

**GUIDELINES OF THE NORTH COUNTY INLAND AREA SERVICE COMMITTEE  
OF NARCOTICS ANONYMOUS**

*July 2015*

*It is important to understand these guidelines are just that. They are not to be used as hard and fast rules or laws, but rather as guidelines taken from shared experiences we recognize that the ultimate authority in the North County Inland Area Service Committee is a loving God as He may express Himself in our group conscience. "*

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## **ARTICLE I**

### **Name**

The name of this society shall be the North County Inland Area Service Committee of Narcotics Anonymous [NCIASCNA].

## **ARTICLE II**

### **Boundary;**

The geographical boundary of this society shall be defined as those portions within the County of San Diego bordered on the west by: the North County Coastal Area of Narcotics Anonymous at Rancho Santa Fe Rd. and bordered on the east by: Imperial County line, bordered on the South by Central Area of Narcotics Anonymous (Miramar Rd.)

### **Purpose**

The purposes of this committee are:

1. To administer and coordinate the activities common to the welfare of Narcotics Anonymous groups within the stated borders of the North County Inland Area,
2. To support the needs of these groups,
3. To serve as a link between these groups and the San Diego Imperial County Region Service Committee of Narcotics Anonymous, and
4. To foster unity as guided by the Twelve Traditions of Narcotics Anonymous.

It is at the area level that the group communicates its needs and concerns as well as its progress. The Area Service Committee (ASC) achieves its purpose by providing such services as activities, workshops, learning days, Hospitals and Institutions meetings, Public Information services, current meeting directories, maintaining inventory of literature and approved merchandise for its groups, etc. These services are important to the growth of individual groups as well as the Area as a whole.

## **ARTICLE III**

### **Members**

The Committee shall have two classifications of members only: one is voting, the other nonvoting. Only voting members shall have voting rights. The ASC Chairperson shall vote only in case of a tie.

- A. Voting Members: shall consist of Groups Service Representatives (GSRs) or in their absences, Group Service Representative Alternates (GSRAs) of each Narcotics Anonymous group within the North County Inland Area, or any elected group representative.

B. Nonvoting Members: shall consist of area officers and subcommittee chairpersons. Discussion during the ASC meeting is not limited to participation by GSRs, officers and subcommittee chairpersons. It is suggested that all business be brought to the floor by the GSRs; however, any Narcotics Anonymous member shall be recognized by the ASC Chairperson, such as observers, who are any members of Narcotics Anonymous present at the ASC meeting that do not fall into another classification. Although the ASC has an "open Floor for discussion, GSRs and GSRAs are the only voting participants.

## **ARTICLE IV**

### **Officers**

The officers of the committee shall be a Chairperson, Vice-Chairperson, a Secretary, a Treasurer, and Regional Committee Member (RCM) and a Regional Committee Member Alternate (RCMA). At the regular ASC meeting held in July, and Ad Hoc Subcommittee shall be appointed by the ASC Chairperson for the purpose of obtaining nominations. It shall be the duty of the Ad Hoc Subcommittee to nominate candidates for the offices to be elected at the annual ASC meeting in September. The nominating (Ad Hoc) subcommittee shall report at the regular ASC meeting in August. Any member of the ASC may nominate a qualified individual for an ASC position. In addition, a member of Narcotics Anonymous may submit a nomination through a GSR or GSRA. All nominees must qualify themselves

at the regular ASC meeting one month prior to the election, either in person or in writing. All nominees shall submit a statement of willingness and qualification form and service resume. All nominees for money handling positions shall sign a financial responsibility form.

### Clean Time Requirements

- A. Candidates for RCM and ASC Chairperson shall have three (3) years of continuous clean time. Shall have 2 years service experience.
- B. Candidates for Vice-Chairperson, ASC Secretary, RCMA ASC Treasurer, and all Area Subcommittee Chairpersons shall have two (2) years of continuous clean time.
- C. Candidates for Convention Committee Liaison position shall have six (6) months of continuous clean time.
- D. Candidates for Alternate Secretary shall have one (1) year of clean time.

### Experience

All candidates for an ASC position shall have a basic knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous, the "*Guide to Local Service in Narcotics Anonymous*", a basic understanding of the "*12 Concepts for NA Service*" and these guidelines.

The officers shall be elected in September from a group conscience by their GSR's, and to serve for one year, and their terms of office shall begin at the start of the regular ASC (December) meeting two (2) months following the meeting at which they are elected. This two month period is to be considered a training period. The incumbent officers retain their responsibilities of office during these two months.

No officer shall hold more than one ASC position at a time. No officer shall be eligible to serve more than two (2) terms consecutively in the same office. Upon election to an ASC office, the NA member shall resign from any other Area service position as soon as practical.

### Vacancies

An election to fill a vacancy in an office shall occur within two (2) regular ASC meetings after the vacancy arises. Notice of intent to fill a vacancy shall be provided. Once newly elected trusted servants fill a vacancy, the trusted servant shall receive a 2 month training period to the best of the area's ability to help the trusted servant to better fulfill the position. In the case of a vacancy in the office of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson until the start of the regular ASC meeting following the election of a new

Chairperson. In the case of a vacancy in the office of the Regional Committee Member (RCM) the Regional Committee Member Alternate (RCMA) shall assume the duties of the RCM at the start of the next regular ASC meeting following the vacancy. After the RCMA moves up, a new RCMA will be elected in his or her stead.

### Removal of Trusted Servants

- 1. An Area Service Committee member will be removed from his or her position for loss of abstinence.
- 2. An Area Service Committee member may be removed from his or her position for noncompliance. A two-thirds (2/3) vote is required for removal for noncompliance. Noncompliance includes but is not limited to:
  - a. Non-fulfillment of the duties required of his or her position.
  - b. Absence at two (2) regular ASC meetings without prior notification to the ASC Chairperson.

### Resignation of Trusted Servants

An officer and/or subcommittee chairperson of this committee may resign by providing written notice to the ASC Chairperson at least eight (8) weeks in advance of his or her intended resignation date.

## Officers and Their Responsibilities

### Chairperson

1. A willingness to give the time and resources necessary to do the job.
2. Duties:
  - a. To open the meeting at the appointed time by taking the chair and calling the meeting to order.
  - b. To announce in proper sequence the business that is to come before the committee.
  - c. To recognize members or observers who are entitled to the floor.
  - d. To state and put to vote all questions that legitimately come before the committee as motions or that otherwise arise in the course of proceedings except questions that relate to the Chairperson. In addition, to announce the result of a vote; or if a motion that is made is not in order, to rule it out of order.
  - e. To enforce the rules relating to debate, to order, and to decorum within the committee when appropriate.
  - f. To expedite business in every way compatible with the rights of members and observers in mind.
  - g. To settle a tied vote by GSRs by voting at the Chair's discretion, tabling the motion.
  - h. To respond to inquiries of members relating to parliamentary procedure of factual information bearing in the business of the committee
  - i. To arrange the agenda for each meeting.
  - j. To conduct the meeting with impartiality and fairness.
  - k. To declare the meeting adjourned when the committee votes, or where applicable, as the prescribed in the agenda or time in the event of a sudden emergency affecting the safety of those present.
  - l. To make a report of the year's work at the annual meeting in September.
  - m. Attend monthly Policy meeting.

### Vice-Chairperson

1. A willingness to give time and resources necessary to do the job.
2. Duties:
  - a. In the absence of the Chairperson, to serve as the Chairperson.
  - b. To coordinate the functions of the subcommittees.
  - c. To be a cosigner on the ASC's bank account.
  - d. To make a report of the year's work at the annual meeting.
  - e. To be ex officio, a nonvoting member of all the subcommittees except the nominating committee.
  - f. To be keeper of 2<sup>nd</sup> bank ledger and to reconcile area checking account each month in blue ink.
  - g. To be signer on all area checking accounts and to be contact person for those accounts to the regional CFO regarding adding and removing signers and any unusual activity.
  - h. To attend monthly Policy meeting.

### Secretary

1. A willingness to give the time and resources necessary to do the job.
2. Duties:
  - a. In the absence of the Chairperson, Vice-Chairperson, RCM, and RCMA, to call the meeting to order and preside until the election of a Chairperson pro tem.
  - b.

- c To keep a record of all the proceedings of the committee.  
To maintain a complete set of files and archives, and to send one additional set of ASC minutes to the RSO for their records.
- d To keep the committee's official membership roll and to call roll where and when required.
- e To make the minutes and records available to members upon request.
- f To authenticate by the Secretary's signature all proceedings of the committee.
- g. To reproduce and distribute a revised set of these guidelines to all members the ASC in the month of August and to make available a copy of these guidelines in the month of February to those who request one.
- h. To maintain record book(s) in which the guidelines, special rules of order, standing rules, motions, and minutes are entered. Any amendments to these documents must be properly recorded. Have the current record book(s) on hand at every ASC meeting.
- i. To notify the participants of each special ASC meeting, utilizing a method of notification agreed upon by the ASC.
- j. To type and distribute copies of the minutes to each officer, subcommittee chairperson and member no 2 weeks prior the next ASC meeting.
- k. Shall maintain accurate record of group representation at each ASC meeting.

#### Alternate Secretary

1. A willingness to give the time and resources necessary to do the job.
2. In the absence of the Secretary to serve as Secretary.
3. To attend all ASC meetings.
4. Assist in maintaining records of group representation at ASC.

#### Treasurer

1. A willingness to give the time and resources necessary to do the the job.
2. Duties:
  - To be custodian of the ASC's funds.
  - a To be the cosigner on the committee's bank account.
  - b To make a report of receipts and disbursements at each regular ASC meeting and to provide a written copy to the Secretary.
  - c To make a full financial report at the annual meeting to be audited by an Ad hoc subcommittee and to provide a written copy to the Secretary.
  - d To disburse funds as necessary in accordance with ASC decisions, when funds are available.
  - e To follow The Narcotics Anonymous Treasurer's Handbook
  - f

### Regional Committee Member

1. A willingness to give the time and resources necessary to do the job.
2. Duties:
  - a. In the absence of the Chairperson and Vice Chairperson, to serve as Chairperson.
  - b. To represent the ASC at each Regional Service Committee meeting.
  - c. To make a report to the ASC meeting concerning the business of the previous RSC meeting.
  - d. To attend all ASC meetings.
  - e. To attend monthly Policy meeting.

### Regional Committee Member Alternate

1. A willingness to give the time and resources necessary to do the job
2. Duties:

In the absence of the Regional Committee Member, to serve as RCM.

- a. To attend each Regional Service Committee meeting.
- b. To attend all ASC meetings.
- c. To attend monthly Policy meeting in the absence of the Regional Committee Member.

## **ARTICLE V**

ASC Meeting Format;

\*Open meeting with the Serenity Prayer, NA Service Prayer on page xvi of the Basic Text, 6<sup>th</sup> Edition, the 12 Traditions & the 12 Concepts for NA Service.

\*Reading of the 2<sup>ND</sup> Tradition, "Long Version".

\*Chairperson Determines Quorum Present

\*Motion to Accept Minutes

\*Officers Reports

\*Subcommittee Reports

\*Old Business

\*Open Discussion

\*New Business

\*Group Reports

\*Announcements

\*Closing (with Serenity Prayer)

## **ARTICLE VI**

General Policies

To conduct area business a quorum must be present. Quorum is the majority of GSRs present at each ASC meeting. The regular meeting of the Area Service Committee shall be held the fourth Sunday of the month unless otherwise ordered by the committee. The regular meeting on the fourth Sunday of September known as the Annual Assembly for the purpose of electing officers and subcommittee chairpersons as well as other business that may arise.

Special ASC meetings may be called by the Chairperson of the Area or shall be called upon the written request of twelve (12) members of the ASC. The purpose of the special ASC meeting shall be stated in the call. No other business than that stated in the call will be conducted. Notification shall be given to the members.

Criminal Act Procedure

In the event NCIASC should fall victim to any criminal act, the Policy committee, with the approval of group representatives, shall reserve the right to take legal action against any offender.

## Financial Policies

1. Each subcommittee chairperson and ASC officer will submit an annual operating budget to be approved by the ASC. This budget must be submitted the month they assume office with the exception of any Ad hoc committees.
2. The prudent reserve of the General Treasury will be maintained at a two (2) month operating budget, providing that the prudent reserve stands at or above a one (1) month operating budget; subcommittee budgets and other expenses will be paid.
3. All area bank accounts shall be audited every year in October and prior to all transfers of trusted servants
4. All signers on any area subcommittee accounts shall submit a financial responsibility form and meet with the regional CFO to become a signer. It is trusted servants responsibility to contact the regional CFO, and schedule to meet at the bank at their convenience.
5. Regional donation of \$30.00 monthly, only if ASC is above prudent reserve and doing so does not put ASC below prudent reserve.
6. Any unchaired subcommittee with bank accounts shall the treasurer removed from the bank account until a chair is elected.

## Motions

1. New motions will be presented by the Chairperson during new business, except for motions to adjourn the meeting or amendments and approval of the minutes of the meeting.
2. Introduction of a new motion: new motions will be submitted in written form to the area secretary prior to new business and may be introduced by:
  - a. Secretary, treasurer or literature sales person concerning their area of business only,
  - b. Subcommittee chairpersons or representatives of subcommittees concerning their subcommittee business only, or
  - c. GSRs and/or GSRA's concerning all areas of business.
3. Second of a motion: All motions introduced by a GSR, GSRA, or subcommittee representative (other than the subcommittee chairperson) require a second by another GSR or GSRA

## **ARTICLE VII**

### Area Service Committee (ASC) Subcommittees

#### **General Purpose**

The general purpose of an ASC subcommittee is to do the work necessary to carry out the directives of the ASC.

Each subcommittee shall deal with specific service and is bound by the service guidelines as a whole, *A Guide to Local Service in Narcotics Anonymous*, the Twelve Traditions of Narcotics Anonymous, and any World Service Committee approved handbook particular to its specific service which is, or may become available. Each subcommittee is directly responsible to the ASC and its member groups and shall consist of a Chairperson, a Vice Chairperson, and sufficient number of volunteers as deemed necessary by the Subcommittee Chairperson. All Subcommittee Chairpersons will be elected during the annual North County Inland ASC elections, except for Ad hoc subcommittees which may be formed at anytime deemed necessary, whose chairperson shall be appointed by the ASC Chairperson. An Ad hoc subcommittee shall consist of a chairperson and volunteers, each Ad hoc committee is formed to address one specific concern or any topic.

#### **Policies**

All subcommittees will receive funding from the ASC and will distribute generated funds back to the ASC Treasurer.

An exception may be made when supplementary funds are received from the San Diego Imperial County Regional Service Committee, the World Service Committee, or when a

project is undertaken in joint participation with another Area Service Committee.

Area subcommittee guidelines shall consist of each of the following:

1. The purpose of the subcommittee
2. Each individual subcommittee positions and all responsibilities of each position, clean time requirements and term limits.
3. Policies and procedures for how trusted servants are elected.
4. Policies and procedures for removal/resignation of trusted servants.
5. Budget policies.
6. Policies and procedures for subcommittee to operate.

All subcommittee guidelines shall be updated and or submit changes by January policy subcommittee meeting. Any subcommittee operating without guidelines may have budgets suspended by vote at ASC meeting following February policy.

All subcommittees will hold regularly scheduled meetings at a specified time and place. These meetings will be open to the fellowship at large.

All subcommittee chairpersons or vice chairpersons shall attend any Regional Service Committee (RSC) meetings particular to their specific service. All subcommittee chairpersons or vice chairpersons shall attend ASC meetings, the Area Policy Subcommittee Meeting, as well as all meetings of their subcommittee. In addition, they are to serve as the communications links between them.

All subcommittees are to bring suggested motions and event dates to the *Policy and Administration (P&A) Subcommittee* meeting in order for them to be established and approved. This serves as a communication link within the area in order to insure that conflicts are kept to a minimum.

All subcommittees will hold learning days and/or workshops as needed in order to promote awareness of and participation in their subcommittees.

All subcommittee chairpersons shall have two (2) years of continuous clean time. Subcommittee chairpersons shall serve for a term of one (1) year and may not serve more than two (2) consecutive terms in office.

### **Policy and Administration(P&A) Subcommittee**

1. This subcommittee consists of the ASC officers and subcommittee chairpersons.
2. The Policy Subcommittee ensures that business conducted at the Area level is in alignment with the Twelve Traditions, the Area Guidelines and the *Guide To Local Service In Narcotics Anonymous* & the *12 Concepts for NA Service*.
3. The Policy Subcommittee Meeting is a planning meeting where proposed motions, new guidelines, revision of policies, and/or other matters requiring a group conscience from the Area are prior to discussion at the ASC meeting.
4. The Policy Chair acts as parliamentarian during the ASC Meeting, and to represent area Policy at the monthly Regional Policy Meeting.

### **Hospitals and Institutions (H&I) Subcommittee**

1. This subcommittee is charged with the responsibility to carry the message of recovery into hospitals and/or institutions where addicts may have restricted access to regularly scheduled NA meetings.
2. The H&I Subcommittee initiates (in cooperation with the PI Subcommittee), coordinates and conducts all H&I meetings presentations in the area. H&I may use other methods, such as distributing literature and meeting schedules, in order to make recovery more available to addicts in these facilities.
3. Duties:

- a. Establish and maintain communication between the subcommittee and the facilities it serves by phone, in person, or in writing; while keeping records of these communications.
- b. Insure that all subcommittee members have a working knowledge of, and comply with, all ASC policies, rules of the individual facilities, and the WSC approved H&I Handbook.
- c. Maintain updated lists of facilities being served, their rules and contact person, and subcommittee members who are serving at each facility.
- d. To represent area H&I at monthly Regional H&I Meeting.

### **Literature Subcommittee**

1. This Subcommittee fulfills our primary purpose by maintaining and making available an adequate supply of Narcotics Anonymous conference approved personal recovery and service related literature to meet the needs of the local fellowship.
2. Duties:
  - a. Purchase and resell literature to the groups in the area, and to set up and maintain an accurate bookkeeping system for this function.
  - b. Give a monthly report to the ASC to include: expenses, inventory, accounts receivable, and cash on hand.

### **Literature Review Ad Hoc Committee Subcommittee**

This subcommittee serves as a communication link in all matters of literature between the group and literature committees on all levels: area, region, and world.

- a. By providing a forum in which members may contribute to the development and creation of NA literature
- b. Register and update registration information with the WSC Literature Committee in order to receive information which shall then be made available to other service committees and the local fellowship.
- c. Hold regularly scheduled meetings to review and prepare input on review form literature.
- d. Organize a work agenda for each piece of NA Literature that is available for this purpose.

### **Public Information (PI) Subcommittee**

1. The purpose of this Subcommittee is to inform the public about recovery from active addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
2. To inform the public that Narcotics Anonymous exists and offers recovery to those who seek it.
3. Duties:
  - a. Adequately inform the fellowship about PI so that any member with 90 days or more clean time knows what to say when someone outside the fellowship requests information about the program.
  - b. Develop a contingency plan to respond to all requests for information from individuals, agencies, and/or media within the boundaries of the NCIASC.
  - c. Inform the public and addicts who may not have heard of our fellowship through such means as:
    - Bulletins posted in appropriate places.
    - Letters to specific individuals or groups.
    - Information booths at public events.
    - Newspaper ads for local meetings (open meetings only).
    - News releases.

- d. Ensure that all subcommittee members have a good working knowledge of the Twelve Traditions of Narcotics Anonymous and the PR Handbook. *Note: A good working knowledge of the Traditions is the single most important asset a member of this subcommittee shall have. No individual can ever speak for NA as a whole and our competence to speak about addictions is limited to our own experience and to the program of recovery in NA.*
- e. Maintain archives on past experience, such as copies of letters sent, news releases, and ads.
- f. Complete and keep a local meeting directory for distribution to the fellowship the ASC meeting.
- g. Stockpile resources such as posters, bulletins, literature and other supplies appropriate to this service; for example; booth materials and information packets.
- h. To represent area PI at the monthly Regional PI Meeting.

### **Outreach Subcommittee**

1. The purpose of this subcommittee is to find meetings that need support and provide such support until they can stand on their own.
2. Duties:
  - a. Promote awareness and adherence to the Twelve Traditions, the policies of the NCIASC, and the NA service structure. In order to do this, this subcommittee shall:
  - b. Support and attract addicts who may not have heard of our fellowship through such means as:
    - Attend targeted meetings and share on the topic (caravans),
    - Provide meetings in need of them with copies of these guidelines and/or A Guide to Local Services in Narcotics Anonymous, as well as a "starter kit" including meeting readings.
    - Conduct learning days and workshops for the group.
  - c. Promote attendance at new meetings that are just getting started by registering them with the WSO, RSO & the ASC.
  - d. Ensure that meeting information is published in the area newsletter, Regional and Area meeting schedules.
  - e. Promote meeting participation at the ASC level by holding GSR workshops and learning days.
  - f. Work with GSRs to keep meeting information current at Area, Regional, and World service levels.
  - g. Orient newly seated GSR's
  - h. To represent area Outreach at monthly Regional Outreach meeting.

### **Newsletter Subcommittee**

1. The purpose of this subcommittee is to build unity through communication by publishing an area newsletter.
2. Duties:
  - h. Choose topics and receive input for articles to appear in the area publication.
  - i. Edit the newsletter through subcommittee discussions and proof reading sessions to ensure that the Twelve Traditions of NA are followed to the letter.
  - j. Establish a format and layout for each newsletter.
  - k. Arrange for the newsletter printing.
1. Distribute newsletter within the area at no cost to its members.

### **Activities Subcommittee**

1. The purpose of this subcommittee is to provide activities that promote fellowship in an atmosphere of recovery.
2. Duties:
  - a. This subcommittee will establish a tentative yearly calendar of activities to be submitted to the ASC.

- b. The subcommittee is responsible for all aspects of planning and holding events, including;
  - Securing locations
  - Payment of fees and deposits
  - Acquiring decorations and setup and cleanup of facilities
  - Hiring of special workers such as bands, DJs and caterers
- c. All events are funded by the subcommittee's capital reserve. Any additional funds required will need ASC approval.
- d. To represent area Activities at the monthly Regional Activities Meeting.

### **Merchandise Subcommittee**

1. The purpose of this subcommittee is to sell N.A. merchandise.
2. Duties:
  - a. To create or purchase and resell NA merchandise.
  - b. Setup and maintain an accurate bookkeeping system for this function.
  - c. Give a monthly report to the ASC including:
    - income
    - expenses
    - inventory
    - accounts receivable •
    - cash on hand
  - d. Hold regular meetings to review and prepare new ideas for merchandise in cooperation with all other subcommittees in the Area.
  - e. Ensure that all subcommittee members have a working knowledge of and adherence to the Twelve Traditions of Narcotics Anonymous.
  - f. All taxes to be paid quarterly.

### **Convention Website Youth & Phone Line Liaison**

1. This is not a subcommittee, but rather a position of liaison to the Regional Committees.
2. The Liaison shall be composed of an NA member elected by the ASC.
3. It shall be the duty of the Liaison to attend all regularly scheduled meeting of the NCIASC and the Regional Committees in order to provide two-way communication between said committees.

## **ARTICLE VIII**

### **Parliamentary Authority and Precedence**

We encourage open discussion and we strive for consensus. To maintain order, the rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the ASC in all cases to which they are applicable, and in which they are not consistent, then these guidelines and/or the Twelve Traditions of Narcotics Anonymous apply:

#### **Precedence:**

1. *A Guide to Local Services in Narcotics Anonymous* or NA Service Manual which has priority over:
2. These current ASC guidelines which has priority over:
3. Standing Rules which had priority over:
4. Previously passed motions.

## **ARTICLE IX**

### **Amendments of Guidelines**

These Guidelines may be amended by a two-thirds (2/3) vote at the regular ASC meeting in January and July, or at a special meeting by the committee providing that the exact wording of the amendment(s) has been submitted in writing and announced at a previous regular ASC meeting.

## **ARTICLE X**

\*See attached "*Financial Responsibility (2 copies)*" & "*Money Handling*" Forms.



