Edmonton and Area Narcotics Anonymous Policy & Procedure Document

Updated September 1, 2026

Table of Content

Table of Contents	2
Glossary:	3
Vision	3
Name	4
Service Area	4
Purpose, Mission	4
Structure	5
Maintenance of Not-for-Profit Status	5
Business with Members of the Fellowship and Conflict of Interest	5
Ratification of New NA Groups	6
Service Meetings	6
Decision Making	7
Participation	8
IDT and Proposal Guidelines	**9**
Amendments of Policies & Procedures	**10**
Trusted Servants	**10**
Qualifications for Admin and Alternates	**10**
Roles of Admin and Alternates	13**3**
Election of Admin	16**6**
Removal of Trusted Servants	18**8**
Fund Flow and Financial Responsibility	**18**
Grievance Procedure	**20**
Sale Assets	**21**
Subcommittees and Working Groups	**22**
Appendix A: Example Financial Report	24**4**
Appendix B: Admin Election Nomination Questionnaire	25**5**

1. Glossary:

- **AI-SASK:** Region Alberta-Saskatchewan Region
- **Alt:** Alternate of a specific position (e.g. GSR alt.)
- **ASC:** Area Service Committee
- **BOT:** Board of Trustees
- **CAANA:** Central Alberta Area of Narcotics Anonymous
- **CANA:** Canadian Assembly of Narcotics Anonymous
- **CBDM:** Consensus Based Decision Making
- **CSANA:** Central Saskatchewan Area of Narcotics Anonymous
- **EANA:** Edmonton Area of Narcotics Anonymous
- **EANASC:** Edmonton Area of Narcotics Anonymous Service Committee
- **ESOS:** Edmonton Service Office Society
- **GSR:** Group Service Representative
- **H&I:** Hospitals and Institutions
- **IDT:** Issue Discussion Topic
- **NA:** Narcotics Anonymous
- **NLANA:** Northern Lights Area of Narcotics Anonymous
- **PANA:** Peace Area of Narcotics Anonymous
- **PI:** Public Information
- **P&P:** Policy and procedures
- **PR/PRC:** Public Relations/ Public Relations Committee
- **RD:** Regional Delegate
- **RSC:** Regional Service Committee
- **SSANA:** Southern Saskatchewan Area of Narcotics Anonymous
- **WSC:** World Service Conference
- **WSO:** World Service Office
- **YIS:** Yours In Service (slogan)

2. Vision

2.1. All of the efforts of Narcotics Anonymous (NA) are inspired by the primary purpose of our groups. Upon this common ground, we stand committed. Our vision is that one day:

2.1.1. Every addict in the Edmonton Area has the chance to experience our message and find the opportunity for a new way of life;

2.1.2. Every member, inspired by the gift of recovery, experiences spiritual growth and fulfilment through service;

2.1.3. The Edmonton Area of Narcotics Anonymous Service Committee (EANASC) service bodies work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;

2.1.4. EANASC has universal recognition and respect as a viable program of recovery;

2.1.5. Become a model of experience for trusted servants;

2.1.6. Ensure trusted servants are provided guidance in order to develop effective leadership in our fellowship;

2.1.7. Be the conduit of communication and information to all levels of service.

2.2. Our vision is our reference point, inspiring all that we do. Honestly, trust and goodwill are the foundation of these ideals. In all our service efforts, we rely upon the guidance of a loving Higher Power.

3. Name

3.1. In keeping with the World Service Conference (WSC) of NA Guidelines, the name of this Committee will be the Edmonton Area of Narcotics Anonymous Service Committee (EANASC).

4. Service Area

4.1. The service area of this committee will include the City of Edmonton, remote cities, towns, or municipalities containing WSO Inc. registered NA groups or meetings that choose to be on our meeting list.

5. Purpose, Mission

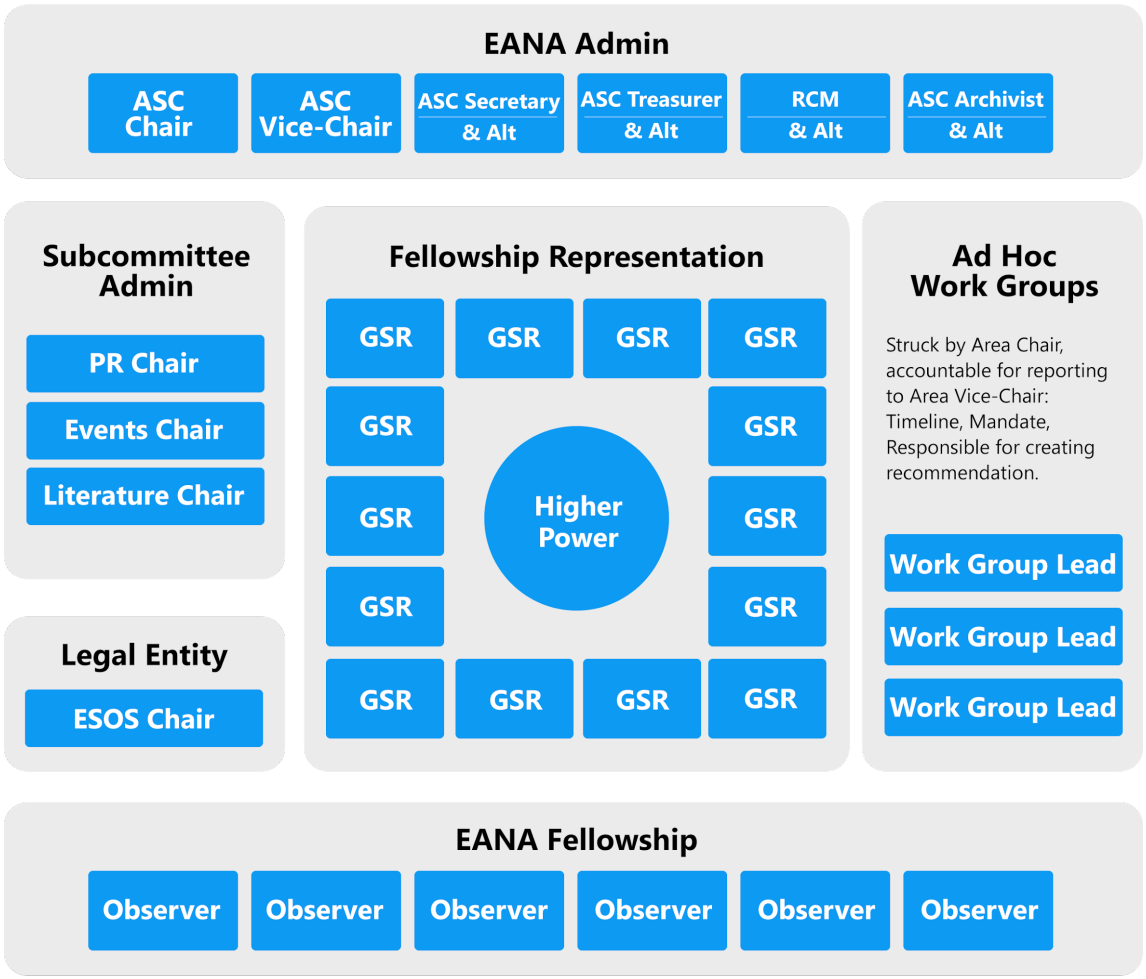
5.1. Purpose

To oversee and support the common welfare of the NA groups within EANA.

5.2. Mission

Our mission is to further the primary purpose of NA as stated in our literature; support the needs of NA groups within EANA and the community; to serve as the liaison between these groups and the AL-SASK Regional Service Committee (AL-SASK).

6. Structure



7. Maintenance of Not-for-Profit Status

7.1. It is the responsibility of BOT to hold and maintain non-profit status and liability insurance that remain congruent with provincial and federal bylaws:

7.1.1. For more information, see BOT bylaws available at EANA.ca.

8. Business with Members of the Fellowship and Conflict of Interest

8.1. Any individual who owns, operates, or has a vested interest in any firm doing business with the Edmonton Area Service Structure, will recuse themselves from any negotiation of any form between said business and committee.

8.2. Committee meetings where details of the negotiations are being discussed will be closed to individuals who are in any way connected to businesses which are being considered to supply services to the Edmonton Area Service Structure.

9. Ratification of New NA Groups

9.1. Steps for Ratification:

9.1.1. Has elected GSR or GSR Alternate that is either present at the EANASC or requests ratification by the ASC in writing.

9.1.2. Have been having regular meetings for a period of at least 90 days immediately preceding application to the ASC for ratification.

9.1.3. Meets the criteria of an Active NA Group (Section 9.2).

9.2. **Active NA Group**

When two or more addicts come together to help each other stay clean, they may form an NA group. An active group, as laid out in the Group Booklet Revised, is defined as any NA group in which:

9.2.1. All members of a group are addicts, and all addicts are eligible for membership;

9.2.2. As a group, they are self-supporting;

9.2.3. As a group, their single goal is to help addicts recover through the application of the Twelve Steps of NA;

9.2.4. As a group, they have no affiliation outside of NA;

9.2.5. As a group, they express no opinion on outside issues;

9.2.6. As a group, their public relations policy is based on attraction rather than promotion.

9.3. Once a group or meeting has been ratified by the EANASC, it will be approved for inclusion within the EANA meeting list and website.

9.3.1. Removal of Inactive home group meetings from EANA meeting list
Any groups deemed inactive to be removed from the EANA meeting list shall follow the following steps:

9.3.1.1. A proposal shall be presented to the area for the removal of an inactive group

9.3.1.2. The BOT will follow up with the group in question and deem whether in fact inactive

9.3.1.3. The BOT will reflect this in their next area report at which time the ASC will direct the web coordinator and literature committee to remove the group from the meeting lists

9.4. Any newly ratified group to the EANA will be entitled to a Group Starter Kit, or cash reimbursement with receipt of previous purchase, from the Literature Committee.

10. Service Meetings

10.1. EANASC meetings will be held on the last Sunday of each month at 1:15 pm at the Edmonton Service Office unless directed otherwise by the Committee:

10.1.1. If the EANASC falls on a holiday weekend, the EANASC will be held on the Sunday prior to the holiday weekend.

10.2. The Agenda of the Day is to be prepared by the EANASC Chair:

10.2.1. The Agenda of the Day can be amended as necessary by the Chair at any given time to meet the needs of the body.

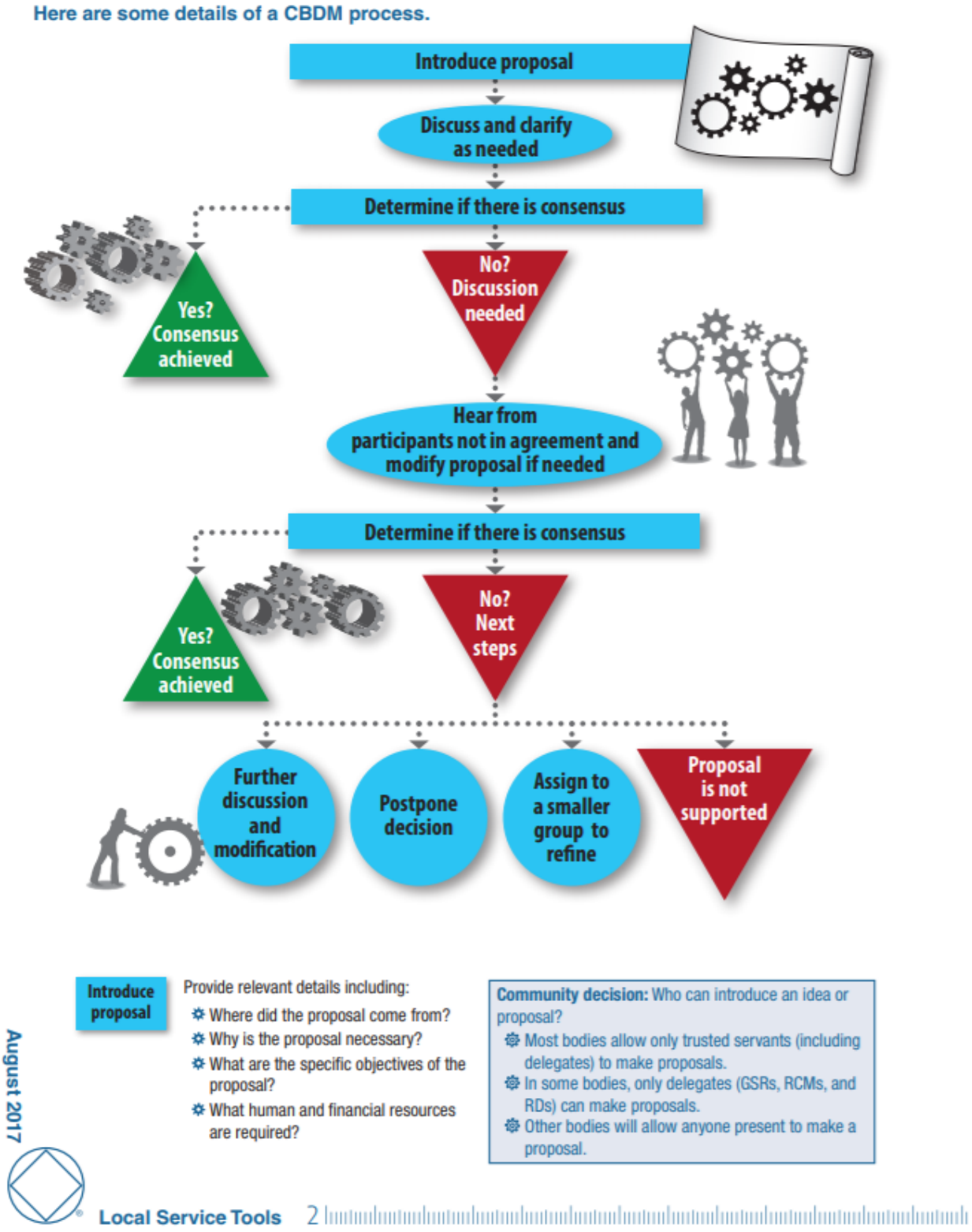
10.3. The regular meeting in the month of November will be known as the election meeting and will include in the agenda the election of the officers as detailed in the electoral process of this document.

10.4. Special meetings may be called by the Chair of the EANASC:
  10.4.1. The purpose of the meeting will be stated in writing;
  10.4.2. No business other than that which is stated will be conducted;
  10.4.3. At least one week's notice prior to the meeting will be given.

10.5. All Subcommittees, work groups, ad hoc committees, and other EANA committees are required to meet in an insured place, designated by ESOS for legal and insurance purposes.

11. Decision Making

11.1. All decisions made at ASC shall follow the adopted by EANASC, as outlined below:



12. Participation

12.1. The Committee will be composed of voting and non-voting members.

12.2. Voting participants of the EANASC will be the GSRs, or GSR Alternates (GSR-A):

12.2.1. Each voting member will have one vote;
12.2.2. If both the GSR and GSR-A are present, only the GSR will be considered a voting member.

12.3. Non-voting participants of the Committee will be the Area Admin which includes the Chair, Co-Chair, Secretary, Treasurer, RCM, Archivist, Alternates, Observers, and all Subcommittee Chairpersons or their designates:
12.3.1. Subcommittee Chairpersons who have finished their responsibilities at the ASC meeting may act as a GSR or alternate GSR but cannot vote on any business related to their Subcommittee. (examples. Funds required from the area for their subcommittee or IDTs put up in new business which affect their subcommittee)

12.4. Any voting participant, non-voting participant, or observer may introduce discussion topics and participate in discussions if recognized by the Chair.

12.5. All NA members present can participate in CBDM discussions, but only voting participants shall form a deciding consensus.

12.6. Only voting participants can take part in determining consent, removal of officers, and elections.

12.7. GSR(A)s who also hold a Subcommittee officer position will not take part in voting decisions regarding their respective committee.

12.8. The level of support needed to move forward any IDT or proposal is two thirds majority (66+percent). The voting is outlined as those for the IDT or proposal, those voting “No” and Abstentions. Abstention votes will be treated as if there is one less voting participant in the quorum but will not the quorum count.

13. IDT and Proposal Guidelines

13.1. As per the CBDM model, all proposals must be introduced for consideration by GSRs, GSR(A)s, ASC Admin, Subcommittee Chairs, or their designates.

13.2. Proposals may be formed based on the discussion of IDTs directly by GSRs, GSR(A)s, ASC Admin, Subcommittee Chairs, or designates.

13.3. Any NA member may put forward an IDT for discussion at the EANASC.

13.4. All proposals must embody the following criteria, who brings the proposal brought forth, what is the proposal, why is the proposal brought forth, and how and why(intent) action will be taken on the proposal.

13.5. All IDT’s and proposals shall follow a priority sequence order set forth by the Chair. Priority sequence shall be set as follows: (1) ratification of new groups, (2) matters of money, (3) policy and procedure proposals, and then (4) all other matters.

13.6. Any proposal amending the Policy and Procedure document must go back to homegroups for discussion before returning for a consensus at the EANASC:
13.6.1. Any adopted proposals involving the Policy and Procedure document will be enacted by the EANASC Secretary before the next EANASC minutes and presented as a living document.

13.7. Any proposal involving payments of NA funds exceeding $500.00 CAD must go back to homegroups for discussion before returning to the following EANASC meeting for consensus:

13.7.1. Any payment of funds not exceeding $500.00 CAD may be passed by CBDM by present GSRs or GSR(A)s.

13.8. Any proposal carried or defeated at an EANASC meeting shall not be brought back for consideration for a period of 6 months.

14. Amendments of Policies & Procedures

14.1. Amendments must be proposed at EANASC.

14.2. Policy amendments must go back to home groups for discussion and group consensus prior to being introduced at the EANASC for adoption.

14.3. The EANASC Secretary shall be responsible for maintaining the Policy and Procedure document on a monthly basis.

15. Trusted Servants

15.1. Trusted servants are defined as all elected Admin and Subcommittee positions.

15.2. The Admin and positions' service requirements of the EANASC shall be:

15.2.1. Chair: 3 Years Clean Time.

15.2.2. Vice-Chair: 2 Years Clean Time

15.2.3. Secretary / Alternative: 2 Years Clean Time / 1 Year Clean Time.

15.2.4. Treasurer / Alternate: 5 Years Clean Time each.

15.2.5. Regional Committee Member(s): 3 Years Clean Time each.

15.2.6. Archivist / Alternate: 3 Years Clean Time / 1 Year Clean Time.

16. Qualifications for Admin and Alternates

For more information about EANASC Admin positions, please refer to Local Guide for Service.

16.1. It is recommended that the EANASC Admin possess the following qualifications:

16.1.1. Have a willingness and desire to serve.

16.1.2. Have a working understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.

16.1.3. Have read the Guide to Local Services Handbook, the EANASC P&P Document, all current Subcommittee handbooks, and all current Subcommittee P&P documents.

16.1.4. Have an understanding of the roles and responsibilities of the position as defined in Section 16 Roles and Responsibilities in this document.

16.2. **EANASC Chair**

The EANASC Chair is responsible for guiding the group to reach consent through the CBDM Process, cultivating an atmosphere of respect, and various other administrative duties. The Chair's primary tools are the CBDM Model, which appears earlier in this document, a firm hand, a calm spirit, and a clear mind.

16.2.1. 3 years uninterrupted clean time at the time of election.

16.2.2. Willingness to commit to a 1-year term of service.

16.2.3. Past experience as either the Vice Chair of the EANASC for a full term or service as a Subcommittee Chair for a full term within the last 6 years.

16.2.4. Familiar with all NAWS approved handbooks (Public Relations, H&I, Literature Committee, etc).

16.3. **EANASC Vice-Chair**

The primary responsibility of the EANASC Vice-Chair is the coordination of the area Subcommittees. The Vice-Chair keeps in regular touch with the Chairs of each Subcommittee to stay informed of their projects and challenges, attending Subcommittee meetings whenever possible. If disputes arise with a Subcommittee or between Subcommittees, the EANASC Vice-Chair helps find solutions to them. The Vice-Chair works closely with Subcommittee chairs when they prepare their annual reports and budget proposals. The Vice-Chair is also responsible to assist the EANASC Chair in conducting EANASC Meetings. The Vice-Chair pays close attention to peoples' body language and reactions so that the body may come to a more complete proposal, embodying all viewpoints, and to conduct EANASC meetings in the Chair's absence.

16.3.1. 2-years of uninterrupted clean time at the time of election.
16.3.2. Willingness to move into the EANASC Chair position through election.
16.3.3. Willingness to commit to a 1-year term of service.
16.3.4. Familiar with all NAWS approved handbooks (Public Relations, H&I, Literature Committee, etc).

16.4. **EANASC Secretary**

The EANASC Secretary handles all paperwork, a formidable job. Their first responsibility is to take clear, accurate minutes of area committee meetings and distribute those minutes to all committee participants within a reasonable period of time after each meeting. The EANASC Secretary shall also be responsible for updating any changes to this document on a monthly basis as approved by the groups.

Because effective communication is an ideal we strive for, Secretaries should email minutes to EANASC participants. They will need to keep an updated email list of participants' email addresses.

16.4.1. 2-years uninterrupted clean time at the time of election.
16.4.2. Willingness to commit to a 1-year term of service.
16.4.3. Familiar with all NAWS approved handbooks (Public Relations, H&I, Literature Committee, etc).

16.5. EANASC Alternate Secretary

16.5.1. 1-year uninterrupted clean time at time of election.
16.5.2. Willingness to commit to a 1-year term of service.
16.5.3. Familiar with all NAWS approved handbooks (Public Relations, H&I, Literature Committee, etc).

16.6. **EANASC Treasurer**

The EANASC Treasurer's job is critical to the Committee's work. Because of the added responsibility of handling money associated with service as Treasurer, it's especially important that EANASC select the Treasurer with care. If the EANASC selects someone who is not capable of handling the job, then the EANASC is at least partly responsible if money is stolen, EANASC expenses are not paid, or if funds are not properly accounted for. It's recommended that the EANASC elect people to this position who are financially secure, good at managing their personal finances, inspire the trust of EANASC, and have substantial clean time. Experience in business, accounting, bookkeeping, or as a successful group treasurer is also very helpful. The

Treasurer receives contributions from the groups, administers the EANASC's chequing accounts, pays the rent for the EANASC's meeting facility, reimburses the EANASC Admin and Subcommittee Admin for their budgeted expenses, keeps careful records of all transactions, and reports on the financial condition of the EANASC at each of its meetings. As the administrator of the EANASC's unified general fund, the Treasurer is also responsible for preparing an annual budget for the EANASC. The Treasurer's Handbook, available from the WSO contains a more detailed description of the Treasurer's job and most of the forms Treasurers need for keeping their records.

16.6.1. 5-years uninterrupted clean time at the time of election.
16.6.2. Willingness to commit to a 1-year term of service.
16.6.3. Has read the *Treasurer's Handbook.*
16.6.4. Familiar with all NAWS approved handbooks (Public Relations, H&I, Literature Committee, etc).

16.7. ASC Alternate Treasurer

16.7.1. 5-years uninterrupted clean time at the time of election.
16.7.2. Willingness to commit to a 1-year term of service.
16.7.3. Has read the *Treasurer's Handbook.*
16.7.4. Familiar with all NAWS approved handbooks (Public Relations, H&I, Literature Committee, etc).

16.8. Regional Committee Member (RCM)

Regional Committee Members (RCMs) are just that: they serve as the core of the Regional Service Committee (RSC), a body which coordinates service forums throughout the Region, and is responsible for the regional convention. The RSC also serves year round as a contact point between WSO and local services.

RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighbouring areas, functions being sponsored by the RSC, reports relevant to Subcommittee affairs, and important issues being discussed at various levels of service. Both the region and its areas depend on RCMs to be well-versed in NA service practices and principles. RCMs should be closely acquainted with the Twelve Traditions and Twelve Concepts and the fundamentals of service in our fellowship. Familiarity with all published service manuals and bulletins puts the resources of the whole fellowship at the RCM's fingertips. RCMs should carefully study the reports from their own areas' groups, officers, and Subcommittee chairs so that they can pass their areas' experience on to others at the regional meeting. RCMs will be more effective contacts between their areas and the regional committee if they take time to talk personally with other participants in their area committees. That way, they can get a better idea of what needs and concerns the regional committee should address.

16.8.1. 3-year uninterrupted clean time at time of election.
16.8.2. Willingness to commit to a 2-year term of service.
16.8.3. Familiar with all NAWS approved handbooks (Public Relations, H&I, Literature Committee, etc).

16.9. Alternate Regional Committee Member (RCMA)

16.9.1. 3-year uninterrupted clean time at time of election.
16.9.2. Willingness to commit to a 2-year term of service.

16.9.3. Familiar with all NAWS approved handbooks (Public Relations, H&I, Literature Committee, etc).

16.10. ASC Archivist

The ASC Archivists have an important role in the EANASC as guardians of the memories and records that shape the identity of various groups and the service structure. Like any other service activity, the primary purpose is to carry the message of NA. Archival work is more than mere custodial activity; it is the means by which we collect, preserve, and share the heritage of our fellowship. NA members have a responsibility to gather and take good care of the fellowship's historical documents and memorabilia. Minutes and reports from the EANASC and its Subcommittees, correspondence, records, photographs, newspaper, and magazine articles from the past need to be collected, preserved, and made available for the guidance and research of NA members for now and for generations to come.

16.10.1. 3-years uninterrupted clean time at the time of election.
16.10.2. Willingness to commit to a 1-year term of service.
16.10.3. Familiar with all NAWS approved handbooks (Public Relations, H&I, Literature Committee, etc).

16.11. Alternate Archivist

16.11.1. 2-year uninterrupted clean time at the time of election.
16.11.2. Willingness to commit to a 1-year term of service.
16.11.3. Familiar with all NAWS approved handbooks (Public Relations, H&I, Literature Committee, etc).

16.12. G-Suite Administrator

The EANASC G-Suite Administrator is responsible for the administration of the EANA.ca G-Suite. The G-Suite administrator must have access to a desktop or laptop computer, be familiar with Google Gmail and have demonstrated tech competence and knowledge and ability to implement G Suite using the admin guide.

16.12.1. 4-years uninterrupted clean time at the time of election.
16.12.2. Willingness to commit to a 1-year term of service.
16.12.3. Familiar with all NAWS approved handbooks (Public Relations, H&I, Literature Committee, etc).

16.13. G Suite Administrator Alternate

16.13.1. 3-year uninterrupted clean time at time of election.
16.13.2. Willingness to commit to a 1-year term of service.
16.13.3. Familiar with all NAWS approved handbooks (Public Relations, H&I, Literature Committee, etc).

16.14. The GSRs may decide, using the consensus process, to waive these qualifications and requirements to allow a candidate to stand for election.

17. Roles of Admin and Alternates

17.1. All ASC Admin are required to:

17.1.1. Attend all ASC meetings.
17.1.2. Make written monthly reports to EANASC on the status of all proposed, current, or completed plans, and submit these to the EANASC Secretary via email one week prior to EANASC or to the Secretary's discretion.

17.1.3. Ensure that the Traditions and Concepts are upheld in all manners.

17.2. It is the role of the ASC Chair to:

17.2.1. Open the meeting at the appointed time by calling the meeting to order.

17.2.2. Prepare the agenda for the day with the EANASC Secretary and ensure the meeting proceeds accordingly.

17.2.3. Recognize members and observers who are wishing to speak.

17.2.4. Address IDT's and proposals, and seek consensus by discussion, straw polls, and votes as necessary or required.

17.2.5. Ensure discussion topics are in agreement with the policies laid out in this document.

17.2.6. Ensure business is completed in a timely manner while also ensuring that the rights of members and observers are upheld.

17.2.7. Decide on the order of discussion topics, subject to appeal:

17.2.7.1. If deemed necessary, the Chair will submit such a question to GSRs for decision.

17.2.8. Adjourn the meeting when:

17.2.8.1. The agenda has been completed and there is no other business to address,

17.2.8.2. The time for the meeting has ended,

17.2.8.3. The body consents to adjourn, or

17.2.8.4. There is an emergency affecting the safety of those in attendance.

17.2.9. Be a cosigner for all EANASC associated bank accounts.

17.2.10. Ensure the Committee and Subcommittee finances are audited annually in January, or with change of treasurer, with the exception of Events which will be done two months after the annual convention.

17.2.11. Conduct the meeting with impartiality and fairness.

17.2.12. Appoint all workgroups.

17.2.13. Give a closing report to the EANASC upon completing the term of office.

17.3. It is the role of the ASC Vice-Chair to:

17.3.1. In the absence of the Chair, act as the Chair and complete all associated roles listed in 16.2.

17.3.2. Be a cosigner for all EANASC committee bank accounts.

17.3.3. Act as an advisor to the Chair in regards to the consensus process and EANASC policies and procedures.

17.3.4. In the absence of an elected Chair and Co-Chair for a Subcommittee, act as the Chair for that Subcommittee until such time as a Chair or Co-Chair has been elected.

17.3.5. Ensure that decisions made by the EANASC body are communicated to the appropriate Subcommittee or Work Group.

17.3.6. Be the EANASC point of contact for all Subcommittees and Work Groups.

17.4. **It is the role of the ASC Secretary to:**

17.4.1. Keep a record of the proceedings of the EANASC Committee Meetings.

17.4.2. Helps the Chair prepare and distribute the agenda for each EANASC meeting.

17.4.3. The EANASC Secretary will be responsible for distributing the following, to all EANASC Admin and EANA Groups, 48 hours prior to the next EANASC meeting:

17.4.3.1. The EANASC meeting agenda

17.4.3.2. The previous EANASC meeting minutes

17.4.3.3. The advanced reports and Subcommittee minutes, as received

17.4.3.4. GSR Handbook

17.4.3.5. Current P&P Document.

17.4.4. Add all Subcommittee and admin reports to the record of each meeting.

17.4.5. Keep and update the EANASC's official membership email list.

17.4.6. Record ballots with a Chair appointed observer and record the outcomes of elections of Admin, Subcommittee members, and delegate(s).

17.4.7. Maintain a living record of the policies and procedures, and make monthly amendments as directed by the EANASC body.

17.4.8. Conduct any correspondence of the committee that may be assigned.

17.4.9. Ensure the Archivist has access to all minutes, reports, and correspondence for preservation.
In the absence of the Chair, Vice-Chair, and RCM, and call the meeting to order and facilitate until the immediate election of a Chair for that meeting.

17.4.10. Assign and document passcodes to the EANASC photocopier to all Admin as required.

17.5. It is the role of the ASC Archivist to:

17.5.1. Keep on file all EANASC Admin and Subcommittee reports, minutes, and correspondence for each EANASC service body.

17.5.2. Maintain the EANASC's files and archives as well as hard copies stored at the EANASC Office.

17.5.3. Make the minutes and records available to EANA members upon request:

17.5.3.1. Provide Google Drive link to NA members upon request.

17.5.4. Provide the elected member of the EANASC or its Subcommittees with documents required for the performance of their duties.

17.6. It is the role of the ASC Treasurer to:

17.6.1. EANASC Treasurer will be the custodian of the EANASC's funds and the funds of any EANASC subcommittees that are not authorized to have a bank account.

17.6.2. Be a cosigner for all EANASC bank accounts.

17.6.3. Make a full financial report at each regular EANASC meeting (Appendix A).

17.6.4. Have financial records available for auditing at any time.

17.6.5. At the end of term, submit financial records for auditing.

17.6.6. Disburse funds as necessary in accordance with EANASC direction.

17.6.7. In the absence of a Treasurer for a Subcommittee, act as the Treasurer for that Subcommittee until such a time as a Treasurer has been elected.

17.7. **It is the role of the Region Committee Member to:**

17.7.1. Represent the EANASC at each Al-Sask Regional Service Committee (RSC) meeting.

17.7.2. Make a report to the EANASC at each regular meeting covering the business of the previous RSC meeting.

17.7.3. Bring forward IDTs and proposals from RSC to EANASC meetings.

17.7.4. In the absence of the Chair or Vice-Chair, act as the Chair for a EANASC meeting.

17.8. It is the role of the ASC Subcommittee Chairs to:

17.8.1. Attend and facilitate their respective Subcommittee meetings.

17.8.2. Send a delegate from their Subcommittee to attend and represent them at any meeting which they are unable to attend.

17.8.3. Provide an advanced report to the EANASC Secretary no later than 96 hours prior to the EANASC meeting including Subcommittee minutes.

17.9. It is the Role of the G-Suite administrator to:

17.9.1. Create and update email addresses for all EANASC committees, sub-committees and groups or individual positions as directed by EANASC. The Google administrator is also responsible for resetting of passwords upon request and ensuring that new passwords are forwarded and operating. The Google administrator is also responsible for setting up forwarding of previous email addresses for all the above entities.

17.9.2. Keep an updated email list of participants' email addresses to be forwarded to EANASC secretary no later than two weeks before each monthly ASC meeting.

17.9.3. This is an administrative position; a monthly written report will be submitted to the EANA Secretary, but attendance at the monthly ASC meeting is not mandatory unless necessary.

18. Election of Admin

18.1. ASC Admin will be elected through a three-meeting process. Nominations will open in September; intent shall occur in October followed by an EANASC question period and elections taking place at the EANASC November meeting each year:

18.1.1. The question period shall follow the Nomination Questionnaire as outlined in Appendix B.

18.2. The officers shall be elected to a 1-year term but may serve for three consecutive one year terms.

18.3. The term of the office shall commence at the December EANASC meeting or the next following regular meeting of the EANASC.

18.4. ASC Admin shall not hold more than one Admin position at the EANASC or Subcommittee level concurrently:

18.4.1. If holding more than one position concurrently the Member must resign the former position prior to commencing the new one.

18.4.2. Exception to the above only if it's vital to running the committee. If no one is willing to step up into the position, a member can temporarily hold both positions on an interim basis, until someone new is elected.

18.4.3. To have the BOT Members who hold admin positions on the board continue to be eligible to hold an admin position at the ASC or Subcommittee level. The treasurer of the BOT would not be eligible to hold any other treasurer position.

18.5. **Nominations**

18.5.1. Any member of EANASC may nominate a qualified individual for an Admin position:

18.5.1.1. The qualification guidelines should be followed whenever possible as outlined in Section 17.

18.5.1.2. The GSRs or GSRAs may decide during the intent process, using the CBDM Process to waive these qualifications and requirements to allow a candidate to stand for election.

18.5.2. EANA Members are not eligible to serve more than three consecutive terms in the same position.

18.6. Intent

18.6.1. Intent to stand for each Admin position must be presented to the appropriate EANASC meeting:

18.6.1.1. In person;

18.6.1.2. EANA Members will be given the opportunity for questions directly relating to the qualifications of the nominee;

18.6.1.3. A nominee who does not follow the above procedure will be considered to have withdrawn from the election process;

18.6.1.4. The Question Period shall be in line with the content of the Nomination Questionnaire found in Appendix B and any relevant question asked by GSRs.

18.6.1.5. Written intent will be provided to area secretary no later than the end of the October ASC meeting to be distributed to groups immediately following the October ASC meeting.

18.7. Voting Procedure

18.7.1. Elections will be held by secret ballot with the count to be reflected in the minutes as such:

18.7.1.1. Yes - No - Present but stand aside No Vote.

18.7.2. Multiple nominees will be reduced to a single nominee by popular vote.

18.7.3. a single nominee will require a two-thirds (2/3) majority in the vote of confidence for the position. Two-thirds (2/3) shall be defined as being greater than sixty (66+%) percent.

18.7.4. The chair will appoint two non-voting participants to distribute and collect ballots and report their results to the Admin.

18.8. **Interim Positions:**

18.8.1. An open position can be filled at any time, outside of the regular election schedule, however it will result in an interim position.
18.8.2. Interim elections will follow the procedure outlined in 18.3 through 18.7.
18.8.3. Nomination and intent may occur during the same meeting for interim positions.
18.8.4. Written intent must be sent to the ASC secretary by the end of the ASC meeting in which the nomination takes place to be distributed to the groups immediately following the nomination ASC meeting.

19. Removal of Trusted Servants

19.1. All EANASC Admin and Subcommittee Officers will be removed from office for non-compliance only after the person has been notified by letter, email, phone call, or in person from the EANASC Chair or EANASC Vice-Chair.
19.2. Non-compliance that results in immediate removal includes:
19.2.1. Loss of abstinence from drugs;
19.2.2. Failing to perform the duties of their position as outlined in Section 17;
19.2.3. Misappropriation or theft of NA funds or NA materials;
19.2.4. Acts of physical violence, harassment, and/or sexual misconduct.
19.3. If situations of alleged non-compliance arise, an investigation into these matters will be conducted by EANASC Admin and three impartial EANASC GSRs.
19.4. An EANASC Admin and Subcommittee Officers will be removed by a two-thirds majority vote for non-compliance is defined as:
19.4.1. Failure to submit a written report for two consecutive EANASC meetings as defined in Section 16 Roles of Admin and Alternates of this document;
19.4.2. Inability to meet the outlined qualifications or perform duties as defined in Section 16 Roles of Admin and Alternates of this document;
19.4.3. Missing three consecutive EANASC meetings without accountability.
19.5. A six-month moratorium of all Admin positions at the EANASC or Subcommittee level will be required of EANASC Trusted Servants removed from their elected position.

20. Fund Flow and Financial Responsibility

20.1. **Income**
20.1.1. Group, Subcommittee, and Workgroup Contributions:
20.1.1.1. All monthly contributions are to be recorded on a numbered receipt and tabulated by the ASC Treasurer at the time of receipt, a written copy will then be provided.
20.2. **EANA ASC Prudent Reserve**
20.2.1. The EANASC Prudent Reserve (Savings Account) will not exceed $6,000.00.
20.2.2. The Prudent Reserve is a contingency fund only to be used in the event of an operating income shortfall including any emergency expenses as deemed necessary by the EANASC.

20.2.3. In the event that funds have been withdrawn from the Prudent Reserve, any funds in excess of the operating costs in subsequent months will first be used to replenish the Prudent Reserve to the maximum of $6,000.00.

20.3. **Contributions**

20.3.1. The EANASC Treasurers will record as a contribution of 20% of its net monthly income to the RSC as an ongoing practice.

20.3.2. This recorded amount will be accumulated then paid to the RSC every three (3) months in conjunction with the RSC meeting.

20.3.3. The ASC, upon reaching consensus, may increase the contribution based on any funds available in excess of the monthly operating expenses.

20.3.4. In the event of a monthly negative net income, the contributions recorded will be $0.00 for that recording period.

20.4. **Bill Payments**

20.4.1. All bills pertaining to the operations of EANASC will be paid in full by the EANASC Treasurer as they come due:

20.4.1.1. If monthly income is insufficient to pay bills in full, the Prudent Reserve will be used to cover any financial shortfall;

20.4.1.2. RCM and RCM-Alt shall be reimbursed for all expenses incurred from commitments at regional meetings for the following upon providing receipts to the ASC Treasurer:

20.4.1.2.1. Up to $80 per day per person for Food Expenses;

20.4.1.2.2. Up to $200 per person per day for Hotel Expenses;

20.4.1.2.3. All travel receipts shall be reimbursed the receipt value for total travel exceeding 50 km from Edmonton.

20.4.1.2.3.1. Before leaving Edmonton, top up your gas tank and save that receipt.

20.4.1.2.3.2. Upon return to Edmonton fill your tank up again and save the receipt.

20.4.1.2.3.3. If it is necessary to fill up at your destination in in order to safely make it back to Edmonton save that receipt as well.

20.4.1.2.3.4. Submit both receipt #1 and # 2 (possibly #3) to ASC Treasurer and the total amount of fuel used for the trip will be transferred to the driver of the approved outreach trip.

20.5. **Subcommittee Operating Budgets/Prudent Reserves**

20.5.1. The Events Subcommittee shall have a bank account with a seed fund of $5000. Excluding the semi permanent functions that have deposits on a yearly basis. Including Convention hotel, Retreat, Campout , and the Halloween/New Years Dance which are expenses on a yearly basis. If the deposits total exceeds $4000 Events will need to come back to EANASC for approval.

20.5.1.1. Within 30 days following each event held by the Events Subcommittee the Subcommittee shall reconcile all revenues and expenses with its bank account. At the EANASC meeting

following reconciliation the Events Subcommittee will contribute to the EANASC all funds in excess of $5000 in their bank account.

20.5.1.2. If the Events Subcommittee reconciled bank balance as of the end of July as reported to the EANASC in August, is less than $5000 the EANASC shall provide a topup of the seed fund in the bank account to bring the balance to $5000.

20.5.2. The Literature Subcommittee shall have a bank account with a seed fund of $5000, such seed amount supplied by EANASC at the time the account is opened.

20.5.2.1. Signatures from two signing authorities shall be required on all cheques drawn on the Literature Subcommittee bank account. Signing authorities for the Literature Subcommittee bank account shall be any two of the following authorised signers:

1. Literature Chairperson
2. Literature Vice Chairperson
3. Literature Treasurer
4. EANASC Chair
5. EANASC Treasurer
6. EANASC Alternate Treasurer
7. One member of the EANA Service Society

20.5.2.2. The Literature Subcommittee shall maintain a cash float of $200.

20.5.3. The financial transactions of the Public Relations Subcommittee shall be conducted through the ASC bank account.

20.5.3.1. The Public Relations Subcommittee shall have a monthly budget for operations of $1500.

20.5.3.2. The EANASC Treasurer shall maintain a reserve of $1500 for use by the Public Relations Subcommittee.

20.6. Insurance

20.6.1. All EANA events including homegroup sponsored events must have prior approval from our insurance provider before being announced or advertised. Including campouts, dances, conventions, retreats, step jams. Any events that cannot be insured and held contrary to this policy, are considered non-sanctioned events, and cannot be funded by any NA funds.

20.6.2. Contact the Board of Trustees Insurance Liaison at botinsurance@eana.ca

21. Grievance Procedure

The Tenth concept is our fellowship's guarantee of respect for the individual trusted servant. This concept may seem self-evident, but our belief in the principle involved is so strong that we want to say it loudly and clearly. Narcotics Anonymous is a spiritual society, with high ideals for how we treat each other. Our members,

however, are only human, and we sometimes mistreat one another. The Tenth Concept is our spiritual society's promise that if one of us is wronged in the service environment, the aggrieved trusted servant may ask that the wrong be made right.

The Tenth Concept's guarantee of the right to appeal for redress of a personal grievance is designed, in part, to protect those who exercise their Ninth Concept responsibility to speak their mind in service discussions. Together, the Ninth and Tenth Concepts support an atmosphere in which our members feel free to express themselves frankly on matters at hand. This open atmosphere in which our members feel free to express themselves frankly on matters at hand.This open atmosphere is essential in developing an effective group conscience. If, after having demonstrated the courage of their convictions, individuals become the subject of reprisals initiated by those who have disagreed with them, the Tenth Concept allows them to petition the appropriate service body for redress of their grievances. Thus, the respect of our service structure for the rights of the individual NA members is guaranteed. In a fellowship such as ours, whose success is based upon mutual support and cooperation, that kind of respect for the individual is indispensable.

21.1. The first item of new business at all regularly scheduled monthly meetings will be Grievances:

Procedure for Filing a Grievance

21.1.1. To be heard, a grievance must:

21.1.1.1. Be written and forwarded via email to the EANASC Chair one week prior to the EANASC meeting.

21.1.1.2. Clearly state the problem.

21.1.1.3. Propose a resolution.

21.1.1.4. 21.1.1.4. Be filed within six (6) months following the event or action which caused the grievance.

Discussion

21.1.2. Voting and non-voting participants will discuss and attempt to resolve the grievance.

21.1.3. A time limit to discuss the grievance will be set by the Chair, subject to appeal.

Grievances with ASC Admin

21.1.4. If there is a grievance with an EANASC Admin, the same process will be followed except that a neutral Subcommittee Chair will follow up with the aggrieved:

21.1.4.1. When a grievance that involves any of the EANASC Admin is received by the EANASC Chair, they will forward the email to one of the Subcommittee Chairs to conduct the follow-up:

21.1.4.1.1. The Subcommittee Chairs will be asked to conduct the follow-up of grievances in the following order:

21.1.4.1.1.1. PRC

21.1.4.1.1.2. Events, then

21.1.4.1.1.3. Literature.

21.1.4.1.1.4. Be filed within six (6) months following the event or action which caused the grievance.

22. Sale Assets

22.1. The sale of EANASC assets will be performed by auction in sealed bid open to the EANA Fellowship:

22.1.1. Bidding will be open for a two-month period.

22.1.2. Bids are to be submitted to the delegated point person via email.

22.1.3. The winner will be determined on the best bid basis.

22.1.4. Payment must be received within two-weeks of the auction closing.

22.1.5. Items must be picked up and removed within one-month of auction close.

22.1.6. If payment is not received within two-weeks, the item will go to the next highest bidder.

22.2. If the EANASC determines the auction process is not appropriate for an item, other options may be utilized.

23. Subcommittees and Working Groups

23.1. Description and Purpose:

23.1.1. EANASC will have the following permanent Subcommittees to administer their mandate on behalf of the EANASC:

23.1.1.1. Public Relations Committee: The Mission of the Edmonton Area of Narcotics Anonymous Public Relations Committee is to have a conscientious approach to the relationship we create with the public. We accomplish this by increasing the awareness and credibility of the NA program with the public at large, prospective members and professionals.

23.1.1.2. Events Committee: To foster an atmosphere of unity and fun, facilitate all events while providing an opportunity for all members of Narcotics Anonymous to get involved with service and the spirit of giving back.

23.1.1.3. Literature Committee: To maintain a stock of EANA approved literature and materials, and redistribute these to EANASC groups and subcommittees.

23.1.1.4. Convention Committee: The mission of the Convention Committee is to coordinate and conduct an annual Edmonton Area Convention by members of Narcotics Anonymous to bring our fellowship together in the celebration of recovery.

23.1.2. All Subcommittee must have Policy and Procedure documents must be ratified by GSRs at EANASC.

23.1.2.1. All members of the Subcommittee are bound by their respective Subcommittee's Policy and Procedure document and in the event of a conflict between the Subcommittee Policy and Procedure and the EANASC Policy and Procedure document, the EANASC Policy and Procedure document will take precedence.

23.1.3. EANASC will strike temporary Working Groups for administering ad hoc matters on behalf of the EANASC.

23.1.4. All Subcommittee and Working Group members are expected to uphold the 12 Traditions and 12 Concepts in all of their affairs.

23.2. Subcommittee and Working Groups Formation:

23.2.1. Subcommittees shall be formed when directed through the consensus of EANASC GSRs by way of proposal:

23.2.1.1. The proposal must include a Purpose, Intent, and Mandate for the Subcommittee.

23.2.2. All inaugural Subcommittee Admin shall be elected according to the as per Section 18 - Election of Admin:

23.2.2.1. There shall be a minimum of at least two officers inaugurally elected, including the Chair.

23.2.3. The new Subcommittee shall, within a period of 3-months following its inaugural election, present the following to the EANASC for ratification:

23.2.3.1. Subcommittee Policy and Procedure document,

23.2.3.2. Action Plan describing how they propose to achieve their mandate,

23.2.3.3. An itemised budget.

23.2.4. All newly elected Subcommittee Chairs, Treasurers and Alternate Treasurers will be presented for ratification by the EANASC at the EANASC meeting immediately following the election of the Subcommittee Chairperson, Treasurer or Alternate Treasurer.

23.2.4.1. Ratification will undergo a vote of confidence requiring a 85% majority.

23.2.4.2. In the event majority is not reached, the Chair, Treasurer or Alternate Treasurer will not be accepted and the Subcommittee will have to elect a new Chair, Treasurer or Alternate Treasurer.

23.2.5. Working Groups shall be formed through the consensus of EANASC GSRs by way of proposal:

23.2.5.1. The proposal shall include a purpose, a mandate, and a start date.

23.2.6. A Working Group Lead must be appointed to carry out the mandate and purpose:

23.2.6.1. The Working Group Lead is responsible for setting up a time and location for the initial meeting in accordance with Section 9 - Service Meetings, facilitating communications between Working Group Members, and achieving the mandate of the Working Group.

23.2.7. Work groups shall be disbanded upon the completion of their mandate.

Appendix A: Example Financial Report

	INCOME										
	Group Contributions			**Committee Contributions**		**Literature Committee Income**		**Chequing Account**		**Regional Contribution Payable**	
cheq	6.1	Sunday Morning Survivors	$400.00	*IT Literature Depot Rent	$200.00	Literature Deposit	$2,156.50	Opening Balance	$10,668.69	Balance Forward	$79.52
cheq	6.2	Open Mike	$200.00	Area 7th	$35.50	PRC Literature Purchase	$120.00	Total Cash Income	$4,095.65	Less: Donation Paid	$0.00
cheq	6.3	The Nooner	$350.00	RCM ROF (Return of funds)	$15.40			Interest	$1.40	Plus 20% months Net Income	$61.52
	6.4	Conscious Contact	$100.00	RCM ALT ROF (Return of funds)	$23.25			Literature Purchase	-$4,017.02	Plus World Contribution Payable	$697.94
	6.5	Beginners Group	$50.00	Re-instate funds from cheq #530 (ESOS)	$120.00			Expenses	**-$1,711.57**	**Closing Balance**	**$838.98**
	6.6	No Alternatives	$100.00					**Closing Balance**	**$9,037.15**		
	6.7	Recovery Comes First	$25.00					Accounts Payable	-$7,844.03		
cheq	6.8	NA Pride	$40.00					**Operating Balance**	**$1,193.12**		
	6.9	Step by Step	$50.00								
	6.10	Face The World	$50.00								
	6.11	Freedom 2000	$100.00								
	6.12	NA Way	$60.00								
	6.16	Committed To Recovery	$100.00								
				*Internal Transfer							
	Total Group Contributions		**1,625.00**	**Total Committee Income**	**$394.15**	**Total Literature Income**	**$2,276.50**	**Savings Account**			
								(Prudent Reserve)			
				Total Group/Comm Income	**$2,019.15**	**TOTAL INCOME**	**$4,295.65**	**Opening Balance**	$6,006.22		
						*IT Literature Depot Rent	-$200.00	Interest	$0.49		
						TOTAL CASH INCOME	**$4,095.65**	**Closing Balance**	**$6,006.71**		
	EXPENSES										
	Committee Expenses			**Operating Expenses**		**Literature**		**Accounts Payable**		**World Contribution Payable**	
	PRC	delange langden	$142.66	ESOS Rent	$955.00	Literature Opening Balance	$6,615.57	Regional Contributions	$838.98	Balance Forward	$697.94
		Compage	$325.50	Colum E.	$93.34	Literature Deposit	$2,156.50	PRC Budget	$1,075.00		
		Telus	$75.07			PRC Literature Purchase	$120.00	Literature Balance	$4,675.05	Balance Forwarded to Regional Payable	-$697.94
		Literature	$120.00			LCENA Rent	-$200.00	Retreat Reserve	$300.00	Contribution Payable	
						NAWS Literature Invoice # 0526501-IN	-$4,017.02	ESOS Rent	$955.00	**Closing Balance**	**$0.00**
				Total Operating Expenses	**$1,048.34**			**Total Accounts Payable**	**$7,844.03**		
				Total Committee Expenses	**$663.23**						
	PRC Total		**$663.23**	**TOTAL EXPENSES**	**$1,711.57**	**Literature Closing Balance**	**$4,675.05**				
				Net Income							
				Total Group/Comm Income	**$2,019.15**						
				Total Expenses	**$1,711.57**						
				TOTAL NET INCOME (LOSS)	**$307.58**						
	Total Committee Expenses		**$663.23**								

Appendix B: Admin Election Nomination Questionnaire

- How long have you been clean?
- How long have you been in service?
- What positions in service have you held?
- Do you currently have a sponsor?
- Do you attend NA meetings regularly?
- Do you have a working knowledge of the 12 Steps? 12 Traditions? 12 Concepts?
- Have you read our Policy and Procedures document?
- Why do you want this position?
- What special skills or experience can you bring to this position?
- Do you have the time and resources to fulfil this commitment?
- Are you familiar with all the roles and duties of this position?
- Have you ever not fulfilled and/or been asked to step down from a service position?
- Are you standing in any other service positions/roles at this time?
- Are you comfortable and able to provide this body with reports as per our P&P?
- Have you ever misappropriated or stolen NA funds?
- Have you been investigated for misappropriation of funds? If yes, explain.
- Are you comfortable dealing with NA funds knowing that there are regular audits of this position?
- Do you have experience preparing financial reports?
- Does any GSR have any further pertinent questions at this time?