



Tampa Funcoast ASC Minutes September 12, 2024

First Church of God, 2202 E. Busch Blvd., Tampa, FL 33612

Chair:	Scott B.	Vice Chair:	Dan N.
Secretary:	Amber N.	Alt. Secretary:	Open
Treasurer:	Lyla T.	Alt Treasurer:	Open
RCM #1:	Richard	RCM #2:	Myra
ITR Coordinator:	Shannon	Policy:	Julie S
ITR Alt. Coordinator:	Open		

(funcoastITR@gmail.com)

ASC opened @ 2pm by Scott B.

READINGS

Service Prayer:	All
Purpose and Function (Page 6 of Policy):	
Service Motives: (pg 4 of policy):	
Service Meditation: (Pg 367 Daily Meditation)	Taina
12 Traditions:	Bob
12 Concepts:	Travis

WELCOME NEW ATTENDEES:

None

NEW GROUPS: No New Groups

SECRETARY REPORT:

If I missed anything in this month's minutes or need to make corrections, please let me know. All reports email to secretaryfuncoast@gmail.com by Saturday August 17, 2024.

Located on the back table are several important forms:

- . The Contact Sheet is for 'updates only' so we have an accurate Contact list to be able to email the groups and other trusted servants the minutes or any other pertinent information. Please print clearly.
- . Please use Sign-in sheet to sign in.

- . Use Meeting Change Forms so we can accurately update the meeting schedule. Accurate meeting information is important, so we have the correct information on the website and meeting schedules.
- . Motions Forms – New motions must be turned in by New Business to be heard today.
- . Anniversaries' Forms are also available so we can celebrate individual's anniversaries on the Tampa Funcoast Facebook page.

Please email all reports to secretaryfuncoast@gmail.com by Saturday September 19, 2024, so we can have ample time to review the minutes for accuracy before they are distributed. Moving forward minutes will be reviewed by the 2nd Saturday after Area. They will be posted and emailed by the end of the weekend 2 weeks after area.

GSR Orientation will be at 1:30pm before ASC starting in October.

GROUPS ELIGIBLE TO VOTE:

There are 29 groups in total on the roll call. 23 groups are eligible to vote so quorum will be 13.

The Time Is Now has been added back to roll call.

Thank you for allowing me to serve., Amber N.

Open Forum:

HomeGroup Issue:

ROLL CALL: Groups, ASC Officers, Subcommittee Chairs – **See Addendum A**

ABSENT/RESIGNATION LETTERS

Decline of Alt Treasurer election. Please note the Alt. Treasurer position will now be open:

Good morning,

In speaking with my homegroup and sponsor I have to respectfully decline the nomination for Alt. Treasure at this time. This was a very difficult decision for me to make because of the limited amount of Homegroup members who qualify to hold open positions. In the near future we can revisit this idea and hopefully the opportunity will be available to pursue the seat.

As we continue to Age in recovery with More hope for the future, knowing Together we Rise. I was Free to be me and practicing to stay Squeaky Clean. The war is over and I could Recover in the Hood and have been given a New Bite of Serenity.

As always I love each and everyone one you and there's nothing you can do about it.

Thank you,
Carol

Vice Chair will not be pursuing ascending to Chair position:

Good Morning,

I have notified the secretary to include in the minutes that I will not be ascending to ASC chair. If another candidate is not nominated, I will consider running for the regular election. I will fulfill my remainder of my current commitment through December 2024.

ILS
Dan N

VICE CHAIR REPORT:

Open Meeting: 11am

Attendance: Chair, Vice Chair, Secretary, Policy, ITR

Open Floor-Items not on Agenda:

Old Business:

Meeting times

GSR Orientation-address packet in new business

Open Positions:

- | | | |
|---|--------|---------------------|
| a. RCM #2 | Closed | vote Sept |
| b. FRCNA Rep | Open | vote Oct if nominee |
| c. Alt. Secretary | Open | vote Oct if nominee |
| d. Alt. IT Resource Coordinator | Open | vote Oct if nominee |
| e. Alt. Treasurer | Open | vote Oct if nominee |
| f. Public Relations | Open | vote Oct if nominee |
| g. Activities (pending motion to disband) | Open | vote Oct if nominee |

New Business:

Pay Pal – Think about reinstating

LDO – Reports

Calendar Review

September ASC

1. Read the “Responsibilities of all ASC Officers and Subcommittee Chairpersons”.
2. Reinstate Current Office Holders:
 1. If the Current office holder is eligible and willing to serve an additional term, the Area may reinstate them with a 2/3 majority at the October ASC.
 2. Elect the Vice Chair or Alternate for that position: Acclamation
 3. If the current officer holder is unwilling or unable to serve another term, the Area may elect the Vice Chair or Alternate for that position with a 2/3 majority vote at the October ASC
 4. If the positions are not filled in either of the above situations, all eligible positions will be open for nominations in October.
3. Open all positions for nominations in October.
 1. September minutes will list all open positions.
4. GSR’s will obtain nominations from the groups for all open positions.

October ASC

Hold elections for reinstatements and acclamations.

Nominations taken for all open ASC Officers and Subcommittee Chairpersons. (Elections will be on even number years for IT Resource Coordinator and Alt Coordinator.)

October minutes will list all open positions and current nominees.

GSR’s will obtain nominations from the groups for all open positions. Positions with nominees remain open until closed at November ASC.

Elections: Myra – RCM 2, Carol Alt Treasurer

Motions for Questions: None

Motions for Voting:

Reinstatements & Acclamations

Suggested Chair bring proposed budget for review in Sept. – due October

Review and update GSR Packet - Julie

Quorum: Voting Groups:

Notes:

Remind Subcommittee Chairs that budgets are due in the form of a motion with budget attached at October ASC.

LDO REPORT:

Good afternoon family. I’m an addict and my name is Alex. Literature is a quiet duty. Not a lot of whooping and hollering goes on in our committee. We’re trucking along month in and month out to make sure we get everyone’s order fulfilled. Please give a big thanks again to Lenora for going out to the regional service office of narcotics anonymous in Lakeland Florida to pick up our literature order. This saves our area, money and shipping. It was brought to my attention that at the world convention the “survival kit”

sold out. (Per Julie) She stated to me that our regional service office is now stocking those. So if anyone needs that please get with me. Literature orders have been consistent. Hope everyone is using literature and working the 12 steps of narcotics anonymous with their sponsor. Does anyone have any questions? Comments? Rumors?

RCM REPORT:

RCM Report (amended) 9/14/2024

- FRSC did not meet in October.
- The next FRSC is on September 13-15,2024 in Orlando (happening now).
- Tampa Funcoast RCM-1 is in attendance.
- You can go to www.naflorida.org for the link to attend virtually.
- Any Regional proposals or other pressing business from this weekend will be included in a revised version of this report and be included in the September ASC minutes so please check the minutes for any new information that you may need to bring to your Groups.

Additional Information:

- If you are interested in doing service at the Regional level, there are service positions that are vacant. You can go to www.naflorida.org and find the HRP form to fill out there.
- Reminder that the Interim CAR/CAT is scheduled to be out on November 28th.
- Area Subcommittee members, please take time to read your corresponding Regional Resource Coordinator's reports in the Regional minutes. These are available at the Florida Region website. There is a lot of information there directly related to your service efforts that you will find helpful. If you would like to get in contact with your corresponding Resource Coordinator, we would be happy to assist.
- Two members of the Tampa Funcoast will be voted on this weekend for service positions at the Regional level. I will be including those election results in the September ASC minutes.

This concludes the initial version of my report.

Again, please check the ASC minutes for the final updated report.

Addendum to Report

Nominations and Elections:

Alternate Treasurer:

Lyla T. - Tampa Funcoast - Elected

PR Co-Resource Coordinator:

Charles - Forest Area - Elected

I.T. Panel Member:

Charles B. - Space Coast - Elected

I.T. Interim Panel Member:

Rob - Greater Orlando - Elected

FRCNA Board:

Mike D. - Tampa Funcoast - Elected

Patty K. - Suncoast - Elected

Dennis J. - Greater Orlando - Elected

RSO Board:

Dez S. - Heartland Area - Elected

Interim CAR/CAT Schedule:

- November 28th - CAR/CAT Published on www.na.org
- December 7th - SEZF Conference and CP Meeting.
- December 14th - Funcoast ASC - CAR/CAT motions and ballots will be distributed to all GSRs attending Area Service.
- December 21st - CAR/CAT Presentation/Workshop (virtual) - Open to all who wish to attend - Access through www.naflorida.org
- January 11th - Funcoast ASC - GSRs submit completed ballots to RCMs at Area Service.
- January 18th - RCMs will submit all completed ballots to the Regional Delegates at the FRSC meeting.
- February 28th - Interim World Conference begins - Regional Delegates will cast votes on behalf of the Groups.

Additional Information:

- Newly elected Tampa Funcoast RCM-2 was in attendance.
- There are no Regional proposals to vote on.
- Other additional information on FRSC weekend including Area Support topics, Fellowship Development, and Treasurer's Report will be included in our October report and presented at the October ASC on the floor.

Thank you for allowing us to serve, and thank you all for your service.

SUB-COMMITTEE REPORTS:

ACTIVITIES: N/A

CONVENTION:

September 14, 2024

Registration Information to date is:

Registrations - 192

Banquet - 67

Show - 25

Shirts - 13

Donations - \$511

The total cash and bank balance as of today is \$11,636.69. The remaining expenses before the convention are \$8,245, of which \$6,125 is the final deposit for the hotel. We currently have 62 Rooms booked, which is 137 room nights. The final deposit of \$6,125 is due September 18, 2024.

We have received all the merchandise and banners to be sold at the convention. Two preconvention shirts are left, and they will be sold at the convention.

The Programming Committee met on September 9th at St. Paul's Church at 6 p.m. Basics Stuff 4 U. has placed the order for 1000 lamented badges and lanyards. The total is \$740.00. We need to make a payment of \$370.00, and the balance will be due after the convention. We discussed having yellow armbands for the comedy

show and red armbands for the banquet.

The cost of registration is \$35. We ask all GSRs to please announce the FACNA 40 convention in your home groups and register! Also, make your hotel reservations. The hotel group rate is \$172. The hotel does not charge your credit card until you check-in. This rate is available until September 18. So please make your hotel reservation! There are flyers on the table for the Convention. Please take them to your home group.

We are going to have a home group shout-out at the convention on Friday night. We are asking the GSRs to please announce this at their home groups.

FRCNA SUPPORT: N/A

HELPLINE: N/A

HOSPITALS & INSTITUTIONS:

Hi Tampa Funcoast,

We met today at noon, with approximately 27 in attendance. We had one new attendee for their first business meeting. We carried out 58 out of 60 presentations last month. We are glad to announce that we were able to start the men's presentation at the Falkenburg Jail. We can still use people for this, as well as the women's jail presentation, along with all our facilities. So if you or your sponsor's recovery program would be accentuated by service work, H&I is a great place to serve. We voted in two new members to panels. We voted in a panel leader for the men's and women's jail presentations. We voted to disband the River Oaks Sponsorship Jam presentation. We tried this once-a-month presentation. However, it was felt that our efforts should be placed elsewhere. We also voted to start a book drive starting next month and ending in January. More to be revealed. Your H&I committee is working hard to carry the our message of hope. The Tampa Funcoast should be proud of their H&I Subcommittee. H&I is a great place to perform your service. Our next business meeting will be on October 12th at 12 noon. You can attend in person (same place as area service) or via zoom. Zoom ID: 842 1616 9136 PW: 007510
In loving service

Pete M.

P.S. After I wrote this report, I had a brainstorm on how to promote H&I at the convention. Our original idea was to set up a table at the convention. However, we were informed that this was not possible. So I asked the body if they would be open to funding a limited number of tee-shirts that says something like "Tampa Funcoast H&I, A great place to serve, Ask me about it". Cost & exact wording are to be decided at the next H&I business meeting. The idea is for H&I members to walk around wearing the tee shirts and have H&I literature and a sign-up sheet.

ITR Coordinator:

We met on 9/8 with 4 in attendance.

During the meeting we:

- Reviewed the ITR guidelines and made updates/adjustments

- We will finalize the guidelines after ASC votes on our motion to remove ITR from admin next month. The reason we will wait is there are multiple references to ASC Admin and Policy attendance requirements that will need to be removed if the motion passes. Once finalized I will attach them to my report and they will be added to the Tampa Funcoast website.
- We discussed a shared workspace that will allow us to organize and support the Funcoast Area using updated technology-This is what region uses to organize all their information - this necessary for the area to keep information secure and in one place. ITR submitted a motion/money request that will be read later- more will be revealed.
- As a reminder please send all meeting changes and event information to FuncoastITR@gmail.com
- The ITR committee does not have a current meeting location. Our previous meeting location, Barnes and Noble, closed and will be moving to a new location in February so we are looking for a new place to meet.

In loving service,
Shannon C

POLICY:

A. Open w/serenity prayer.

1. Attendance: Chair, Vice Chair, Secretary, ITR Coordinator, Policy Chair, Policy V. Chair and 1 general members

B. Open floor: None

C. Old business:

D. Elections: None

E. New business:

1. We will be opening nominations for 3 Board of Director nominations for the 501C3.
2. Qualifications, Responsibilities, and Bylaws will be printed in the minutes as they are not in the Policy until January 2025.
3. Motion 2024 – 11 – ITRC will be asking for an additional 24.00 for Google Workspace. They need \$144.00 and are only budgeted for \$120.00.
4. Motion: 2024-12P

Add to policy update and change the responsibilities of the ITR coordinator to include; print and bring ASC meeting schedules to area.

Intent:

Currently this responsibility is not assigned to any subcommittee - this change will ensure we are adhering to concept 5 which states “for each responsibility assigned to the service structure a single point of decision and accountability should be clearly defined. The ITR Committee maintains the meeting schedule and PDF that is used to print the meeting schedules.

- *Is the motion clear and concise? Yes
 - *How and where will it be adopted into Policy? Under ITRC Page 13 of Policy – Responsibilities of ITRC – add as #5.
 - * Does the Motion adhere to the 12, 12, & 12? Yes
 - * Financial Impact – None
 - * Time – No
 - * Spiritual – Tradition #5 Each group has one primary purpose - to carry the message to the addict who still suffers.
- G. Close with Serenity Prayer
H. Next meeting on 10/12/2024 at 12pm.

PUBLIC RELATIONS: OPEN

ANNOUNCEMENTS:

Bay Area is putting on a fundraiser, check Funcoast event calendar for details

GSR ORIENTATION : No attendance

**TREASURER REPORT –
Not submitted**

OLD BUSINESS:

Motion #: 2024–10P (Amended) Date: 8.10.24

Maker: ITS Coordinator 2nd: Hope in Lutz

Motion: Remove ITR Coordinator and Alt ITR Coordinator from ASC officers and place under subcommittee chairpersons. In addition, on page 8, remove ITR Coordinator and Alt ITR Coordinator from “The purpose of the administrative committee.” Page 13 – remove “attend ASC admin and policy” from responsibilities of ITR Coordinator.

Intent: To align with regional service structure. At Regional Service ITR and Alt ITR (known as Technology Resource Coordinator) are not a part of the Administration Workgroup..

For: Opposed: Abstain:

Motion Question in September, Voting in October

ELECTIONS:

RCM II – Myra C. was elected

For: 22, Against: 0, Abstain: 0

Alt Treasurer – Carol was elected

For: 19, Against: 0, Abstain: 3

*Please note this election has been declined

OPEN POSITIONS:

Chair	Open
Vice Chair	Open
Secretary	Open
Alt. Secretary	Open
Treasurer	Open
Alt. Treasurer	Open
Policy Chair	Open
Alt. ITR Coordinator	Open
Helpline	Open
H&I	Open
FRCNA Rep	Open
Activities	Open
Public Relations	Open
BOD Member I	Open
BOD Member II	Open
BOD Member III	Open

*At the end of the minutes will be the following items for your review as you consider nominations for the open positions:

- . BOD (Board of Director) Responsibilities
- . Responsibilities for Admin and Chair positions
- . Copy of the bylaws for 501c3

New Business:

Motion: 2024-11 Date: 9/10/24

Maker: ITR Coordinator Second: Hyde Park NA

Motion: The ITR committee is requesting an additional 24.00 to pay for a yearly subscription of Google Workspace. Currently in our admin budget we are budgeted 120.00 for cloud storage we need an additional 24.00 to pay for google workspace.

Intent:

This will allow the ITR committee to have tools and resources needed to effectively serve the fellowship. Our current structure limits us from providing all subcommittee chairs with email addresses and storage space for our technology needs. Region currently uses Google Workspace and uses it to organize all their information - this necessary for the area to keep information secure and in one place.

Called for vote at September: ASC Motion Passed
For: 22 Against: 0 Abstain: 0

Motion: 2024-12P Date 9/10/24
Maker: ITR Coordinator Second: Secretary

Motion: Add to policy update and change the responsibilities of the ITR coordinator to include; print and bring ASC meeting schedules to the area.

Intent:

Currently this responsibility is not assigned to any subcommittee- this change will ensure we are adhering to concept 5 which states “ for each responsibility assigned to the service structure a single point of decision and accountability should be clearly defined. The ITR Committee maintains the meeting schedule and PDF that is used to print the meeting schedules.

Motion Questions October, voting November

Roll Call - Addendum – A

Attendance – 1st and 2nd Roll Call

Must be present for both Roll Calls to be considered present.

Y - Present; N – Absent; OPEN - Position needs to be filled; EX-Excused; UE-Unexcused;

INE Bold – Non-Voting Group

	GROUP	4.13.24	5.11.24	6.8.24	7.13.24	8.10.24	9.12.24
	Aging In Recovery	Y/Y	N/N	N/N	Y/Y	Y/Y	Y/Y
INE	ARC of Hope	Y/Y	Y/Y	Y/Y	N/N	N/N	N/N
	Brandon at Noon Group	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
INE	Choices		Y/Y	N/N	N/N	N/N	N/N
	Free to be Me	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
INE	Freedom from Pain	Y/Y	Y/Y	N/N	Y/Y	N/N	N/N
INE	Go With the Flow	Y/Y	N/N	Y/Y	N/N	N/N	N/N
	Grow or Go	N/N	Y/Y	Y/Y	Y/Y	N/N	Y/Y
	Heights of NA, The	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	High Lie	Y/Y	N/N	Y/Y	Y/Y	Y/Y	Y/Y
	Hope In Lutz	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Hyde Park NA	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Life On Life's Terms	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	More Hope I & II			Y/Y	Y/Y	Y/Y	N/N
	More Will Be Revealed	N/N	Y/Y	Y/Y	N/N	Y/Y	Y/Y
	New Bite of Serenity	Y/Y	Y/Y	Y/Y	Y/Y	N/N	Y/Y
	New Way, A	N/N	Y/Y	Y/Y	N/N	Y/Y	Y/Y
	Recovery in the Hood	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Second Chance				Y/Y	Y/Y	Y/Y
	Squeaky Clean	Y/Y	N/N	N/N	Y/Y	Y/Y	Y/Y
	Stick N Stay	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Sunset Solutions	N/N	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Tampa Unity Group (TUG)	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
INE	Ties That Bind, The		Y/Y	Y/Y	Y/N	N/N	N/N
INE	Time Is Now, The						Y/Y
	Together We Can	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Women's Hope	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Women's Lit	N/N	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Workshop, The	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y

	ADMIN/ Subcommittee Chairs						
		4.13.24	5.11.24	6.8.24	7.13.24	8.10.24	9.12.24
	Chair	N/N	Y/Y	Y/Y	N/N EXC	Y/Y	Y/Y
	Vice Chair	Y/Y	Y/Y	Y/Y	N/N UNE	Y/Y	Y/Y
	*Secretary	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Alt. Secretary	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
	Treasurer	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Alt. Treasurer	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
	RCM #1	N/N	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	RCM #2	Y/Y	Y/Y	Y/Y	Y/Y	OPEN	CLOSED
	Policy	Y/Y	OPEN	OPEN	OPEN	CLOSED	Y/Y
	Activities	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
	Convention	Y/Y	Y/Y	Y/Y	Y/Y	N/N	Y/Y
	FRCNA Support	Y/Y	N/N	Y/Y	Y/Y	OPEN	OPEN
	Helpline	Y/Y	Y/Y	N/N UNE	N/N UNE	OPEN	OPEN
	H&I	Y/Y	N/N	Y/Y	Y/Y	Y/Y	Y/Y
	LDO	OPEN	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Alt. LDO	OPEN	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Public Relations	Y/Y	Y/Y	Y/Y	OPEN	OPEN	OPEN
	ITR Coordinator	Y/Y	N/N EXC	Y/Y	Y/Y	Y/Y	Y/Y
	ALT ITR Coordinator	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN

BOARD OF DIRECTORS MEMBERS AT LARGE

Board of Directors Members serve a three-year term, one elected each year in rotation in the month of July. An elected Board of Directors Member at Large will be required to agree to have their name publicly listed on the ByLaws.

QUALIFICATIONS:

1. A willingness and desire to serve.
2. A knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service and Guide to Local Services.
3. The willingness to give time and the resources to do the job.
4. 3 years abstinence from all drugs.
5. Leadership ability.
6. Ability to communicate.
7. Ability to organize.
8. Ability to delegate.
9. Willingness to learn Robert's Rules of Order.

RESPONSIBILITIES:

1. Read, understand, and adhere to TFANA INC. Bylaws.
2. Attends 2 meetings annually in February and August.
3. May with another Director, call a Board Meeting.
 - a. All members will be given notice seven days in advance of any meeting.
 - b. All business meeting will be held in a public place.
4. To determine, along with other BOD Members, who will be the registered agent for TFANA, Inc.
5. To audit policy annually after elections of new policy chair to be completed by new chair and a BOD member.
6. To audit treasury quarterly after elections of new treasurer to be completed by new treasurer and a BOD member.

ASC Chairperson

Qualifications for ASC Chairperson:

1. Willingness and desire to serve.
2. 2 years of continuous abstinence from all drugs.
3. At least 1 year experience in the NA service structure.
4. Time and resources to do the job.
5. Ability to lead, communicate and organize.

Responsibilities of the ASC Chairperson:

1. Familiar with ASC Policy, A Guide to Service in NA and the Twelve Traditions and Twelve Concepts.
2. Preside over monthly ASC meetings.
3. Enforce the rules of decorum and discipline.
4. Attempt to be absolutely fair and impartial.
5. Vote only in case of a tie.
6. Co-Signer on the ASC bank account and contracts with potential liability on the ASC.
7. Attend Policy Subcommittee meetings.
8. Arrange for Treasury audits by the Administrative Committee in Jan, April, July, and October, or whenever a new term begins. Audits are also conducted when directed by the ASC.
9. Acquire a majority vote of the Administrative Committee to temporarily suspend the duties of any ASC Officer in critical situations. Resignation is automatic in the event of misuse of funds or relapse. The Chairperson should take whatever further action is necessary to protect the ASC.
10. Available to assist any trusted servants with bank deposits of Area.
11. At October ASC, submit a line-item annual Administrative Committee Budget for expenses in the form of a motion. The motion will be referred to the Groups for two (2) months and must be approved by a 2/3 vote. (The ASC Administrative Committee can request additional funds over the approved budget. This request must also be approved by a 2/3 vote, to run from March to March.
12. Is a BOD Member with the applicable qualifications and responsibilities.

ASC Vice Chairperson

Qualifications for ASC Vice Chairperson:

2. Willingness and desire to serve 2.
3. 2 years of continuous abstinence from all drugs.
4. 3. Active for at least six months in the Area NA service structure.
5. 4. Time and resources to do the job.

Responsibilities of the ASC Vice Chairperson:

1. Familiar with ASC Policy, A Guide to Service in NA, the Twelve Traditions, and Twelve Concepts.
2. Coordinate all Subcommittee functions and act as liaison between all of the Subcommittees to ensure proper coordination of responsibilities.
3. In the absence of the ASC Chairperson perform the duties of the ASC Chairperson.
4. In the absence of the ASC Secretary and ASC Alternate Secretary, with the help of the Administrative Committee, perform the duties of the Secretary, to include typing and distributing copies of the minutes to each GSR no later than two (2) weeks following the ASC meeting.
5. Attend Policy Subcommittee meetings.
6. Co-signer on the ASC bank account and contracts with potential liability on the ASC.
7. Available to assist any Trusted Servants with bank deposits of Area.
8. Facilitate a Round Table as requested by any ASC Subcommittee Chair.
9. Will possess and maintain ASC storage keys.
10. Maintain a Zoom account to hold virtual meetings for ASC and Subcommittees and allow access for Admin and all Subcommittees.
11. Arrange an agenda for and preside over monthly ASC Admin meetings.
12. Is a BOD Member with the applicable qualifications and responsibilities.

ASC Secretary

Qualifications for ASC Secretary:

1. Willingness and desire to serve.
2. At least 1 year of continuous abstinence from all drugs.
3. Active for at least 6 months in the NA Service Structure.
4. Time and resources to do the job.
5. Ability to lead, coordinate and organize.

Responsibilities of the ASC Secretary:

1. Familiar with ASC Policy, A Guide to Service in NA, the Twelve Traditions, and Twelve Concepts.
2. Take accurate minutes, update Group contact/ mailing list and maintain an attendance sign-in sheet for each ASC meeting.
3. Email rough draft of minutes to the admin body for approval before distribution.
4. Type and distribute copies of the minutes and agendas to each GSR no later than 2 weeks following the ASC meeting; minutes may be emailed per GSR's request.
5. All Regional proposals that are referred to the Groups are to be listed in "New Business" under the heading of "Regional Proposals".
6. Type and send any letters that the Administrative Committee dictates.
7. Maintain ASC files and archives.
8. Determine the voting status of the Groups and quorum at ASC.
9. Conduct vote count for all motions and publish count in minutes.

10. Inform the Helpline and Public Relations Subcommittees of any changes of Group status (See Removal from Meeting Schedule).
11. In the absence of the ASC Vice Chairperson, the Secretary will perform all duties of the ASC Vice Chairperson.
12. Co-signer on the ASC bank account and contracts with potential liability on the ASC.
13. Attend Policy Subcommittee meetings.
14. Available to assist any Trusted Servants with bank deposits of Area.
15. Provide ASC Treasurer with a hard copy of all approved Subcommittee budgets.
16. In the event of an ASC time or date change, the Secretary will contact the Helpline Chair to announce said changes on the Helpline message Board and to post on the ASC Website.
17. Is a BOD Member with the applicable qualifications and responsibilities.

ASC Alternate Secretary

The Alternates Secretary works closely with the Secretary learning the duties of the office and taking over in case the Secretary is unable to attend ASC. The qualifications and responsibilities for the office are the same as for ASC Secretary. The Alternate Secretary must attend ASC for three (3) months of the last twelve (12) months immediately prior to nomination. The Alternate Secretary is not a co-signer on the ASC bank account .

ASC Treasurer

Qualifications of the ASC Treasurer:

1. Time, willingness and desire to serve.
2. At least 3 years of continuous abstinence from all drugs (cannot be waived).
3. Active for at least one (1) year in the NA service structure.
4. Basic knowledge of accounting procedures.
5. Ability to lead, communicate and organize.
6. Familiar with the ASC Policy, A Guide to Service in NA and the Twelve Traditions and Twelve Concepts.

Responsibilities of the ASC Treasurer:

1. Issue a receipt to all Groups/Members for contributions and/or literature orders made to ASC.
2. Provide ASC with a written report of contributions and expenditures at every ASC meeting.
3. Distribute money to pay bills as directed and keep accurate receipts, recurring bills for Subcommittees and ASC Administrative expenses may be paid online. All payments to members require a written check. Any check request submitted to the Treasurer should reference the appropriate budget or approved motion authorizing the expenditure.
4. In the event the ASC does not have enough money to meet all its financial obligations, the Treasurer will pay bills in the following order of priority.
 - a. Literature necessary to fill Group literature orders.
 - b. Helpline expenses (i.e. phone, beeper, answering service).
 - c. Rent for ASC meeting.
 - d. Literature to support current H&I panels.
 - e. Administrative expenses (i.e. postage, copies of minutes, post office box.)
 - f. Hotel cost for RSC meeting for designated attendees.
 - g. Motions from the floor.
5. Maintain ASC operating fund of \$4000.00

6. To have money in the amount of \$2,000 for startup of future conventions to remain in the ASC main account.
7. Send funds over the operating fund to the Florida RSC prior to the start of ASC in January, March, May, July, September, November.
8. Required signer on the ASC bank account and on contracts with potential liability on the ASC. Two signatures are required. The other signers are the ASC Chairperson, the ASC Vice Chairperson, and the ASC Secretary. The other signers on subcommittee contracts are ASC subcommittee chairs.
9. Place stop payment on checks whenever directed by ASC or (in an emergency) Admin Committee.
10. Provide an annual report to the ASC that includes:
 - a. The yearly amount of contributions and literature expenses for each Group.
 - b. The yearly total of Subcommittee and ASC expenses.
 - c. The amount the Area has contributed to the RSC for the year.
11. Available for all audits, with 24-hour notice.
12. Retain all financial documents for a period of 7 years.
13. Do not borrow ASC funds.
14. Available to assist any Trusted Servant with bank deposits of Area.
15. Notify ASC Chairperson immediately upon any discrepancies in funds or deposits that should have been made by a Subcommittee Treasurer requiring a receipt or witness to prove such a deposit. Upon notification, ASC Chairperson will issue a moratorium to any further dealings of the involved Subcommittee Members.
16. Hold all monies generated by any Convention fundraising effort as earmarked money in the ASC bank account to be used only by the Convention Committee for convention business. Only the Convention Subcommittee Chairperson or Convention Subcommittee Treasurer can request Convention money. All approved seed monies remain in an earmarked account.
17. Accept money orders, bank checks/cashier's checks, checks from Group accounts, on-line payments when available, and/or cash. Money Orders and approved checks as listed above, are strongly suggested in lieu of cash. No other forms of payment are accepted.
18. After having been notified of a deposit, verify within 24 hours of the next business day.
19. Once a week, pick up mail at the Area post office box pertaining to bills and submit payment before the due date.
20. Keep running balances of Subcommittee budgets (provided by ASC Secretary) and have the information available at all times during ASC meetings.
21. Attend Policy Subcommittee meetings.
22. Require a receipt within 30 days for all checks and list delinquent receipts on the Treasurer's report.
23. Provide a standard Financial Report form.
24. Provide a standard Budget Submission form.
25. Is a BOD Member with the applicable qualifications and responsibilities.f

ASC Alternate Treasurer

The Alternate Treasurer works closely with the Treasurer, learning the duties of the office and taking over in case the Treasurer is unable to attend ASC. The requirements for the office of the Alternate Treasurer are the same as for the Treasurer. The Alternate Treasurer must attend ASC for 3 months of the last 12 months prior to nomination. Because the Alternate Treasurer might

have to assume the position of the ASC Treasurer, the clean time requirement cannot be waived. The Alternate Treasurer is not a co-signer on the ASC bank account.

Literature Distribution Officer

Qualifications of LDO are:

1. Willingness and desire to serve.
2. 1 year of continuous abstinence from all drugs.
3. Active for least 6 months in the NA service structure.
4. Time and resources to do the job.
5. Ability to lead, communicate and organize.
6. Familiar with the Area Service Guidelines and Guide to Local Service.
7. Will possess and maintain ASC storage key.

Responsibilities of the LDO are:

1. Must have time and resources to do the job, including the ability to receive and transport the literature.
2. Distribute the Groups literature purchases.
3. Purchase and maintain ASC's literature stockpile.
4. Provide a monthly report with beginning & ending inventory, and amount ordered for the prior month.
5. Supply 25 meeting schedules per month to Helpline and 150 meeting schedules for the RSC.
- 14
6. Supply new Groups with the "New Group Package" which includes the following:
 - 10 each "Welcome to NA"
 - 10 each "Recovery and Relapse"
 - 10 each "Am I an Addict"
 - 20 each "Meeting Schedule"
 - 10 each "Who, What, How & Why"
 - 5 each "color key tag"
 - 10 each "Sponsorship"
 - 1 each "Tampa Funcoast ASC Policy"
 - 10 each "Just for Today"
 - 1 each "A Guide to Service in NA"
 - 10 each "For the Newcomer"
 - 1 set of Reading Cards
 - 1 each "Treasurers' Handbook"

Alternate Literature Distribution Officer

The Alternate LDO works closely with the LDO learning the duties of the office and taking over in case the LDO is unable to attend ASC. The requirements for the office of the alternate LDO are the same as for LDO.

Qualifications And Responsibilities Of Subcommittee Chairpersons

Qualifications of all Subcommittee Chairpersons:

1. Willingness and desire to serve.

2. Familiar with Subcommittee Guidelines, ASC Policy, A Guide to Service in NA, the Twelve Traditions and Twelve Concepts.
3. Not hold any other ASC position. General Responsibilities of all Subcommittee Chairpersons:

Additional responsibilities are listed for each individual Subcommittee following this list.

Responsibilities for all Subcommittee Chairpersons are:

1. Hold at least one monthly scheduled meeting of the Subcommittee.
 - a. All Subcommittee members will be given notice seven days in advance of any meeting.
 - b. All Subcommittee business meetings will be held in a public place.
2. Preside over the Subcommittee's monthly meetings.
3. Expedite action on motions referred to the Subcommittee.
4. Attend all ASC meetings. Must be present for both roll calls scheduled on the agenda. If either roll call is missed, the chairperson is considered absent from ASC.
5. Inform the ASC of Subcommittee activities, needs and other relevant information.
6. Submit a written report of the Subcommittee's monthly meetings.
7. Within 72 hours of the end of an event: 19
 - a. Deposit all event money in the ASC bank account and notify the ASC Treasurer with 12 hours, or
 - b. Give all money to the ASC Treasurer
8. Submit a monthly financial report to ASC Treasurer & Secretary to be included in the minutes, for all events in the month having monetary transactions.
9. Have contracts that place a potential liability on the ASC reviewed, approved and signed by the ASC Treasurer (required) and another ASC Administrative Committee member who is a signer on the ASC's bank account.
10. Submit a year-end written report each January to the ASC. The written report includes the years' activities, accomplishments, specific problems or situations, financial records and plans for the coming year.
11. Maintain an updated version of subcommittee guidelines online. Any changes to those guidelines should be included in the monthly subcommittee report.
12. At October ASC, submit a line item annual budget for expenses in the form of a motion. The motion will be referred to groups for 2 months and must be approved by a $\frac{2}{3}$ vote. a. Annual budgets submitted in October to run from January to December.
13. Requests for funds over the approved budget must be approved by a $\frac{2}{3}$ vote.
14. Subcommittees are to pay bills first, then pass the remainder of the funds to the Area.
15. Attend Round Tables: 16. Provide a list of transition items to the Secretary upon leaving office. Transition items could include: passwords, procedures and contacts.

Activities:

Qualifications:

1. Two (2) years continuous abstinence from all drugs.
2. Time and resources necessary to complete these duties.
3. Knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts. Suggested previous experience as a working member of the Activities Subcommittee.

Responsibilities:

1. For ongoing weekly or bi-weekly events a prudent reserve will be requested. Any funds over the prudent reserve will be given to the ASC Treasurer or deposited in the ASC bank account within 72 hours of the end of an event.
2. At January ASC, submit an updated set of Subcommittee guidelines. If updated guidelines are not submitted, existing guidelines will be used.
3. At October ASC, submit a line item annual budget for expenses in the form of a motion. (The Subcommittee can request additional funds over the approved budget. This request must be approved by a 2/3 vote.)
4. Secure location for Valentines dance before leaving office. The new chair won't have enough time.
5. Secure location for New Year's Eve function by June 1st of that year.
6. Will possess and maintain ASC storage key.

Helpline:

Qualifications:

1. One year abstinence from all drugs
2. One year experience on the Helpline subcommittee
3. The time and resources necessary to complete the duties of the position
4. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

Responsibilities:

1. Organize and schedule volunteers
2. Work with all Helpline Communication services 21

Hospitals and Institutions:

Qualifications:

1. 3 years abstinence from all drugs.
2. 2 years on H&I Subcommittee
3. 1 year service commitment, 2 term maximum

Responsibilities:

1. Attend all H&I business meetings and new member orientations.
2. Keep discussion on topic, in an impartial manner.
3. Prepare an agenda for each subcommittee meeting.
4. Ensure that the Traditions and Concepts are upheld.
5. Comply with all H&I Guidelines.
6. Provides a monthly forum to pool experiences. "I can't - We can!"
7. Serves as a communication link between local H&I meetings/presentations and H&I Subcommittees at the Regional and World levels.
8. Selects the individuals who are to conduct the H&I meetings.
9. Serves as a distribution point for literature for the meetings and reports these transactions to the ASC.
10. In cooperation with Public Information, makes all initial contacts with facilities.
11. Is responsible for all H&I oriented services within the Area.

FRCNA Support:

Qualifications:

1. 1 year abstinence from all drugs.
2. The time and resources necessary to complete these duties.
3. Knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

Responsibilities:

1. As the liaison between the committee and the ASC Chair, FRCNA Support will gather information from the members and provide a summary report for ASC.

Policy:

Qualifications:

1. Two (2) years continuous abstinence from all drugs.
2. The time and resources necessary to complete these duties.
3. Recommended previous experience as a working member of the Policy Subcommittee.

Responsibilities:

1. Responsible for the handling and accounting of any funds received or generated by the Subcommittee.
2. At January ASC in odd number years, provide an updated copy of policy to each active home group, admin chair and vice chair, and all subcommittee chairs. Provide 20 copies to the LDO for future sale at our cost (amount paid divided by number of copies printed).
3. At January ASC in even number years, provide copies of the Policy Addendum to above listed parties, which includes all passed policy motions from the year prior.

Public Relations: Qualifications:

1. A minimum clean time requirement of one (1) year continuous abstinence from all drugs.
2. Previous experience of at least six (6) months in serving the Public Relations Subcommittee; preferably as a member of the Administrative Committee.
3. An understanding of the responsibilities of the office; administrative capabilities, and some knowledge in the field of Public Relations.

Responsibilities:

1. Responsible for requesting any funds from Area Service.

COPY of Bylaws File for 501c3

**TFANA, INC.
(Adopted February 4, 2024)
ARTICLE I
NAME**

Section 1.01. The exact name of the Corporation is Tampa Funcoast Area of Narcotics Anonymous, d/b/a TFANA, Inc.

ARTICLE II

ORGANIZATIONAL PURPOSE

Section 2.01: Organization. The TFANA, INC. was organized on February 4, 2024 as a Florida Not For Profit Corporation.

Section 2.02: Purpose. The Corporation is organized to coordinate the efforts of Narcotics Anonymous Groups in the Tampa Funcoast Area in carrying the message of Narcotics Anonymous. The TFANA, INC. will carry the message of Narcotics Anonymous by providing community public information services, telephone contact lines, various educational events and panel presentations to addicts in treatment centers and jails.

To conduct such other activities and programs in furtherance of the foregoing purposes as may be carried out by a Corporation organized under Florida General Laws Chapter 617 and described in §501(c) (3) of the Internal Revenue Code.

Section 2.03: Limitations on Activities. Consistent with its charitable and educational status, (a) TFANA, INC. shall not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office; (b) no part of TFANA, INC.'s net earnings shall inure to the benefit of officers, Directors or other private persons, except that it is authorized and empowered to pay reasonable compensation for services rendered and otherwise to make payments and distributions in furtherance of its charitable and educational purposes; and (c) TFANA, INC., shall take only actions permitted by an organization exempt from taxation under §501(c) (3) of the Internal Revenue Code of 1986 ("the code") and pertinent Income Tax Regulations, as amended and as they may be amended.

ARTICLE III

MEMBERSHIP

Section 3.01: Voting Members. TFANA, INC.'s voting membership shall be all current groups as defined by the Tampa Funcoast ASC policy in the TAMPA FUNCOAST Area of Narcotics Anonymous that are

organized and operated exclusively for §501(c) (3) purposes. Membership in TFANA, INC. is at will.

Section 3.02: Membership Meetings.

a) **Annual Meeting.** There will be at least one membership meeting held annually in the month of January on the second Saturday.

2 | Page

b) **Special Meetings.** Additional membership meetings may be called by a simple majority of the members. A request for a special meeting shall be made at the monthly Tampa Funcoast Area Service

Committee Meeting and the special meeting shall take place within 45 days of the request.

c) **Quorum.** A quorum for a membership meeting shall be a simple majority.

d) **Actions.** The voting membership, acting pursuant to these bylaws, shall elect and may remove

Directors, may amend the bylaws, shall establish general policies for TFANA, INC., and may

adopt resolutions and take other actions regarding TFANA, INC.'s affairs whether or not mentioned in these Bylaws. The Board of Directors shall implement TFANA, INC.'s policies and

take all other actions needed for TFANA, INC.'s management and operations that are consistent

with these bylaws and with the membership's actions, resolutions and policies.

**ARTICLE IV
DIRECTORS**

Section 4.01: Meetings. There shall be at least two meetings annually of TFANA, INC.'s Board of Directors ("the Board"). Any two Directors may call a meeting. Reasonable notice, verbal or written, shall be given to all Directors.

Section 4.02: Board Size, Authority. The Board shall consist of no more than seven Directors. The Board shall manage and oversee TFANA, INC.'s affairs pursuant to subsection 3.02(d) and other pertinent provisions of these Bylaws.

Section 4.03: Election of Directors. The Board shall consist of four Officers of the TAMPA FUNCOAST AREA (Chair, Vice- Chair, Secretary, and Treasurer) plus three Directors-at-large that shall be elected by simple majority of the votes cast by members at the annual membership meetings. The Officers shall serve

one year terms and be replaced annually by Officers elected at the annual meeting of the membership. The Directors at Large will serve three year terms, arranged so that one Directors' term expires each year. The three initial Directors at large shall be allocated a one year, a two year, and a three year term in order to facilitate the expiration cycle.

Section 4.04: Quorum; Majority Vote. A simple majority of the Board's total membership shall constitute a quorum. When quorum is present at a duly called Board Meeting, all actions shall be by vote of a majority of those present and entitled to vote.

Section 4.05: Removal or Suspension. The Board of Directors can make a recommendation as to whether the Director should be removed. A Director may be removed or suspended, with or without cause, by the vote of the majority of the voting membership.

Section 4.06: Board's Total Membership. Reference in any Bylaw to "the Board's total membership" shall mean the total number of Directors actually in office at a particular time, not the number of Directors authorized or permitted by these Bylaws or by Director resolution.

3 | Page

ARTICLE V COMMITTEES

Section 5.01: Committees. The Board or the voting membership from time to time may establish one or more committees, which shall include at least two voting members. Committee members need not be Directors, but if any committee contains no Directors, it shall report to a designated Board liaison.

ARTICLE VI OFFICERS

Section 6.01: Officers. The officers of Funcoast Area shall be on the Board of Directors of TFANA, INC. and serve as their respective officer positions. The same person may not serve as an officer and as a Director-at-Large.

Section 6.02: Duties. Officers shall have such duties and powers as normally are associated with their titles,

except as the Board may otherwise provide.

ARTICLE VII DISSOLUTION

Section 7.01. Upon TFANA, INC.'s dissolution, the Board, after paying or making provision for payment of all liabilities, shall dispose of TFANA, INC.'s assets in such a manner, or to such organizations described in §501(c) (3) of the code of 1986 as amended, or the corresponding section of any future federal tax code, as the Board determines to be consistent with TFANA, INC.'s purposes, in accordance with the fund flow structure of Narcotics Anonymous, and with applicable provisions of law.

ARTICLE VIII BYLAW AMENDMENTS

Section 8.01. These bylaws may be amended or revoked, in whole or in part, by vote of a majority of the total voting membership.

ARTICLE IX COMPLIANCE WITH LAW

Section 9.01. TFANA, INC.'s officers and Directors are authorized and directed to take all steps necessary to assure that TFANA, INC. operates and transacts its affairs in full compliance with all applicable provisions of the law.

4 | Page

ARTICLE X LIABILITY AND INDEMNIFICATION

Section 10.01: Liability. To the fullest extent permitted by law, no officer or Director shall be personally liable to TFANA, INC. or any third party for monetary damages for breach of fiduciary duty. Nothing herein, however, shall limit the liability of any officer or Director to TFANA, INC. for gross negligence or misconduct, which shall be defined as any (a) act or omission in bad faith, or which constitutes a knowing

**violation of law, or (b) any transaction from which the Officer or Director derived a
fraudulent or otherwise
improper personal or business benefit.**

**Section 10.02: Indemnification. TFANA, INC. shall indemnify and/or insure, to the
maximum extent allowed
by law, each former and current Officer and Director for expenses and costs (including
reasonable attorney's
fees) actually and necessarily incurred in connection with any claim asserted by reason of
being or having
been an officer, Director, or employee, except in relation to matters involving such person's
actual gross
negligence or misconduct as defined in section 10.01.**

**ARTICLE XI
FISCAL YEAR**

The fiscal year of TFANA, Inc. shall be from January 1 through December 31.