accept the nomination.
- 7.2.5. The Chair will call for nominees to confirm their acceptance of nomination.
- 7.2.6. Each nomination must meet the position requirements. The WCASC Vice Chair will now confirm the eligibility of the nominees by asking the following questions.
 - 7.2.6.1. Do you meet the required qualifications for the specific position?
 - 7.2.6.2. Have you read the WCASC policy and understood the requirements for your position, including 4.2.1; 4.2.2; 7.3 Resignations and 9. Financial Policy?
 - 7.2.6.3. Are you willing to sign the WCASC Safeguarding NA Funds and Property document?
 - 7.2.6.4. Are you willing and able to commit your time and energies to fulfilling this position and serving the WC NA fellowship to the best of your abilities?
 - 7.2.6.5. Do you have a NA sponsor?
 - 7.2.6.6. Do you have a NA home Group?
 - 7.2.6.7. Have you worked or are you working the NA steps?
 - 7.2.6.8. Is there anything you would like to add in support of your nomination?
- 7.2.7. The Chair will then ask if there are any further questions from the floor.
- 7.2.8. The Chair will ask if there are any objections to the nomination(s).
- 7.2.9. The Chair will ask for a GSR to second the nomination(s).
- 7.2.10. The Chair will then move to close the nomination(s).
- 7.2.11. The nominees must then provide their service CV to the ASC Secretary, either via email or via the automated [WCASC Service CV template](#) form, which will then be included in the voting folder of the Media Pack for the next WCASC meeting.
- 7.2.12. The GSR brings their Group's vote to the elections at the next WCASC meeting.
- 7.2.13. Each nominee must be present at the WCASC meeting at which the vote is held.
- 7.2.14. The Chair will ask if there are any further questions from the floor for the nominee(s).

- 7.2.15. The nominee(s) must leave the room.
- 7.2.16. Where there is only one nomination for the service position then a vote is taken by a show of hands. The nominee may be approved by a 50% + 1 majority of all eligible voters.
- 7.2.17. If there is more than one nomination, the votes are cast and counted for each nomination. The candidate with the highest number of votes is the winning nomination. If there is not a clear 50% + 1 majority then the nominee with the most votes is put to a further vote as above to achieve the proper majority vote of 50% + 1. This ought to be nothing more than an administrative formality.
- 7.2.18. If not elected by a majority vote of 50% + 1, the nomination goes back to the Groups for further consideration or nominations. The original nominee will remain as a candidate.
- 7.2.19. Trusted servants may succeed themselves in office where there is no Vice Chair, Alternate or other nomination. They must be re-elected by a 2/3 majority vote of acclamation (show of hands) of all eligible voters. In keeping with the 9th Tradition and the principle of rotating leadership, a Trusted Servant may not serve more than two consecutive terms.
- 7.2.20. The outgoing trusted servant uses their 12th month as a transition period where they hand over responsibilities.

7.3. Resignations:

Resignations of WCASC elected Trusted Servants will be as follows:

7.3.1. Voluntary Resignation:

- 7.3.1.1. A voluntary resignation must be given in writing to the WCASC Chair.

7.3.2. Involuntary or Automatic Resignation:

7.3.2.1. Reasons that could lead to an involuntary or automatic resignation:

- 7.3.2.1.1. Failing to attend two consecutive WCASC meetings during the term of office.
- 7.3.2.1.2. Failing to attend a total of three WCASC meetings during the term of office.
- 7.3.2.1.3. Failing to attend or be properly represented at two consecutive Interface meetings during the term of office. (see 10.1.2. & 10.1.3.)
- 7.3.2.1.4. Failing to attend or be represented at a total of three interface meetings during the term of office. (see 10.1.4. & 10.1.5.)
- 7.3.2.1.5. Failing to submit two consecutive monthly reports to WCASC.
- 7.3.2.1.6. Failing to submit a total of three monthly reports to WCASC during the term of office.
- 7.3.2.1.7. Failure to respond to an impeachment motion in which one is the respondent.
- 7.3.2.1.8. Relapse during term of office.
- 7.3.2.2. In extenuating circumstances, the Chairperson may grant dispensation for a Trusted Servant to be excused from attending Interface or WCASC. (see 4.6.1.2.10.)

7.3.3. Involuntary or Automatic Resignation procedure:

- 7.3.3.1. Where a WCASC Trusted Servant has involuntarily or automatically resigned, the WCASC Chairperson will advise the WCASC Trusted Servant in writing and report the automatic resignation to WCASC.
- 7.3.3.2. A Trusted Servant who has involuntarily or automatically resigned may reapply.

7.4. Impeachment:

7.4.1. Definition:

- 7.4.1.1. Impeachment is a charge of misconduct, which can apply to individual Trusted Servants or to whole Subcommittees.

7.4.2. Reasons that could lead to impeachment are:

- 7.4.2.1. A breach of the 12 Traditions
- 7.4.2.2. Failure to perform duties and responsibilities.
- 7.4.2.3. Theft or misuse of WCASC NA funds or property. *see [WCASC Safeguarding NA Funds and Property](#) document.*

7.4.3. The impeachment process is:

- 7.4.3.1. An Impeachment proposal must be motioned at WCASC by a GSR on a WCASC Motion Form, clearly outlining the reasons for the impeachment proposal.
- 7.4.3.2. The motion for impeachment must be seconded by a GSR.
- 7.4.3.3. The respondent(s) must be present at WCASC.
- 7.4.3.4. If the respondent(s) is not present, they will be given notice in writing of the motion at least 7 days prior to the next WCASC meeting, and the impeachment motion will be tabled for the next WCASC meeting.
- 7.4.3.5. The respondent(s) is given time for a rebuttal of the motion at WCASC. (not to exceed 5 minutes)
- 7.4.3.6. Time is set aside for discussion and questions from attendees.
- 7.4.3.7. The respondent(s) will leave the room.
- 7.4.3.8. A Closed ballot will be taken.
- 7.4.3.9. A 2/3 majority of all eligible voters in attendance is necessary for impeachment.

7.5. SA Region Appointments:

- 7.5.1. All vacant Regional service positions are opened to the NA fellowship for nominations and are usually announced at WCASC by the RCM and included in the Media Pack and the weekly Announcements.
- 7.5.2. Nominees are required to submit their CV's on the SA Region CV template to the Region Secretary or through their RCM. (request the SA Region Service CV document from WC RCM or SA Region Secretary).
- 7.5.3. All GSR's in attendance at WCASC are eligible to vote on Regional voting matters.
- 7.5.4. A WCASC office bearer may not simultaneously be an office bearer at SA Region, except for the RCM and Alternate RCM – *see 'resource assignments' in [A Guide to Local Services in Narcotics Anonymous](#), page 87/88.*

8. Motions:

8.1. Definition:

- 8.1.1. A motion is a written proposal made to WCASC for discussion and resolution via the automated [WCASC Motion form](#).

8.2. Motion Procedure:

- 8.2.1. Only Groups through their elected GSR and WCASC elected Trusted Servants may make a motion.
- 8.2.2. Motions made by elected Trusted Servants shall pertain only to their respective areas.
- 8.2.3. All motions must either be submitted in writing to the WCASC secretary, at WCASC before New Business or via the automated [WCASC Motion form](#) at least 48 hours before WCASC.
- 8.2.4. WCASC Office Bearers are available to assist with the drafting of Motions.
- 8.2.5. In exceptional circumstances, an emergency motion may be proposed at WCASC in New Business. If the Chair agrees the motion should be heard immediately, the secretary will record the motion via the automated [WCASC Motion form](#) during or after the meeting.
- 8.2.6. All motions require intent or purpose.
- 8.2.7. The WCASC Chair will read any motion(s) in New Business at WCASC.
- 8.2.8. The motion proposer will be recognised by the chair and invited to briefly introduce the motion and why they think it is important. (the Intent of the motion)
- 8.2.9. The Chair will then open the floor for discussion of the motion. At the Chair's discretion:
 - 8.2.9.1. No member may speak on a motion more than once.
 - 8.2.9.2. No member may speak on a motion for more than 3 minutes.
 - 8.2.9.3. The Chair will manage unnecessary repetition of points or arguments.
- 8.2.10. Based on the discussion the motion may be amended.
- 8.2.11. The Chair will ask for a seconder to the motion.
- 8.2.12. If the motion was put forward at the WCASC Meeting, the proposed motion will be included in the next Media Pack for voting at the next WCASC meeting.
- 8.2.13. Any active participant of the WCASC may request that a motion be tabled / carried over so that more detailed discussion may take place at WC NA Groups or at the next WCASC.
- 8.2.14. If tabled, the motion automatically goes to the next month's WCASC.
- 8.2.15. A motion cannot be tabled more than once (at the discretion of the chair).
- 8.2.16. Following voting at WCASC, a failed motion may only be re-proposed to WCASC at the Chairpersons discretion.
- 8.2.17. In the case of a tied vote on motions affecting Groups, the motion will be returned to the Groups for further discussion and be voted on again at the following months WCASC.
- 8.2.18. If the tie remains, then the motion will be dissolved.

9. Financial Policy:

9.1. Safeguarding WCASC Funds and Property:

- 9.1.1. All elected WCASC Trusted Servants share a responsibility for the safety and security of WCASC Funds and Property. As such, all WCASC elected Trusted servants are required to read, understand and sign the [WCASC Safeguarding NA Funds and Property](#) document.
- 9.1.2. The Subcommittee chairs are directly accountable to WCASC for all their Subcommittee expenditures and all monies collected on behalf of WCASC by their Subcommittee with the exception of monies collected and dispersed for subcommittee refreshments.
- 9.1.3. Where there are WCASC elected Treasurers in the subcommittees, these WCASC elected Treasurers will be responsible for managing subcommittee budgets, expenditure, assets and WCASC income.
- 9.1.4. All transactions made by WCASC elected Treasurers must be authorised by their subcommittee Chairs.
- 9.1.5. All WCASC Treasurers will operate a transparent policy whereby all treasury records and documents are available for inspection by any NA member at any Subcommittee meeting and at WCASC.
- 9.1.6. If there is no elected Events Treasurer, then monies will only be disbursed for an event if a WCASC Administrative Office Bearer is available to deputise or a suitably experienced Ad-hoc Trusted Servant can be appointed to deputise.
- 9.1.7. If there is no elected Literature Treasurer, then Literature stock can only be dispensed if a WCASC Administrative Office Bearer is available to deputise or a suitably experienced Ad-hoc Trusted Servant can be appointed to deputise.
- 9.1.8. All monetary contributions from the NA fellowship must be paid to WCASC directly and will be classed as 7th Tradition contributions and allocated as per Policy.
- 9.1.9. Subcommittees may not accept monetary contributions directly from the fellowship nor can monetary donations be earmarked for particular items or functions.
- 9.1.10. WC NA Groups may request an audit of WCASC Treasury or WCASC Subcommittees by submitting a motion at WCASC. Audits will be conducted in accordance with 'Suggested Procedures for Auditing'. (see: [Treasurer's Workbook, \(revised\) p.15](#))

9.2. ~~Prudent Reserve:~~ Entire clause 9.2 to be removed as per motion April 2023.

- ~~9.2.1. WCASC will aim to maintain an amount in cash equal to six (6) times the total of all monthly budgeted expenses in terms of the current approved budget as "the Prudent Reserve". (per the most recent available balance sheet.)~~
- ~~9.2.2. The Prudent Reserve will be in addition to the funds set aside for the current WCASC budget, the funds that are being generated for the next WCASC budget and outstanding accounts payable.~~
- ~~9.2.3. The WCASC Treasurer shall include the status of the Prudent Reserve in the monthly Media-Pack report to WCASC.~~

~~9.2.4. In the event that the Prudent Reserve falls below the required level, the WCASC Treasurer, in conjunction with the WCASC Chair, will seek to limit all expenditure until the required Prudent Reserve level is re-established. For the avoidance of doubt this will include Subcommittee expenditure.~~

9.3. Literature Stock Management, Purchasing and Pricing:

- 9.3.1. WCASC does not seek to generate a profit or a loss from the sale of NA literature.
- 9.3.2. For the benefit of the WCNA Fellowship, WCASC will always strive to keep the retail prices of literature as low as possible.
- 9.3.3. Literature prices may fluctuate based on the prevailing US\$ - ZAR exchange rate. The WCASC Treasurer will report any necessary price changes at the WCASC meeting prior to implementation.
- 9.3.4. WCASC Treasury and WCASC Literature Subcommittee will work together to acquire literature as cost effectively as possible, by utilising available discounts and by optimising shipping options and exchange rate fluctuations.
- 9.3.5. WCASC Literature Subcommittee will order literature from NAWS to maintain a minimum of 7 months of stock on hand of popular items based on a rolling monthly sales average. Typically, NAWS orders will be placed every 6-8 months, with shipping taking between 2-3 months.
- 9.3.6. WCASC will aim to purchase literature from NAWS via a single payment, as partial payments can complicate customs clearance administration.
- 9.3.7. To make up any shortfall in literature stock between NAWS orders, WCASC Literature Subcommittee may approach another South Africa NA Area to ascertain if they can lend or sell the required items to WCASC.
- 9.3.8. When ordering literature, WCASC Literature subcommittee Chair will submit the proposed order to the WCASC Treasurer and the WCASC Chair for approval.
- 9.3.9. A quarterly Literature stock audit will be jointly conducted by WCASC Treasury and WCASC Literature Subcommittee.

9.4. WCNA Groups, WCNA Members & Third Party Literature Ordering:

- 9.4.1. WCNA Groups and Members & Third Parties can place literature orders via the WCASC Online Shop for collection at WCASC meetings or ad-hoc Literature distribution events, which may be announced from time to time.
- 9.4.2. WCNA Groups and WCNA Members' literature requirements will take priority over any third party orders.
- 9.4.3. All literature orders must be received by the online shop no later than 11:30 pm on the Sunday before WCASC meetings. Orders received after this cut off time will only be processed the following month.
- 9.4.4. Payments for literature orders must reflect in the WCASC bank account no later than midday on the Wednesday before WCASC meetings. A proof of payment will not be accepted.
- 9.4.5. Orders received where payment reflects after the cut off time, will be processed the following month.
- 9.4.6. In extraordinary circumstances, or for special events, WCASC Literature Subcommittee may make adjustments to the protocols in 9.4.3. 9.4.4 & 9.4.5. which will be announced at WCASC meetings and in the WCASC Announcements.

9.5. Subcommittee Literature Orders:

- 9.5.1. Prior to ordering literature from NAWS, WCASC Literature Subcommittee will invite the WCASC Subcommittees to place orders via the online shop.
- 9.5.2. Subcommittees must forecast their requirements to fit in with WCASC NAWS order cycles, ie: every 6-8 months.
- 9.5.3. Any Subcommittee ad-hoc literature orders or changes requested to Subcommittee orders will only be at the Literature Subcommittee's discretion based on availability and the forecast needs of the WCNA fellowship.
- 9.5.4. When a Subcommittee's order is received by WCASC Literature Subcommittee, it will be dispersed to the Subcommittee in its entirety.

9.6. Budgets:

- 9.6.1. WCASC budgets for the coming year are funded through 7th Tradition contributions and funds raised from WCASC Events, rentals etc in the current year.
- 9.6.2. The WCASC Treasurer will determine the total of any surplus accumulated during the current year, as of 31st January, that is in excess of the sum of any remaining budget expenses for the current year, the upcoming year's budget, the 6-month prudent cash reserve and the 7-month literature stock reserve. The WCASC Treasurer will declare any

surplus at Area Assembly.

- 9.6.3. Surplus funds may be used by way of a WCASC motion to fund:
- 9.6.3.1. Shortfalls in budget funding for the coming year.
 - 9.6.3.2. New projects.
 - 9.6.3.3. New equipment for WCASC.
 - 9.6.3.4. Donations to the NA service structure.
- 9.6.4. After the deduction of WCASC running costs for the coming year, the remaining budget pool will be utilised to fund the WCASC Subcommittees budgets.
- 9.6.5. The WCASC Chair, Vice Chair and Treasurer will work together to propose the annual WCASC budget for the coming year to be presented by the WCASC Treasurer at Area Assembly [WCASC Annual Budget Proposal](#).
- 9.6.6. The WCASC Treasurer will work with the WCASC Subcommittee Chairs and Subcommittee Treasurers to prepare a [WCASC Subcommittee Annual Budget Proposal](#).
- 9.6.7. The WCASC Chair and Vice Chair will work with the WCASC Subcommittee Chairs to prepare a [WCASC Subcommittee Annual Plan](#) for the coming year, which includes a review of the current year.
- 9.6.8. The [WCASC Annual Budget Proposal](#); [WCASC Subcommittee Annual Budget Proposal](#); and the [WCASC Subcommittee Annual Plan](#) will be included in the January media pack and presented at Area Assembly on the first Saturday in February for discussion.
- 9.6.9. The Budget proposals, incorporating any revisions arising from the discussions at WCASC Area Assembly, will then go back to the WC NA Groups in the February media pack to be voted on at March WCASC.
- 9.6.10. Annual WCASC and Subcommittee budgets will require a 2/3 majority of all eligible voters.
- 9.6.11. In the event that the annual budgets are not approved at March WCASC, then 'emergency' funding of normal operating expenses for WCASC and Subcommittees, based on last year's budgeted expenses, will be made available on a month to month basis until such time as the budget is approved.
- 9.6.12. If there should be an ongoing rejection of the overall budget then parts of the budget may be approved i.e. for individual subcommittees or particular WCASC expenses while the objections to the budget proposal(s) are identified, discussed and reviewed.
- 9.6.13. All WCASC budgets will be subject to a quarterly review by the WCASC Treasurer. Unused Subcommittee budgets will not be carried over to the next quarter.
- 9.6.14. Any changes or alterations to approved budgets or requests for additional budget funding must be brought to WCASC for approval by motion.

9.7. Event & Subcommittee Income:

- 9.7.1. All monies that are collected by WCASC or its Subcommittees that belong to WCASC must be counted and signed off by 2 Subcommittee members.
- 9.7.2. All monies collected on behalf of WCASC must be accurately recorded and accounted for on the [WCASC Budget Expense & Income form](#) in the section: Actual Income.
- 9.7.3. All monies that are collected by WCASC or its Subcommittees, that belong to WCASC, i.e., revenue from Events; sales of literature etc must be deposited directly into the WCASC bank account no later than the first banking day after collection (preferably via a deposit accepting ATM) and may not be deposited into personal accounts.
 - 9.7.3.1. Proof of deposit must be emailed to the WCASC Treasurer wctreasury@na.org.za

9.8. Event & Subcommittee Budget Expenses:

9.8.1. General:

- 9.8.1.1. Wherever possible, payments for goods or services must be paid for directly by the WCASC Treasurer by submitting an appropriate invoice or proforma invoice from the supplier to the WCASC Treasurer. wctreasury@na.org.za
- 9.8.1.2. The WCASC Treasurer will provide a proof of payment for the supplier.
- 9.8.1.3. E-wallet cards will be issued to Subcommittee Chairs to cover additional Event expenses, Subcommittee expenses and 'out of pocket' expenses for Subcommittee members.
- 9.8.1.4. All purchases require an invoice or a receipt that must be submitted together with the [WCASC Budget Expense & Income form](#) or the [WCASC Expense Claim form](#) to the WCASC Treasurer for reconciliation.
- 9.8.1.5. In the event of a lost or missing receipt, a sworn affidavit must be obtained from a Police station confirming the amount paid and for what purpose.

9.8.2. WCASC Events expenses:

- 9.8.2.1. Budgets for Events are submitted and approved on an Event-to-Event basis.
- 9.8.2.2. The Event Subcommittee chair and Event Subcommittee Treasurer will submit an Event budget proposal using the [WCASC Budget Expense & Income form](#) to be voted on at WCASC.
- 9.8.2.3. The proposal must include:
 - 9.8.2.3.1. A detailed list of items required and their estimated costs in the 'Item' and 'Estimate' columns under 'Expenses'.
 - 9.8.2.3.2. A detailed list of projected sources of income including quantities and costs in the 'Projected Income' column.
 - 9.8.2.3.2.1. Such incomes may include but are not limited to: admission fees, sales of raffle tickets, refreshments, literature, memorabilia, 7th Tradition collections and income raised from auctions and 3rd party vendors.
- 9.8.2.4. The budget proposal must be presented to WCASC **at least 2 ASC's** before the event for discussion. **(Motion April 2023 to change from 3 months to 2 months)**
- 9.8.2.5. The discussed proposal will be included in the Media Pack for approval and voting by WC NA Groups at the next WCASC.
- 9.8.2.6. On approval at WCASC the budget will be made available for the Event Treasurer to utilise.
- 9.8.2.7. Where the WCASC Treasurer is unable to make a direct payment to the supplier, the Event treasurer may request the WCASC Treasurer to provide the approved budget expense to be loaded onto the e-wallet card.
- 9.8.2.8. The e-wallet card can then be used for purchases or reimbursements.
- 9.8.2.9. As budgeted items are purchased the Events Subcommittee Treasurer must update the [WCASC Budget Expense & Income form](#) for the event proposal with the actual costs of items in the *Expenses* section under *Actual*.
- 9.8.2.10. After the event, the Subcommittee Chair and Subcommittee Treasurer will finalise the [WCASC Budget Expense & Income form](#) for the event by completing the 'Actual Income' section with the actual values of the streams of income.
- 9.8.2.11. The Subcommittee chair will submit the completed [WCASC Budget Expense & Income form](#) for the event along with all receipts to the WCASC Treasurer no later than 7 days after the event for reconciliation.

9.8.3. WCASC Subcommittee budget expenses:

- 9.8.3.1. Where the WCASC Treasurer is unable to make a direct payment to the supplier, the WCASC elected Subcommittee Treasurer or the Subcommittee Chair can request the required approved budget expense to be loaded onto the e-wallet card.
- 9.8.3.2. The request will be made on [WCASC Budget Expense & Income form](#) by completing the 'Item' and 'Estimate' columns under 'Expenses' and submitting the form to the WCASC Treasurer.
- 9.8.3.3. The WCASC Treasurer will authorise the claim and load the cash on to the particular Subcommittee e-wallet card.
- 9.8.3.4. The WCASC elected Subcommittee Treasurer or the Subcommittee Chair will use the e-wallet card to purchase the required items.
- 9.8.3.5. As budgeted items are purchased the WCASC elected Subcommittee Treasurer or the Subcommittee Chair will update the [WCASC Budget Expense & Income form](#) in the 'Actual' column under 'Expenses'.
- 9.8.3.6. The Subcommittee Chair will submit the completed [WCASC Budget Expense & Income form](#) along with all receipts to the WCASC Treasurer on the last day of the month for reconciliation.

9.8.4. WCASC 'Out of pocket' expenses:

- 9.8.4.1. Where a NA Subcommittee member incurs 'out of pocket' expenses in the service of WCASC the Subcommittee member will complete the [WCASC Expense Claim form](#) and submit it to the WCASC elected Subcommittee Treasurer or the Subcommittee Chair for authorisation.
- 9.8.4.2. The Subcommittee Chair will submit each authorised [WCASC Expense Claim form](#) with the valid receipts or invoices to the WCASC Treasurer no later than the last day of each month for reimbursement.
 - 9.8.4.2.1. Where the 'out of pocket' expense is for mileage claims in the execution of Subcommittee work, the signed and authorised [WCASC Expense Claim form](#) itself shall be the invoice.
 - 9.8.4.2.2. The claim rate for mileage is 60% of the per kilometre rate for travel as set by SARS nationally each year. (Motion September 2022)
- 9.8.4.3. The WCASC Treasurer will authorise the expense claims and load the cash on to the subcommittee e-wallet card.
- 9.8.4.4. The Subcommittee Chair will draw the cash at an ATM and reimburse the 'out of pocket' Subcommittee member or delegate the WCASC elected Subcommittee Treasurer to do so.

9.9. Unbudgeted Disbursements:

- 9.9.1. Unbudgeted disbursements must be approved by way of a motion at WCASC.
- 9.9.2. A motion for any unbudgeted disbursement cannot be tabled if such payment would result in the Prudent Reserve falling below the required level.

9.10. Emergency Disbursements:

- 9.10.1. It will be permissible for disbursements of an emergency or immediate nature to be made after consultation between WCASC Treasury and the WCASC Chair and WCASC Vice Chair.
- 9.10.2. Any such payment can only take place if there are sufficient funds to do so and the payment will not affect the Prudent Reserve.
- 9.10.3. The disbursement must be reported at the next WCASC along with the reasons why it was deemed necessary to make an emergency payment.

9.11. 3rd Party Services:

- 9.11.1. It may be necessary from time to time to appoint 3rd party service providers, such as cloud drive storage, email service providers, caterers, etc.
- 9.11.2. All such 3rd party arrangements must be in the name of WCASC, i.e. not via an individual member.
- 9.11.3. All 3rd party agreements (contracts, leases, rental agreements, subscriptions etc) must be stored in the WCASC Password and Document Vault, which is maintained by the WCASC Website Subcommittee.
- 9.11.4. All login details and passwords must be maintained in the WCASC Password and Document Vault.
- 9.11.5. Access to the WCASC Password and Document Vault must be given to WCASC Chair, Vice Chair and Website Chair.
- 9.11.6. For all 3rd party purchases other than refreshments, i.e., commercial items, materials, services etc, 3 independent quotes must be obtained, before a 3rd party service provider is appointed.
- 9.11.7. Where NA members have businesses that can provide any of the 3rd party services, the businesses will be regarded as 3rd party service providers.
- 9.11.8. The selection of the 3rd party service providers must be made on the merits of each proposal.
- 9.11.9. 3rd Party service providers & vendors can only be appointed upon completion of the [WCASC Service Level Agreement](#) which must be signed by the service provider / vendor, the WCASC Treasurer and WCASC Chair. (Motion June 2024)
- 9.11.10. An agreement for the 3rd party service provider to make a 7th Tradition contribution in lieu of payment or part payment for services rendered cannot be accepted.
- 9.11.11. On site merchandising is only permitted for NA approved merchandise and / or merchandisers. This includes:
 - 9.11.11.1. NAWS literature and merchandise normally available from NAWS.

- 9.11.11.2. NA merchandise created specifically for current or previous WCASC events in accordance with the Fellowship Intellectual Property Trust.
- 9.11.11.3. NA merchandise created by other NA Regions, Areas, subcommittees in accordance with the Fellowship Intellectual Property Trust (FIPT).
- 9.11.11.4. NAWS licensed merchandisers. (Motion June 2024).

10. Miscellaneous:

10.1. Interface:

- 10.1.1. Interface is a monthly business meeting of Administrative Officers and Subcommittees.
- 10.1.2. The purpose of Interface is to facilitate constructive liaison and collaboration between the WCASC Subcommittees and WCASC Administrative officers.
- 10.1.3. Interface usually takes place on the second Saturday morning before WCASC, unless otherwise agreed at WCASC.
- 10.1.4. All Subcommittee Chairs must attend Interface or ensure that they are represented by a properly briefed member of their Subcommittee (preferably an elected Trusted Servant).
(see: 7.3.2.1.3. & 7.3.2.1.4.)
 - 10.1.4.1. For clarification: The Subcommittee Chair is accountable for representation of their subcommittee at Interface even in the event that their delegated representative does not attend.
- 10.1.5. All Administrative Officers must attend Interface or ensure that they are represented by their Alternate. (see: 7.3.2.1.3. & 7.3.2.1.4.)
 - 10.1.5.1. For clarification: The Administrative Officer is accountable for representation of their office at Interface even in the event that their delegated representative does not attend.
 - 10.1.5.2. Note: WCASC Chair, WCASC Secretary and Tea person are not required to attend.
- 10.1.6. Interface is convened and chaired by WCASC Vice Chair who reports back to WCASC.
- 10.1.7. In the absence of the WCASC Vice Chair, the RCM, or in their absence the Alternate RCM will convene and chair the Interface meeting.
- 10.1.8. An Interface meeting agenda will be circulated by the WCASC Vice Chair by 3pm on Thursday prior to Interface along with the WCASC monthly report pack.
- 10.1.9. The WCASC Alt Secretary will record the actions arising from each Interface meeting and save to the Interface folder on the WCASC Shared drive.

10.2. WCASC Area Inventory and Planning:

- 10.2.1. WCASC sets aside one day each year for conducting a [WCASC Planning & inventory](#) Day.
- 10.2.2. WCASC Planning & Inventory day will take place on a Saturday in September or October of each year and will be facilitated by the WCASC Vice Chair, RCM & Alt RCM.
- 10.2.3. The WCASC inventory considers three general topics:
 - 10.1.1.1. How well has the WCASC done this year at serving the Groups, and how can it better serve them in the coming year?
 - 10.1.1.2. How well has the WCASC served the larger community, and how can the committee better serve the community-at-large?
 - 10.1.1.3. How well has the WCASC done at supporting NA's Regional and World services? How can the area provide better support for these services?

10.3. WCASC Area Assembly:

- 10.3.1. The purpose of Area Assembly, in addition to normal monthly WCASC business, is to provide a forum for the WCASC Subcommittees and Administrative Office bearers to present the work carried out by them in the current year; their plans for the upcoming year and to seek approval for their year ahead budgets.
- 10.3.2. Area Assembly will take place on the first Saturday in February and will replace the 'normal' WCASC for that month. See sample [Area Assembly agenda](#)
- 10.3.3. Area Assembly is an opportunity for a local WC NA Group or Groups to host the event. The Chair will invite Groups to apply at least three months prior to Area Assembly.

10.4. Social Media:

- 10.4.1. WCASC abides by the principles contained in: [Social Media and our Guiding Principles.](#)
- 10.4.2. In line with its mandate, the Public Relations Subcommittee operates social-media accounts in order to create awareness of NA with the general public and professionals who come into contact with addicts.
- 10.4.3. In line with its mandate, the Website Subcommittee is responsible for the management and technical administration of all social media accounts for the WCASC.

10.5. Breach of WCASC Policy and Procedures or NA Traditions:

- 10.5.1. Every effort should be made by Trusted Servants to work together in the spirit of the WCASC Policy and Procedures and NA Traditions
- 10.5.2. If a disagreement or allegation arises regarding the application or adherence to the WCASC Policies and Procedures or NA Traditions by a WCASC Trusted Servant, then the following procedure should be followed:
 - 10.5.2.1. Initially, the disagreement or allegation will be raised at Interface by the WCASC Trusted Servant with the WCASC Vice Chair for the purpose of clarification and resolution regarding the application or adherence to the WCASC Policies and Procedures.
 - 10.5.2.2. If the matter cannot be resolved at Interface, then the WCASC Vice Chair will either make a request for clarity (*see: 10.6.*) or the matter will be referred to Groups for discussion at the next WCASC meeting.
- 10.5.3. Such matters will be detailed in the Vice Chair's monthly report.

10.6. Requests for Clarity:

10.6.1. In the event of a request for clarity relating to a matter of Policy or NA Traditions by a Group or Trusted Servant, then the WCASC Chair will convene a meeting of a minimum of three Trusted Servants with pertinent experience in order to:

- 10.6.1.1. Collect information pertinent to the query.
- 10.6.1.2. Research the topic in NA Literature and bulletins.
- 10.6.1.3. Refer the query to Region or NAWS for comment.
- 10.6.1.4. Formulate a statement of clarity to be included in the next WCASC Media Pack.
- 10.6.1.5. Table a discussion at the next WCASC meeting, where if appropriate a motion for updating the Policy can be tabled.

10.7. NA Intellectual Property:

- 10.7.1. The [Fellowship Intellectual Property Trust \(FIPT\)](#) describes in detail how NA's name, trademarks, and recovery literature are protected and administered by Narcotics Anonymous World Services, Inc. (NAWS). It covers NA's name, trademarks and recovery literature in all forms, including translations, and all mediums, whether printed, electronic and any other media that may be developed in the future.
- 10.7.2. Any use of the NA logo must be proposed at WCASC by means of a motion and agreed by a 2/3 majority vote.
- 10.7.3. Once use of the NA logo has been approved by WCASC, the [WCASC NA Intellectual Property form](#) must be completed and signed.

11. Glossary and Abbreviations:

11.1. Area Service Committees (ASC)

The Area Service Committee (ASC) The area committee is the primary means by which the services of a local NA community are administered. The area committee is composed of Group service representatives, administrative officers (Chairperson, Vice Chairperson, Secretary, and treasurer), Subcommittee Chairpersons, and the area's regional committee members. The area committee elects its own officers, Subcommittee Chairpersons, and RCMs.

(A Guide to Local Services in Narcotics Anonymous, p. 46)

11.2. Group Service Representatives: (GSR)

Group service representatives link their Groups to the rest of Narcotics Anonymous. Most Groups also elect an Alternate GSR who can fill in for the Group representative when needed.

Where a GSR or Alternate GSR are unable to represent their group at WCASC, the group may be represented by a Group Proxy Representative who can be any serving member at that group.

11.3. GSR Roles:

GSRs serve a dual role. As our fellowship's Second Concept for Service indicates, GSRs take part on their Groups' behalf in the area committee and the regional assembly, conveying a sense of their Groups' wishes to the service structure and bringing back information on what's happening in the larger world of NA. Yet our Twelve Concepts also suggest that GSRs are delegated the authority to serve in their own right as ASC and regional assembly participants, exercising their own conscience and best judgment in the best interests of NA as a whole. For more information on the GSR's job, see both the Twelve Concepts for NA Service and the NA Group chapters appearing earlier in this guide. Basic equipment for Group service representatives usually includes copies of A Guide to Local Services in Narcotics Anonymous, area guidelines (if the area has them), and the log of area policy actions (available from the area secretary). Qualifications and terms of service for GSRs are determined by the Groups, which elect them.

(adapted from: A Guide to Local Services in Narcotics Anonymous, p. 35 and p. 47)

See: [WC](#)

[GSR Welcome IP.](#)

11.4. Group: (also known as “NA Group”)

A Narcotics Anonymous Group is any meeting of two or more recovering addicts who meet regularly at a specific time and place for the purpose of recovery from the disease of addiction. All Narcotics Anonymous Groups are bound by the principles of the Twelve Steps and Twelve Traditions of NA. Each Group has but one primary purpose—to carry the message of recovery to the addict who still suffers.

[*\(IP #2. The Group\)*](#)

When two or more addicts come together to help each other stay clean, they may form a Narcotics Anonymous Group. Here are six points based on our traditions which describe an NA Group:

1. All members of a Group are drug addicts, and all drug addicts are eligible for membership.
2. As a Group, they are self-supporting.
3. As a Group, their single goal is to help drug addicts recover through application of the Twelve Steps of Narcotics Anonymous.
4. As a Group, they have no affiliation outside Narcotics Anonymous.
5. As a Group, they express no opinion on outside issues.
6. As a Group, their public relations policy is based on attraction rather than promotion.

In stating the six points that differentiate an NA Group from other kinds of Groups, we place greater emphasis on drug addiction than almost anywhere else in our service literature. This is because Narcotics Anonymous Groups cannot be all things to all people and still provide the initial identification drug addicts need to find their way to recovery. By clarifying our Groups’ sole membership requirement and primary purpose in this way, once and for all, we free ourselves to focus on freedom from the disease of addiction in the bulk of our service literature, certain that our Groups are providing adequate grounds for identification to those seeking recovery.

[*\(A Guide to Local Services in Narcotics Anonymous, p. 25-26\), and \(IP #2. The Group\)*](#)

11.5. Meeting: (also known as NA Meeting)

NA meetings are events at which addicts share with one another their experience in recovery and in the application of the Twelve Steps. While many— if not most—NA meetings are in fact hosted by an NA Group, other NA meetings occur all the time: informally among friends, at large area or regional speaker meetings, at conventions, in schools, institutions, and so forth. The NA Group is an entity; the NA meeting is an event; and NA meetings may be held without the sponsorship of an NA Group.

[*\(A Guide to Local Services in Narcotics Anonymous, p. 27\).*](#)

11.6. Media Pack

The WCASC Media Pack is a monthly information pack that contains reports from all WCASC Trusted Servants, WCASC matters for consideration and voting and other WCASC business matters..

11.7. Abbreviations:

SARCNA	South Africa Region Convention of Narcotics Anonymous.
NASARSC	Narcotics Anonymous South Africa Region Service Committee.
RCM	Region Committee member.
ALT	Alternate.
GSR	Group Service Representative.
WCASC	Western Cape Area Service Committee.
NAWS	Narcotics Anonymous World Services.

12. Ancillary Documents

- 12.1.** All ancillary documents referred to in this WCASC Policy and Procedures document have hyperlinks to the current versions of the documents in a dedicated section of the WCASC Policy folder in the [WCASC Google Drive](#).
- 12.2.** Some ancillary documents are automated forms, and it is intended that as many ancillary documents as possible will be converted to this format in due course.
- 12.3.** An active list of all ancillary documents and automated forms, with their respective hyperlinks, are contained in the [WCASC Policy Ancillary Documents with Hyperlinks](#) document.
- 12.4.** All WCASC elected Trusted Servant email addresses can be found on the [WCASC Website](#).