



**HASCNA  
POLICIES & PROCEDURES  
SUBCOMMITTEE**

**Policies & Procedures**

**TO BE RATIFIED AT HASCNA**

**REVISED**  
**August 2018**  
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## **1.0 NAME**

The name of this Committee shall be the "HASCNA Policies & Procedures Subcommittee".

## **2.0 MEMBERS**

Members are the Chairperson, and other volunteers who perform the purpose/functions of the P&P Committee as described in section 3.0 in these Guidelines. Although subcommittees are expected to secure a meeting room and meet on a monthly basis, after years of experience the P&P Committee has determined that they have never been successful doing this. For this reason, the P&P committee have found it works best to be less formal and to get together when necessary.

## **3.0 PURPOSE / FUNCTION**

### **3.1 Purpose**

The purpose of the P&P Committee is to maintain the HASCNA P&P package, keep an up-to-date cumulative log of all new amendments, and to print updated P&P packages for all HASCNA members as prescribed by the ASC.

### **3.2 Function**

Budget, amendments to the HASCNA P&P, P&P Policies & Procedures, and reports of the Committees' work should be submitted to the ASC for approval. Our HASCNA Policies & Procedures are designed to keep things simple. If the Area Committee finds these tools are instead making things more complicated, time should be scheduled during the sharing session to talk about it.

## **4.0 ACCOUNTABILITY**

### **4.1 Responsibilities**

The P&P Committee is accountable to the ASC in all matters.

- The P&P Chairperson is expected to attend all ASC meetings.
- Submit a monthly report.
- If unable to attend any of these meetings, notify the ASC Chairperson, Vice-Chairperson or Secretary and ensure that a report is submitted.
- The P&P Chair shall provide the ASC Secretary with an up-to-date "Appendix F" cumulative log of all HASCNA P&P amendments as they occur.
- As a standing subcommittee the Chair must put forward the Committees' yearly budget to the Administrative Committee prior to the Annual Proposed HASCNA Budget meeting in early October.
- Regarding the P&P Subcommittees' dedicated email address, the Chair is expected to follow and comply with the procedures outlined in section 18.4 of the HASCNA P&P.
- Upon completion of his or her term, to turn over all records literature, and service handbooks to a successor and/or the ASC Chairperson or ASC Secretary, in order to maintain continuity and avoid unnecessary expense to the Fellowship.

### **4.2 Duties**

- To serve as an available resource to the ASC.
- The P&P Committee is required to develop its own Policies & Procedures which shall form part of the HASCNA Policies & Procedures package.
- Respond to any questions posed by ASC members.
- Inform the ASC Secretary of any changes for the forwarding of minutes or contact information.
- Familiarize and comply with the documents listed in section 5.0 of these guidelines.

### **4.3 Reporting Procedures**

- Report on projects, progress and problems.
- Present questions, requests or concerns, if any.

### **4.4 ASC References**

The "HASCNA Policies & Procedures Subcommittee" shall comply in all actions with the following:

- The 12 Traditions of Narcotics Anonymous.
- The 12 Concepts of Narcotics Anonymous.
- Current publication of HASCNA Policies and Procedures.
- A Guide to Local Services in Narcotics Anonymous (GTLS) and its successors.

## **5.0 HASCNA P&P AMENDMENT PROCEDURES**

### **5.1 Standard Procedures & Exceptions**

- Motions to amend HASCNA Policies & Procedures must be presented to and reviewed by each individual Group as part of group conscience responsibility and brought back by the GSR to the ASC.
- Only GSRs shall vote by a show of hands and a two-thirds majority will be required.
- **Exception:** If it can be determined unanimously by all voting members at the ASC table that a particular motion to change our P&P does not in any way alter the intent, information, or meaning of the section of the P&P being amended, then it can be voted on at the HASC meeting and need not be sent out for group conscience. In such cases, two-thirds of all groups in the area must be represented. Simple majority is required by a show of hands.
- All amendments shall be adopted when carried.
- Amendments will be added to the Appendix F sheet as they occur.
- All amendments to Policies & Procedures will be incorporated into the HASCNA P&P package in our yearly reprinting each March.

### **5.2 ASC Subcommittees, Website, Service System Project, etc.**

The ASC has the option of creating committees as needed. They are accountable to the ASC in all matters. Their P&P's and amendments are ratified at the HASCNA meeting and therefore do not need to be sent out for group conscience. Quorum for routine business must be met. (Refer to HASCNA P&P, Voting Guidelines, 13.4)

### **5.3 Cumulative Log of P&P Amendments (Appendix F)**

- It is the responsibility of the P&P Committee to study the "Response to Group Conscience Motions" in the HASCNA monthly minutes and record all motions to change the HASCNA P&P on the "Appendix F" sheet as they occur.
- The P&P Committee shall provide the ASC Secretary with an Appendix F Cumulative Log of all P&P amendments to be included as an attachment to the HASCNA monthly minutes each time there is a revision.
- For "Appendix F" on the Website see 7.0 below.

## **6.0 REPRINTING**

- Amendments listed on the Appendix F sheet will be incorporated into the HASCNA P&P package in our yearly reprinting each March.
- The P&P Committee shall be responsible for printing of the P&P packages.
- Every effort will be made by the Committee to find the lowest cost of printing.
- The total number of copies required will be determined by the ASC.

## **1.0 HAMILTON AREA WEBSITE**

### **7.2 Posting The Website Version of the HASCNA P&P Package on the Hamilton Area Website**

- The P&P Chair shall provide the Hamilton Area Web Servant with a PDF copy of the full HASCNA P&P package for posting on the Hamilton Area Website.
- This website version shall include the following four pages: "Contents", "A guide for printing from the website", "Do we really need policies and procedures?", "Appendix F Cumulative Log of P&P Amendments" plus the HASCNA P&P complete with subcommittees, including the website and the Service System Project.

### **7.2 Keeping the Website P&P Package Updated**

- A new updated package shall be posted on the web each year in March.
- The Web Servant will be asked to replace the HASCNA P&P package whenever a new "Appendix F" sheet is issued.
- The P&P Chair will update "A guide for printing from the website" page whenever "print pages" change.
- The P&P Chair will keep the "Hamilton Area Trusted Servant Contact List", Appendix G, as complete and up to date as possible on an ongoing basis and include a new Appendix G in the web package every time Appendix F is updated and the web servant puts a new package on the website.