

GUIDELINES FOR LAKE COUNTY AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

Review Draft
11/11/2011

I. BOUNDARIES

This body shall be known as the Lake County Area Service Committee of Narcotics Anonymous and referred to in these guidelines as simply ASC. This committee shall serve that portion of California that lies within the boundaries of Lake County (except groups that choose to be excluded) and is referred to in these guidelines as simply the Lake County Area.

II. PURPOSE

The primary purpose of this body is to support and strengthen the groups and the committees in this area. To create a positive forum, consistent with the Twelve Traditions and Twelve Concepts of Service of Narcotics Anonymous, where common needs and problems of the groups and committees can be addressed and solutions found.

Additionally, the purpose of this body is to support and provide guidance to ASC Subcommittees, keeping the ASC strong for the common good of the members and groups in the Lake County Area and Narcotics Anonymous as a whole.

III. FUNCTIONS

1. To communicate and disburse all information to and from local groups through their representatives.
2. Maintain steady distribution levels of all Narcotics Anonymous literature to said representatives.
3. Conduct monthly service meetings.
4. Provide Regional Committee Members for active participation in all Northern California Regional Service Committee meetings of Narcotics Anonymous.
5. Set-up proper sub-committees to complete all service functions including activities. Those bodies are to be held accountable to the ASC.
6. Produce updated meeting schedules on a timely basis.
7. Offer encouragement and support to all groups and their Group Service Representatives.
8. Maintain a mailing address to be used by the ASC and its subcommittees.
9. Maintain a checking account and sufficient operational reserves in order to conduct regular business.

IV. PARTICIPANTS

The ASC shall be comprised of GSR's and GSR alternates from the established groups within the boundaries set forth and the Administrative Committee, which is comprised of the elected ASC trusted servants and subcommittee chairs. Groups become participants and voting members of ASC after beginning regular recovery meetings. Each group has one vote and each member of the Administrative Committee has one vote with the exception of Assistant Treasurer, who only votes in the absence of the Treasurer.

V. ADMINISTRATIVE COMMITTEE

All members of the Administrative Committee must have a working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous; have a one (1) year commitment to the service position; attend all Administrative Committee meetings; and have a working knowledge of Lake County Area Guidelines. Term of Office begins in January and ends in December of each year. Relapse results in automatic removal from a position on the Administrative Committee.

TRUSTED SERVANTS:

1. CHAIRPERSON

Requirements

- A. A minimum of three (3) years clean time.
- B. Have one (1) year ASC experience specific to the Lake County Area.
- C. The willingness and resources to do the job.

Duties

- A. To maintain a written ASC agenda.
- B. Co-signs ASC bank account.
- C. Presides over regular ASC meetings.
- D. Shares responsibility with the Vice-Chair to regularly attend Sub-Committee meetings.
- E. To hold Administrative Committee meetings as needed.

2. VICE-CHAIRPERSON

Requirements

- A. To have a minimum of two (2) years clean time.
- B. The willingness to become the chairperson upon approval in the following year.
- C. Have one (1) year prior ASC experience

Duties

- A. In the absence of the Chairperson, the Vice-Chairperson shall preside over ASC meetings.
- B. To co-sign the ASC bank account.
- C. Share responsibility with the Chairperson to regularly attend Sub-Committee meetings.
- D. Provide orientation for new GSR's.

3. TREASURER

Requirements

- A. A minimum of three (3) years clean.
- B. Math skills necessary to do the job.
- C. Access to a computer.

Duties

- A. To be custodian of the ASC bank account.
- B. Keep an accurate financial ledger.
- C. Make sure all expenses are approved and paid.
- D. Give a written report of the financial status at each ASC meeting.
- E. To be primary signatory of the ASC bank account.
- F. Is responsible for all monies received.
- G. Submit a written financial report at the end of each calendar year and at the end of her/his term of office.
- H. Submit an annual budget, prepared according to Lake County Area Guidelines, for approval by the groups through the ASC.
- I. To monitor ASC budget and subcommittee budgets.
- J. Is responsible for checking post office box and bringing all mail to the Administrative Committee meeting.

4. **ASSISTANT TREASURER**

Requirements

- A. Minimum of 2 years clean and will complete 3rd year by end of their term as Assistant Treasurer.
- B. Math skills necessary to do the job.
- C. The willingness to become the ~~chairperson~~ **treasurer** upon approval in the following year.
- D. Access to a computer.

Duties

- A. To count each donation at ASC to verify that it matches the amount on the GSR/Subcommittee donation slip.
- B. To assist the Treasurer as needed at ASC (passing out reports, passing out checks, organizing receipts received at ASC, etc.)
- C. To work with the Treasurer in learning the ASC financial record keeping, bill payments, and reporting.

5. **SECRETARY**

Requirements

- A. A minimum of eighteen (18) months clean.
- B. Clerical skills necessary to do the job.
- C. Access to a computer.

Duties

- A. Take clear and accurate minutes of each ASC meeting.
- B. To distribute said minutes within two weeks prior to the next ASC meeting.
- C. Maintain GSR starter packets and make them available and updated at every ASC meeting.
- D. Keeps copies of current years' minutes on hand at every ASC meeting.
- E. Maintains the ASC archives
- F. Keep copies of current guidelines.
- G. Keep a current list of existing ASC policies as have been passed by ASC vote.
- H. Maintain a current roster of all ASC members and their phone numbers.

6. REGIONAL COMMITTEE MEMBERS (2)

Requirements

- A. A minimum of three (3) years clean.
- B. One (1) year area level experience specific to the Lake County Area.

Duties

- A. Attends all ASC and Northern California Regional Service Committee (RSC) meetings.
- B. To serve as the communication link between Northern California RSC and the Lake County Area.

7. TAC LIAISON

Requirements

- A. A minimum of two (2) years clean.
- B. Have one (1) year prior ASC experience.

Duties

- A. Attends all ASC and TAC Committee meetings.
- B. To serve as the communication link between the TAC Committee and the Lake County Area.

8. RIDE FOR RECOVERY LIAISON

Requirements

- A. A minimum of two (2) years clean.
- B. Have one (1) year prior ASC experience.

Duties

- A. Attends all ASC and Ride For Recovery Committee meetings.
- B. To serve as the communication link between the Ride For Recovery Committee and the Lake County Area.

SUB-COMMITTEES

Sub-committees shall be established to serve any specific needs, which may arise, within the area. These committees shall be established by a two-thirds majority vote of the voting participants of the ASC. The basic purpose of the sub-committees is to collect, clarify, design and state the recommendations of the fellowship within their specific areas of concern and to initiate and coordinate actions based on these decisions. Sub-committee chairpersons shall be elected by ASC participants. All sub-committees are required to submit written reports to the ASC. All sub-committees are required to provide a written accounting of funds entrusted to them. All sub-committees shall establish operational guidelines to be reviewed and approved by ASC and adhere to the spirit and application of the Twelve Traditions and the Twelve Concepts as they relate to their service. No member may hold more than one voting position at the same time.

Requirements for Subcommittee Chairperson:

- A. Minimum of 2 years clean
- B. A one-year commitment to serve
- C. Thorough knowledge of Lake County Area Guidelines
- D. Have one year prior ASC experience

Duties

- A. Attends all ASC meetings
- B. To fulfill the duties assigned to it by the ASC
- C. To organize & hold regular Subcommittee meetings for the purpose of carrying out the service required of the subcommittee
- D. Complete specific tasks assigned by the ASC
- E. To account for all ASC funds and financial activity in each monthly report.
- F. To include a detailed summary of all subcommittee activity in each monthly report.

1. HOSPITALS AND INSTITUTIONS

Acts as a resource to groups and individual members in their efforts to carry the message of NA into institutions such as jails, prisons, hospitals, and detox centers. Its function is to help carry the message to those who cannot attend regularly scheduled NA meetings.

2. PUBLIC RELATIONS

Informs addicts and others in the community of the availability of recovery in Narcotics Anonymous. Prepares and updates meeting schedules. Operates and maintains the Lake County Area phone line. Maintains the local website and is point of contact for the Regional website. Distributes meeting schedules and literature at strategic locations within the Lake County Area. All materials distributed or otherwise supplied that are not pre-printed NA literature and all postings to the website must have prior ASC approval.

3. LITERATURE

Acts as the source for NA approved literature for purchase by the groups at all regularly scheduled ASC meetings.

4. ACTIVITIES

Will serve to provide events and activities to generate friendship and fellowship among the area membership and to provide for the social needs of members learning to live clean. This sub-committee is required to keep an inventory of all events (i.e. halls, entertainment and contact persons). This sub-committee shall strive to operate in positive cash flow without compromising our primary purpose.

VI. AREA OPERATIONAL GUIDELINES

1. ATTENDANCE

- A. Administrative Committee members shall attend all regular meetings. In the event that an Administrative Committee members cannot attend, the Chairperson shall be notified. If two (2) consecutive meetings are missed the Chairperson shall bring this matter up before this body for review.
- B. A group shall be represented by its GSR or alternate at all regular ASC meetings.
- C. A sub-committee shall be represented by its elected representative at all regular meetings.
- D. All members of NA are welcome to attend all regular ASC meetings as observers, using their representatives as a channel to communicate. The Chairperson at his/her discretion may call on a non-participant observer to speak.
- E. All groups are deemed active, other than those who have not been represented at three (3) consecutive ASC meetings. A meeting is active again upon sending a GSR to an ASC meeting.

2. VOTING PROCEDURE

- A. A quorum is required for ASC to conduct business beyond the payment of regular bills. A regular quorum shall be determined by a simple majority of active groups and shall be used for the conduct of regular business, including elections. A call for quorum may be made at any time by any ASC voting participant. At that point the Secretary performs a roll call to establish if there is still a quorum so that ASC business may continue. A special vote quorum is defined as 2/3 of the active groups being present and is necessary for specific voting situations as defined in section 2F.
- B. Voting participants on all normal business matters shall be comprised of the participants previously described as ASC members, except for the Chairperson, who only votes to create or break a tie.
- C. Voting on matters affecting our Area as a whole (i.e. votes taken back to the groups) shall be made only by the GSR's or their alternates. A tie vote shall be taken back to the groups for reconsideration. The Chairperson may vote to create a tie on a GSR-only vote. The purpose of this is to give the membership additional time to consider an issue that does not have a clear consensus.
- D. Each voting participant may only submit one (1) vote.
- E. Motions can only be made by participants of this body, as previously described, other than the Chairperson. Motions must be seconded by a GSR in attendance.
- F. All issues presented to the ASC shall be decided by a simple majority of voting participants, with the exception of Guideline approval and amendment, removal of officers and approval/amendments of the Budget. These exceptions require a 2/3^{rds} majority vote after the establishment of a special vote quorum as defined in section 2A.

3. ELECTIONS

- A. All administrative elections shall be held in August of each year except the TAC Liaison, who shall be elected after each TAC Convention.
- B. Nominations may be open until just prior to the election and may be added to the ballot at that time.
- C. The nominee receiving the majority of votes cast wins.
- D. Elections shall be voted on in the following order:
 - 1. Chair
 - 2. Vice-Chair
 - 3. Treasurer
 - 4. Assistant Treasurer
 - 5. Secretary
 - 6. RCM 1 & 2
 - 7. H&I Chair
 - 8. PR Chair
 - 9. Activities
 - 10. Literature
- E. The Chairperson or Vice Chairperson will temporarily take any office remaining vacant following the election. If this burden is too great, the

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Chairperson, subject to a GSR-only vote of approval, may select interim appointees.

- F. If an office remains vacant following the election, nominations will remain open and an election held upon a nomination being accepted at any subsequent ASC meeting.

3. BUDGET

The budget year is the same as the Administrative Committee's term of office. In July, the Chair presides over the annual budget meeting. All subcommittee chairs will prepare their subcommittee proposed budgets and bring them to the budget meeting. This meeting is separate from the regularly scheduled ASC meeting. A balanced and realistic ASC budget for the following calendar year will be prepared by the Administrative Committee, adjusting subcommittee proposed budgets and general ASC expenses as necessary to achieve balance. The draft resulting from the annual budget meeting will then presented to ASC by the Treasurer at the August ASC meeting. GSR's will take the draft budget to their groups for approval or revision. Until approved, the draft budget will be an Open Forum topic where groups can discuss the proposed revisions. The final budget will be decided upon and approved by a GSR-only vote no later than the December ASC meeting.

4. AREA INVENTORY

Annually, ASC will set aside all motions and business to conduct an inventory as to how we are fulfilling our purpose. All reports will be submitted in writing at the beginning, along with meeting donations and literature orders. The remainder of the meeting will focus on the general theme of an Area Inventory.

5. AD HOC COMMITTEES

Ad Hoc committees shall be formed by the Chairperson as needed to carry out a short-term goal of the Lake County Area and shall be disbanded upon completion of that goal, and shall provide a written report to the ASC in a timely manner. Ad Hoc committee chairpersons shall be appointed by the ASC Chairperson and will not have a representative vote at ASC meetings

6. USE OF FUNDS

The Twelve Concepts of NA Service give the ASC a mandate from the NA Groups that call for total financial accountability. Therefore, ASC cannot tolerate misuse of funds (money) by Trusted Servants or Subcommittees.

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- A. An annual audit will be performed by an Ad Hoc committee in November of each year and will present a report of their findings at the December ASC meeting. The report to ASC will include what was done well, what needs to be done better, and if there is any evidence of misuse of NA funds. The audit will involve examination of all documentation for income and expenses for the past year for the financial activities of ASC.
- B. Should any NA member be found to have misappropriated or misused funds trusted to ASC, within or outside of an audit, the Chairperson shall, immediately, upon calling the ASC meeting to order, fully disclose the incident. The member or members involved may exercise their 10th Concept right to redress at that time.
- C. Any NA member found to have misappropriated or misused funds trusted to ASC who also holds an Administrative Committee position shall either resign or may be removed from that position “with cause” by a 90% majority vote with regular quorum. Resignation or removal is effective immediately and that individual is not eligible to hold a position that handles money on ASC or its subcommittees for a period of two years.

7. GSR’s and GSR ALTERNATES

The Group Service Representative (GSR) is the first line of communication between a Group and NA as a whole. They are the links that bind the Groups together in the performance of our primary purpose. It is their responsibility to keep a Group informed and to express a Group’s conscience in all matters. In other words, they are the voice of their Group.

In the absence of Group guidelines, suggested requirements for Groups to consider when selecting a GSR are:

- A. The willingness and desire to serve.
- B. A minimum of one year of continuous clean time. Addicts should be allowed to focus on their recovery first and Area level service later, when their foundation in recovery has been built and service is not a distraction.
- C. An active participation in the Group they are to serve.
- D. Knowledge of the 12 Steps and the 12 Traditions of NA.
- E. An understanding of our NA service structure and the responsibilities of a GSR.

A new GSR will receive an orientation from the Vice-Chairperson and be assigned to an experienced GSR to act as a mentor for the first two ASC meetings the new GSR attends.