

September 2025

TREASURE COAST AREA OF NARCOTICS ANONYMOUS, INC Area Service Policy & Guidelines

*This policy provides addicts with the policies and guidelines of
Treasure Coast Area of Narcotics Anonymous, Inc.*

Version Control

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1 General Policy

2 1) All Area Service Committee (ASC) Meetings will be held 2nd Sunday of the month except for the
3 month of May which will be held the 1st Sunday. All meetings are open to ANY Member of NA.

4 2) All Members of the ASC should familiarize themselves with Area Service Policy, Traditions,
5 Concepts, and the procedures followed by the ASC.

6 3) Quorum is required to hold an ASC Meeting or to vote on any Motions. Quorum consists of one
7 more than half of the Regular Voting Members (Active GSRs).

8 a. Active Group Services Representatives (GSRs) are the ONLY Regular Voting Members
9 (Alternate GSRs may vote in the GSRs absence and are then counted in the Quorum).

10 b. A new Group ONLY becomes a regular voting member at the 2nd consecutive ASC
11 Meeting which its GSR attends.

12 c. A Group that misses two consecutive ASC Meetings will be removed from the Quorum
13 count.

14 i. A group will regain voting privileges at the second consecutive ASC Meeting
15 which the GSR attends.

16 d. In case of absence of GSR (Alternate GSR) or Sub-committee Chairperson (Vice
17 Chairperson), a group or committee will be marked absent, but report may be given at the
18 ASC by any Member.

19 e. ASC Officers do not represent any Group, therefore, have no vote at ASC

20 i. In case of tie, a closed vote will be held among Vice-Chair, Secretary, and Treasurer.

21 f. Removing a Group from the meeting list requires a 2/3rd majority vote.

22 4) New Groups

23 a. Will be given a copy of the ASC Policy & Guidelines, The 12 Concepts for NA Service
24 booklet, and A Guide to Local Service book.

25 b. A New Group Starter Kit is automatically available from the Literature Sub-Committee
26 consisting of \$50 worth of literature to be determined by the Group.

27 c. Are responsible for ensuring their Group's Place of Meeting is clearly and neatly written
28 or printed in the GSR Report Form that the ASC Web Servant may add Group to current
29 meeting list.

30 5) Reports

31 a. **GSR Reports** should be neatly written, typed, or emailed so the Secretary can have
32 accurate notes.

33 i. Day, Time, and Place of Meeting

34 ii. Average Monthly Attendance of Meetings

35 iii. Number of Homegroup Members

36 iv. Amount of Literature Order

37 v. Amount of 7th Tradition Donation

38 vi. Situations, Problems or Changes

39 vii. Group Conscience Decisions

40 b. **Sub-committee Reports** Subcommittee Reports must be emailed to the Secretary within
41 3 days after the area meeting so that the secretary can have accurate notes. A reason for
42 absence should be given to the Vice-Chair person prior to the ASC Meeting, if applicable.
43 i. Day, Time, and Place of Meeting
44 ii. Number of attendees
45 iii. Committee Activities, Accomplishments, and Specific Problems or Situations
46 iv. Plans for the upcoming month
47 v. Motions for Group Conscience
48 vi. List of Income and Expenses

49 6) Motions

50 a. a. Only these positions may create or second an Area Service Committee motion.
51 i. GSR or alternate GSR if GSR is not present.
52 ii. Subcommittee Chair or Vice Chair, if the Chair is not present, with motions that
53 directly support the subcommittee on which they serve.

54 **All Motions** should be submitted in writing on Motion Form to Secretary **prior to the**
55 **start of the Area meeting.** Motions dealing with an issue already on the Floor will be
56 recognized by the Area Chair and require a verbal second.

57 i. The only exception to this would be a motion to close, which can be made at any
58 time.

59 b. Procedural Sequence of Motions

60 i. Creator of Motion speaks to its intent.
61 ii. Upon hearing intent, the Floor will be open for discussion consisting of two pros
62 and two cons.
63 iii. A Simple majority is required to pass a Motion (except Motions that change or
64 waive policy require a 2/3rd majority). Motions to change policy MUST go back to
65 groups. Abstentions are counted with the majority of voting members.
66 iv. A Motion to Amend may be necessary and may be made ONLY by the creator of
67 the original motion.
68 v. A Motion to Table may be entertained after hearing pros and cons.
69 vi. Motions and issues falling under the responsibility of an existing Sub-committee
70 will be tabled to that Sub-Committee.
71 vii. All Tabled Motions automatically become part of next month's ASC Meeting's
72 Old Business.
73 viii. Any motion pertaining to money in excess of \$250.00 must go back to groups.
74 ix. **Any motion that passes or fails**, will stay in effect for at least 3 months before
75 any changes can be requested in the form of a motion.

76 7) Elections of Officers and Subcommittee Chairs

77 a. Nominations for ASC Officers and Convention Chair are open in October, at this time the
78 nomination process will be followed accepting nominations from groups and members.
79 These nominations will be sent to groups. In November, GSR's will have the opportunity

80 to ask questions from their groups to the nominees and bring the responses back to their
81 groups. Nominations will be voted on in December. In January the new Officers and
82 Convention Chairs will assume their positions.

83 Sub-committee Chairs and RCM I & II are open just as above except the month
84 cycle will be April, May, June, take position in July.

85 **b. Area Positions that cannot hold a GSR position:**

86 i. Chair, Vice-chair, RCM Team, Treasurer and Alt Treasurer.

87 **c. Procedural Sequence of Nominations and Elections**

88 i. The position is announced, and nominations are taken (an explanation of the Office
89 or Chair is read from the Area Service Guidelines to establish each position's
90 responsibilities).

91 ii. Nominations for ALL ASC Officers and Sub-committee Chairs may ONLY be
92 solicited from Regular Voting Members (Active GSRs).

93 iii. Each nomination MUST be seconded.

94 iv. After accepting nominations from Regular Voting Members (Active GSRs)
95 carrying a Group Conscience, the Chair will ask the Floor if there are any other
96 nominations.

97 v. At the time of nomination, each nominee should state in person and submit in
98 writing their qualifications for serving the Fellowship through the position in
99 question. At a minimum, the following topics should be addressed:

100 1. Clean time of Nominee

101 2. Past Fellowship service experience

102 3. Reason Nominee has the desire to serve.

103 4. For more information please see: Principles & Leadership in NA Service,
104 Fourth Concept

105 vi. A motion is made to close nominations and must be seconded.

106 vii. All nominations will be tabled to the Groups for regular vote.

107 viii. Nominees for ASC Offices or Sub-Committee Chairs must be present to be voted
108 upon. At which time the new Officers will assume the position in January and or
109 July.

110 **d. Removal of Officers**

111 i. Voluntary: Given in writing to ASC Chair prior to next ASC meeting

112 ii. Involuntary:

113 1. Two Consecutive meetings missed without reasonable explanation
114 (reasonability to be determined by the ASC body) without prior notice
115 given to any Administrative Committee Member

116 2. Relapse during term.

117 iii. Impeachment (In case of failure to perform duties or violation of Traditions/
118 Concepts):

119 1. Notice of intent to pursue an Impeachment must be provided minimum 7
120 days prior to next ASC by Chairperson

121 2. Motion must be presented at ASC along with due cause (intent) by any
122 member.
123 3. Respondent (person being impeached) is given time to respond.
124 4. A vote is taken, and 2/3rd majority is required for successful impeachment.

125 **8) TCASC Check Authorization, Finances and Square:**

126 a. One of the signatures must be either Area Chair, Vice-Chair or Treasurer.
127 b. All money collected from events, including seed money, will be turned over to ASC within
128 72 hours (per policy) business days after the event.
129 c. "**Square** is a merchant services provider and payment processor, that accepts credit cards
130 for payment."

131 Exceptions: Convention and Serenity In The Swamp subcommittees will retain all funds
132 collected from fund raisers until after their main event. At that time, all funds will be
133 turned over to ASC within 72 hours minus their prudent reserves. Prudent reserves will be
134 kept in their dedicated bank accounts.

135 **9) Donations**

136 a. The area treasurer is to donate any area funds after expenses and prudent reserve to our
137 Regional Service Body and follow the proper flow of funds each month.

138 **10) Sub-Committees** "All TCANA subcommittees will meet in person once a month to allow
139 participation from all members who have a desire to serve the fellowship. The time, date, and
140 location for each subcommittee shall be identified in the TCANA monthly minutes, the TCANA
141 website, and TCANA printed meeting schedules."

142 **11) Budgets** for Sub-Committees will be submitted, reviewed, and voted on by the ASC annually.
143 The Sub-Committee budget as of 2025 is as follows:

144 a. **Activities:** \$840 seed money for 5 annual events, not to exceed \$4200 per year. to be
145 collected after estimated expenses are presented to ASC, seed money to be returned with
146 all proceeds from an activity. Budget will be due within one month of being elected chair.
147 August will be due date. (Except this first year, a budget will be necessary for January-
148 Aug.26)

149 b. **Serenity in the Swamp** to have \$3000.00 prudent reserve to be held by ASC in the
150 Serenity bank account which is attached to a square. "**Square** is a merchant services
151 provider and payment processor, that accepts credit cards for payment." Budget will be
152 due within one month of being elected chair. August will be due dat. (Except this first year,
153 a budget will be necessary for January-Aug.26)

154 c. **H&I:** \$200 monthly for subcommittee expenses, this includes any basic texts as needed.
155 Budget will be due within one month of being elected chair. August will be due date.
156 (Except this first year, a budget will be necessary for January-Aug.26)

157 d. **Website:** \$150 as needed Budget will be due within one month of being elected chair.
158 August will be due date. (Except this first year, a budget will be necessary for January-
159 Aug.26)

160 e. **RCM Team:** RCM and RCMA: two hotel rooms (one per gender), 2 room nights every
161 month and mileage at a rate of 50% of the allowable IRS rate based on MapQuest's shortest
162 route. Budget will be due within one month of being elected chair. August will be due date.
163 (Except this first year, a budget will be necessary for January-Aug.26)

164 f. **Treasure Coast Convention NA:** TCCNA does not have an area budget and is to set their
165 prudent reserve in their own subcommittee meetings. TCCNA subcommittee will make
166 all financial decisions in their subcommittee meetings and does not need approval at the
167 ASC. At the conclusion of the TCCNA event, TCCNA subcommittee will determine how
168 to allocate any funds profited from the event at their subcommittee meeting with the only
169 requirement being that funds must stay within NA (i.e. used for next event/budget increase,
170 donations made to area/region, donations straight to subcommittee such as H&I, etc).

171 g. **PR:** \$200 as needed for PR related materials and functions. Budget will be due within one
172 month of being elected chair. August will be due date. (Except this first year, a budget will
173 be necessary for January-Aug.26)

174 12) 200 Meeting Lists per month will be made available to H&I. 250 Meeting Lists will be made
175 available to GSRs quarterly, Jan, April, July, Oct.

176 13) Treasure Coast Area **Treasurer** and **Literature** will be audited every January and/or whenever
177 the position changes hands. This is to be done by an AD-HOC committee consisting of at least
178 one Admin.

179 **14) Line of Succession:**

180 a. The line of succession for holding the Chair position in case of their absence or in
181 situations in which the Chairperson must step aside are as follows: Vice-Chairperson,
182 Treasurer, RCM, Web Servant, Policy Chair, H&I Chairperson, PR Chairperson,
183 Activities Chairperson, and Literature Chairperson.

184 b. For the position of Vice-Chairperson, the line of succession is the same.

185 c. If the position of Treasurer/Alt Treasurer is unfilled or the Treasurer/Alt is unable to
186 temporarily fulfill the duties assigned, the Chairperson and Vice-Chairperson will take
187 over the responsibilities.

188 **Treasure Coast Grievance Policy**

189 190 Any member of a service body in an Area of Narcotics Anonymous can petition that service body, and
191 if needed the Area Service Committee (ASC), for the redress of a personal grievance, without fear of
192 reprisal. *Before bringing a grievance to ASC, we ask that an aggrieved member read the 10th Concept,
193 pray, align with their sponsor, and meditate. We also ask that they attempt to resolve the grievance
194 within the service body.

195 If a member decides to file a formal grievance within the Treasure Coast Area Service Committee the
196 policy to do so is as follows:

197 1. The member should alert the Area Chairperson at least 3 days prior to the ASC Meeting to
198 inform them of the grievance being filed and provide a copy of their written grievance.

199 2. New Grievances should be presented at ASC during Open Forum. To be heard, a grievance
200 must:

201 a. Be written with a copy provided to the ASC Chairperson and Secretary
202 b. Clearly state the problem
203 c. Propose a resolution

204 3. The ASC will discuss and attempt to resolve the grievance in Open Forum in the following
205 manner:

206 a. The 10th Concept shall be read in its entirety.

207 b. The aggrieved individual shall have up to 5 minutes to state how they feel they have
208 been wronged and to propose a solution.
209 c. The ASC body as a whole may ask the Chairperson questions (The Chair may address
210 clarifying questions to the aggrieved or other involved party or request additional details
211 as needed).
212 4. There will be a 10-minute time limit per grievance discussion.
213 5. After the 10 minutes, a moment of silence shall be observed.
214 6. At the conclusion of the discussion, voting members of the ASC will vote on whether to accept
215 the proposed resolution.
216 7. If the aggrieved party is not satisfied with the ASC's resolution, they may request a review by
217 panel. The Aggrieved and the Alleged Offending Party will be in attendance at the Review Panel
218 meeting to address additional questions. Review Panels will consist of:
219 a. ASC Chair
220 b. ASC Vice Chair
221 c. Policy Chair
222 d. RCM
223 e. Three randomly chosen GSRs— blind drawing by the ASC Chair.

224 **Note:** If one of the area officers is unable to participate, the Policy Vice Chair, Alt. RCM,
225 Secretary, and Treasurer, in that order will replace the missing officer(s). **These trusted
226 servants should use their discretion and disqualify themselves if, for any reason, they
227 cannot fully operate under the spiritual principle of “principles before personalities.”

228 8. The panel shall be moderated by the ASC Chair, Vice Chair, Policy Chair, or RCM. All who are
229 listed in #7 in attendance at the panel shall have a voice. Those mentioned in #7 (a-e) above will
230 have a vote. This panel's decision will be final.

231 **Qualifications & Responsibilities of ASC Administration**

232 **Area Chairperson:**

233 1. The Qualifications of the Chairperson are:
234 a. Mandatory TWO years abstinence from all drugs
235 b. Active for a minimum of ONE year in the Treasure Coast Area NA Service Structure
236 at Area Level
237 c. Willingness and desire to give the time and resources required by the position.
238 d. Working knowledge of the 12 Traditions & Concepts
239 e. Leadership ability, able to organize and communicate effectively.
240 2. The Responsibilities of the Chairperson are:
241 a. Arranges and presides over the monthly ASC Meeting
242 b. Will be listed on the ASC bank account as a possible signer.
243 c. In Case of Tie will hold closed vote between Secretary, Treasurer, and Vice-
244 Chairperson
245 d. Enforces rules of decorum and discipline during ASC Meeting

248 e. Clarifies ASC Policy questions.
249 f. Places Principles before Personalities (Attempts to be fair and impartial, working for
250 the common good)
251 g. To organize and facilitate admin meetings as needed.

252 **Area Vice-Chairperson:**

253 1. The Qualifications of the Vice-Chairperson are:
254 a. Mandatory TWO years abstinence from all drugs
255 b. Active for a minimum of ONE year in the Treasure Coast Area NA Service Structure
256 at Area Level
257 c. Willingness and desire to give the time and resources required by the position.
258 d. Working knowledge of the 12 Traditions & Concepts
259 e. Leadership ability, able to organize and communicate effectively.
260 2. The Responsibilities of the Vice-Chairperson are:
261 a. Coordinate's the area subcommittees.
262 b. Keep in regular touch with the chairpersons of each of the subcommittee's staying
263 informed of their projects and problems, attending subcommittee meetings whenever
264 possible.
265 c. When disputes arise within a subcommittee or between subcommittees, the ASC vice
266 chair helps find solutions.
267 d. Works closely with subcommittee chairs when they prepare their annual reports and
268 budget proposals.
269 e. The vice-chair person is also responsible to assist the chairperson in conducting area
270 committee meetings and to conduct ASC meeting in Chairperson's absence.
271 f. Will be listed on the ASC bank Account as a possible signer.

272
273 **Secretary & Alternate Secretary:**

274 1. The Qualifications of the Secretary & Alternate are:
275 a. Mandatory 1 year abstinence from all drugs
276 b. Willingness and desire to give the time and resources required by the position.
277 c. Working knowledge of the 12 Traditions & Concepts
278 d. Leadership ability, able to organize and communicate effectively.
279 e. Must have their own access to a computer and be proficient on that computer.
280 2. The Responsibilities of the Secretary and Alternate are:
281 a. Keeps all records of the ASC, accurate records of each ASC Meeting, compiles and
282 maintains the Area files and Archives.
283 b. Distributes Minutes to GSRs & Sub-Committees no later than 2 weeks after ASC
284 Meeting
285 c. Types and sends any letters the ASC dictates.

286 d. Maintains and arranges for printing of the Area Meeting list (Quarterly), Agendas,
287 Area Policy, and all necessary area forms.

288 **Treasurer & Alternate Treasurer:**

289 1. The Qualifications of the Treasurer and Alt-Treasurer are:
290 a. Mandatory 2 years abstinence from all drugs
291 b. Willingness and desire to give the time and resources required by the position.
292 c. Working knowledge of the 12 Traditions & Concepts
293 d. Leadership ability, able to organize and communicate effectively.
294 2. The Responsibilities of the Treasurer and Alt-Treasurer are:
295 a. Reports contributions and expenses at every ASC Meeting
296 b. In addition, also makes quarterly and annual reports about the ASC's finances.
297 c. Attempts to make sure each Group contributes their fair share to support ASC
298 services.
299 d. Maintains a Prudent Reserve plus operating expenses adequate to serve the Area.
300 e. All monies are channeled through the Treasurer.
301 f. Pays the bills, and Sub-committee Budget amounts as needed, by check.
302 g. All checks are signed at the ASC Meeting
303 h. Is a co-signer of the ASC bank account.
304 i. Maintain relationship with tax professionals to maintain yearly 501-3C non-profit
305 status.
306 j. All monies are to be deposited into the ASC bank account by a signer on the account,
307 within 3 business days of area unless a holiday falls within that.

308 **Regional Committee Member & Alternate Regional Committee Member:**

309 1. The Qualifications of the RCM and Alt RCM are:
310 a. Mandatory 2 years abstinence from all drugs
311 b. Willingness and desire to give the time and resources required by the position.
312 c. Working knowledge of the 12 Traditions & Concepts
313 d. Leadership ability, able to organize and communicate effectively.
314 2. The Responsibilities of the RCM and Alt RCM are:
315 a. Represents Group Conscience of the ASC at the Regional Service Conference (RSC)
316 b. Provides, for the ASC's consideration, all pertinent RSC Agenda items. This includes
317 motions requiring Area Group Conscience and these must be brought to the ASC that
318 immediately follows RSC allowing enough time for consideration and voting by the
319 Groups.
320 c. Attends all RSCs and takes part in any discussion affecting the Region.
321 d. Speaks at RSC as the voice of the ASC's Group Conscience
322 e. Places Principles before Personalities (Attempts to be fair and impartial, working for
323 the common good)

324 f. RCM or Alternate will always have a “Vote of Confidence” at RSC to vote on issues
325 that the Area did not vote on

326 Web Servant & Alternate Web Servant:

1. The Qualifications of the Web Servant and Alt are:
 - a. Mandatory one year abstinence from all drugs
 - b. Willingness and desire to give the time and resources required by the position.
 - c. Working knowledge of the 12 Traditions & Concepts
2. The Responsibilities of the Web Servant and Alt are:
 - Maintain the domain name's registration.
 - Website Updates
 - a. Updates website with required changes including meeting lists.
 - Performs routine maintenance monthly including a full backup of the site.
 - Maintain Google Workspace for each subcommittee and admin body.
 - Will upload a copy of redacted minutes (not to include last names or phone numbers) to the Area's website.

Qualifications & Responsibilities of Subcommittees

342 All Subcommittee Chairpersons:

1. The Qualifications of the Subcommittee's Chairperson are:
Mandatory 2 years abstinence from all drugs except **i. Literature Chair requirement is 18 months clean & Lit Vice Chair is 12 months clean.**
All Subcommittee chairs should have a willingness and desire to give the time and resources required to the position as well as a working knowledge of the 12 Traditions and Concepts. Leadership abilities should be carefully considered when selecting trusted servants. It is important that subcommittee chairs are able to be organized and communicate effectively. The specific qualifications and responsibilities for each subcommittee chairperson can be found in that subcommittee's policy. Below are the qualifications for each subcommittee chairperson as per their specific policies.

353 It is also suggested that all sub-committees hold workshops to promote an awareness of how
354 they function within the Fellowship. Each subcommittee will submit a monthly budget annually, one
355 month after ASC elections.

356 Policy Subcommittee Chair & Vice Policy Chair:

1. The Qualifications of the Policy Chair and Vice Chair are:
 - a. Mandatory TWO years abstinence from all drugs
 - b. Willingness and desire to give the time and resources required by the position.
 - c. Working knowledge of the 12 Traditions & Concepts
2. The Responsibilities of the Policy Chair and Vice Chair are:

- a. Enforce rules of decorum and discipline during Area Service Committee meeting
- b. Places Principles before personalities (attempts to be absolutely fair and impartial, working for the common good)
- c. Clarify TCANA policy questions.
- d. Update policy as required and submit a PDF and/or Word document to the Web Servant within 14 days of approval.

369 Hospitals & Institutions Subcommittee:

370 The H&I Subcommittee at the Area Level is in charge of carrying the message of recovery to
371 the addict that cannot come to us or to an institution where for any reason there are restrictions that
372 differ from the 12 Traditions. The Area's H&I Subcommittee keeps records of H&I meetings,
373 coordinates panels, and establishes new meetings in as many hospitals and institutions as possible.
374 They are also accountable for all disbursed literature, and for expenditure of their budgeted funds, in a
375 written report to be presented at each ASC. They will be in contact with Regional H&I Coordinator
376 and Corrections Coordinators.

377 Literature Subcommittee:

378 The Literature Subcommittee at the Area Level is primarily responsible for the purchase and
379 distribution of NA literature to the Groups within the Treasure Coast Area. A minimum of one
380 month stockpile of literature adequate to supply the Groups will be kept on hand. The sub-committee
381 fills the Groups literature orders at the ASC then replenishes the stockpile via the Regional Service
382 Office or the WSO (World Service office NAWS) finding the best possible price. New Group Starter
383 Kits are automatically provided to a New Group. The Literature Sub-committee is accountable for
384 the inventory in a report given to the ASC. Distributes literature after all business is conducted.

385 Activities Subcommittee:

386 The Activities Subcommittee coordinates and plans activities that promote unity and
387 fellowship in the NA Program, will also rotate locations of activities in our tri-county, ensuring
388 unity. Any functions planned by this subcommittee are to be brought to the ASC for a vote. The
389 Activities subcommittee is accountable to the ASC for expenditure of their budgeted funds and for
390 any receipts from events, in a written report submitted to the ASC.

391 Treasure Coast Convention Subcommittee:

392 The Treasure Coast Convention subcommittee is responsible for scheduling, planning,
393 promoting, and generally facilitating the bi-annual Area Convention. The TCCNA subcommittee
394 may work in unison with the Activities subcommittee on fundraising events to promote and
395 finance TCCNA. The TCCNA subcommittee is accountable to the ASC and will provide a
396 written report subsequent to each TCCNA.

397 Public Relations/ Helpline Subcommittee:

398 The Public relations/ Helpline subcommittee responsible for informing the public about
399 recovery from the disease of addiction through the Twelve Steps and Twelve Tradition of
400 Narcotics Anonymous. This subcommittee is also responsible for maintaining an open line of
401 communication 24 hours a day, 365 days a year to assist addicts in finding meetings and
402 information about Narcotics Anonymous.

403 Serenity in the Swamp Subcommittee:

404 The Serenity in the Swamp Subcommittee is responsible for scheduling, planning,
405 promoting, and generally facilitating the annual Area Serenity in the Swamp campout. TCSITS
406 will open a separate account housed under the area bank account for Serenity in the Swamp.
407 Also providing a written report to ASC when activity is completed.