

# NEFA Policy and Guidelines

Revised July 2015

We establish ASC Guidelines in order to clarify our responsibilities and articulate clearly the ground rules that each of us (that are privileged to serve) will observe and respect. Just as our third tradition reminds us, we are all equally members of Narcotics Anonymous. We put our expectations clearly in writing here so that each participant of the North East Freedom Area Service Committee can expect the same ground rules to apply whether we come as the newest member or the longtime service participant, a GSR or some other Trusted Servant. These Guidelines are intended to help us “be of” service and in developing them now or adjusting them in the future we should regularly look to our **12<sup>th</sup> Concept**, which reminds us:

*In keeping with the spiritual nature of Narcotics Anonymous,  
our structure should always be one of service, never of  
government.*

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## THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

1. Our common welfare should come first; personal recovery depends on N.A. 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 be autonomous, except in matters affecting other Groups, or N.A. as a whole.
5. Each Group has but one primary purpose - to carry the message to the addict who still suffers.
6. An N.A. Group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. Group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. N.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. N.A. has no opinion on outside issues; hence the N.A. 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.**

## THE TWELVE CONCEPTS FOR NARCOTICS ANONYMOUS SERVICE

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a service structure, which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making process.
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 process.
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.

## A.S.C. Operating Guidelines

- (1) The ASC shall follow a loosely interpreted version of “Robert’s Rules of Order” utilizing “parliamentary procedure”. An example of this can be found in “A Guide to Local Services”, section titled **Sample Rules of Order**. Any challenges are subject to immediate Group Conscience. The voting body present at any regular ASC meeting shall constitute a quorum at that meeting. Decisions are made by a simple majority of those voting members present at the time of the vote. A policy change of any kind will require a 2/3 majority vote of the members present at the time of the vote.
- (2) Motions must be made by any Voting Member of the ASC or a Subcommittee Chair, and receive a second from another Voting Member. This motion should be in written form and submitted prior to the start of the meeting.
- (3) The ASC shall determine on a case by case basis which motions need to be tabled and returned to the Groups. For a motion to be tabled it requires a valid motion and a second which shall be voted on immediately without debate. If passed by a simple majority the motion shall be tabled until the next ASC. If it fails, discussion shall return to the motion on the floor.
- (4) In accordance with “The Twelve Concepts of NA Service”, any member may request redress of any motion. Redress of a motion is handled in one of two ways. (A) A redress of a personal nature or complaint concerning procedure will be heard and acted on immediately. (B) Redress concerning Policy change or interpretation, requiring Home Group conscience will be placed on the agenda as the first order of Old Business at the next ASC meeting. Following a redress vote, the issues is disposed of, and not to be reconsidered again for three months. At that time a related motion may once again come to the floor as new business
- (5) NEFA elections are held in July to select Trusted Servants. Each candidate is required to have a working knowledge of the Steps and Traditions, and be familiar with “The Twelve Concepts for NA Service”. The nominee must be willing to serve. Each of the Trusted Servant Positions has specifically suggested requirements, outlined in the description of that position under the heading Area Level Positions. The following is the selection process.
  - May ASC - The available positions are reported at the May ASC and sent to the home groups for nominations.
  - June ASC - Nominations are made at the June ASC. Nominees must be present to accept the nomination. Requirements and qualifications of the positions are reviewed. The floor is then opened for nominations. The body may present discussion and questions at this time.
  - July ASC - Elections are held at the July ASC. New nominees must be present at this time.
  - August ASC - New officers begin their duties in August.

It should be noted that elections might become necessary from time to time throughout the year, to fill unexpected vacancies or to replace officers not performing their duties satisfactorily. Such elections should occur as soon, as is practical to fill such vacancies. If the vacated position is supported by an Alternate the Alternate shall assume the duties of that position pending the election.

- (6) Group report form is used to report changes in meeting times and locations, as well as anniversaries and any other NA related events or new for the newsletter. This report should include a current contact name and address, and should be submitted to the Literature Chairperson at the opening of the ASC monthly meeting.
- (7) Subcommittee reports shall be limited to ten minutes prior to questions and answers. These reports should be submitted in writing, on the standard form or something similar and suitable. They then become part of the area archives.
- (8) The Area Service Meeting shall be held on the fourth Wednesday of every month.
- (9) The Policy Subcommittee shall conduct Service Workshops. The purpose is to introduce new Area Servants to the Area Policies and to help the Veteran Servants stay aware of any changes.

## G.S.R. Instructions

You will find this a very simple explanation of duties for Group Service Representatives (GSRs). This is very basic in nature. This material is intended for all GSRs and others who may find it helpful. It is suggested that every GSR get a copy of “A Guide to Local Services.” A copy of the “Twelve Concepts for NA Service” is included in the guide. These will prove to be valuable resources for you.

### What is a Group Service Representative?

“Our common welfare should come first; personal recovery depends on NA unity.” NA unity is almost entirely dependent on GSR participation and should be a GSR’s first priority as a link between the Group and the rest of the NA service structure.

Please remember that an ASC meeting is a business meeting. There is a lot more going on here than in a regular meeting. Please restrict lengthy or personal conversations as this can be disruptive to the meeting. If you have a question, please raise your hand and wait to be recognized. Remember that there is no such thing as a dumb question! If you need a point clarified your question is valid and necessary for your growth as a Trusted Servant, the good of your Group, and NA as a whole.

It is the GSR’s responsibility to keep the Group informed of all Area, Regional, and World Level news. It’s also the GSR’s duty to carry the group’s conscience when voting at the area level. Sometimes an issue will be sent back to the Group for consideration, at which time the group will decide as a whole which way a vote should be placed.

It is also the GSR’s responsibility to exercise due diligence when electing new trusted servants at the Area level.

Alternate GSR’s should be present at all Area Service meetings in order to stay informed and be prepared to move into GSR position. They only vote when GSR is not present for the Area meeting.

### Prior to the Meeting

- (1) **SIGN-IN, FLIERS, AND COMMITTEE REPORTS** There will be a table as you enter the room with new fliers, sub-committee reports and sign in sheet for this Area Service meeting. Please sign in for your home group and pick up all sub-committee reports. Pick up copies of event flyers, but please be mindful that all groups need copies and don’t take huge stacks.

- (2) **ORDERING LITERATURE** - Literature order sheets are on the literature table in the back of the room. On the top line put your home group's name and date it. All you have to do is write in the quantities, please don't fill in the totals. Now take a card with a letter and/or number on the front. Write that letter and/or number on the top right hand corner of your form. Please place the completed form in the box on the table. Put this card in plain sight where you are sitting so the literature person can bring your order to you. Payment is made at this time, when order is delivered to you.
- (3) **MAKING A DONATION** The Treasurer will be at a table on one side of the room. There are empty envelopes on the table. Take an envelope and write your Home Group's name, the amount of the donation, and date on it. Change is only accepted if rolled. Please unfold all bills and tape any torn bills. Put your donation in the envelope, seal it, and leave it with Treasurer or vice Treasurer. Please submit your donation as early as possible so that the Treasurer has time to process it. Check back from time to time to see if your Group's receipt is ready to be picked up. You'll need this for your treasurer's records.

### During the Meeting

- It is very important that GSR's stay for the whole meeting and pay attention, as time is limited.
- All subcommittee reports are given early in the meeting and this is information you will need to understand and carry back to your home group. Be sure to read the report as each chair speaks and if you have questions, this would be the time to ask and be clear about the reported information.
- Old business is usually tabled motions taken back to the group, for group conscience, and voted on at this area meeting. As GSR you are bringing back the vote of your entire group.
- New business includes discussion of issues and new motions placed by committees or groups. This portion of the meeting is normally at the end and it is **vital** that you are present during the voting process.

## **A Description of Subcommittees**

### **Policy**

Policy subcommittee assists during the ASC meetings on what policy is, as it pertains to discussions and/or motions proposed. It is responsible to maintain and update and distribute NEFA Policy and Guidelines as motions are passed to change policy.

### **Phone Line**

The Phone Line Subcommittee maintains a telephone information service for Narcotics Anonymous that helps addicts and others in the community find us easily and quickly. Phone line works in tandem with 9 other areas within the Free State Region.

### **Special Events**

Special Events committee meets monthly to discuss and plan any activities that would create unity within the area for Narcotics Anonymous. Examples of activities include but are not limited to dances, picnics, campouts, and speaker meetings/marathons. They are a committee that maintains their own budget separate from Area.

### **Public Relations**

The general mission of your area public information subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. To provide education and support to the Groups and Area Subcommittees upon request; it is the outstretched arm of Area Service. It is also responsible to touch base with Groups who have not been to an ASC meeting in two or three months to see what's happening in that group and then bring that information to the Area.

### **Hospitals and Institutions**

Hospitals and Institutions subcommittee is responsible for providing meetings to carry the NA message into places where addicts are not able to freely attend regular NA meetings. Examples would be hospitals, rehabilitation centers, jails and any institution type environments.

### **Literature Committee**

The Literature subcommittee maintains a stock of NA books and pamphlets that can be purchased by local groups at the monthly ASC meeting.

### **NEFA Website**

NEFA Website is maintained by trusted servants and its' purpose is to provide any and all NA related information as it pertains to Northeast Freedom Area, including but not limited to meeting schedules, ASC meeting minutes, Special Events, and service resources.

### **NEFA Convention**

NEFA Convention is a separate entity that hosts an annual event for the purpose of unity and recovery in the Northeast Freedom Area. It is incorporated as a non-profit organization with its own board made up of NA members.

*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.*

## NEFA Service Positions:

The **Area Chair** facilitates the ASC meeting to ensure it runs according to our ASC Operating Guidelines. Additionally note the following:

- Cosigner on NEFA bank account
- Verify ASC minutes prior to copies being made for next meeting
- Vote in the event of a tie
- Attend monthly executive board meeting
- Suggested clean time requirement is two years

This person should have the ability to maintain calm business composure, without personal opinion and emotional attachment. At times area service can become very heated and passionate; the chairperson has to restore order.

The **Vice Chair** is responsible for assisting the Chair in conducting the ASC meeting.

- May be a cosigner on NEFA bank account
- Acts as subcommittee Chair for positions unfilled
- Maintains regular contact with subcommittee chairs and attend subcommittee meetings whenever possible to stay informed.
- Conduct ASC meeting in the Chair person's absence.
- Attend Regional on-month meeting in the absence of a subcommittee chair
- Attend monthly executive board meeting
- Suggested clean time requirement is one year

This person holds an excessive amount of responsibility and should have a life that allows for such commitments. They should have the same qualities as for the Chair position and know that this is a preparatory position for moving into Chair after commitment is over.

**The Secretary** records minutes and is keeper of documentation for ASC business meetings:

- Types and distributes copies of the minutes for distribution to GSRs
- Makes copies of motions for immediate distribution
- Attend monthly executive board meeting
- Suggested clean time requirement is one year

This person should be organized, attentive, be able to take clear concise notes, be computer literate and own a computer.

**The Treasurer and Alternate Treasurer** are responsible for managing area finances.

- Receive contributions from the groups
- Administer the area's checking account.
- Treasurer is the cosigner on the area checking account
- Pay the rent for the ASC meeting and Subcommittee meetings
- Reimburse officers and subcommittee chairs for their budgeted expenses
- Keep records of all transactions
- Create monthly report of contributions and expenditures at ASC meeting
- Suggested clean time requirement is five years
- Alternate treasurer is a preparatory position who moves into the treasure position; they are not a signer on the area checking account

These positions should be manned by people who have proven experience in accounting and/or bookkeeping. They should own a computer, be proficient with spreadsheet applications, and comfortable handling large sums of cash, which will be transported from area to the bank. It is recommended that they have personal bank accounts and are financially secure.

**Regional Committee Member (RCM) and RCM II** represent NEFA at the regional level.

- Attend monthly regional service committee (RSC) meetings
- Write a report to carry information from region to area for all GSR's
- Carry the area's conscience to regional meetings by vote
- Attend monthly area service meetings (ASC)
- Attend monthly executive board meetings
- RCM II is a preparatory position that does not get voted to RCM, but moves directly into it; it is a two year position.
- Suggested clean time requirement for RCM is three years and for RCM II is two years.

These positions require travel up to three hours away. This must be a person of integrity and have the willingness and ability to vote their area's conscience regardless of personal belief.

**Sergeant at Arms** helps maintain order at the ASC meetings and performs various tasks

- Set up and chairs and make coffee
- Counts GSR votes during the motion process
- Assist with break down and cleanup
- There is no minimum clean time requirement for this position

This person should arrive early and stay for the duration of the meeting in order to perform all duties. There are two sergeant at arms positions.

**Subcommittee Chairs** should have a working knowledge of the Subcommittee and prior experience as a Subcommittee member.

- Facilitate monthly meetings for subcommittee
- Present and distribute Subcommittee report at area meeting monthly
- Attend Regional business meetings every other month
- Suggested clean time requirement is one year

This position requires good organizational skills and commitment; it requires attending multiple meetings with travel up to three hours every other month.

**Group Service Representatives (GSRs)** are delegated the authority to serve in their own right as ASC participants, exercising their own conscience and judgment in the best interests of NA as a whole. The GSR has the voting power at the ASC to make and change policy, elect and remove officials, form and remove subcommittees, define subcommittee tasks and responsibilities, and all other ASC functions. The qualifications and terms of service for GSRs are determined by the Groups that elect them.

All members of the ASC are integral to the Area's functioning and are accountable. If the GSRs elect someone to the job who is not capable, then the area is at least partly responsible for theft, incompetence and any other issues that arise due to negligence.

## **AREA SERVICE COMMITTEE MEETING FORMAT**

1. Opening Prayer
2. Read 12 Concepts
3. Group News; new groups joining the area, changes in time or location of meetings, loss of location, lack of support, anniversaries and new GSRs
4. Subcommittee and RCM Reports
5. Secretary report, previous area minutes
6. Old Business
7. Elections (if needed)
8. New Business
9. Open Discussion
10. Closing Prayer

# **NEFA Policy**

## **Executive Business**

### **1. Service commitment guidelines**

Anyone wishing to serve in any Service Position in the NEFA-Narcotics Anonymous must express a desire and willingness to serve in a manner consistent with the NEFA Policies and Guideline, and must express through their actions and conduct, a working knowledge of Steps and Traditions of NA. Specific clean time requirements (suggested) and specified for each particular Service Position, as outlined under heading **Area Level Positions**.

### **2. Inclement Weather Policy**

(April 2011) – To cancel until the following month the NEFA Service Committee meeting and all sub-committee meetings in the event of inclement weather. Cancellations will be based upon full or early closing of Baltimore County Schools on the day of the scheduled meeting or the following day since meetings are generally held in the evening.

### **3. Area level positions**

Officers of the Area are considered Area Level Positions and it was amended (date unknown) to add GSR's and Alt GSR's to Area Level Positions.

### **4. Executive Board Members holding one Area Level Position**

(May 29, 1996) Executive Board Members (Area Chair, Vice Chair, Treasurer, and RCM and Alternates) and Area Subcommittee Chair (and Vice Chairs) shall only hold one area level position at a time.

### **5. Voting body**

(June 2008) The voting Body now consists of GSR's or Alt. GSRs, the Area Chairperson or Vice Chairperson only in the event of a tie.

### **6. List of NEFA Subcommittees (Amended 2011)**

- Policy
- H & I
- Literature
- Public Relations ((May 2011) Public Information and Outreach Combined)
- Special Events
- Phone Line
- NEFA Web Site (added 2008)
- NEFA Convention (added 2009)

### **7. Nominees need to be present in June to state qualifications**

(May 27, 2009) – To have all Area nominees present in June to state their qualifications prior to the election.

### **8. Positions to start in August**

(May 9, 2001) Motion was passed to change the ASC Executive Board Position commitments at area level to coincide with regional election in August. **Friendly amendment same date.** To change the Executive Board and Subcommittee positions to coincide with regional elections in August with new terms beginning with July elections. Ongoing positions will be on an interim level until yearly elections.

### **9. Removal of Chair or Vice-Chair of Subcommittees**

If a Subcommittee Chair or Vice-Chair has not represented that Subcommittee for two consecutive ASC meetings, the Area can nominate a new Chair.

### **10. Area Secretary to record and attach motions to Area Report**

(Oct 2014) – Area secretary needs to record the EXACT wording of motion in Area Minutes and attach a copy to the area minutes for posting to the website; this is to avoid misinterpretation.

### **11. Motion maker needs to be present**

(December 26, 2007) - The maker of a motion needs to be present when the motions are presented to the Body for discussion or the motion will be removed from the floor.

### **12. Subcommittee Motions**

(January 2008) To allow Chairpersons of committees to submit motions, providing the motion is seconded by a GSR from a recognized Home Group.

### **13. Add or Remove Policies**

(December 11, 1996) In order to add, delete, or create NEFA Policies shall require a 2/3 majority vote of all GSRs present.

### **14. Amended motions**

(April 8, 1997) Motion was passed not to discard or remove amended motions in part or in whole, rather that amended or rescinded be noted below the latest policy.

## **Reports**

### **1. Copies of reports**

(May 13, 1998) A motion was passed stating that all Committee Chairs make available copies of their reports for the GSRs. Cost are covered by Area. (See Policy 12 in The Budget also).

### **2. Bank statements**

(March 2015) To make mandatory the inclusion of the most recent NEFA bank statements with each treasurer report.

### **3. Subcommittees include expenditures on report (New 2011)**

(January 2011) All Subcommittees provides detailed financial activities in their monthly report to the area.

(Amended April 2014) All subcommittees that have their own budget, separate from the area budget, are to supply a detailed financial report to the area with their monthly report.

### **4. RCM Report Requirement**

(January 2010) The RCM must list the following on his/her report to the Area. All Regional Motions to include:

- a) The Motion
- b) The number of pros, cons, and abstentions
- c) His/her vote of confidence

## 5. **Special Events – planning/scheduling**

(March 2003) Motion was passed that Special Events must present at Area Service, the event they are planning to take place, no later than 90 days prior to the event, also with the event schedule, complete details, costs, and projections for its success/failure.

# **Business, New Meetings**

## 1. **New meetings**

(May 2006) – Motion was passed that new meetings requesting to be NEFA have signed by both Facility Representative and Group Representative the questions on pages 27, 28, and 29 of “The Group Booklet” and questions will be submitted to the Executive Body prior to approval. Groups will have each, a GSR, Secretary, and Treasurer. New meetings also need to be voted on and approved by the area. Once the guidelines have been satisfied, the new group will then receive a starter kit and affiliation with NEFA. **Amended** (October 24, 2004) – Motion was passed that we follow the suggested guidelines on pg. 30 in “The guide to Local Services” and require GSR, Secretary and Treasurer in order to recognize a new meeting in the NEFA.

## 2. **Group starter kit**

(July 2005) The Area will provide a group starter kit at a cost not to exceed \$65.00 per Group. This courtesy will be extended to New Groups only. The starter kit will contain the following items (if available).

- One Group starter kit booklet
- 5 White Books
- 1 Introduction package (readings)
- 1 Guide to Local Services
- 5 of each available information Pamphlets
- 10 Phone books
- 1 The 12 Concepts for NA service

# **NEFA Convention**

## 1. **Make the NEFA convention an annual event**

(April 22, 2009) Make the North East Freedom Area convention an annual event.

## 2. **Incorporate NEFA Convention**

(January 2011) Incorporate the North East Freedom Area convention as a “Non-Profit Corporation.”

## 3. **NEFA convention – electing officers**

(April 23, 2008) NEFA should elect the convention Chair, Vic Chair , Convention Treasurer, Vice Treasurer, and five subcommittee positions (registration, entertainment, hospitality, programming and merchandising) starting in this December’s election.

#### **4. NEFA convention – Prudent reserve**

(April 23, 2008) Put \$6,000 in a prudent reserve to be held by NEFA Convention Treasurer.

#### **5. NEFA Donations to World or Service Center**

(May 2009) Aside from the Prudent Reserve required for the hotel, any profits over \$7,000 made from future conventions are to be donated to either the World Service of NA or to the Baltimore Area Service Center.

## **Area Financials**

### **1. Theft of Funds Policy**

(April 2015) To implement the proposed theft of funds policy – see supporting documents.

### **2. Accountability Statements**

(Sept 2014) Executive Body or anyone handling money must sign accountability statements.

(Sept 2014) Make change to the ‘accountability statement’ to state ‘will’ instead of ‘could’ with regard to states attorney office.

(April 2015) Change the accountability statement wording from “misappropriation of funds will result in prosecution”, to “misappropriation of funds will result in the execution of NEFA’s Theft of Funds Policy”.

### **3. Prudent Reserve**

NEFA shall maintain \$500.00 as a prudent reserve. That any money over prudent reserve be donated to the region.

### **4. Area to pay rent for Committees**

Amended (Sep. 24, 2008) Special Events shall pay their own rent. The area shall pay the rent of all the other subcommittees.

### **5. Reimbursements for Subcommittee reports**

(Jan. 23, 2008) Area reimbursements such as Subcommittee reports must have store receipt in the amount requested for reimbursement. (See also policy #2 in Committee Business).

### **6. Contribution to Regional Phone Line**

NEFA will contribute \$65.00 per month to the Regional Phone Line maintenance.

### **7. Coffee allowance**

(Jan. 24, 2007) Provide a monthly allowance not to exceed \$30.00 to provide coffee and condiments for the monthly Area Service Meeting.

### **8. Treasurer Accountability**

(March 2015) To have two people sign every check for the area treasury. The area will order checks to accommodate two signatures.

## 9. Auditing financial accounts

(May 2006) Motion was passed that there will be an audit of NEFA financial accounts prior to the election of new Treasurer.

(Dec 2014) A reconciliation is to be conducted every year in July on the Area accounts AND the Special Events accounts. An outside Auditor is to be chosen by the Policy Chair.

# Sub-Committee Financials

## 1. Special events – budget/prudent reserve

(November 2006) – The Special Events Subcommittee shall maintain an operating budget of \$1,500.00 which has been provided by ASC. All money in excel of \$500.00 shall be returned to the ASC Treasury.

Amended (April 2002) – Prudent reserve for Special Events is \$1,500.00.

Amended (No date) – Prudent Reserve for Special Events is \$500.00.

## 2. Special Events – checking account

(Nov. 16, 2009) To allow Special Events to acquire their own checking account to be managed by that committee's Treasurer and a monthly report to be submitted to the Area by the Committee Chair.

## 3. Special Events printing

(March 2002) Motion was passed that Special Events Committee must get Executive Committee approval for any printing over \$250.00.

## 4. Literature Committee

The Literature Committee shall maintain an available inventory of \$6,500.00. All cash proceeds shall be turned over to the ASC at the end of the ASC. The procedure is to turn in the cash proceeds to the Area Treasurer at the close of the ASC, and receive a check payable to the Baltimore Service Center in that approximate (not to exceed) amount.

## 5. H & I

(January 23, 2008) – H & I expenses shall be limited to \$400.00 per month.

Amended (December 2006) – H & I expenses shall be limited to \$300.00 per month

Amended (No Date) - H & I expenses shall be limited to \$170.00 per month.

## 6. Public Information Committee

(2010) – Public Information Committed will have a monthly budget of \$500.00 for literature and \$250 for other expenses.

Amended (December 26, 2007) – Public Information was approved to have a monthly budget of \$250.00 (may not need all the money each month), and a literature expense of \$250.00 per month.

Amended (September 30, 2000) – Public Information raised to \$250.00 per month as needed and a monthly expense budget reduced to \$50.00 per month as needed.

Amended (August 12, 1998) – Public Information was approved to have a monthly budget of \$100.00 (may not need all the money each month), and a literature expense of \$50.00 per month.

## NEFA Miscellaneous

1. **Groups splitting off from NEFA**

NEFA will support Groups that see a need to split off and form a new Area.

2. **No longer pass basket**

(May 31, 1995) The ASC shall no longer “pass the basket” at ASC meeting

3. **Treasurer’s report/Group Donations – Rescinded**

(November 22, 2006) Include a year-to-date column in the Group Donations as well as the Treasurer’s report with a year-to-date attendance log.

# **Theft of Funds Policy for NEFA:**

Established January 2015

All persons responsible for handling money at the NEFA Area level (including Subcommittees) must sign the NEFA Accountability Statement (See attached). This will occur on an annual basis at the time of elections even if the person is remaining in the same position, or when a member steps into such a position mid-term. If an individual refuses to sign the accountability statement, he/she will not be eligible to serve in said position.

## **Theft of Funds Committee:**

A set committee of NEFA Vice chair, Policy Chair and RCM will be responsible for executing the policy for any suspected theft of funds situations.

## **Procedures to follow in the event a theft occurs:**

1. The committee will conduct a thorough review of all books and/or financial records to determine if a theft has occurred. During this review the person will be temporarily suspended from business.
2. If a theft has occurred, the individual will be removed from his/her service position and will not be allowed to serve in any NEFA level position for a period of five (5) years from the date of theft.
3. A member of the Theft of Funds committee will send a certified letter to the last known address of the accused (see attached). The letter shall state the results of the review and the intent to pursue restitution, with a request for them to contact the committee immediately.
4. A meeting will be scheduled to occur between Theft of Funds committee and accused individual within ten (10) days of the date of correspondence.
5. If the person fails to respond to, or refuses to meet with the committee, a police report will be filed and prosecution will be pursued.
6. In accordance with World Services Bulletin #30, if the person admits to the theft and agrees to pay back the missing funds, an agreement will be written by the Theft of Funds committee (see attachment). The restitution will be made in one payment or in regular installments at any interval, to be paid in full within one year of the time of theft. The individual and a Theft of Funds committee member will sign the NEFA Repayment Agreement and have it notarized.
7. The NEFA Theft of Funds Committee will be responsible to collect payments (Cashiers' Check or Money orders only) and report repayment status each month at Area Service. If the Repayment agreement is not met, then prosecution will be the next step.
8. The Theft of Funds Committee will represent North East Freedom Area when filing charges against the individual and throughout the process of court proceedings, regardless of position or commitment to the area ending.



*Northeast Freedom Area of Narcotics Anonymous  
Address Goes Here*

Date:

**Via Certified U.S. Mail**  
***Return Receipt Requested***

(Name)  
(Address)

Dear Ms./Mr. (Last Name):

This correspondence is to inform you that after a thorough investigation of our books and documents, it has been determined that you committed a theft of the Northeast Freedom Area (“NEFA”) funds.

In accordance with the World Service Office’s Bulletin number thirty (#30), and NEFA’s Policy, you will be given an opportunity to repay these funds. You will be required to meet with the Theft of Funds Committee to discuss your case, and at that time, you will be presented with options available to you as set forth by the Theft of Funds Policy.

It is crucial that you contact us within ten (10) days, from the date of this correspondence, to arrange a repayment schedule, or we will be forced to contact the Baltimore City State’s Attorney’s Office and file criminal charges. We sincerely hope this will not be necessary.

Awaiting your prompt response,

\_\_\_\_\_  
Theft of Funds Committee  
Representative

\_\_\_\_\_  
NEFA Vice Chair  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

\_\_\_\_\_  
NEFA Policy Chair  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

\_\_\_\_\_  
RCM  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**This is an attempt to collect a debt. Any information obtained from you will be used for that purpose.**