

APPENDIX OF AMENDMENTS – revised as of December 2009 ASC

Date	Text Effected	Motion
2/00	5.3.2	Added: Suggested that one year clean time be a guideline when considering nominees.
3/00	7.2 added	Added: Absence to two consecutive ASC meetings without prior notice to the Chair (see below 10/20) does not constitute non-fulfillment of duties. Such absence shall however, initiate an ASC review of the individual's commitment to position. Review to be conducted by ASC Vice Chair who first contacts the Trusted Servant. Second occurrence of absence at two consecutive meetings within one term requires Open Forum review by ASC. Majority vote of confidence by attending GSRs is required for them to <u>continue</u> in that position.
11/00	12.4	Changed: Prudent Reserve changed from \$200 to \$350
11/00	12.4.3	Added: Literature – this committee shall maintain it's own bank account.
5/02	12.4.4d	Added: A standing budget was set for H&I of \$25
6/02	4.2.1	Changed: Meeting opening time changed from 7:30 pm to 7:00 pm
6/02	4.2.3f	Added: Elected officials named in 4.2.3 a-d shall provide written reports
8/02	4.2.5a (definition)	Added: Any structural motion that has an impact on ASC Guidelines may be sent to the Policy Subcommittee by the ASC Chair at their discretion for further review, input and/or clarification of the motion with the motion-maker.
10/02	7.2	Deleted: ... without prior notice to the Chair.
10/02	12.4.4d	Changed: Standing budget for H&I changed from \$25 to \$50
11/02	4.2.5a (definition)	Deleted: Item #3 for voting options : Abstentions deleted. Amendment overrides previous amendment from 8/02 that directed the Chair to return motions to Groups that did not pass/fail due to abstentions. Now abstentions are just not counted.
12/02	11.3.2b	Added: ... by mail...
10/03	12.4	Changed: Prudent Reserve changed from \$350 to \$200
10/03	12.5.1	Added: The Special Events Subcommittee shall maintain its own bank account with a standing budget of \$500 that shall be used for fundraising activities and special events and functions. Money collected/received from fundraising/special events that exceeds \$500 will be forwarded to the area.
10/04	4.2.11i	Changed: From any time prior to <i>final vote being taken</i> to any time prior to <i>that motion being sent back to groups for voting</i> .
10/04	4.2.12 & 4.2.12a	Changed: ASC Close time changed from 10:00 pm to 9:00 pm
10/04	11.9.3e & 11.9.3f	Deleted: Part of duties where ASC Standing Subcommittee Chairs have to attend regional as a part of the Regional Standing Subcommittees since those no longer exist. Note: 11.9.3g then became the <i>new</i> 11.9.3e
2/05	12.4.2a	Changed: From: Registration fee for the RSC, if any... TO: \$50 for RCM and RCM-Alt together to cover registration, food & gas. Receipts and any unused funds to be returned at next ASC following RSC. Requests for funds needed beyond \$50 can be made at that time when receipts are submitted.
2/05	5.2	Changed: Term of service FROM: ... March to February... TO: March ASC to March ASC of the following year.
4/05	12.5	Deleted: The proposal... approved at ASC by 2/3 majority.
7/05	12.4.7b	Added: Newsletter shall have a standing budget of \$40.00
8/05	12.4	Changed: Prudent reserve from \$200 to \$350
8/05	ARTICLE IV, XII	Changed: Total revision to Article IV Agenda and definitions moved to become new article; change to Article VII Removal of Trusted Servant.
11/05	ARTICLES IX, XI, XII XIII & XIV	Added
12/05	12.2.2c	H&I Budget
4/06	13.4	Changed: Prudent Reserve to \$520.00
6/06	12.2.7c	Amend: The Special Events Subcommittee will maintain its own bank account with a maximum balance of \$750.00. Any money in excess of \$750.00 at the time of the monthly ASC meeting will be forwarded to the area.
7/06	12.1.4	Amend: The chair of the Subcommittee will be a signor on the bank account of that subcommittee, plus another trusted servant of the subcommittee, so that two signatures will be on any check written.
8/06	11.1.j	Amend: The ASC to serve as co-signor on the ASC, Special Events Subcommittee and Literature Subcommittee bank accounts.
8/06	5.2.1	Amend: The word "any" be changed to "the same". (No Trusted Servant shall serve more than two (2) consecutive years in the same elected position.)

Date	Text Effected	Motion
9/06	Definition of Terms	Remove: Motion maker must approve amendment from definition of Main Motion and Amending a Motion.
3/07	13.4b	Changed: The amount for the RCM from \$50 to \$100
7/07	12.2.7c	Changed: Amount of prudent reserve from \$750 to \$1000 for Special Events
8/07	11.7	VRCC Director standing budget to be created in the amount of \$50. Bi-monthly receipts will be submitted
8/07	12.2.5c	Added: Payment to the Newsletter Subcommittee Chair may be as follows: 1. \$40 if the newsletter is produced on a monthly basis 2. \$80 if the newsletter is produced on a bi-monthly basis 3. \$120 if the newsletter is produced on a quarterly basis
3/08	12.2.3b	Added: To duties of Public Info Chair – respond to inquiries from the website
4/08	4.2.2b	Revise: Article IV – ASC Business Meeting – Roll Call/Attendance (b) Welcome. (Insert after the first sentence)... The chair will provide all new attendees with the Welcome to Area Service handout (attached) and will partner them with a fellow attendee in close proximity to them to assist them with questions they may have. Chair will encourage new attendees to ask questions at any time or speak with an ASC Committee member during break or after the meeting.
4/08	11.9	Added: Under Article XI – 11.9 Group Service Rep Role at ASC, items (a) thru (e)
5/08	11.8	Move: Ad-Hoc Subcommittee Chair description to Section 12.2.8
5/08	12.2.8	Added: Ad-Hoc Subcommittee Chair description under subcommittee chairs
6/08	11.7	Added: VRCC Director Description, under Article XI, items (a) thru (i)
7/08	13.4c	Added: VRCC Standing Budget to policy
7/08	4.2.1	Changed: Opening time of ASC business meeting to 6:30pm
7/08	Adden A	Added: Template Letter to Absentee Trusted Servants
7/08	7.2	Changed: Wording of 7.2 from “a letter will be drafted” to “see Addendum A”
8/08	13.4c	Added: Subcommittee Standing Budgets.
9/08	4.2.4 & 5	Swapped: Open Forum to after Break in Article IV – ASC Business meeting format
9/08	7.2	Added: Addendum B – standard letter to be sent to absent trusted servants.
9/08	13.4 (i)	Added: VRCC Director Standing Budget to Article XIII Fund and ASC financial.
1/09	4.2.2a	Added: Definition of an Active group as item a – move items a&b to items b&c
1/09	4.2.2b	Changed: Format of meeting “if Quorum not met” paragraph
1/09	4.2.2b - i-iv	Added: Items i through iv
1/09	4.2.2	Remove: The words “use the announcement period” from the paragraph.
5/09	12.1	Revise: Subcommittee duties; reformat mission, duties, budget
6/09	5.3.2	Added: <i>(Note 1: This does not include the GSR position as a GSR is elected or appointed by the Group and not the ASC.) (Note 2: This does not include any elected/appointed subcommittee member as those positions are elected or appointed by the subcommittee and not the ASC OTHER THAN the subcommittee chair which is elected at the ASC.)</i>
7/09	Throughout document	Revise: Delete Reference to the term “Main Motion” Motions are referred to as either Structural or Procedural
09/09	13.1.2	Replace = Conduct the business of the subcommittee according to the policy of that subcommittee. [If needed Policy Chair can provide the Subcommittee with copy of the current policy of that Subcommittee as may be archived with the ASC Policy].
09/09	13.2	Amend = 13.2 Mission, Specific Duties, Budget & Expenses of ASC Subcommittees Standing Subcommittees have a mission to guide them and specific duties as outlined by the ASC in order to provide the best service to the Groups. a) As discussed in the Guide to Local Service, SheVANA strives to strike a balance with its subcommittees between accountability and delegation and giving them sufficient liberty to serve. Therefore subcommittees set their own meeting schedule and format, prioritize and organize their own tasks and elect their own officers as needed with exception of the Subcommittee’s Chair who is elected at the ASC. b) A subcommittee may choose to develop guidelines to help them uphold their mission more effectively. c) If such guidelines are developed and adopted by the subcommittee, it is recommended – but not required – that a copy be submitted to the ASC Policy Chair to be archived. d) If guidelines are developed and adopted by the subcommittee, it is recommended - but not required – that they be implemented by future subcommittees through the elected Subcommittee chair although they may be revised as needed.

Date	Text Effected	Motion
12/09	11.8 (inserted)	Added: VRCC Alternate position and duties to mirror RCM Alternate position.
12/09	12.1.3	Added: (General duties of subcommittee chairs) Hold Monthly subcommittee meetings
03/10	14.4 (a)	Area approved to have a storage locker
09/10	12.9.a	ADD = The GSR should also submit any 7 th Tradition donations to the Treasurer upon their arrival
09/10	4.2.3	ADD = All elected officials shall provide written reports of the previous month's activities. This report must also include any funds to be requested (whether or not a standing budget exists) that provides a simple itemized statement of the amount and purpose of the requested funds. Reports will be presented orally and will be followed by calling for questions about the report. When all questions are answered, the Chair will call for vote on the funds request on any non-standing budget requests or amounts over standing budget requests. Written reports are to be submitted to the Secretary with a Budget Request Form provided to the Treasurer when funds are requested.
09/10	12.4.f	ADD = 12.4. ASC Treasurer <i>f. Treasurer's Report - The report will state the following:</i> <ul style="list-style-type: none"> ▪ last month's closing balance ▪ Any interim expenses (e.g. PO Box payment) ▪ Total only for group donations ▪ Total of approved fund requests and subtraction of required ASC expenses (Article 13.4 (a) (i, ii, iii) when applicable ▪ Closing ASC balance
11/10	4.2.7	ADD = Old Business includes all unfinished business from the preceding month's Area Service Committee.....
11/10	4.0	AMEND as follows = The Area Service Committee of SHEVANA shall conduct a Business Meeting once a month The Area Service Committee shall comply in all its actions with the following in succession: <ul style="list-style-type: none"> a) Twelve Traditions of Narcotics Anonymous b) SHEVANA Policy motions that passed and are not yet included in the current publication of the ASC Guidelines c) The current publication of the ASC Guidelines d) Current Narcotics Anonymous "A Guide to Local Service" e) Current Robert's Rules of Order (newly revised)
12/10	14.4	INCREASE = ASC Prudent Reserve from \$520 to \$830
04/11	14.4.b	AMEND = \$16.00 per month to cover expenses of copying and mailing of ASC minutes and necessary printing supplies. Receipts will be provided for all expenses. Expenditures in excess of the standing budget must be approved in advance at the ASC, unless such purchase or copying/printing was at the direction of the ASC.
05/11	5.3.2	ADD = Clean time requirement for H & I Chair is 18 mos.
05/11	13.2.3	ADD = "...meeting lists available in print or online.
05/11	13.2.6	ADD = Attend a meeting of any group who has not had GSR or Alternative GSR representation at the ASC for four consecutive months to determine if they are still a viable group and to offer education, if needed, on how to participate at ASC.
10/11	14.4.e(vii)	INCREASE = Special Events Prudent Reserve from \$1000 to \$1500
10/11	13.2.7	INCREASE = Special Events Prudent Reserve from \$1000 to \$1500
01/12	4.2.5	This is now <u>Scheduled Break/Motion Submission</u> which will follow Open Forum
02/12	12.1.j	ADD = j. To serve as single point of contact between ASC and any facility used by the ASC.
02/12	14.4.d	UPDATE = VRCC/VRCC-alt budget request to mirror that of one for RCM/RCM-alt

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03/12	4.2.8.a (i)	ADD (After Regional Motions) = * VRCC Motions will be sent back to groups and voted on at the next ASC (see Sect. iv Time Constraints)
03/12	Last Page	Twelve Concepts added to ASC Guidelines
03/12	12.3.6	ADD (highlighted) = To keep a record, known as the minutes, of all proceedings of the ASC. These minutes shall include, but are not limited to: written reports from elected or appointed trusted servants; subcommittee reports; old business; new business; written motions which shall be numbered sequentially in the order of their submission; any dialogue concerning motions before the ASC; written submissions generated by other NA Areas, the Region or World along with any other relevant information submitted to ASC.
01/13	14.4.e (ii)	INCREASE = H & I Budget from \$75 to \$100
01/13	13.2.2	INCREASE = H & I Budget from \$75 to \$100
04/14	12.2.2g	AMEND - From: "to maintain record book(s) in which SheVANA Policy guidelines and any amendments to the SheVANA Guidelines are properly ordered" To: "to ensure ASC meetings operate using current and accurately updates guidelines - either as provided by Policy Chair or as updated by Vice Chair"