

# GUIDELINES FOR THE LAKE COUNTY AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

Working Draft  
Updated 1/23/10

## I. BOUNDARIES

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

## II. PURPOSE

Our purpose is to further the unity of the fellowship within the Lake County Area and ~~on the intra-area level, by existing~~ **to serve** as a channel for communication between Lake County and the rest of NA as a whole. To communicate with one another on all matters pertaining to our common welfare (unity) and our ~~common~~ **primary** purpose (to carry the message to the addict that still suffers) in the spirit of strengthening and servicing our fellowship. We are here to respond to the needs and services of our **local** fellowship as they arise ~~A further purpose of this body shall be the coordination of NA functions common to the various groups within the area,~~ in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

## III. FUNCTIONS

- ~~1. To hold regular monthly meetings or as needed.~~
  - ~~2. To record and distribute minutes of the regular LCASCNA meetings to the LCASCNA officers, subcommittee chairpersons, group service representatives or their alternates.~~
  - ~~3. To maintain a post office box.~~
  - ~~4. To maintain a general checking account.~~
    - ~~A. With the Chair, Vice Chair and Treasurer as signatories.~~
    - ~~B. With a Prudent Reserve of \$400.00 **\$600.00**.~~
- A. To communicate and disburse all information to and from local groups through their representatives.
  - B. Maintain steady distribution levels of all Narcotics Anonymous literature to said representatives.
  - C. Conduct monthly service meetings.
  - D. Provide a Regional Committee Member for active participation in all Northern California Regional Service Committee meetings of Narcotics Anonymous.

- E. Set-up proper sub-committees to complete all service functions including activities. Those bodies are to be held accountable to the ASC.
- F. Produce updated meeting schedules on a timely basis.
- G. Offer encouragement and support to all groups and their Group Service Representatives.
- H. Maintain a mailing address to be used by the Area Service Committee and its' subcommittees.
- I. Maintain a checking account and sufficient operational reserves in order to conduct regular business.

#### IV. PARTICIPANTS

- A. ~~This committee~~ **The ASC** shall be comprised of GSR's and GSR alternates from the established groups within the boundaries set forth and the Administrative Committee. ~~and sub-committees, chairpersons/representatives.~~
- B. *Administrative Committee:* This committee shall be comprised of the Chairperson, Vice-Chairperson, Secretary, Treasurer, Assistant Treasurer, Regional Committee Members (RCM's), **TAC Liaison** and Sub-Committee Chairpersons

##### 1. CHAIRPERSON

###### REQUIREMENTS

- a. That s/he have current LCASCNA experience (i.e. Vice-Chair), a commitment to service, the willingness and resources to do the job, a working knowledge of the Twelve Steps, and understanding of the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.
- b. One (1) year previous experience at the ~~Area~~ **ASC** level.
- c. A minimum of three (3) years clean time.
- d. A one (1) year commitment to this service position.
- e. Have a thorough knowledge of ~~Area~~ **ASC** Guidelines.

###### DUTIES

- a. To maintain a written ASC agenda.
- b. Co-signs ASC bank accounts.
- 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.
- f. ~~To keep an updated copy of on-going guideline changes.~~

## **2. VICE-CHAIRPERSON**

### REQUIREMENTS

- a. To have a minimum of ~~three (3)~~ **two (2)** years clean time.
- b. The willingness to become the chairperson upon approval in the following year.
- c. A one (1) year commitment to this service position.
- d. Have one (1) year prior ASC experience, **a commitment to service, the willingness and resources to do the job, a working knowledge of the Twelve Steps, and understanding of the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.**
- e. Have a thorough knowledge of ~~Area~~ ASC Guidelines.

### DUTIES

- a. In the absence of the Chairperson, the Vice-Chairperson shall ~~perform~~ **facilitate** ASC meetings as needed.
- b. To co-sign the ASC bank account.
- c. Share responsibility with the Chairperson to regularly attend Sub-Committee meetings.
- d. Attends all Administrative Committee meetings.

## **3. TREASURER**

### REQUIREMENTS

- a. A minimum of three (3) years clean.
- b. Math skills necessary to do the job.
- c. One (1) year commitment to the job.
- d. Have a thorough knowledge of ~~Area~~ ASC guidelines.
- e. Have one (1) year prior LCASCNA experience.

### DUTIES

- a. To be custodian of the ASC bank account.
- b. Keep an accurate financial ledger.
- c. Make sure all approved expenses are paid.
- d. Give a written report of the financial status at each regular meeting.
- e. To be primary signatory of the ASC bank account.
- f. Is responsible for receipts of 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 for approval by the ASC.
- i. Attends all Administrative Committee meetings. To uphold budgets of all Sub-committees.

#### **4. ASSISTANT TREASURER**

##### REQUIREMENTS

- a. Minimum of 2 years clean (completing 3rd year by end of term as Assistant Treasurer, to qualify for Treasurer position).
- b. Math skills necessary to do the job.
- c. 1-year commitment to the position
- d. Willingness to become Treasurer at end of term.

##### DUTIES:

- a. Work with the Treasurer to learn the position.
- b. Assist the Treasurer with all accounting and reporting functions.
- c. Attend all Administrative committee meetings and ASC meetings

#### **5. SECRETARY**

##### REQUIREMENTS

- a. A minimum of eighteen (18) months clean.
- b. Clerical skills necessary to do the job.
- c. A one (1) year commitment.
- d. Have a thorough knowledge of Area ASC guidelines.
- e. Access to a computer.

##### DUTIES

- a. Keep 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 LCASCNA meeting.
- d. Keeps copies of current years' minutes on hand at every ASC meeting.
- e. Turn in copies of current years' minutes to archives at the end of term.
- f. Keep copies of current years guidelines **including updated guideline changes.**
- g. Attends all Administrative Committee meetings.

6. **REGIONAL COMMITTEE MEMBERS (2)**

REQUIREMENTS

- a. A minimum of three (3) years clean.
- b. One (1) year previous experience at the Area ASC level.
- c. One (1) year commitment.
- d. Have a thorough knowledge of Area ASC guidelines.

DUTIES

- a. Attends all ASC and NCRSCNA meetings.
- b. To serve as the communication link between NCRSCNA and ASC.
- c. Attends all Administrative Committee meetings.
- d. To supply Treasurer with written financial accountability for monthly expenses.

7. **TAC LIAISON**

REQUIREMENTS

- a. A minimum of two (2) years clean.
- b. One (1) year commitment.
- c. Have a thorough knowledge of the ASC guidelines.

DUTIES

- a. Attends all ASC and TAC Committee meetings.
- b. To serve as the communication link between the TAC Committee and ASC
- c. Attends all Administrative Committee meetings.
- d. To supply Treasurer with written financial accountability for monthly expenses.

C. **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 (admin/officer) position at the same time at sub-committee level.

1. REQUIREMENTS FOR SUB COMMITTEE CHAIRPERSON:

- a. Minimum of 2 years clean
- b. A one-year commitment to serve
- c. Thorough knowledge of ASC 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.

Standing sub-committees are as follows:

**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, detox centers and recovery houses. Its' goal is to help carry the message to those who cannot come to meetings.

**2. PUBLIC RELATIONS**

Acts as a vehicle to provide information regarding our message in order to make it more readily available to those who seek it, by making contact with radio, television, and press within the area, by providing speakers for area institutions as per request (i.e. schools, hospitals, community agencies, etc.), collects, composes and distributes updated directories of all meetings within the area, maintains ~~area~~ ASC phone line and webpage.

**3. LITERATURE**

Acts as a clearinghouse for WSC 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 be the primary fundraising body of the LCASCNA, without compromising our primary purpose.

## **LCASCNA OPERATIONAL GUIDELINES**

### **ATTENDANCE**

1. Officers shall attend all regular meetings. In the event that an officer 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.
2. A group shall be represented by its' GSR or alternate at all regular LCASCNA meetings.
3. A sub-committee shall be represented by its' elected representative at all regular meetings.
4. All members of NA are welcome to attend all regular LCASCNA 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.
5. All groups are deemed active, other than those who have not been represented at three (3) consecutive LCASCNA meetings.

### **VOTING PROCEDURE**

1. A quorum shall be determined by a simple majority of active groups.
2. This body has distinguished a difference between votes of normal business matters and votes affecting our area as a whole.
  - a. Voting participants on all normal business matters shall be comprised of the participants previously described as LCASCNA members, except for the Chairperson, who only votes in case of a tie.
  - b. Voting participants on matters affecting our area as a whole (i.e. votes taken back to their respective groups) shall be made only by the GSR's or,

their alternates. A tie vote shall be taken back to the membership for reconsideration.

- c. Each voting participant may only submit one (1) vote.
3. Motions can only be made by participants of this body as previously described with the exception of the Chairperson.
  - A. ~~Motions affecting normal business matters may be made by any participant of this body other than the Chairperson (i.e. simple majority)~~
4. An officer can only be removed from office by a two-thirds majority vote.
5. Guidelines ~~may~~ **can only** be approved and/or amended by a 2/3rds majority vote of the active groups.
6. All issues presented to ~~Area~~ **the LCASCNA** shall be decided by a simple majority of voting participants, with the exception of Guideline changes, removal of officers and approval/amendments of the Budget. These exceptions require a 2/3rds majority vote of active groups.

## **ELECTIONS**

1. All administrative elections shall be held in August of each year **except the TAC Liaison, who shall be elected after each TAC Convention.**
2. All officers are elected by two-thirds majority vote.
3. Elections shall be voted on in order as follows:
  1. Chair
  2. Vice-Chair
  3. Treasurer
  4. Secretary
  5. RCM's
  6. H&I Chair
  7. PR Chair
  8. Activities
  9. Literature

## **BUDGET**

The budget and all permanent changes to the budget shall be brought back to the individual groups for approval.

## **~~SPECIAL SUB-~~ AD HOC COMMITTEES**

Shall be formed as needed to carry out a short term goal of the LCASC and shall be disbanded upon completion of that goal, and shall provide a written report to the LCASCNA in a timely manner. ~~These sub-committees (i.e. Adhoc)~~ **Adhoc committees** shall not have a representative vote at the ASC meetings.

## **GSR's and GSR ALTERNATES**

These guidelines shall not define the position of Group Service Representative or Alternate Group Service Representatives, but would suggest that all GSR's and their alternates sit on one of the standing sub-committees.

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