

ARTICLE XIV: FINANCIAL MATTERS

1. Only ASC officers allowed to serve as co-signers on the ASC bank account are the Chairperson, Vice Chairperson, Treasurer and Vice-Treasurer. (01/09)
2. Treasurer and Special Events financial reports must be voted on.
3. The BASC prudent reserve is set at \$3,500. Special events reserve will stay at \$1,500.00 (01/15/2011) changed (1-040415)
4. That Baltimore Area Executive Body approve the purchase of the "Guide to Local Service members Chair, Vice Chair, Treasurer, and Secretary as a reference
5. That the Baltimore Area fund annually five (5) week courses in Beginning Level Deaf Addictions. Five (5) people of the BASC include Member, Executive, H&I, Hotline, and BACNA The approximate Financial Impact: \$1,000.00, approximate \$37.50 per person x 5 = \$187.50. To provide sign language to the addicts who are deaf/hearing impaired. Five (5) new members from each above identified committee would train upon entering new position.
6. That RCM/RCM Alternate, Subcommittee Chairperson, and Vice-Chairperson are reimbursed .58 cents per mile and any tolls upon receipt when traveling to and from an RSC meeting outside of the Baltimore Area. Rate reimbursement approved (12/03/05) amended (01/03/09).
7. That the Baltimore Area pays \$65.00 per month as their share towards the 1-800-telephone line.
8. The Executive Committee pays regular monthly bills that are approved each month. (Copies, phone line, etc.)
9. The Baltimore ASC will purchase \$700.00 per month of literature for the H&I Subcommittee. (04/04/04)
10. That all snacks provided for ASC meeting will be paid for by Area monies not to exceed \$100.00 per month.
11. That the ASC purchase from the Free State Regional Service Center 200 current "Together We Can" newsletters to be distributed equally to the Home Groups by the ASC secretary at the monthly ASC meeting. Financial impact \$74.00 per month payable to the Free State Regional Service Center.
12. All Subcommittees, including Special Events, submit any fundraising expenditures to the ASC for approval in advance.
13. That no Subcommittee has its own Prudent Reserve with the exception of Special Events. All participating members of Special Events do not have to pay to attend the affairs with the exception of the boat ride. (6-070508)
14. That under no circumstances should any of the Group or Committees of the Baltimore Area borrow money from any outside entity or individual member to fund any NA events. (11/03/07)
15. At no time are ASC checks made out to any ASC officer be co-signed by that same officer on the front.
16. That each Treasurer's report be completed in detail noting each time money is dispensed by any committee. (2-060708)

17. To record and show donations by home groups on the Treasurer's report. (3-070508)
18. Each subcommittee should submit monthly a record of any monies spent from their committee with their reports. (3-080412)
19. To allow the Baltimore Area Treasurer to submit \$100.00 to our Region when our Area is below its prudent reserve. (4-080412)
20. That any funds from the Area must be accounted for by next Area meeting to be included in the subcommittee and Treasurer's report.
21. Any and all monies collected from a Special event must be collected by the Area Treasurer or Alt. Treasurer on the day of the event at which time a receipt is given to the SP Chair. No money will be rolled over for a subsequent event. All monies will be submitted for deposit. (3-100210 & 2-040213)
22. That all funds be collected at the end of the event and deposited in the bank by the next available business day. (2-040213)
23. No checks should be dispersed without producing a receipt for the previous month's expenses. (1-060113) Amendment to Article 15 #5.
24. All receipts of monies spent should be attached to monthly reports. (1-060113) Amendment to Article 15 #5
25. Starter Kits will include: (Amended Policy on 8/4/12. Motion #2-080412) (1) "Basic Text" (1) "Treasurer Workbook" I.P's: (2)-#2 "The Group" (2) #7 "Am I an Addict" (2) #16 "For the Newcomer" (2) #22 "Welcome to NA" n(3) "NA White booklets" (5) "Phone books" (1) set of "Group Readings" #18 "Group booklet".
26. To make new literature from the world (4 pamphlets) apart of the starter kit package. Financial impact: 26 cent per pamphlet \$1.04. The present cost \$32.00. (10/06/07)

ARTICLE XV: Current Procedural Motions

1. Only ASC officers allowed to serve as co-signers on the ASC bank account are the Chairperson, Vice Chairperson, Treasurer and Vice-Treasurer. (01/09)
2. At no times are ASC check(s) written out to any ASC officer be co-signed by that same officer(s) (on the front).
3. All cash prizes raffles at all Baltimore Area special Events cease. (08/06/05)
4. The Baltimore Area of NA no longer has events that have no donation fee and free food and drinks are given away. (09/03/05)
5. Area Chair designates an Ad-Hoc Committee to outline the process that will be followed if a theft occurs in the Area. (10/01/05)
6. When any member of the Executive Committee or any Subcommittee is given any NA funds, a receipt must be given for the funds and if a receipt is not given it must be reported at the next Area Business meeting by the treasurer. (11/05/05)
7. Any meeting that meets at a facility that requires the use of electronic media or requires ID to enter that facility to access an NA meeting be stricken from the Regional Schedule. (12/01/07)
8. To allow the Policy Committee to make needed amendments to Articles and Guidelines for clarity. (3-070712)
9. Whenever the Baltimore Area Special Events rents or subleases the kitchen, there should be a 3 or more bidding process. If there are not 3 bids, there should be a plausible explanation given. (2013/01/05)
10. No checks should be dispersed without producing a receipt for the previous month's expenses. (013/06/01) Amendment to Article 15 #5.
11. Motions voted and passed into effect will be entered into the current draft of Articles and Guidelines to be used operationally until that motion is amended and or approved.
12. That all subcommittee Chairs attend all Regional off month meetings. (03/03/07)
13. To make official website with email for Baltimore Area. (02/03/07)
14. We would like a motion that the Executive Body develops a plan to have Area minutes a week before scheduled area meeting. (06/02/07)
15. To lower current count of 100 copies to 75 copies to be printed for ASC meeting by Executive Body Committee members. (01/03/09)
16. Motion that policy changed from sending 3 committee members to MARLCNA to paying for only the RCM and Area Chair. (2-11/03/07) Motion made to pay RCM and RCM Alternate attends MARLCNA in Pennsylvania at the expense of the Baltimore Area. Changed (01/03/09).
17. SP events subcommittee is to hold Area events only on the first Saturday of each month. Motion to be changed only for a one-time event if agreed upon by GSR at area meeting. (2-040213)
18. Motion that all reports be numbered from now on. (4-030103)

19. That any GSR be allowed to serve in any capacity on the BACNA subcommittee and keep their GSR commitment (1-070304)
20. That any literature to be distributed after the meeting starts be given out by the Sergeant at Arms or volunteer and signed receipts (if necessary) 2-010403)
21. For GSR announcements, the following format is to be followed: Person should state their name, the name of the group giving the function, the location, the name of the event (marathon, ex,) the date of the event and time. GSR's will not make verbal announcement but will submit announcements in the above format to the Special Events committee prior to the Are Service meeting two (2) months in advance.
22. To preserve original motion numbering system. (1-030318)
23. **To NOT cancel any scheduled BASC monthly meeting unless closing of the Freestate Service Center.**