

THEFT OF FUNDS/ BAD CHECK POLICY

THE ADMINISTRATIVE SUB-COMMITTEE SHALL BE GUIDED BY SPIRITUAL PRINCIPLES OF RECOVERY AND SHALL ALLOW EVERY MEMBER AN OPPORTUNITY TO BEHAVE RESPONSIBLY IN DIFFICULT SITUATIONS AND MAKE AMENDS. THE RECOVERY OF FUNDS IS ONLY PART OF A PROCESS THAT SHALL INCLUDE HEALING FOR ALL THOSE INVOLVED. THIS POLICY SHALL BE A GUIDELINE TO ENCOURAGE A PROCESS THAT IS BOTH RESPONSIBLE AND SPIRITUAL, TAKING STEPS OF INCREASING SEVERITY SHOULD THEY PROVE NECESSARY. BECAUSE OF THE CONTROVERSIES THAT SURROUND THIS ISSUE THE WORLD SERVICE BOARD OF TRUSTEES BULLETIN #30, JUNE 1996 "THEFT OF NA FUNDS" HAS BEEN INCLUDED AS AN ATTACHEMENT TO THE ASC POLICY FOR GUIDANCE.

1. THE ADMINISTRATIVE SUB-COMMITTEE SHALL BE RESPONSIBLE FOR RECOVERY OF THEFT AND/OR BAD CHECKS.
2. WHEN A PERSON HAS WRITTEN A BAD CHECK, THE ASC TREASURER WILL NOTIFY HIM OR HER AND GIVE THAT PERSON A LETTER, A SEVEN (7) DAY PERIOD WILL BE GIVEN TO MAKE THE CHECK GOOD AND PAY THE BANK CHARGES BEFORE THE PROCEDURES BELOW ARE INITIATED. THE CHAIRPERSON SHALL BE NOTIFIED IF THE FUNDS ARE NOT REPAID WITHIN THIS PERIOD OF SEVEN (7) DAYS.
3. IN CASE OF THEFT OF FUNDS, THE ASC CHAIRPERSON WILL BE NOTIFIED IMMEDIATELY, THE FOLLOWING STEPS WILL BE TAKEN TO PROTECT THE FELLOWSHIPS MONEY, AND TO ENCOURAGE THE PERSON INVOLVED TO ACT RESPONSIBLY.
4. THE ASC CHAIRPERSON SHALL CONVENE THE ADMINISTRATIVE SUB-COMMITTEE TO EVALUATE THE SITUATION AND A SUB-COMMITTEE MEMBER WILL DESIGNATED TO MEET WITH THE PERSON TO SET UP A PAYMENT PLAN AND SECURE A PROMISSORY NOTE.
5. THE ASC TREASURER WILL KEEP TRACK OF THE PAYMENTS AND INCLUDE THEM IN THE MONTHLY TREASURER'S REPORT.
6. IF PAYMENT IS NOT RECEIVED AS AGREED, THE ASC TREASURER SHALL NOTIFY THE ASC CHAIRPERSON. THE SUB-COMMITTEE SHALL MEET AS NEEDED TO MONITOR THE SITUATION AND ACT TO RECOVER THE FUNDS. ALL EFFORTS SHALL BE MADE TO HELP THE INDIVIDUAL ACT RESPONSIBLY. HOWEVER, THE SUB-COMMITTEE AS A LAST RESORT MAY INITIATE LEGAL PROCEEDINGS IF NECESSARY.
7. IF A PERSON HAS STOLEN NA FUNDS OR HAS WRITTEN A BAD CHECK THAT HAS GONE TO THE ADMINISTRATIVE SUB-COMMITTEE, THAT PERSON WILL BE NOT ALLOWED TO SERVE IN POSITIONS OF HANDLING MONEY NOR WILL THIS PERSON BE ALLOWED TO WRITE CHECKS TO ASC FOR A PERIOD OF ONE (1) YEAR AFTER PAYMENT OF FUNDS.
8. THE ADMINISTRATIVE SUB-COMMITTEE MAY NOTIFY GSR'S, ASC SUB-COMMITTEE CHAIRPERSONS OR OTHER NA SERVICE COMMITTEES OF THESE ACTIONS AS DEEMED NECESSARY TO PROTECT NA AND THE INDIVIDUAL IN QUESTION.

C.A.N AREA THEFT POLICY

ANY CHAIRPERSON, VICE-CHAIRPERSON, STANDING MEMBER, APPOINTED MEMBER, OR SANCTIONED MEMBER OF THE C.A.N AREA WHO KNOWINGLY OR WILLFULLY MISAPPROPRIATES AREA FUNDS WILL BE CONSIDERED RESIGNED FROM THEIR AREA POSITION. MISAPPROPRIATES MAY INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

- 9. DEPOSITING MONIES IN AN UNAUTHORIZED ACCOUNT.
- 10. ACCEPTING CASH, CHECKS, OR MONEY ORDERS, IN A WAY THAT WAS NOT PREVIOUSLY APPROVED BY THE AREA COMMITTEE.
- 11. SPENDING ASC FUNDS FOR UNAUTHORIZED PURPOSES.
- 12. EMBEZZLEMENT
- 13. CONVERTING LITERATURE AND/OR PROPERTY OF THE ASC FOR PERSONAL USE WITHOUT FIRST PURCHASING THE SAME.

WHEN A SUSPICION OF MISAPPROPRIATION OCCURS, THE CHAIRPERSON MUST FOLLOW THE GUIDELINES SET FORTH IN SECTION _____ THEFT OF FUNDS/ BAD CHECK POLICY. WITH A SIMPLE MAJORITY VOTE, THE AREA COMMITTEE MAY DO ONE OR MORE OF THE FOLLOWING:

- 14. DISMISS THE ALLEGATION
- 15. ALLOW FOR RETRIBUTION
- 16. REMOVAL FROM THE AREA POSITION
- 17. CLOSE AREA ACCOUNTS

IF THE AREA COMMITTEE DETERMINES THE MISAPPROPRIATION IS A THEFT AND THE AMOUNT OF THE MISAPPROPRIATION IS CONSIDERED A FELONY, THE COMMITTEE MUST FILE CHARGES FOR PROSECUTION.

ANY AREA MEMBER OR AREA MEMBER OF A SANCTIONED EVENT WHO HANDLES MONEY, CREDIT CARDS, MONEY ORDERS, OR WHO HAS ACCESS TO AREA BANK ACCOUNTS MUST SIGN THIS THEFT POLICY ON AN ANNUAL BASIS. THIS DOCUMENT WILL BE KEPT ON FILE WITH THE AREA SECRETARY FOR UP TO THREE (3) YEARS AFTER FULFILLING HIS/ HER POSITION.

THE FOLLOWING LANGUAGE WILL BE ADDED TO A SEPARATE PAGE AND EXECUTED BY ALL MEMBERS OF THE AREA COMMITTEE AND ANY AREA MEMBER OF A SANCTIONED EVENT.

MY SIGNATURE INDICATED THAT I HAVE READ AND UNDERSTAND THE C.A.N AREA THEFT POLICY AND AGREE TO FOLLOW THE PROCEDURES AND POLICIES FOR HANDLING NA FUNDS OUTLINED IN THIS DOCUMENT.

NAME (PLEASE PRINT) _____

AREA POSITION _____

SIGNATURE _____ DATE _____

PLEASE REFER TO THE 11TH CONCEPT WHICH STATES THAT NA FUNDS ARE TO BE USED TO FURTHER OUR PRIMARY PURPOSE AND MUST BE MANAGED RESPONSIBLY.