

WESTERN NORTH CAROLINA AREA OF NARCOTICS ANONYMOUS POLICY GUIDELINES
Western North Carolina Area Service Committee of Narcotics Anonymous
(Revised April 2015)

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PREFACE

These guidelines and procedures have been compiled as an aid to understanding the proceedings at the Western North Carolina Area Service Committee (WNCASC) meeting and to help us conduct our business in a practical and spiritual manner. Other references, from which these guidelines and procedures have been compiled, are: A Guide to Local Service, The Twelve Traditions of Narcotics Anonymous and The Twelve Concepts for Narcotics Anonymous Service.

I. PURPOSE OF THE AREA

The purpose of the WNCASC of NA shall be to respond to the needs and collective conscience of its member groups and support and encourage the unity, welfare and growth of the Western North Carolina Area as a part of a worldwide fellowship.

II. FUNCTION OF THE AREA

The function of the Area Service Committee (ASC) is to provide services to the member groups of the Western North Carolina Area of Narcotics Anonymous (WNCANA) in order for the member groups to stay focused on their primary purpose, carrying a message of recovery to the addict who still suffers. The ASC and its officers are ultimately responsible to the groups they serve.

III. MEMBERSHIP

The membership of the WNCANA shall consist of each present NA group or any future NA groups in the WNCA, which shall elect to participate in the area by electing a representative for their group to come to the ASC meeting and fill out a group membership form (see Secretary). Each participating group shall be entitled to one vote in the meeting of the representatives. Only elected Group Service Representatives (GSRs) or their alternates, in the absence of their GSR, may cast votes for their group. Each representative may represent only one group. Any group not represented for two consecutive ASC meetings will henceforth be dropped from the roll for purposes of determining quorum. This does not disqualify them from membership in the WNCANA.

IV. ADMINISTRATIVE OFFICERS

The Executive Committee of the WNCASC of NA shall be composed of the following officers: ASC Chairperson, ASC Vice Chairperson, ASC Secretary, ASC Treasurer, and Regional Committee Member. Additional officers of the ASC are: Alternate Secretary, Alternate Treasurer, and Alternate Regional Committee Member.

1. Criteria for selection of candidates for all offices are:

Leadership qualities as detailed in the fourth concept and administrative officers in the Area Service Committee section of "A Guide to Local Service." In addition, it is suggested that no ASC member may hold more than one voting position.

2. Additional Duties of the officers of the Area are:

Collectively the officers of the ASC shall attend each group that is a member of the WNC Area of NA at least once during the election year. Groups may be divided among officers to ensure that all are visited at least once during the election year by at least one officer of the WNC Area. This shall be coordinated by the Alternate RCM.

Specific Duties and Qualifications of ASC Officers:

ASC Chairperson

Qualifications: Three years clean time, previous service experience at the Area level.

Duties: Responsible for conducting committee meetings, preparing the agenda and various administrative duties, co signer of the ASC bank account, may vote only in the case of a tie at ASC meetings, attend all ASC meetings, in the absence of the Treasurer and Alternate Treasurer the chair person will take any donated funds and deposit them in the WNCANA bank account ASAP, to maintain one of two P.O. Box keys; to make this accessible upon request, and other duties as described in, "A Guide to Local Service".

ASC Vice Chairperson

Qualifications: Two years clean time, a willingness to become ASC Chairperson upon ASC approval the following year (2 year commitment), and previous service experience at the Area/Group level.

Duties: Coordinates all subcommittees, keeping in regular contact with the chairpersons of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible, acts as subcommittee chairperson in absence of a subcommittee chairperson, and alternate chairperson in the absence of Chairperson, alternate chairperson shall perform all the duties of the Chairperson, co signer of the ASC bank account, attends all ASC meetings, and other duties as described in, "A Guide to Local Service".

ASC Secretary

Qualifications: Two years clean time, be possessed of clerical skills.

Duties: Takes clear, accurate minutes of area committee meetings and distributes those minutes to all committee participants within two weeks following the ASC meeting, prepares an agenda for the following ASC to be sent out with the minutes, maintains an updated mailing list (phone numbers, street addresses and e-mail addresses) of all participants for inclusion in ASC minutes to be distributed quarterly, maintains a separate "running" file on all Motions made at the ASC, maintains an Area Archive

consisting of three years of ASC Minutes and current ASC Policy, attends all ASC meetings, and other duties as described in, "A Guide to Local Service".

Alternate Secretary

Qualifications: One year minimum clean time, a willingness to become secretary upon ASC approval the following year (2-year commitment.)

Duties: Performs the duties of the Secretary in the Secretary's absence, and assists the Secretary in performance of Secretary's duties.

Treasurer

Qualifications: Three years clean time, previous experience in business, accounting, and bookkeeping or as a successful group treasurer.

Duties: receives contributions from the groups, administers the area's checking account, pays all ASC bills in a timely fashion, reimburses officers and subcommittee chairs in accordance with financial guidelines, keeps careful records of all transactions and gives a written report on the financial status of the area committee at each of its meetings, prepares a full financial report of the previous year and an annual preliminary budget for the upcoming year, is a co signer of the ASC bank account, shall be prepared at any time to advise the ASC on specific and/or general financial condition, attends all ASC meetings, maintains one of two P.O. Box keys and to make this key accessible upon request, and other duties as described in, "A Guide to Local Service".

Alternate Treasurer

Qualifications: Two years clean time, a willingness to assume duties of Treasurer upon ASC approval the following year (2-year commitment.)

Duties: Performs the duties of Treasurer in Treasurer's absence, assists Treasurer in performance of Treasurer's duties.

ASC Regional Committee Member (RCM)

Qualifications: Three years clean time, previous service experience at the Area level (suggested, Alternate RCM for one year.)

Duties: RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service, participates at the Regional Conference as a voice of the Area, when Voting the RCM will vote the Group conscience of the Area. Prior to the Conference, the RCM shall obtain a vote of confidence from the Area, submit the annual Conference Agenda Report, the quarterly report of the RSC and make available the minutes of the RSC and Regional subcommittees to the ASC, attend all regular ASC meetings which are not in conflict with Regional meetings, and other duties as described in, "A Guide to Local Service."

Alternate Regional Committee Member (ARCM)

Qualifications: Two years clean time, a willingness to become RCM upon ASC approval the following year (2 year commitment), and previous service experience on the Area level.

Duties: Coordinates visiting Area meetings by Area officers, in the absence of the RCM the ARCM shall perform the duties of the RCM, works closely with the RCM in performing the RCM's duties, and attends the RSC with the RCM.

V. SUBCOMMITTEES

The following standing subcommittees shall be provided for: Activities, Convention Planning, Hospitals and Institutions, Newsletter, Policy, Public Relations, and Campout. Each subcommittee shall present a set of guidelines for approval by the ASC and present a written report to the ASC at each ASC meeting on the day of the meeting. All subcommittees shall submit a copy of their updated or current guidelines to the ASC Executive Committee, along with the submission of their annual budget, in April of each year.

Subcommittee Chairpersons

Qualifications: Two years clean time with the exception of Convention Planning Subcommittee Chairperson, which shall be three years, must not presently be a Group Service Representative.

Duties by Subcommittee:

Activities Subcommittee: Responsible for putting on BI monthly activities, responsible for coordinating Area Anniversary with the sponsoring Group/Groups, serves in an advisory capacity to Group activities, responsible for holding a July fund raiser for the RSC.

Convention Planning Subcommittee: Refer to Area Convention Guidelines (Statement of Purpose) and WSC (NA approved) Convention Guidelines Handbook.

Hospitals and Institutions Subcommittee: This subcommittee provides clerical services, serves as a pooling place for Area experience, provides a communications link between the Region and Group levels, maintains a list of all appropriate hospitals and institutions in the Area and keeping track of which ones are serviced by which Panel Coordinator/Leader and which ones are not serviced at all, shall communicate directly with facilities that are not being serviced by any other Area subcommittee, shall provide a forum for Area subcommittees to share experience with one another and help groups overcome isolation and learn from each other's experience.

Newsletter Subcommittee: Provide monthly newsletter, acquire the articles from members in the fellowship, announce Area events, adhere to World guidelines in the Handbook for Narcotics Anonymous Newsletters, newsletter is to carry the NA message not the disease, provide a forum for Area NA members to share their experience, strength, and hope, seek and use the most cost-efficient method of publishing the newsletter, have completed and ready for distribution at the ASC meeting each month.

Policy Subcommittee: Considers input that affects policy of the ASC and gives recommendations to the ASC, review new business motions prior to the ASC meeting for policy and Tradition violations, provide quarterly addendum to and annual update of ASC Guidelines and Procedures to all ASC participants.

Public Relations Subcommittee: Maintains an ongoing telephone contact system (helpline) for the addict who still suffers within the WNC Area, maintain and updates a Twelve-Step list at each ASC meeting, Refer to World Service Conference Public Information Handbook for further duties.

Looking Glass Bash Subcommittee: Responsible for putting on annual Looking Glass Bash Campout. Maintains communication with Area Service Committee, including giving a monthly report to the ASC.

Ad Hoc Subcommittees: These subcommittees are formed as necessary to accomplish tasks not covered by the standing Subcommittees, ad hoc subcommittees are disbanded when the task assigned is completed and a report is presented to the ASC, and ad hoc subcommittees are established by a motion or appointed by the ASC or elected by the ASC.

VI. ASC DISCUSSION LIMITS

The following members have a voice on the floor of the ASC:

ASC Vice Chairperson
ASC Secretary or Alternate Secretary
ASC Treasurer or Alternate Treasurer
RCM
Alternate RCM
GSRs or Alternate GSRs
Subcommittee Chairpersons or Alternate Subcommittee Chairpersons

The above listed members have priority recognition on all discussions. All persons in attendance may have a voice on the floor at the discretion of the ASC Chairperson.

The following only can make motions: GSRs or their Alternates, Subcommittee Chairpersons or their Alternates (in the event of the absence of the Chairperson), and the ASC Vice-Chairperson. All motions must be seconded by a GSR or their Alternate (in the absence of the GSR,) in order for discussion.

Participation on motions: Main motions, 2 pro/2 con; Amendments, 2 pro/2 con; Reconsider a previous motion 2 pro/2 con

1. Extending a discussion may be initiated at the discretion of the ASC Chairperson
2. A call for a vote is not debatable and must be seconded; Items from which there is a conscience from the GSRs need no discussion
3. Once a Group has informed its GSR how to vote on a motion, a discussion cannot, within our Traditions, change the Group conscience; therefore discussion is pointless
4. There will be no limit on the number of times ASC can waive policy, but it will require a 2/3 majority of GSR's present for policy to be waived

Recognition: Anyone wishing to be recognized must raise their hand and be recognized by the ASC Chairperson, except:

1. Point of personal privilege: a need for assistance, excuse for absence, emergency, to answer accusations, can not interrupt a vote
2. Point of order: a question or objection as to whether present proceedings are allowed by the rules of area policy
3. Appeal to the Chairperson: to appeal chairperson to be heard or make a motion
4. Point of information: request to Chairperson for information relevant to the discussion, Chairperson determines if request is valid for the discussion
5. Call for a vote: a member asking for a vote on a motion at hand

VII. VOTING

WNCASC Guidelines for Consensus-Based Decision Making

1. Motions will be decided by consensus-based decision making in all cases, except for budget and financial matters. For all motions involving spending WNCASC funds, decision making will be done using voting procedures according to WNCASC policy.
2. A written proposal (motion) is submitted to Chair. If Executive Committee determines that the proposal is not in violation of Policy, Traditions or Concepts it is presented to ASC members for consideration. Proposals requiring Area conscience or affecting NA as a whole are recorded in the minutes, taken back to the groups by the GSRs for Group Conscience, discussed at ASC Open Forums and submitted for consensus at the following ASC meeting.
3. Chair asks if there is 100% approval (consensus)? if yes, proposal passes and is recorded in minutes.
4. If no, Chair asks maker to fully express intent and what is hoped to be accomplished with the proposal. Chair asks if explanation from maker has created consensus? If yes, proposal passes and is recorded in minutes.
5. If no, Chair asks opposing individuals to express their concerns and what it might take to reach a compromise (if any).
6. The maker is asked if the compromise is acceptable. If yes, the Chair asks if there is now consensus? If yes, the proposal passes and is recorded in minutes.
7. If the maker cannot accept the compromise, or consensus was not reached, the maker is asked what would be required to reach a compromise. If consensus can now be reached, the proposal passes and is recorded in minutes.
8. All discussion on the proposal is now over. If a compromise and consensus cannot be reached and two or less voting members are opposed, the Chair asks if they are willing to concede (stand aside) and allow the proposal to move forward. If the opposition agrees to stand aside, the proposal passes and is recorded in minutes. If opposition does not stand aside, or the proposal was opposed by more than two members, the item fails, and is recorded in minutes.

The members of the WNCASC are:

GSRs (or GSR Alternates if GSR is absent)

All members of the Executive Committee (defined in Section IV Administrative Officers)

Subcommittee Chairpersons (or Alternates in the absence of the Chairpersons)

Proxies are not considered valid.

On routine business matters, all WNCASC members shall participate in consensus-based decision making. When traditional voting occurs, in the case of financial or budgetary matters, all WNCASC members have a vote, with the exception of the WNCASC Chairperson whose vote is cast only in the event of a tie.

Routine business matters include budget changes, expenditures, administrative policies, reimbursements, approval of minutes, approval of ad hoc committees, acceptance of guidelines, etc.; i.e. Housekeeping.

On matters of Area conscience, only GSRs (or alternates) participate in decision making.

Examples include seating new areas, World Conference Agenda matters, or motions returning from Group Conscience. If an issue to be decided on "affects NA as a whole," then the GSRs take the item back to the Groups for a Group Conscience before a formal decision. If there is a question prior to a decision vote about whether or not a matter affects NA as a whole and should be taken back to the member Groups, the chairperson may rule on the matter or call for a consensus of the GSRs. A consensus decision on this matter must occur if a motion to that effect is made and seconded, regardless of a ruling by the chairperson.

A quorum of GSRs (1/2 of active Groups) must be present in order for the WNCASC to conduct business, including both consensus and voting. If this condition is not met, please refer to the section Conducting Business at the ASC.

All decisions regarding budgets and finance, as previously stated, will be made using WNCASC Voting Policy. There are three types of votes cast on financial motions at the WNCASC as follows:

- YES (for, in favor of)
- NO (opposed, against)
- ABSTAIN (this will be counted as a "no" vote - see below)

Budget and financial matters that require a vote need an established majority, meaning that at least one more than one-half of WNCASC members present must vote yes, in order for a motion to pass. This means that both "no" and "abstain" votes count as no votes in financial matters.

VIII. ELECTIONS OF TRUSTED SERVANTS

All elected servants are elected by GSR majority vote. Only GSRs (or alternates) vote in elections. A quorum must be established for an election to be valid. Nominations should be solicited by group conscience of each group within the Area.

All offices open to election will be announced two (2) months prior to the election to enable GSRs to solicit nominations from their groups. An explanation from the approved service manual is needed to establish each position's responsibilities per office. The position is announced and nominations are taken, each nominee must be present. Nominations need not be seconded.

Before the actual vote is taken nominees should state their qualifications for serving the fellowship as a whole in the Area (state clean time date, past service experience, why they can serve and want to serve the fellowship). In the case of only one nomination, a vote of acclamation is taken, that is a two-thirds (2/3) majority vote of all voting participants is necessary. If this fails, the issue goes back to the Groups for further nominations.

After accepting nominations from Group conscience, the ASC Chairperson will ask the floor if there are any further nominations. A motion is made, and must be seconded to close nominations. Voting is done by paper ballot. This procedure is repeated until all the positions are filled.

If a subcommittee chairperson position becomes vacant midterm, it is a house keeping issue. It may be voted on immediately at an ASC meeting in order to fill the position, though only GSRs (or alternates) may vote in these elections. Each subcommittee chairperson position will be open again

in yearly nominations and elections. The position of Convention Subcommittee Chairperson is elected in January of each year.

IX. REMOVAL FROM OFFICE

Voluntary Resignation: A WNCASC officer or subcommittee chairperson should submit a resignation in writing to the ASC Chairperson prior to the next ASC meeting.

Involuntary Resignation: Absence from three (3) or more ASC meetings during term of office or loss of abstinence from drugs constitutes resignation from office.

Impeachment: Removal of a WNCASC officer or subcommittee chairperson is a serious step that should only be undertaken in extreme situations. We MUST go about this in as spiritual a manner as possible. Our goal throughout the entire process should be to correct any problem that does exist without having to resort to a full removal procedure. Only after all attempts to correct the problem have failed should we act to remove the officer/chairperson. Our primary responsibility is to strive to protect the interests of the WNCASC, but it is also the responsibility of our body to protect the individual rights of the office holder.

These grounds represent prerequisites for impeachment. They are not meant to imply that impeachment is necessarily in order in every case that these grounds exist. They are simply intended as a guide to the "Group Conscience" when impeachment proceedings are instigated.

1. A malicious misuse of the terms and conditions of office, and/or generally unethical conduct inconsistent with the role of trusted servants.
2. Failure to carry out duties and responsibilities of the office.

Removal Procedures

The individual will be notified ten (10) days prior to the ASC by the WNCASC Chairperson or another administrative officer (Alternate Chairperson, Secretary, Treasurer, RCM, or RCM Alternate). Only GSRs (or alternates) vote in removals. A quorum must be established for a removal to be valid. A motion for impeachment is presented with due cause stated. The respondent is given a rebuttal if so desired, not to exceed ten (10) minutes. A closed ballot is taken. A two-thirds (2/3) majority vote of all GSRs (or alternates) present is necessary to impeach.

X. CONDUCTING BUSINESS AT AREA SERVICE COMMITTEE (ASC) MEETINGS

In order to complete business in a timely and orderly manner, the WNCASC of NA has adopted certain rules, procedures and guidelines to determine how things will be run at business meetings. It should always be remembered that an ASC meeting is not an NA meeting and operates differently. It is not the intention of the WNCASC of NA to exclude anyone or to hide what is going on in the meetings.

This section has been adopted to allow everyone to be able to understand how our business is conducted. It is designed to give everyone equal access to the use of the rules that govern our meetings.

This section has been adapted specifically for the WNCASC of NA. It is a blend of some Regional Policy, parliamentary procedure, some experience and some common sense and is intended to be used as the guide for running a WNCASC of NA meeting.

What is a quorum?

The quorum is the minimum number of Groups required to be present at a WNCASC meeting before it can validly proceed to transact business. The quorum is set at 1/2 of the active participating member Groups. Refer to Attendance Policy (Section XI) for definition of active/inactive member Groups.

What if a quorum is not present?

Should a quorum not be present at a duly announced WNCASC meeting business may be conducted, but such business must be ratified at the next WNCASC business meeting by 1/2 vote of the active member Groups.

1. The ASC shall meet every month on the third (3rd) Saturday from 10:00am until all business is attended to or 4pm whichever comes first, as an Area Service Conference.
2. This conference shall be the forum for the exchange of information, experience, strength, and hope to serve as a resource to the Member Groups.
3. The ASC shall meet in a centralized location.
4. Special meetings may be called by the ASC Chairperson, or three (3) GSRs. The purpose, place and time of the meeting shall be stated in the notification to all participants. Except in cases of emergency, fourteen days notice shall be given. Notification of participants is the responsibility of whoever calls the meeting.
5. The ASC Chairperson arranges the ASC agenda prior to each meeting.
6. All motions should be given to the ASC Chairperson prior to each ASC meeting in writing, preferably by mail two (2) weeks prior to each ASC meeting.
7. Any motions not already on the agenda are to be given to the ASC Vice Chairperson in writing at the beginning of the ASC meeting (or during, but not preferred).
8. Participants can make and second motions.

XI. ATTENDANCE POLICY

Groups must be regularly represented by GSRs at ASC meetings to keep their groups active.

If a Group has not been represented by a GSR or GSR Alternate at two (2) consecutive ASC Meetings, then the Group becomes an inactive member and is removed from calculating the quorum. The Group becomes an active voting member as soon as it is again represented at the ASC by a GSR or GSR Alternate.

A quorum must be reached by thirty (30) minutes after the scheduled meeting times.

It is required that all ASC officers attend all regular meetings.

In the event that an officer cannot attend, they shall send a written report and the ASC chairperson shall be notified. If two (2) consecutive meetings are missed the ASC Chairperson shall bring the matter of noncompliance before the ASC for review.

XII. MEETING FORMAT

1. Opening prayer
2. Reading of the Twelve Traditions of Narcotics Anonymous.
3. Reading of the Twelve Concepts of Narcotics Anonymous.
4. Reading of purpose and definition of an Areas Service Committee.
5. Roll call.
6. Minutes of last meeting read.
7. Administrative committee reports (i.e. Chairperson's report, Treasurer's report, Secretary's report, and RCM's report.) all reports are to be done on report forms.
8. Subcommittee reports.
9. Group reports
10. Recess
11. Old business (election of officers if necessary).
12. New business (prearranged agenda has priority).
13. Open forum for any NA member.
14. Plans for next meeting are discussed.
15. Announcements.
16. Closing prayer.

XIII. REPORTS

All oral reports are limited to ten (10) minutes. All reports are to be legibly written or preferably typed on provided report forms and turned over to the secretary before old business. Subcommittee reports should include the following:

1. Workshop activity.
2. Communications with Groups and Regional subcommittee
3. Current and future plans.
4. Treasurers and/or financial report of subcommittee.
5. Officer's reports should include any pertinent information with respect to the officer's duties.
6. Reports on special projects (those outside the normal duties of officers or subcommittees) should be written and include all pertinent information for review.
7. The yearly World Conference Agenda Report will be provided to GSR's through administrative funds.
8. All ASC Subcommittees that have bank accounts must submit a copy of their monthly statements in their reports to ASC.

XIV. COMMUNICATIONS

All written communications between the services of the WNCASC of NA not include the words "Narcotics Anonymous", or the letters "NA", or the NA symbol or logo visible on the exterior of the item sent, thus protecting members' anonymity.

XV. FINANCIAL GUIDELINES

The WNCASC of NA shall be funded solely with seventh tradition funds and supplemental fundraisers. All WNCASC funding of budgetary needs are accomplished through the financial examination/evaluation of the previous year's funding and expenditures (both quarterly and annual), and assigning prescribed percentages of expenditure to each budgetary item for the upcoming year. Note: A budget is defined as an estimate, often itemized, of expected income and expense, or operating results, for a given period of time.

1. The annual budget shall be presented at the June meeting for approval.
2. The treasurer is responsible for compilation of the area budget, which shall be distributed in May for home group review and comment.
3. Subcommittees shall present their budgets to the treasurer in April, to allow ample time for compilation of the area budget.
4. Maximum expenditure per budgetary item is determined by prescribed percentage for that item plus available funds as determined by the treasurer.
5. Unspent budgeted funds shall be re-allocated at the discretion of the WNCANA.
6. Maximum expenditure of a budgeted item may be exceeded pending available and/or re-allocated funds, at the discretion of the WNCANA.
7. All monies accumulated from Group contributions and other NA sources shall be maintained in a bank account general fund.
8. All expenditures will be stipulated in the WNCASC meeting minutes.
9. All expenditures made by the ASC shall be paid by check.
10. All checks shall be required to have two (2) of the following signatures: Treasurer (preferable), ASC Chairperson, ASC Alternate Chairperson, or the Secretary.
11. On a check made payable to one of the authorized signers on any of the bank accounts, the payee shall not be authorized to sign the check; other signatures are required.
12. Approved budgeted expenditures may be disbursed in advance from the Treasurer; all expenditures must later be verified with receipt or proof of purchase.
13. Unbudgeted prudent expenditures shall be made from the Treasurer with receipt or proof of payment. Any expenditure that the Treasurer questions (reasonable and prudent) shall be brought before the ASC for approval.
14. Each quarter, prior to each RSC, the treasurer shall submit a proposed regional donation, based on prudent financial management and in adherence to area policy, to be approved by the WNCANA. A check for the approved sum will be given the RCM to be presented at the RSC.
15. The Treasurer shall maintain a prudent reserve (fund balance) of financial resources equivalent to two months operating expenses (based on budgeted needs) for the WNCASC of NA and all of its entities, excluding the area convention.
16. Emergency expenditures of the ASC must be approved by two (2) Area officers and three (3) GSRs in between regular ASC meetings.
17. The ASC shall reimburse the RCM and Alternate RCM their travel expenses for gas and two (2) night's lodging expenses, not to exceed the rate at a reasonably priced motel, for attendance at the Regional meetings of the RSC.
18. The ASC shall reimburse subcommittee chairs travel expenses for gas and, if meeting is more than 150 miles away, one (1) night's lodging, not to exceed the rate at a reasonably priced motel, for attendance at the regional subcommittee meeting of their service subcommittee.

XVI. WSC AGENDA REVIEW & VOTES AND WNCA SERVICE COMMITTEE ELECTIONS BY MONTH FOR ASC AGENDA

1. March/April: World Service Conference Agenda review/votes
2. May: Nominations for officers and subcommittee chairpersons
3. June: Dedicated meeting - elections and budget approval only
4. July: New trusted servants take office.