



**NEFA Policies 2008**

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Area Policies

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## Area Policies

1. 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 Guidelines, and must express through their actions and conduct, a working knowledge of The Steps and Traditions of N.A. Specific clean time requirements (suggested) are specified for each particular Service Position, as outlined under heading **Area Level Positions**.
2. 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). **Amended** from \$25.00, then Amended \$35.00, and amended July 2005 to \$65.00.
  - 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 Twelve Concepts for N.A. Service"
3. NEFA shall maintain \$500.00 as a prudent reserve.
4. NEFA shall maintain the following Sub-committees:
  - Policy
  - H&I
  - Literature
  - Public Information
  - Special Events
  - Phone Line
  - Outreach
5. NEFA will contribute \$65.00 per month to the Regional Phone Line maintenance.
6. NEFA will support Groups that see a need to split-off and form a new Area.
7. If a Sub-committee Chair or Vice-Chair has not represented that Sub-committee for two consecutive ASC meetings, the Area can nominate a new Chair.
8. Officers of the Area are considered Area Level Positions and it was amended (date unknown) to add G.S.R.'s and Alt. G.S.R.'s to Area Level Positions.

9. May 31, 1995. The Voting Body now consists of G.S.R.'s or Alt. G.S.R.'s, R.C.M.'s or Alt. R.C.M.'s and the Area Chairperson or Vice – Chairperson only in the event of a tie. **Redressed on June 28, 1995.** The A.S.C. upheld the original decision to take voting privileges away from Sub-committee Chairpersons.
10. May 31, 1995. The A.S.C. shall no longer “pass the basket” at A.S.C. meetings.
11. No date. The Special Events Sub-committee shall maintain an operating budget of \$500.00 which has been provided by the A.S.C. All money in excess of \$500.00 shall be returned to the A.S.C. Treasury. **Amended April 2002** prudent reserve for Special Events is \$1500.00. **Amended Nov. 22, 2006** – To increase the Special Events operating budget to \$1500.00 and anything over is donated to the Area.
12. The Literature Committee shall maintain an operating budget of \$750.00 in literature, stock, and petty cash with all money in excess of that amount returned to the A.S.C. Treasury. **Amendment:** The procedure is to turn in the cash proceeds to the Area Treasurer at the close of the A.S.C., and receive a check payable to the Baltimore Service Center in that approximate (not to exceed) amount.
13. May 29, 1996. Executive Board Members (defines as Area Chair, Vice Chair, Treasurer, Secretary, and R.C.M and Alternates) and Area Sub-committee Chairs (and Vice Chairs) shall only hold one Area Level Position at a time.
14. December 11, 1996. In order to add, delete, or create NEFA Policies shall require a 2/3 majority vote of all G.S.R.'s present.
15. January 8, 1997. H&I expenses shall be limited to \$170.00 per month. **Amended** December 2006 to \$300.00 monthly. **Amended** January 23, 2008 to \$400.00 monthly.
16. April 8, 1997. Motion was passed as stating; not to discard or remove amended motions in part or in whole, rather that amended or rescinded be noted below the last policy.
17. May 13, 1998. A motion was passed stating that all Committee Chairs make available copies of their reports for the G.S.R.'s. Costs covered by the Area. See also Policy #30.
18. 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. **Amendment** September 30, 2000. Public Information allowance raised to \$250.00 per month as needed and a monthly expense budget reduced to \$50.00 per month as needed. **Amended** December 26, 2007 To increase Public Information literature budget from \$250.00 to \$500.00.

19. May 9, 2001. Motion was passed to change the A.S.C. Executive Board Position commitments at Area Level to coincide with Regional elections in August. The intent is to put the Area on the same sequence of change with Regional elections. **Friendly amendment same date:** To change the Executive Board and Sub-committee 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. The intent is to put the Area on the same sequence of change with Regional elections.
20. June 13, 2001. Motion was passed to make rent payments the responsibility of the Area and no longer the responsibility of the individual Committees. The intent is to be consistent and have rent paid from one place. Accounting information will be easier to track.
21. March 2002. Motion was passed that Special Events committee must get Executive Committee approval for any printing over \$250.00.
22. 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, along with the event schedule, complete details, cost's and projections for it's success/failure.
23. October 24, 2004. Motion was passed that we follow the suggested guidelines on pg. 30 in "The Guide to Local Services" and require G.S.R., Secretary and Treasurer in order to recognize a new meeting in the NEFA. **Amended** 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 the questions will be submitted to the Executive Body prior to approval. Groups will have each, a G.S.R., 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 than receive a starter kit and affiliation with NEFA.
24. May 2006. Motion was passed that there will be an audit of NEFA financial accounts prior to the election of new Treasurer.
25. November 22, 2006. To include a year to date column in the Group donations report as well as the Treasurer's report with a year to date attendance log. **Intent** to bring attention to the Groups which are not taking part in the Area and to make Outreach's job casier to target those Groups in possible trouble.
26. November 22, 2006. 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. **Intent** To cut back on the responsibility of the Area Treasurer and confusion of the Special Events account.

27. January 24, 2007. To provide a monthly allowance not to exceed \$30.00 to provide coffee and condiments for the monthly Area Service Meeting.
28. 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.  
**Intent** That the maker be present to offer clarity.
29. January 23, 2008. To allow Chairpersons of committees to submit motions, providing the motion is seconded by a G.S.R. from a recognized Homegroup. **Intent** To allow committees to handle their business issues directly with this Body and to return to the original policy from 1991 regarding this issue.
30. January 23, 2008. Area reimbursements such as Sub - committee reports must have a store receipt in the amount requested for reimbursement. **Intent** For accurate bookkeeping and proper record reimbursements must have proper receipts. (See also policy # 17)
31. April 23, 2008. To put \$6,000.00 in a prudent reserve to be held by the NEFA Convention Treasurer. **Intent** this will hopefully be a one-time expense and from here on out this would be a profit, prudent reserve to be held by either the Convention Treasurer (our suggestion) or the Area Treasurer. We suggest the Convention Treasurer simply because it will be more readily available to the convention in the case of an emergency, which by the way are usually unexpected, and unforeseen and immediate.
32. April 23, 2008 The NEFA should elect the Convention Chair, Vice Chair, Convention Treasurer, Vice Treasurer, and five sub committee positions (registration, entertainment, hospitality, programming, and merchandising) starting in this December's election. **Intent** the Area would be responsible for all those elected not ten people on the committee. It is a NEFA convention.