

Narcotics Anonymous KwaZulu Natal Area Service Committee Policy and Guidelines

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1. **The Service Prayer**

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

2. **The Purpose of the KZNASC Policy**

The purpose of this policy is to provide guidelines for the conduct of the KZN Area Service Committee and its various subcommittees, an orderly format, to detail what they do, and how they relate to each other. These articles are informational rather than organizational in nature, providing a method by which the services necessary to NA can be provided and performed with the minimum of confusion.

3. **The KwaZulu Natal Area Service Committee (KZNASC)**

- 3.1 The KwaZulu Natal Area Service Committee (KZNASC) is a committee made up of Group Service Representatives (GSRs) or their elected alternates, Area Service Committee Administrative Officers, Subcommittee Chairpersons and Subcommittee Vice Chairpersons. At present the Administrative Officers include the ASC Chair, the ASC Vice Chair, the ASC Secretary, the ASC Vice Secretary, the ASC Treasurer, the ASC Vice Treasurer the Regional Committee Member (RCM) and the Alternate Regional Committee Member (ARCM). At present the subcommittees include Public Relations, Hospitals & Institutions, Events, Fellowship Development, Phonenumber, Website and Meeting Lists. KZNASC meets on a monthly basis to serve the specific needs of its member groups.
- 3.2 Initially, all NA groups in the KZN province came together to form one ASC in order to pool our strengths and face the many challenges before us in a united way. In the future it is possible that the capacity of groups in specific areas of the KZN province may increase to the point where such groups may be able to establish and maintain their own ASCs. When the KZNASC is faced with such a situation it will encourage the formation of new ASCs as they have the potential to strengthen NA and carry the message of recovery further.

4. **Purpose of the KZNASC**

- 4.1 To coordinate the distribution of NA literature and meeting lists.
- 4.2 To create subcommittees to respond to needs as they arise.
- 4.3 To help its member groups meet their needs in order to fulfil our primary purpose.
- 4.4 To facilitate the communication of information to and from groups.
- 4.5 To provide information and guidance to members of the fellowship.
- 4.6 To hold regular monthly business meetings.
- 4.7 To hold service workshops and learning days.
- 4.8 To encourage and support the planning and implementation of social functions, conventions and fundraising for the fellowship.
- 4.9 To ensure accountability of all subcommittees to the KZNASC, and the KZNASC to NA groups in the KZNASC.

- 4.10 To be a communication link between its member groups and the rest of Narcotics Anonymous.
- 4.11 To develop and conduct outreach efforts to isolated groups that are members of the KZNASC, and other groups not currently serviced by an ASC.
- 4.12 Our Ninth Tradition states: "NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve". The KZNASC is, without doubt, a service board or committee directly responsible to those it serves, being the groups in the KwaZulu Natal Area. In the interests of clarity, the same is true of the subcommittees within the KZNASC structure.
- 4.13 The KZNASC will be guided by the following documents:
 - 4.13.1 The Twelve Traditions of Narcotics Anonymous
 - 4.13.2 The Twelve Concepts of NA Service
 - 4.13.3 A Guide to Local Services in Narcotics Anonymous
 - 4.13.4 The current editions of all NA Service Handbooks
 - 4.13.5 The current editions of all NA Service Pamphlets
 - 4.13.6 The Fellowship Intellectual Property Trust (FIPT) and all its current bulletins
 - 4.13.7 All other current editions of Narcotics Anonymous bulletins

5. **The Twelve Traditions of Narcotics Anonymous**

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

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

6. **The Twelve Concepts of Narcotics Anonymous Service**

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

7. **Meeting Time and Location**

- 7.1 The KZNASC will meet twelve times a year at a date, time and venue to be decided at the monthly ASC meeting.
- 7.2 The duration of the meeting shall be two hours.
- 7.3 If the meeting date, time or place must be changed it will be decided at a sitting ASC meeting.
- 7.4 If, prior to the KZNASC meeting, the need arises to change the meeting's time or location, the Secretary will notify all GSRs, administrative officer bearers and subcommittee chairs as soon as possible of the schedule change.

8. **Meeting Format**

- 8.1 Greetings from the chair
- 8.2 Apologies
- 8.3 Completion of attendance register
- 8.4 Secretary's report and acceptance of the previous minutes (GSRs are to hand feedback forms (Annexure A) to the ASC Secretary or email feedback form to the Secretary at least 24 hours in advance of the meeting)
- 8.5 Reading of The 12 Concepts of NA Service and The Service Prayer
- 8.6 Matters already submitted to the Chair and Secretary
- 8.7 GSR and group feedback
- 8.8 Quorum call

- 8.9 Voting as required
- 8.10 Subcommittee feedback
- 8.11 New business
- 8.12 Date of next meeting and closure
- 8.13 Serenity Prayer

9. Meeting Agenda

- 9.1 The Chair will set the agenda for the KZNASC. The Chair will use the format in section 8 as needed or desired.
- 9.2 The agenda will be distributed to GSRs, subcommittee chairs and admin officers the day prior to the monthly meeting.
- 9.3 Any GSR, admin officer or subcommittee chair may request an item be put on the agenda by submitting the request in writing to the Chair and Secretary prior to the KZNASC meeting. Items must be submitted to the Chair and Secretary at least 48 hours prior to the monthly ASC meeting. The Chair shall determine if the item is appropriate for ASC or if other mediation/alternatives can be sought first.
- 9.4 Any GSR, admin officer or subcommittee chair may verbally request an item be added to the agenda at the start of the KZNASC meeting.
- 9.5 Agenda items submitted in writing take precedence over agenda items submitted verbally.

10. Membership

- 10.1 Any KwaZulu Natal group of Narcotics Anonymous may join the KZN Area Service Committee by registering their group with the ASC Secretary.
- 10.2 Any KZN group of Narcotics Anonymous may actively participate in the KZN Area Service Committee by sending an elected Group Service Representative (GSR, Alternate GSR or proxy) to the monthly KZNASC meeting.
- 10.3 It is the GSR's responsibility to ensure that their meeting details are added to the meeting list. This can be accomplished by giving the details to the ASC Secretary and the Meeting List Chair.
- 10.4 Groups that are more than 50km from Durban may be considered as 'geographically outlying' NA groups. Geographically outlying NA groups may register their group with the ASC Secretary as a member of KZNASC and may attend KZNASC by registering with the Secretary by email no later than 09:00am on the day of the KZNASC meeting with a KZNASC GSR feedback form (Annexure A) including group's conscience and voting decisions (if any).
- 10.5 Groups that are financially unable to physically attend the monthly ASC meeting may request electronic attendance. Decisions will be made by the KZNASC admin officers on a case by case basis.
- 10.6 All KZNASC meetings are open to any NA member or KZNASC appointed special worker.

11. Quorum

- 11.1 An official quorum must be established to take a vote at ASC.
- 11.2 An official quorum is 66% of GSRs of participating NA groups.
- 11.3 A nonparticipating group is one that has not been represented by an eligible trusted servant of the group, for 2 consecutive KZNASC meetings.

- 11.3.1 A maximum of one GSR feedback form (Annexure A) will be accepted prior to the actions proposed in 11.4 becoming applicable. Once this situation arises Fellowship Development shall make a good faith effort to contact the last known GSR, alternate GSR or home group members regarding the status of the meeting and participation at ASC meetings.
- 11.4 Once a group has missed 2 consecutive KZNASC meetings (including the written report referred to in 11.3.1), they will be removed from quorum for voting purposes, which will allow ASC to more efficiently conduct the business of NA in KwaZulu Natal. The groups who have been removed from quorum will still be supported and served by ASC in the normal manner. The KZNASC Secretary will maintain a list of participating and nonparticipating groups to establish a quorum.
- 11.4.1 Once the GSR returns to ASC for 2 consecutive ASC meetings, the group will again be classified as a participating group and be included on quorum in the second consecutive month.
- 11.5 New groups shall have voting privileges at the second consecutive ASC they attend. Their meetings shall be immediately added to the Area meeting list on www.na.org.za and included on the next print run of meeting lists.
- 11.6 If no official quorum has been established, the meeting may commence by conducting business not requiring a vote.
- 11.7 Once a quorum has been established, items needing a vote may be conducted.
- 11.8 If eligible voting members leave the meeting before all business has been conducted, thus dissolving the quorum, normal business not requiring a vote will be conducted in their absence. 80% of the original quorum must remain to vote on matters affecting KZNASC policy, elections and budget votes for R10 000.00 or more.

12. Voting

12.1 Voting Eligibility on Matters Referred to NA Groups for a Decision

- 12.1.1 Only GSRs, their alternates, or proxies may vote. Matters that can only be voted upon by GSRs, after being discussed at each group's business meeting, include the following:
 - 12.1.1.1 Election of ASC admin officers and subcommittee chairs,
 - 12.1.1.2 Approval of the annual ASC budget,
 - 12.1.1.3 Changes to the ASC Policy, including the creation of new subcommittees and subcommittee guidelines and policies.
 - 12.1.1.4 Issues relating to the performance of duties and responsibilities of ASC admin officers and subcommittee chairs
- 12.1.2 The KZNASC chair will only exercise a casting vote only in the case of a tie.
- 12.1.3 All motions will be carried by a vote of 80% of GSRs of the quorum present.
- 12.1.4 One individual may act as both GSR and proxy for another group concurrently.

12.2 Voting on Recommendations of ASC Reports, Implementing KZNASC Policy and General Matters of the ASC, including the ASC Calendar

- 12.2.1 Recommendations of the KZNASC admin officer reports, matters affecting the implementation of KZNASC policy, temporary replacement of KZN Admin Office Bearers or Sub-Committee Chairpersons (as per section 14.2) and financial requests of less than R 10,000.00 will pass with an 80% majority of KZNASC members present.

All elected members of the ASC will be eligible to vote. A quorum of 66% of eligible GSRs and 66% of elected ASC members will apply if voting on such motions is to occur.

12.2.2 One individual may not vote for two groups.

13. Motions

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

- 13.1 GSRs, subcommittee chairs, and the admin officers of the KZNASC (except the chair) are the only members of the ASC meeting allowed to submit a motion to the floor. Only a GSR may second a motion.
- 13.2 All motions will be submitted to the Chair and Secretary no later than seven days prior to the monthly ASC meeting.
- 13.3 Verbal motions may be accepted at the discretion of the KZNASC chair. The verbal motion will be included in the ASC meeting minutes. The maker of the motion is still required to submit the motion in writing to the Chair and Secretary to assure accuracy of records.
- 13.4 Only the member submitting the motion, with the consent of the member who seconded the motion, may retract a motion.
- 13.5 There will be only one motion per meeting to rescind the intent or action of a previously approved motion.
- 13.6 Motions submitted prior the KZNASC meeting have priority over other motions submitted during the meeting. This means that a motion previously submitted on a particular subject or action by the KZNASC will be considered first.
- 13.7 Motions may include such items as policy changes, financial expenditure, and impeachment.

14. Discussion and Debate

- 14.1 To avoid confusion and reduce the amount of time spent on KZNASC business, the following guidelines have been adopted. They are meant to guide the Chair in executing the agenda and are not to be a device to serve the interest of individuals.
- 14.2 The difference between discussion and debate is as follows: Discussion is that which takes place when there is no motion on the floor. Debate is that which follows a motion that has been seconded but before a vote is taken.
- 14.3 Every NA member who attends the meeting may speak to the floor in a discussion.
- 14.4 Only members of the KZNASC may debate a motion, that is to say, GSRs or their alternates, admin officers, subcommittee chairs and subcommittee vice chairs. A member with experience or information regarding the issue being addressed will have precedence over the order of speakers.

Discussion

- 14.5 Discussion will occur at relevant times such as in old business, new business, the RCM report and the subcommittee reports. The chair will at his/her discretion lead, interpret these guidelines and close the discussion at hand. The guidelines on discussion are as follows:
 - 14.5.1 Any NA member may participate in discussion.

- 14.5.2 Each participant may make two statements and ask one question on an issue.
- 14.5.3 Any member who has had the floor once during a discussion may not have it again while the same issue is being discussed, if there is any member who has not had a chance to speak yet. Once everyone who desires a turn has had a chance to speak, members may seek the floor a second time.
- 14.5.4 Each member in discussion will be given a two-minute time limit to address the issue being discussed.
- 14.5.5 A member may appeal to the Chair to continue the discussion. It is up to the Chair to continue the discussion or table it until the next KZNASC meeting or suggest that a motion be made to address the issue at hand. The GSRs may override the Chair's decision by an 80% majority vote.
- 14.5.6 The Chair will not recognize a motion until he/she has determined that the guidelines for discussion have been met in his/her judgement.

Debate

- 14.6 The limits on debate are as follows:
 - 14.6.1 Each member in debate will be given a two-minute time limit to address the motion being debated.
 - 14.6.2 Any member may ask the maker of the motion any question of clarity pertaining to the motion.
 - 14.6.3 The member who made the motion may have a final appeal before the vote is taken.
 - 14.6.4 Only three pros and three cons will be considered for each motion being debated.
 - 14.6.5 Any member who has had the floor once during a debate having given a pro or con to a motion may not have the floor while the same issue is being debated, if there is any member who has not had a chance to speak yet. Once everyone who desires a turn has had a chance to speak, members may seek the floor a second time.
 - 14.6.6 After these conditions have been met, the Secretary will restate the motion and the Chair will ask for a vote by the voting members.

15. Nominations and Elections of Administrative Officers, Regional Committee Members, and Subcommittee Chairpersons

- 15.1 The process of electing KZNASC members shall begin 4 months before the end of the current trusted servant's term. This should enable an efficient handover and promote continuity of service to the KZNASC.
- 15.2 When an admin officer or subcommittee chair position has been vacated by resignation or the incumbent has been removed by the KZNASC, then the KZNASC may appoint a temporary officer or subcommittee chair. This would be on a month to month basis until the position has been filled by a duly held election. In the event that the Chair or RCM positions become vacant, the Vice Chair or alternate RCM assumes the duties of their respective office.
- 15.3 The election of office bearers and subcommittee chairs will follow a 4 consecutive meeting process:
 - 15.3.1 Meeting 1 Call for nominations
The ASC Chair will call for nominations.
 - 15.3.2 Meeting 2 Close of nominations
At the next ASC meeting the Chair will ask for any further nominations from the floor. The Chair will ask for the nominees to accept their nominations. These

nominations will be added to the list and the Chair will move to close the nominations, which must be seconded and passed by 80% of the GSRs present. Nominees must then immediately send their service CV (Annexure B) to the Secretary as well as an overview of their vision and goals for the position. If a service CV is not received at least one week before next ASC meeting, the nominee will be removed from the nominations list. At group conscience meetings before Meeting 3, groups are encouraged to discuss the service CVs with the view to reaching a consensus or formulating questions for the nominees. Groups should be ready to vote at Meeting 3 if they have no questions.

15.3.3 Meeting 3 Questions

Nominees are required to be present at Meeting 3. This is the time that the ASC may ask nominees any questions pertaining to the positions they have been nominated for. If there are no questions at meeting 3, and 80% of the GSRs present agree, voting can take place at this meeting.

15.3.4 Meeting 4 Voting

At the next ASC meeting the voting process will commence. All nominees present will be asked to leave the room for the election so that the GSRs can vote. The vote will commence and an 80% majority is needed to elect the nominee.

15.4 Should this not be sufficient time, the ASC Chair can delay the process by a month at any stage.

15.5 If the nominees do not receive an 80% majority vote, the position is reopened for nominations and voting.

16. Resignation and Impeachment

16.1 Voluntary resignation must be given, in writing, to the KZNASC Chair and Secretary in advance of the next KZNASC meeting.

16.2 Impeachment

16.2.1 A person will be impeached in the event of relapse during their term of service.

16.2.2 A person may be impeached in the event of failure to perform duties and responsibilities

16.2.3 A person may be impeached for breach of the Traditions, the Concepts, or any other unethical conduct inconsistent with the role of a trusted servant including theft of NA funds.

16.3 Items (16.2.2 and 16.2.3) represent prerequisites for impeachment. They are not intended to mean impeachment is necessary or required in each case that these conditions exist. They are meant to be a guide for ASC conscience when impeachment proceedings are initiated.

16.4 Impeachment Procedures:

16.4.1 To begin impeachment, a motion stating intent with due cause should be given to the KZNASC Chair and Secretary at least seven days before the KZNASC meeting.

16.4.2 The KZNASC Chair will inform the admin officer, subcommittee chair or subcommittee vice chair named for impeachment before the meeting.

16.3.4 The respondent is given time during the ASC meeting for rebuttal, if so desired. This would be the time for GSRs and admin officers to ask questions of the respondent. This process is limited to 10 minutes.

16.3.5 The respondent is then asked to leave the room so GSRs may debate the merits of the motion freely.

- 16.3.6 The Chair guides the debate and will move to close the discussion and take a vote on the motion to impeach.
- 16.3.7 An 80% majority vote of quorum is needed to impeach. The Secretary will announce the results.

17. Qualifications and Responsibilities for KZNASC Trusted Servants

17.1 Election of KZNASC Administrative Officers, Regional Committee Members, Subcommittee Chairs and Subcommittee Vice Chairs

- 17.1.1 The qualifications suggested here are meant as a guide to GSRs in electing trusted servants for the KZNASC. Some individuals nominated will not fit all of the criteria set forth and it should not disqualify them from consideration. It should be stated however, that these guidelines come from previous experience and should be weighed as such when considering a nominee for a particular trusted servant position. Willingness alone is not sufficient for qualification.
- 17.1.2 The minimum clean time will be determined from time to time in a practical manner by analysing the trends in clean times of members who indicate they are willing to serve the KZNASC. There is a need to strive for balance between experienced members and newer members of NA, and between those who display a willingness to serve NA and those who possess the skills required to carry out certain responsibilities.
- 17.1.3 Vice chairpersons are elected with the understanding that they are willing to be elected into the respective Chair position when that position becomes open. Chairpersons are required to mentor their Vice Chairperson to prepare them for the respective Chair position. This is done in the spirit of the principles of rotation and continuity.
- 17.1.4 It is preferred that ASC Admin Officers do not concurrently hold the positions of GSR, alternate GSR, or act as a GSR proxy.

17.2 The KZNASC Chairperson

17.2.1 Qualifications

- 17.2.1.1 Willingness, time and resources to serve.
- 17.2.1.2 One year commitment.
- 17.2.1.3 Minimum three years' clean time.
- 17.2.1.4 Minimum of one year of NA service at area level.
- 17.2.1.5 An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the KZNASC policy.
- 17.2.1.6 Willingness to resign all other elected positions at Area and Regional levels of service.
- 17.2.1.7 The ability to exercise patience and tolerance.

17.2.2 Responsibilities

- 17.2.2.1 Ensures that the KZNASC meeting starts and ends on time
- 17.2.2.2 Arranges, chooses and executes the meeting agenda
- 17.2.2.3 Signatory of the KZNASC bank accounts
- 17.2.2.4 Conducts elections of new admin officers, subcommittee chairs and subcommittee vice chairs
- 17.2.2.5 Understands and upholds the KZNASC policy and guidelines

- 17.2.2.6 May assist in auditing treasury books for the previous year
- 17.2.2.7 Mentors the Vice Chair or helps to ensure the incoming Chair is prepared for the position should the Vice Chair not be the incoming Chair
- 17.2.2.8 Attends all KZNASC meetings.
- 17.2.2.9 Plans and leads the annual area inventory process.
- 17.2.2.10 Attempts to be fair and impartial as the mediator of ASC business.
- 17.2.2.11 Protects the committee from frivolous motions.
- 17.2.2.12 Fosters good relations with other Areas and the RSC.
- 17.2.2.13 Appoints such ad hoc subcommittees as may be required by KZNASC from time to time

17.3 The KZNASC Vice Chairperson

17.3.1 Qualifications

- 17.3.1.1 Willingness, time and resources to serve.
- 17.3.1.2 One year commitment
- 17.3.1.3 Minimum two years' clean time.
- 17.3.1.4 Minimum of one year of NA service.
- 17.3.1.5 An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the KZNASC policy.
- 17.3.1.6 Willingness to resign all other elected positions at Area and Regional levels of service.
- 17.3.1.7 The ability to exercise patience and tolerance.
- 17.3.1.8 Willingness to be mentored into the Chair position (this potentially means a two year commitment).

17.3.2 Responsibilities

- 17.3.2.1 Assumes temporarily the duties of Chairperson in their absence, impeachment or resignation.
- 17.3.2.2 Assists the Chairperson in carrying out his/her duties
- 17.3.2.3 Orients newly elected admin officers, subcommittee chairs and subcommittee vice chairs to KZNASC policy and Guidelines
- 17.3.2.4 Signatory of KZNASC bank accounts
- 17.3.2.5 Attends all KZNASC meetings
- 17.3.2.6 Helps generate cohesion between Area subcommittees
- 17.3.2.7 Stays informed of subcommittees' projects and problems. Attends subcommittee meetings whenever possible.
- 17.3.2.8 Works closely with Area subcommittee chairs to prepare annual reports and budgets.
- 17.3.2.9 Coordinates annual and periodic review and /or audits of treasury books
- 17.3.2.10 May assist in auditing treasury books for the previous year

17.4 The KZNASC Treasurer

17.4.1 Qualifications

- 17.4.1.1 Willingness, time and resources to serve.
- 17.4.1.2 Two year commitment.
- 17.4.1.3 Minimum two years' clean time.
- 17.4.1.4 Minimum of one year NA service at area level.

- 17.4.1.5 An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the KZNASC policy.
- 17.4.1.6 Willingness to resign all other elected positions at Area and Regional levels of service.
- 17.4.1.7 Be financially secure, have a stable job and good at managing his/her personal finances, as well as inspiring the trust of the KZNASC.
- 17.4.1.8 The ability to exercise patience and tolerance.
- 17.4.1.9 Have working knowledge of MS Excel and the financial principles associated with preparing budgets and monthly reports and previous experience in managing organisational finances.

17.4.2 Responsibilities

- 17.4.2.1 Maintains an accurate account of the KZNASC bank accounts including all income sources and detailed expenditures.
- 17.4.2.2 Submits a monthly written report of all fiscal activity between KZNASC meetings.
- 17.4.2.3 Loads payment requests with the KZNASC online banking facility. Payments may only be requested by the KZNASC admin officers, standing subcommittee chairs and ad hoc committee chairs, or others as required by KZNASC motions.
- 17.4.2.4 Advises the bank signatories of payments that require authorisation.
- 17.4.2.5 Sends proofs of payment to the relevant people.
- 17.4.2.6 Handles the administration of the KZNASC banking profile. This includes liaising with the bank with regards to changing signatories, issuing of new dongles, and any other queries.
- 17.4.2.7 Both the outgoing and incoming Treasurers will ensure a thorough handover of financial records. The incoming Treasurer will audit the previous year of treasury activity.
- 17.4.2.8 An outgoing Treasurer, will write a report of the previous year's Treasury activities, (expenditures against the budget)
- 17.4.2.9 Attends all KZNASC meetings.
- 17.4.2.10 Maintains a record of each group's donations.
- 17.4.2.11 Serves as Treasurer of the committee and provides financial administration support to subcommittees.
- 17.4.2.12 Submits annual financial statements to the RSC as required.
- 17.4.2.13 Mentors the Vice Treasurer

17.5 The KZNASC Vice Treasurer

17.5.1 Qualifications

- 17.5.1.1 Willingness, time and resources to serve.
- 17.5.1.2 Two year commitment.
- 17.5.1.3 Minimum one year clean time.
- 17.5.1.4 Minimum of one year NA service.
- 17.5.1.5 An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the KZNASC policy.
- 17.5.1.6 Willingness to resign all other elected positions at Area and Regional levels of service.

- 17.5.1.7 Be financially secure, have a stable job and good at managing his/her personal finances, as well as inspiring the trust of the KZNASC.
- 17.5.1.8 The ability to exercise patience and tolerance.
- 17.5.1.9 Have working knowledge of MS Excel and the financial principles associated with preparing budgets and monthly reports and previous experience in managing organisational finances.
- 17.5.1.10 Willingness to be mentored into the Treasurer position (this potentially means a four year commitment).

17.5.2 Responsibilities

- 17.5.2.1 Carries out all duties allocated by the Treasurer of the KZNASC.

17.6 The KZNASC Secretary

17.6.1 Qualifications

- 17.6.1.1 Willingness, time and resources to serve.
- 17.6.1.2 One year commitment.
- 17.6.1.3 Minimum of two years' clean time.
- 17.6.1.4 Minimum of one year NA service at area level.
- 17.6.1.5 An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the KZNASC policy.
- 17.6.1.6 Willingness to resign all other elected positions at Area and Regional levels of service.
- 17.6.1.7 Have the necessary skills and previous experience to administer the affairs of an organisation.
- 17.6.1.8 The ability to exercise patience and tolerance.

17.6.2 Responsibilities

- 17.6.2.1 Serves as Secretary of the KZNASC.
- 17.6.2.2 Records and maintains KZNASC meeting minutes.
- 17.6.2.3 Responsible for maintaining files of KZNASC meeting minutes and other documents
- 17.6.2.4 Responsible for KZNASC correspondence, in particular the monthly ASC meeting minutes and weekly announcements.
- 17.6.2.5 Responsible for maintaining an updated copy of the KZNASC Policy and Guidelines, as well as a log of any amendments, considered as the "official" copy. Addenda to this policy will be sent with the meeting minutes as needed.
- 17.6.2.6 Review submitted motions for clarity and orderliness before giving the motion to the Chair.
- 17.6.2.7 Edit the KZNASC Policy and Guidelines annually after the inventory and planning processes to reflect revisions made during the previous year.
- 17.6.2.8 Attends all KZNASC meetings
- 17.6.2.9 Assists the Meeting List Chair in registering KZNASC groups with NAWS, with the assistance of the GSRs
- 17.6.2.10 Maintains a list of participating and nonparticipating groups to establish a quorum.
- 17.6.2.11 Responsible for maintaining the KZNASC email list.

- 17.6.2.12 Responsible for receiving and sending correspondence to and from outlying groups.
- 17.6.2.13 Ensures that the venue for the monthly ASC meeting is booked.
- 17.6.2.14 Mentors the Vice Secretary

17.7 The KZNASC Vice Secretary

17.7.2 Qualifications

- 17.7.2.1 Willingness, time and resources to serve.
- 17.7.2.2 One year commitment.
- 17.7.2.3 Minimum of one year clean time.
- 17.7.2.4 Minimum of six months of NA service.
- 17.7.2.5 An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the KZNASC policy.
- 17.7.2.6 Willingness to resign all other elected positions at Area and Regional levels of service.
- 17.7.2.7 Have the necessary skills and previous experience to administer the affairs of an organisation.
- 17.7.2.8 The ability to exercise patience and tolerance.
- 17.7.2.9 Willingness to be mentored into the Secretary position (this potentially means a two year commitment).

17.7.3 Responsibilities

- 17.7.3.1 Carries out all duties allocated by the Secretary of the KZNASC.
- 17.7.3.2 Acts as the KZNASC Secretary in the absence of the Secretary.

17.8 The Regional Committee Member

17.8.1 Qualifications

- 17.8.1.1 Willingness, time and resources to serve.
- 17.8.1.2 Two year commitment.
- 17.8.1.3 Minimum three years' clean time.
- 17.8.1.4 Minimum of one year of KZNASC service.
- 17.8.1.5 An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the KZNASC policy.
- 17.8.1.6 Willingness to resign all other elected positions at Area and Regional levels of service.
- 17.8.1.7 The ability to exercise patience and tolerance.

17.8.2 Responsibilities

- 17.8.2.1 Attends all KZNASC meetings.
- 17.8.2.2 Attends all South African Regional Service Committee (RSC) meetings.
- 17.8.2.3 Chairs the KZNASC meeting in the absence of the Chair and Vice Chair
- 17.8.2.4 Signatory of KZNASC bank accounts
- 17.8.2.5 Gives a written report to the KZNASC on activities of the RSC, submitted to the Chair and Secretary at least 7 days before the monthly ASC meeting for distribution to GSRs.
- 17.8.2.6 Gives a written report to the RSC on activities of the KZNASC.
- 17.8.2.7 Includes RSC meeting minutes with report to KZNASC.

- 17.8.2.8 Mentors alternate RCM.
- 17.8.2.9 Provides awareness on the role of Region in relation to being of service to the KZN Area and its groups.
- 17.8.2.10 Seeks and forwards input of the KZNASC in respect of literature being developed by the NAWS and RSC.

17.9 The Alternate Regional Committee Member

17.9.1 Qualifications

- 17.9.1.1 Willingness, time and resources to serve.
- 17.9.1.2 Two year commitment.
- 17.9.1.3 Minimum three years' clean time.
- 17.9.1.4 Minimum of one year of KZNASC service.
- 17.9.1.5 An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the KZNASC policy.
- 17.9.1.6 Willingness to resign all other elected positions at Area and Regional levels of service.
- 17.9.1.7 The ability to exercise patience and tolerance.
- 17.9.1.8 Willingness to be mentored into the Regional Committee Member position (this potentially means a four year commitment).

17.9.2 Responsibilities

- 17.9.2.1 Assumes the duties of the RCM in their absence, impeachment or resignation
- 17.9.2.2 Attends all KZNASC meetings
- 17.9.2.3 Attends all RSC meetings
- 17.9.2.4 Assists the RCM in carrying out their duties
- 17.9.2.5 Signatory of KZNASC bank accounts.

17.10 The Subcommittee Chairpersons

17.10.1 Qualifications

- 17.10.1.1 Willingness, time and resources to serve.
- 17.10.1.2 One year commitment.
- 17.10.1.3 Minimum two years' clean time.
- 17.10.1.4 Minimum one year NA service.
- 17.10.1.5 An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the KZNASC policy.
- 17.10.1.6 Willingness to resign all other elected positions at Area and Regional levels of service.
- 17.10.1.7 The ability to exercise patience and tolerance.

17.10.2 Responsibilities

- 17.10.2.1 Assumes responsibility for their subcommittee's performance
- 17.10.2.2 Attend all KZNASC monthly meetings
- 17.10.2.3 Gives a written report of subcommittee activity and any other pertinent information to the KZNASC. This report is submitted to the Chair and Secretary at least 7 days before the monthly ASC meeting for distribution to GSRs.

- 17.10.2.4 Gives an accurate accounting of monies received and spent by their subcommittee.
- 17.10.2.5 Submits an annual work plan and budget for approval during the planning and budgeting process.
- 17.10.2.6 Mentors the Subcommittee Vice Chairperson
- 17.10.2.7 Works collaboratively with all other ASC subcommittees.

17.11 The Subcommittee Vice Chairpersons

17.11.1 Qualifications

- 17.11.1.1 Willingness, time and resources to serve.
- 17.11.1.2 One year commitment.
- 17.11.1.3 Minimum one year clean time.
- 17.11.1.4 Minimum six months NA service.
- 17.11.1.5 An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the KZNASC policy.
- 17.11.1.6 Willingness to resign all other elected positions at Area and Regional levels of service.
- 17.11.1.7 The ability to exercise patience and tolerance.
- 17.11.1.8 Willingness to be mentored into the Chair position. (this potentially means a two year commitment).

17.11.2 Responsibilities

- 17.11.2.1 Carries out all duties allocated by the Subcommittee Chairperson.

17.12 The Group Service Representative (GSR)

17.12.1 Responsibilities

- 17.12.1.1 Attends all KZNASC meetings
- 17.12.1.2 Reports all KZNASC activities to their groups
- 17.12.1.3 Reports to KZNASC their group's status
- 17.12.1.4 Communicates group's conscience to KZNASC
- 17.12.1.5 Supports the KZNASC activities by participation at workshops, conventions, poster drives, and any other subcommittee activities.
- 17.12.1.6 Understands KZNASC Policy and Guidelines.
- 17.12.1.7 Attends the Regional Assembly. If the GSR or alternate GSR is unable to attend the Regional Assembly, a proxy must be arranged.

18. The KZNASC Subcommittees

- 18.1 In order to minimize time spent in debate at the KZNASC meeting, systems of subcommittees are used. Standing subcommittees are formed to fulfil the responsibilities and tasks of the KZNASC as the groups dictate. The initiation and finalization of their projects takes place at the KZNASC meeting. Each subcommittee is accountable to the KZNASC. All subcommittee Chairs are encouraged to demonstrate courtesy and respect toward each other, communicating with each other in order to work together, and to complement the work of each subcommittee. The KZNASC Vice Chair will assist with this (refer to 17.3.2.6).

18.2 The Hospitals and Institutions (H&I) Subcommittee

This committee's primary purpose is as follows:

- 18.2.1 To carry the message of NA into institutions such as hospitals, jails, detoxification centres and recovery houses where addicts are otherwise unable to receive the NA message from another addict. The committee will conduct panels that carry the NA message to addicts that often have no other way of hearing the NA message.
- 18.2.2 To ensure that appropriate members of NA are attending meetings set up in hospitals and institutions.
- 18.2.3 The H&I subcommittee will work collaboratively with the PR subcommittee to identify hospitals and institutions where the NA message may be carried. Initial contact with hospitals and institutions is made by the PR subcommittee.
- 18.2.4 The subcommittee chair shall seek to encourage the growth and progress of the subcommittee in the KZN Area and cooperate with the Regional H&I subcommittee.
- 18.2.5 The subcommittee will have an annual work plan and budget to guide activities and to ensure financial accountability.
- 18.2.6 Requests for funds beyond the annual budget must be submitted and approved by the KZNASC at the monthly meeting.
- 18.2.7 The H&I subcommittee Chair should be familiar with the H&I Handbook (Annexure C).
- 18.2.8 The H&I subcommittee will develop a local H&I Guide and Orientation Pack for new H&I members. These documents require the approval of KZNASC.
- 18.2.9 Where the H&I subcommittee change the local H&I Guide and Orientation Pack they should propose such motion to KZNASC.

18.3 The Public Relations (PR) Subcommittee

This committee's primary purpose is as follows:

- 18.3.1 To inform the public about recovery from addiction through the NA programme. It shall accomplish this task by using different forms of media to inform the public that Narcotics Anonymous exists while maintaining the spirit of the 6th, 10th and 11th Traditions of Narcotics Anonymous.
- 18.3.2 The committee may inform professionals working with addicts of our services and programme through supplying them with relevant media and hosting information and networking seminars.
- 18.3.3 The committee shall ensure that various forms of media are utilised to carry the message that recovery is possible to addicts seeking recovery, through our primary activity, the NA meetings.
- 18.3.4 The PR subcommittee will work collaboratively with the H&I subcommittee to identify hospitals and institutions where the NA message may be carried. Initial contact with hospitals and institutions is made by the PR subcommittee.
- 18.3.5 The subcommittee chair shall seek to encourage the growth and progress of the subcommittee in the KZN Area and cooperate with the Regional PR subcommittee.
- 18.3.6 The subcommittee will have an annual work plan and budget to guide activities and to ensure financial accountability
- 18.3.7 Requests for funds beyond the annual budget must be submitted and approved by the KZNASC at the monthly meeting.
- 18.3.8 The PR subcommittee Chair should be familiar with the Public Relations Handbook (Annexure D).

- 18.3.9 The PR subcommittee will develop a local PR Guide and Orientation Pack for new PR members. These documents require approval of KZNASC.
- 18.3.10 Where the PR subcommittee change the local PR Guide and Orientation Pack they should propose such motion to KZNASC.

18.4 The Phonline Subcommittee

This committee's primary purpose is as follows:

- 18.4.1 To inform people who call the NA Phonline, email the NA helplines, or message the NA WhatsApp helpline of information relating to recovery from drug addiction through our primary activity, the NA meetings. It shall accomplish this task by informing callers of meetings and what the NA program is while maintaining the spirit of the 6th, 10th and 11th Traditions of Narcotics Anonymous.
- 18.4.2 To arrange 12th step calls as requested by callers. It is recommended that 12th step calls be conducted by at least two members, preferably of the same gender as the person asking for help. It is vital that NA members adhere to all Twelve Traditions of NA when doing 12th step calls.
- 18.4.3 The subcommittee chair shall seek to encourage the growth and progress of the subcommittee in the KZN Area and cooperate with the Regional Phonline subcommittee.
- 18.4.4 The subcommittee will have an annual work plan and budget to guide activities and to ensure financial accountability.
- 18.4.5 Requests for funds beyond the annual budget must be submitted and approved by the KZNASC at the monthly meeting.
- 18.4.6 The Phonline subcommittee Chair should be familiar with the Public Relations Handbook (Annexure D), in particular chapter 9 dealing specifically with phonelines.
- 18.4.7 The Phonline subcommittee will develop a local Phonline Guide and Orientation Pack for new Phonline members. These documents require approval of KZNASC.
- 18.4.8 Where the Phonline subcommittee change the local Phonline Guide and Orientation Pack they should propose such motion to KZNASC.

18.5 The Events Subcommittee

This committee's primary purpose is as follows:

- 18.5.1 To support the planning and organising of the South Africa Regional Convention of NA when it is held in the KZN province or when other ASCs or the RSC require support elsewhere to organise the convention.
- 18.5.2 To plan and organise an annual KZN Area convention and it may organise events to celebrate World Unity Day.
- 18.5.3 This committee shall have an annual fundraising work plan aimed at generating funds for the activities of NA. This plan shall be developed during the annual planning and budgeting meeting and shall be implemented by this subcommittee throughout the financial year.
- 18.5.4 This committee shall plan and organise social functions for NA members of the KZNASC in order to build the unity of the fellowship and to carry the message of recovery. All events shall be consistent with the spiritual principles of recovery.
- 18.5.5 The subcommittee chair shall seek to encourage the growth and progress of the subcommittee in the KZN Area and work collaboratively with other KZNASC subcommittees

- 18.5.6 All money received from events shall be turned over to the KZNASC unless such money was solely raised for RSC or NAWs.
- 18.5.7 Funds may be drawn from the treasurer with the approval of KZNASC to provide seed money for events. This money is to be returned along with any profits after each event.
- 18.5.8 The intended use of the initial seed money is to sponsor fundraising events for future events during the year. This seed money is not intended to be a recurring monthly expense but shall be held in the prudent reserve if fund raising falls short.
- 18.5.9 The Events subcommittee will develop a local Events Guide and Orientation Pack for new Events members. These documents require approval of KZNASC.
- 18.5.10 Where the Events subcommittee change the local Events Guide and Orientation Pack they should propose such motion to KZNASC.
- 18.5.11 The Events Chairperson and Vice Chairperson shall administer the 'Narcotics Anonymous – KZN Events' secret Facebook group. Activity on this Facebook group will be guided by the service pamphlet 'Social Media and Our Guiding Principles' (Annexure E) as well as section 25 below.

18.6 The Fellowship Development (FD) Subcommittee

This committee's primary purpose is as follows:

- 18.6.1 To provide support for the development and maintenance of new NA groups in areas where NA is emerging. This includes liaising with the Literature Chair to ensure the new group receives a starter pack of NA literature (as per 19.8.2), liaising with the PR subcommittee to discuss possible public relations efforts in the area, and informing the new group of the role of the KZNASC.
- 18.6.2 This committee may also identify areas where NA groups are sorely needed and undertake activities aimed at starting and maintaining NA meetings in such areas.
- 18.6.3 To reach out and help struggling NA groups
- 18.6.4 To assist groups with conflict resolution
- 18.6.5 The subcommittee chair shall seek to encourage the growth and progress of the subcommittee in the KZN Area, work collaboratively with other KZNASC subcommittees and cooperate with the Regional Fellowship Development subcommittee.
- 18.6.6 The subcommittee will have an annual work plan and budget to guide activities and to ensure financial accountability.
- 18.6.7 Requests for funds beyond the annual budget must be submitted and approved by the KZNASC at the monthly meeting.
- 18.6.8 The Fellowship Development subcommittee will develop a local Fellowship Development Guide and Orientation Pack for new FD members. These documents require approval of KZNASC.
- 18.6.9 Where the FD subcommittee change the local FD Guide and Orientation Pack they should propose such motion to KZNASC.

18.7 The Literature Subcommittee

This committee's primary purpose is as follows:

- 18.7.1 Coordinate and administer the purchase of NA Literature to ensure an adequate supply of literature, key tags, medallions and other NA memorabilia.
- 18.7.2 Coordinate and administer the sale of NA literature amongst NA groups.

- 18.7.3 Ensure there are sufficient stocks of literature available for NA groups before selling or providing literature to outside enterprises.
- 18.7.4 Undertake basic marketing activities of NA literature amongst NA groups.
- 18.7.5 Ensure that, where stocks allow, new NA groups are provided with a starter pack (as per 19.8.2).
- 18.7.6 Ensure that KZNASC literature stock is securely stored and a stock control system is maintained.
- 18.7.7 On a quarterly basis propose, in collaboration with the KZNASC Treasurer and the RSC, the resale prices of literature within the KZNASC.

18.8 The Meeting List Subcommittee

This committee's primary purpose is as follows:

- 18.8.1 To maintain a printed meeting list of all NA meetings in KZN and distribute these meetings lists to GSRs. New meetings will be added to www.na.org.za immediately. When a new meeting has been running for three months, it will be added to the printed meeting list.
- 18.8.2 To liaise with the Regional Website Chair to ensure that meeting information on the na.org.za website is correct
- 18.8.3 To liaise with NAWS to ensure that meeting information on the na.org website is correct
- 18.8.4 To review the meeting list on a quarterly basis
- 18.8.5 The subcommittee will have a budget to guide activities and to ensure financial accountability.
- 18.8.6 Requests for funds beyond the annual budget must be submitted and approved by the KZNASC at the monthly meeting.

18.9 The Website Subcommittee

This committee's primary purpose is as follows:

- 18.9.1 To maintain KZNASCs website, www.kznasc.co.za
- 18.9.2 To create and maintain a calendar of events and activities on the KZNASC website.
- 18.9.3 The subcommittee chair shall seek to encourage the growth and progress of the subcommittee in the KZN Area and cooperate with the Regional Website subcommittee.
- 18.9.4 The subcommittee will have an annual work plan and budget to guide activities and to ensure financial accountability.
- 18.9.5 Requests for funds beyond the annual budget must be submitted and approved by the KZNASC at the monthly meeting.

18.10 The Ad Hoc Policy Subcommittee

- 18.10.1 This subcommittee is concerned with those matters which are the policy of the KZNASC. The general policies of Narcotics Anonymous are expressly stated in the Traditions; however, the application of these Traditions within our Area is the concern of this subcommittee. This subcommittee also studies and makes recommendations on KZNASC policy as directed by the KZNASC.
- 18.10.2 This subcommittee will be chaired by the KZNASC vice chairperson and shall meet when the KZNASC deems necessary. Recommendations of the committee shall be brought to the KZNASC Admin Officers and Subcommittee Chairpersons for review

and input. Thereafter, the changes will be presented to NA groups and the fellowship as a whole for discussion. A motion to accept the changes will be raised at ASC for NA groups to vote.

18.10.3 The subcommittee will convene to hold an annual review of the policies after the annual inventory, planning and budgeting processes.

18.11 Deactivation of a Subcommittee

18.11.1 To deactivate a subcommittee, the subcommittee itself must have a GSR submit a motion to do so. The motion must be seconded and taken to the groups for their conscience on the question. The motion is then brought up as new business at the next KZNASC meeting. The motion to deactivate must be approved by an 80% majority of the voting quorum. The subcommittee would then be considered inactive.

19. Financial Issues

19.1 Fund Flow and Fiscal Policy

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

19.1.2 Bearing in mind the guidelines in A Guide to Local Service in Narcotics Anonymous (Annexure F), IP24 Money Matters: Self-Support in NA (Annexure G), IP28 Funding NA Services (Annexure H), World Services Bulletin 21 (revised) “The Generation of Funds (Fundraising) and the Seventh Tradition in NA (Annexure I) the KZN ASC proposes the following to facilitate these concepts of fund flow within the KwaZulu Natal Area:

19.2 Donations from the NA Groups

19.2.1 The KZNASC will serve as the collection and distribution point for Seventh Tradition donations to recognized levels of service on behalf of the NA groups it serves. This means that the donation of an NA group to the KZNASC will first be divided and then distributed to the area and, regional levels of service. The suggested formula for this division will be as follows:

19.2.2 Seventy-five percent (75%) will be retained by the KwaZulu Natal Area Service Committee.

19.2.3 Twenty-five percent (25%) will be passed on to the South African Regional Service Committee.

19.2.4 KZNASC has decided not to distribute funds directly to World Services because it is impractical to do so. Bank charges on international fund flow make this suggestion unfeasible. The current recommendation is to donate funds to SA Regional Service Committee, who will in turn donate funds from all areas to World Services.

19.2.5 Seventh Tradition donations from groups must be deposited into the KZNASC current account via bank deposit or EFT. The group must use its group name as a reference to assist the treasurer in correctly recognizing and allocating funds.

19.2.5 The KZNASC treasurer will report on the Seventh Tradition funds received from the NA groups of the area at each KZNASC meeting.

19.2.6 All NA groups within the KZNASC are urged to contribute funds in excess of their budget to the KZNASC on a monthly basis. NA groups in the KZNASC may also choose to make a fixed contribution on a monthly basis to NA based on their financial resources. This will greatly assist to stabilise income flows and enable expenditure to occur in a planned manner. The ASC shall receive a monthly report from the Treasurer and other officials dealing with financial issues which clearly indicate the income received, literature sales, expenditure undertaken and monies owed to the ASC by the NA groups.

19.3 Profits from Literature Sales

19.3.1 Profits from literature sales are primarily intended for the resupply of literature for the groups in the Area, recouping the costs of shipping, and administrative costs associated with literature sales. Secondly, profits from literature sales may be used in support of groups and the subcommittees in fulfilling our primary purpose.

19.4 Profits from Area Activities

19.4.1 Activities that generate funds greater than expended will be retained by KZNASC to continue its support of the NA groups.

19.4.2 Fund raising activities for specific purposes (as sanctioned by the KZNASC) should be ring-fenced from other KZNASC resources when considering available funding for Area activities or projects.

19.5 Profit from the KwaZulu Natal Hosted Conventions

19.5.1 Profits from KwaZulu Natal Area Conventions (monies left over after all bills are paid and reserve or seeding funds have been set aside) will be considered as a part of the Seventh Tradition formula used for the groups.

19.6 Insufficient Funding

19.6.1 If the KZNASC determines that there is a profound lack of funding to continue basic services, then efforts at cost cutting and direct fundraising will be the preferred solution. Basic services are those services essential for carrying the NA message such as literature provision, basic H&I, PR and FD activities.

19.6.2 KZNASC will inform groups of the lack of funds and request further 7th tradition donations. KZNASC may also hold fundraising activities.

19.7 Excess Funding

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

19.8 KZNASC Financial Support of NA Groups

19.8.1 Short term financial support will be considered for new and established groups on a case by case basis by the ASC, subject to the merits of the case and the availability of funds at an ASC level.

19.8.2 The KZNASC will make available a starter pack to all newly established NA groups provided that such NA groups are properly registered NA groups. The provision of this starter pack is subject to the KZNASC having the necessary resources from time to time to be able to provide a starter pack. Where resources are available the KZNASC will endeavour to provide the following starter pack: one copy of the Basic Text, one copy of Just For Today, one copy of It Works: How and Why, one copy of The Step Working Guide, one copy of the Treasurers Handbook, one copy of the Group Booklet, one copy of the Guide to Local Services, 10 copies of the NA White Booklet and 10 Welcome Tags. When a new NA group requires a starter pack, a written request shall be made to the KZNASC Chairperson and the Literature Chair who shall apply this policy to support the new NA Group. The FD Chair will assist in this matter.

19.9 Signatories to the KZNASC Bank Account

19.9.1 Further to the guidelines above (refer to section 17) KZNASC may from time to time elect other ASC members to co-sign the KZNASC bank accounts. The appointment of such members shall be dependent on the following criteria: a minimum clean time period decided upon from time to time by the ASC but no less than two years, and accessibility to the Treasurer and the selected ASC bank. These trusted servants are elected according to guidelines intended to ensure careful selection. They should be given the room to exercise the qualities for which they were elected in serving the fellowship.

19.9.2 All payments require the authorisation of at least two of the four designated signatories.

19.10 The Treasury Reserves Policy

19.10.1 The value of the KZNASC bank accounts should not be less than R30,000 at any month end, or projected to be less than this in the foreseeable future.

19.11 The Ad Hoc Administrative Subcommittee

19.11.1 The primary purpose of this subcommittee is to facilitate the administrative duties for the KZNASC and its admin officers.

19.11.2 The subcommittee shall consist of the Admin officers of the KZNASC and two selected GSRs. GSRs are to be selected at the KZNASC meeting as needed. This subcommittee will be formed when deemed necessary by KZNASC and is responsible for recovering stolen funds, and mediating conflicts between groups and/or individuals of NA.

19.11.3 The subcommittee shall conduct business between meetings as directed by the GSRs.

19.11.4 The subcommittee may conduct non-periodic audits of the financial records for the KZNASC and its subcommittees.

19.12 The Financial Review

- 19.12.1 The KZNASC Ad Hoc Admin Subcommittee will conduct any financial review.
- 19.12.2 It is recommended that no more than 24 hours' notice is given before the financial review.
- 19.12.3 Those conducting the financial review will take physical possession of all records, statements, inventory and petty cash from the treasurer or other trusted servants.
- 19.12.4 The treasurer or trusted servant should be available to the Ad Hoc Admin subcommittee in order to assist and answer questions if necessary.
- 19.12.5 A financial review should be seen as a tool that may prevent a minor error from becoming a major one. It is not intended to be an inquisition!
- 19.12.6 Financial reviews should not be predictable but should be varied as to time and place.

19.13 Theft of Funds Policy

- 19.13.1 The KZNASC shall be guided by the spiritual principles of recovery and shall allow every member an opportunity to behave responsibly in difficult situations and make amends. The recovery of funds is only part of a process that shall include healing for all those involved. This policy shall be a guideline to encourage a process that is both responsible and spiritual; taking steps of increasing severity should they prove necessary. Because of the controversies that surround this issue the World Service Board of Trustees Bulletin #30, June 1996 (revised in 2002) "Theft of NA Funds" is included as an attachment to the KZN ASC policy for guidance (Annexure J).
- 19.13.2 The Ad Hoc Admin subcommittee shall be responsible for recovery of stolen funds.
- 19.13.3 In the case of theft of funds, the KZNASC Chair will be notified immediately, the following steps will be taken to protect the fellowship's money, and to encourage the person involved to act responsibly.
- 19.13.4 The KZNASC Chair shall convene the Ad Hoc Admin subcommittee to evaluate the situation and at least two ASC members will be designated to meet with the person to set up a payment plan and secure an acknowledgement of debt and payment plan.
- 19.13.5 The KZNASC Treasurer will keep track of the payments and include them in the monthly treasurer's report.
- 19.13.6 If payment is not received as agreed, the KZNASC Treasurer shall notify the KZNASC Chair. The Ad Hoc Admin subcommittee shall meet as needed to monitor the situation and act to recover the funds. All efforts shall be made to help the individual act responsibly. However, the KZNASC may decide as a last resort to initiate legal proceedings if necessary.
- 19.13.7 If a person has stolen NA funds that person will not be allowed to serve in positions of handling money for a period of one year after repayment of the funds. Theft of NA funds is also grounds for impeachment.
- 19.13.8 The KZNASC may notify GSRs, KZNASC subcommittee chairs or other NA service committees of these actions as deemed necessary to protect NA and the individual in question.

19.14 The Financial Year

- 19.14.1 The financial year for the KZNASC shall commence annually in March and end in February. This period coincides with our planning and budgeting process.

20. Annual KZNASC Inventory, Planning, and Budgeting

- 20.1 During November of every year, or as soon thereafter, the KZNASC shall undertake an area inventory process. This process shall be guided by the experiences and practices of NA elsewhere with regard to area inventory processes. This process should also cascade down to group level in order to develop a deeper understanding of the state of NA in the KZN area. The Area Planning Tool (Annexure K) and Planning Basics (Annexure L) may be used as a guide.
- 20.2 The information generated through the annual inventory process should be used as a basis to undertake a planning and budgeting process during the following December and January. The aim of this planning process is to develop annual goals in order to give the KZNASC focus and to enable the KZNASC to develop an annual programme of activities. This programme should then be costed and a budgeting process should result in an approved budget by the beginning of the new financial year.
- 20.3 NA members from all groups should be invited to attend and participate in the inventory process and the planning and budgeting process.

21. KZNASC Members' Conduct

- 21.1 Respect one another's opinions.
- 21.2 Allow full participation by all members.
- 21.3 Observe the spiritual principles of the NA Program.
- 21.4 Remain for the full meeting of the KZNASC.

22. Disruptive Behaviour

22.1 At the KZNASC Meetings

- 22.1.1 In the event of violence, verbal threats or other disruptive behaviour during the course of the KZNASC meeting that seriously threatens the respect and safety of the KZNASC members, the chair may choose to adjourn the KZNASC meeting. The GSRs may override this decision by an 80% majority vote if a GSR objects to the decision.
- 22.1.2 The admin officers and other concerned GSRs (excluding the disruptive member) will meet as soon as possible to decide a course of action to:
 - 22.1.2.1 Remedy the situation that caused the disruption,
 - 22.1.2.2 Decide if a special meeting of the KZNASC should be held to complete business not done because of the disruption.
 - 22.1.2.3 Seek to mediate in the conflict between the groups or individuals of NA.

22.2 KZNASC Recommendations to NA Groups in Respect of Disruptive Behaviour

The following guidelines are made with reference to the Service Pamphlet "Disruptive and Violent Behaviour" (Annexure M)

- 22.2.1 In the event of violence, verbal threats or other disruptive behaviour before, after or during the course of a group meeting (including breaks), that seriously threatens the respect and safety of the NA members, the meeting secretary may choose to adjourn the NA meeting. and/or follow the suggestions in 22.2.2.

- 22.2.2 It is suggested that the meeting Chair and the GSR (or any two of the group's trusted servants) remedy the situation that caused the disruption. The following procedure is recommended:
- 22.2.2.1 If the disruptive element is a visitor they should be asked to leave the meeting immediately.
 - 22.2.2.2 If the disruptive element is a member they should be reminded of Tradition 1 and Tradition 4 in their simplest and singular meaning, i.e. That our common welfare comes first and personal recovery depends on NA unity, and that each group is autonomous.
 - 22.2.2.3 If the disruptive behaviour persists the disruptive element should be asked to leave the meeting and be warned that further disruptive behaviour may result in their being banned from the group's meeting.
 - 22.2.2.4 Such banning is a serious consequence and should therefore be decided only by group conscience.
 - 22.2.2.5 In order to ensure that a disruptive member is not affecting NA as a whole, KZNASC should be informed of incidents where it has been necessary to follow this procedure.
 - 22.2.2.6 Should the group's own efforts prove ineffective, the GSR may call upon the Ad Hoc Admin Subcommittee for assistance.
 - 22.2.2.7 As a last resort the services of the SAPS should be called upon to remove a disruptive member from a meeting.
 - 22.2.2.8 Only an NA group has the authority to ban a member from a meeting. The member banned from a particular meeting remains a member of NA and can attend other meetings. Banning a member is an extreme action and the decision to ban a member should be made after group discussion with particular adherence to Tradition 12, placing principles before personalities.

23. Provision of Testimonials to Members by KZNASC

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

24. Special Session of the KZNASC

- 24.1 To hold a special session of the KZNASC extraordinary circumstances must prevail. In such a situation a petition for a special session is submitted to the KZNASC Chair by ASC members or GSRs. Due cause shall be determined by the KZNASC Chair. The Chair will contact the GSRs explaining the petition and conduct a vote of which 80% approval of GSRs is needed to hold a special session. The Chair will set the location, date and time that is reasonable and prudent.

25. Social Media

- 25.1 Narcotics Anonymous social media activity is guided by the Service Pamphlet "Social Media & Our Guiding Principles" (Annexure E), FIPT Bulletin No. 1 (Revised) (Annexure N) and FIPT Bulletin No. 2 (Revised) (Annexure O).
- 25.2 The use of social media platforms by KZNASC and/or KZNASC Subcommittees is subject to approval through the passing on a motion at ASC. The necessity of social media presence must be clearly demonstrated.

- 25.3 At present, social media presence is restricted to the following:
- 25.3.1 Narcotics Anonymous KZN Facebook page. The admins of this page will be the PR Chairperson, KZNASC Chairperson or Vice Chairperson, Website Chairperson and Vice Chairperson, FD Chairperson or Phonline Chairperson.
 - 25.3.2 Narcotics Anonymous - KZN Events Facebook 'secret' group. The admin of the group will be the Events Chairperson and Vice Chairperson and the KZNASC Chairperson. NA members may be individually and privately invited to the group. It must be borne in mind that while a secret Facebook group ensures anonymity from the outside world, there is no anonymity within the group.
- 25.4 Regardless of the nature of the social media platform being used, no posts other than admin posts are authorised. Three admins must approve each post prior to publication on social media. All posts will be guided by the Twelve Traditions of Narcotics Anonymous.
- 25.5 Any social media presence shall be exclusively for the dissemination of information. No Narcotics Anonymous literature will be reproduced in these groups.
- 25.6 Personal anonymity must take precedence over any social media activity.

26. Electronic Communication

26.1 The KZNASC Email List

- 26.1.1 The KZNASC email list (kznasc@na.org.za) has been created by the South African Regional Service Committee to enable ease of communication for the KZNASC.
- 26.1.2 Every NA member has the right to be included on the KZNASC email list.
- 26.1.3 The KZNASC Secretary is responsible for maintaining the KZNASC email list. Problems encountered with the list will be directed to the Regional Website committee for resolution. The KZNASC may assist in these matters.
- 26.1.4 NA members are encouraged not to email the KZNASC email list directly. Communications should be directed to the relevant person(s) only. Only the KZN Chair, Vice Chair and Secretary are permitted to disseminate information via the KZNASC email list.

26.2 The KZNASC Email Addresses

- 26.2.1 The KZNASC email address (...@na.org.za) have been created by the South African Regional Service Committee so that communication to the relevant trusted servant positions is maintained when service positions are rotated. Continuity of communication is ensured. It also helps the KZNASC maintain an archive of communications. In addition, the use of @na.org.za email addresses when communicating with the public lends credibility to Narcotics Anonymous correspondence and helps us practice principles before personalities.
- 26.2.2 ASC admin officers and subcommittee chairs should only use the @na.org.za email addresses that have been assigned to their service position when acting in their elected role.

26.3 WhatsApp Groups and KZNASC Subcommittees

- 26.3.1 KZNASC Subcommittees may create WhatsApp Groups for ease of communication and the dissemination of relevant information.
- 26.3.2 These groups are to be guided by the Twelve Traditions of Narcotics Anonymous.

26.3.3 The admins of such a group will be the Subcommittee Chairperson and Vice Chairperson.

26.4 WhatsApp Groups and the NA Group

26.4.1 An NA group may create a WhatsApp group for its trusted servants and other interested NA members.

26.4.2 These groups are to be guided by the Twelve Traditions of Narcotics Anonymous.

26.4.3 It is the suggestion of the KZNASC that the admins of such a group be the group secretary plus one other group trusted servant.

27. Amendments

27.1 This document contains policies that are meant to regulate the affairs of the KZNASC. These policies may be amended from time to time by the KZNASC in the interests of further developing and maintaining the KZNASC. Amending these policies requires an 80% majority vote of GSRs from participating NA groups within the KZNASC.

27.2 Amendments to subcommittee policy, guidelines and handbooks also require an 80% majority vote by GSRs from participating NA groups within the KZNASC, and must be aligned with this KZNASC policy.

27.3 A policy log of approved amendments is kept by the KZNASC Secretary and is available to all NA members.

27.4 History of 2018 Amendments:

27.4.1 The KZNASC Chair appointed an Ad-Hoc Policy Committee in February 2018 for the purpose of reviewing the then current KZNASC policy and updating and/or amending that policy in line with current fellowship requirements. The Ad-Hoc Policy Committee was open to all interested members and was chaired by the KZNASC Vice-Chair. Specific input was sought from sub-comm Chairs and the Treasurer.

27.4.2 The draft policy was completed in October 2018.

27.4.3 A workshop was conducted on 6th October for the purpose of introducing the draft policy to the KZN NA fellowship.

27.4.4 A motion was proposed at KZNASC in November 2018 to replace the current KZNASC policy with the newly KZNASC policy proposed in this document. Both current and draft policies were made available for GSRs and members to discuss in their group business meetings. The motion included a two month review period so that a vote could be carried at the January 2019 KZNASC meeting.

27.4.5 At the January 2019 KZNASC meeting, the motion to replace the old KZNASC policy with the new policy as contained in this document may be voted on and will need a 2/3 majority vote of quorum as per the guidelines of the then current policy.

28. Annexures

- A GSR Feedback Form
- B Service CV Template
- C H&I Handbook
- D Public Relations Handbook
- E Social Media & Our Guiding Principles
- F A Guide to Local Service in Narcotics Anonymous
- G IP24 Money Matters: Self-Support in NA

- H IP28 Funding NA Services
- I World Services Bulletin 21 (revised) "The Generation of Funds (Fundraising) and the Seventh Tradition in NA
- J World Service Board of Trustees Bulletin #30, June 1996 (revised in 2002) "Theft of NA Funds
- K The Area Planning Tool
- L Planning Basics
- M Disruptive and Violent Behaviour
- N FIPT Bulletin No. 1 (Revised)
- O FIPT Bulletin No. 2 (Revised)