



Stanislaus Valley Groups of Narcotics Anonymous®

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ATTACHMENT A; ANTI-THEFT POLICY, ADOPTED JUNE 2005

The Eleventh Concept establishes the sole absolute priority for use of NA funds, which is to carry the message. The Twelve Concepts for NA Service give the SVGNA ASC a mandate from the NA Groups that calls for total financial accountability. With this in mind, any misuse of funds by SVGNA ASC Trusted Servants cannot be tolerated. Should any SVGNA ASC member or subcommittee member be found to have allegedly misappropriated (stolen), or misused SVGNA ASC funds and/or other assets, and evidence can be presented to demonstrate the alleged theft or misuse, the Chairperson of the SVGNA ASC, immediately upon calling the SVGNA ASC meeting to order, must fully disclose the alleged misuse of funds and/or other assets and the individual(s) involved. Any member accused of misuse of funds and/or other assets may exercise their Tenth Concept right to redress at this time. For the purpose of this document, the 'term misuse of funds' will be defined as "using funds and or property in a manner clearly different than the inherent purpose or function outlined in the budgeted expense or motion passed to appropriate them".

A. SVGNA ASC ACTION:

The SVGNA ASC, once informed of the alleged misuse of funds and/or other assets, may suspend the participation of individual(s) involved "with cause" by a two-thirds (2/3) vote, pending investigation and resolution. Having been found to have misappropriated or misused funds and/or other assets, said individual(s)' participation is immediately terminated, with cause, by a two-thirds (2/3) vote. Additionally, any member removed by the SVGNA ASC for misappropriation or misuse of funds and/or other assets may not hold an elected seat on the SVGNA ASC or its subcommittees for a period of two (2) years.

B. RESTITUTION:

1. Individuals removed for misappropriation or misuse of funds and/or other assets, are expected to make full restitution of all SVGNA ASC funds. Should a member removed for misuse of funds fail to make full restitution, said member may be subject to criminal and/or civil prosecution by the SVGNA ASC.

2. SVGNA ASC trusted servants shall be required to sign a **memorandum of financial responsibility** if their position requires them to handle NA funds or property.

3. Procedure for Resolution:

a. A thorough review of all books and financial records shall be performed by the Treasurer, Chairperson, and one voting member of the SVGNA ASC to determine the magnitude of any misappropriation of funds. If the Treasurer is the member responsible for the issue, the Assistant Treasurer will perform the duties of the Treasurer.

b. Then a meeting will be scheduled, assuring that the individual(s) who allegedly misappropriated or misused funds and/or other assets, is/are informed of the meeting and given the opportunity to present his or her point of view. After all sides have been heard, a break in the meeting format shall take place to allow all present time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.

c. If the individual admits to the theft and agrees to pay back the funds and/or other assets, a restitution agreement can be developed that will outline the repayment amount and timeframe (i.e. \$xx per month for xx months). The individual shall be notified in said agreement that if the restitution agreement is not adhered to, the intent is to take legal action based on the signed and witnessed restitution agreement.

d. A report about the situation shall be published in the SVGNA ASC minutes, and regular reports on the status of the restitution agreement shall be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm, is the fellowships primary intent.

e. If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be **our last resort, opted for only when everything else has been tried**. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using the SVGNA ASC open forum session, the California Mid State Region, the NA World Board, and the Narcotics Anonymous World Services Incorporated as resources.

4. If legal action is pursued one or all of the following may occur:

a. A civil action may be filed against the individual(s) and a judgment for full restitution may be obtained.

b. The SVGNA ASC may pursue a criminal prosecution of the individual(s) through the proper authorities.

c. The SVGNA ASC Chairperson will preside over an ADHOC subcommittee formed specifically to deal with issues related to the litigation. That ADHOC subcommittee will have discretion to enlist the assistance of professionals if it is deemed necessary and funds are available.