



## **CENTRAL SIERRA SOUTH**

## **NARCOTICS ANONYMOUS**

## **AREA SERVICE COMMITTEE GUIDELINES**

### **ARTICLE I: NAME**

The committee shall be known as Central Sierra South Area Service Committee of Narcotics Anonymous (NA).

### **ARTICLE II: SERVICE AREA BOUNDARIES**

The service area shall be contained within the geographic boundaries of Tuolumne County only.

### **ARTICLE III: PURPOSE**

The purpose of our Area Service Committee (ASC) is to administer and coordinate the activities common to the welfare of Central Sierra South Narcotics Anonymous groups. We shall exist also as a channel of communication between CSSNA's represented groups, California Mid-State Regional Service Committee (CMSRC), World Service Committee (WSC), and the rest of NA as a whole; to communicate with each other on all matters pertaining to our common welfare (unity) and our common purpose (to carry the message of NA to the addict who still suffers). Our aim is to further the unity of the fellowship within the CSSNA area. We are here to serve our fellowship and respond to the needs of our area as they arise, and to maintain the Twelve Traditions of NA and the 12 Concepts for NA Service in all of our functions. For the purpose of these guidelines, the term "Narcotics Anonymous group" shall be defined as stated in the approved service manual of Narcotics Anonymous.

## **ARTICLE IV: PARTICIPANTS**

This committee shall have voting and non-voting participants. Only voting participants have voting rights. No voting participants shall hold two voting positions at the same time. No chair or vice chair of any sub-committee shall hold a voting position at ASC.

### **A. VOTING PARTICIPANTS:**

1. The GSR, or in their absence, the Alt. GSR from the established groups, and in the event of a tie, the Area Service Chairperson, for the sole purpose of resolution.
2. If a meeting does not have an elected GSR or Alt. GSR, or the GSR or Alt. GSR is absent with notice, the Outreach Coordinator, at the request of that meeting, shall be allowed to attend ASC on behalf of that meeting and vote on behalf of that meeting with their groups' conscience. This is to allow the meeting to be represented at the Area level. Since the Outreach Coordinator will be voting with the said groups' conscience and not their own, they shall be allowed to vote for more than one meeting if the event ever occurs. Any trusted servant of a meeting shall be allowed to attend ASC on behalf of their meeting to turn in funds and give a GSR report. No voting rights shall be allowed.
3. No GSR or Alt. GSR may vote for more than one meeting.
4. Only a GSR can vote on, make, or second motions.
5. Any group not represented for two consecutive meetings of ASC without notice loses their right to vote. The privilege to vote shall be restored on the second ASC meeting attended.
6. **GROUP SERVICE REPRESENTATIVE (GSR):** The role of a GSR is not a simple one, and not to be taken lightly. A GSR (Voting Participant) is elected by group conscience at the group level. The GSR is the first in the line of communication between the groups and NA as a whole. They are the links that bind the groups together in the performance of our primary purpose. It is the GSR's responsibility to keep their group informed and to express their groups' conscience in all matters. They are the "voice of the group." GSRs have an active part in the business of NA, which is probably the most important thing we can do to improve the unity of our fellowship. Active representation, more than any other thing, can strengthen the ties that bind us together and promote our common welfare. The GSRs speak for their groups at ASC meetings. They take part in the planning and implementation of any functions that affect the members of their group. As a result of their participation, they can keep their groups informed about what is happening in NA. Members of a group should always be able to look to their GSR and find out about activities, other groups, how our NA Service Structure works, the Twelve Traditions and the Twelve Concepts of NA Service, and how they can become more involved. It is suggested that the GSR share some of his/her responsibilities with the Alt. GSR, in order to learn the duties, to be able to take over in the event that the GSR is ill or unable to attend or continue to serve for any reason. When groups are in the process of electing trusted servants through group conscience, it is important to keep in mind the availability of trusted servants within the group. It is

understandable that not all groups will meet the time requirements set forth herein. It is suggested a GSR should have:

- a. The willingness and desire to serve.
- b. A minimum of one (1) year of continuous clean time.
- c. An active participation in the group they are to serve.
- d. Knowledge of the Twelve Steps and Twelve Traditions of NA and the Twelve Concepts of Service of NA.
- e. An understanding of our NA service structure and the responsibilities of a GSR.

The requirements for the position of Alt. GSR are the same as those for the GSR, except that there is a minimum of six (6) months of continual clean time. These qualifications are only suggestions (see section A:5 above).

**B. NON-VOTING PARTICIPANTS:**

1. Chairperson (except in the event mentioned in Article IV Section A, 1)
2. All other ASC Administration Officers
3. All Sub-Committee Chairpersons or representatives
4. Observers: NA members that are not participants of the ASC shall be recognized as observers. Observers shall have only the specific right to request the floor. The ASC Chairperson shall have the right to grant or deny such requests. The Chairperson's decision shall be subject to appeal and may be overturned by a majority of the voting participants.

**ARTICLE V: QUORUM ESTABLISHMENT**

For the purpose of conducting business, a majority of the voting participants shall be present; GSRs must be no more than 20 minutes late to be considered present. Only those groups having a GSR or Alt. GSR are counted in the establishment of a quorum. Quorum must be re-established after any break in proceedings.

**ARTICLE VI: ELECTION OF OFFICERS**

**A. OFFICERS OF THE AREA SERVICE COMMITTEE**

Officers of the ASC shall consist of the following:

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Treasurer
5. Regional Committee Member (RCM)
6. Regional Committee Member Alternate (RCMA)

7. Literature-Administrator

**B. ELECTION OF AREA SERVICE COMMITTEE OFFICERS**

All officers of the Area Service Committee shall be elected at the regular service meeting in the month of January of each year. Officers shall be elected by a majority vote.

Waiver of clean time:

1. Clean time waiver is not suggested; however, up to 25% may be waived to be filled open positions.

**C. OFFICES AND TERMS OF SERVICE**

No officer of the Area Service Committee shall hold more than one (1) office position at a time. Terms of office shall begin at the start of the regular ASC meeting following the meeting at which the elections were held. Upon election to an ASC Officer's position, the elected Officer must resign from their GSR position, if applicable.

**D. OFFICE VACANCIES**

Notification of the need to fill a vacancy shall be provided to the area's groups by the GSRs. In case of vacancies, the following coverages apply:

1. Chairperson – Vice Chairperson
2. Vice Chairperson – Regional Committee Member
3. Secretary – Vice Chairperson
4. Treasurer – Chair
5. Regional Committee Member – Regional Committee Member Alternate\*
6. Literature Administrator – Vice Chairperson
7. Archivist – Outreach Coordinator
8. Outreach Coordinator – Archivist

\*In the event there is no elected RCM/RCMA a member of the Admin. Body shall represent this area at Region.

**E. NOMINATIONS:**

Any member of the Area Service Committee may nominate a qualified individual for an Area Service Committee position. Any member of CSSNA may submit a nomination of an individual for an Area Service Committee position.

**ARTICLE VII: REMOVAL OF AN OFFICER**

**A. REMOVAL REQUIREMENTS:**

An officer may be removed from their position for non-compliance.

Non-compliance includes but is not limited to:

1. Loss of clean time (automatic removal).
  2. Not fulfilling of the duties of their position, including attendance requirements.
- A 2/3 majority vote is required to remove an officer.

**B. RESIGNATION PROCEDURE:**

An officer may resign by providing written notice to the Area Service Chairperson at least two (2) weeks prior to the upcoming regular monthly Area Service Committee meeting.

## **ARTICLE VIII: OFFICER QUALIFICATIONS AND DUTIES**

**A. CHAIRPERSON:**

1. Qualifications
  - a. Active for at least two (2) years in the service structure of NA.
  - b. Two (2) years of continuous clean time.
  - c. One (1) year commitment.
2. Responsibilities
  - a. Open the meeting at the appointed time by calling the meeting to order.
  - b. Announce in proper sequence the business of the day.
  - c. Recognize the participants or observers who are entitled to the floor.
  - d. State and put to vote all questions that come before the ASC as motions. Announce the result of each vote. Rule out motions that are not in order.
  - e. Enforce the rules relating to debate. Keep decorum within the meeting when appropriate.
  - f. Expedite business compatible with the rights of participants and observers.
  - g. Decide all questions of order subject to appeal.
  - h. Respond to inquiries of participants or observers relating to parliamentary procedures or factual information regarding the business of the ASC.
  - i. Authenticate by signature, when necessary, all proceedings of the ASC.
  - j. Declare meeting adjourned when agenda is complete or at any time in the event of a sudden emergency affecting the safety of those present.
  - k. Provide the meeting agenda in writing to the ASC.
  - l. Co-signer of the ASC bank account(s).
  - m. Make a report of the year's work at the annual business meeting.
  - n. Conduct all meetings with impartiality and fairness.
  - o. Establish Ad-Hoc Committees.

- p. Co-Holder of the ASC Post Office Box key.
- q. Establish a quorum before the start of business, and after any break in proceedings, announcing the total count of voting participants in attendance.
- r. Disperse the general correspondence to the ASC.
- s. In the absence of the Treasurer, the Chairperson will serve in the capacity of Treasurer.

## **B. VICE CHAIRPERSON**

- 1. Qualifications
  - a. Active for at least one (1) year in the service structure of NA.
  - b. Two (2) years of continuous clean time.
  - c. One (1) year commitment.
- 2. Responsibilities
  - a. In the absence of the Chairperson, the Vice Chairperson shall serve in the capacity of Chairperson.
  - b. In the absence of the Secretary, the Vice Chairperson shall serve in the capacity of the Secretary.
  - c. In the absence of the Literature Administrator, the Vice Chairperson shall serve in the capacity of Literature Administrator.
  - d. Co-signer on the ASC bank account(s).
  - e. Act as parliamentarian for ASC meetings.
  - f. Run open forum for ASC meetings.
  - g. Authenticate by signature, when necessary, all proceedings of the ASC.
  - h. Willing, upon approval, to serve as chairperson upon completion of term as Vice Chairperson.

## **C. SECRETARY**

- 1. Qualifications
  - a. Active for at least one (1) year in the service structure of NA.
  - b. One (1) year of continuous clean time.
  - c. One (1) year commitment.
- 2. Responsibilities
  - a. Record all proceedings of ASC meetings.
  - b. Keep a file of all committee reports, minutes, and motion logs for the current calendar year.
  - c. Keep and update the ASC's official membership list and call roll at each meeting.
  - d. Make minutes and reports available to all NA members upon request.

- e. Maintain record book(s) of guidelines, special rules of order, standing rules and minutes, with any amendments to these documents properly recoded for the current calendar year.
- f. Notify members of special meetings, in accordance with methods of notification as is agreed upon by the ASC.
- g. Distribute copies of the minutes to each officer and GSR at each monthly ASC meeting.

**D. TREASURER**

1. Qualifications

- a. Active for at least (2) years in the service structure of NA.
- b. Three (3) years continuous clean time.
- c. One (1) year commitment.

2. Responsibilities

- a. Custodian of the ASC funds.
- b. Co-signer on ASC bank account(s).
- c. Report on all receipts and disbursements. Hold all sub-committees accountable to the budget(s) and prudent reserve(s).
- d. Make a full financial report at the annual ASC meeting to be audited by an appointed outside professional, if necessary.
- e. Disburse funds as necessary, in accordance with committee decisions, when funds are available.
- f. Advise ASC members of financial obligations.
- g. Co-holder of ASC Post Office Box key.
- h. Give the general correspondence to the ASC chairperson.
- i. Ensure that the PR sub-committee and ASC rents are paid, on time, from ASC funds.

**E. REGIONAL COMMITTEE MEMBER/ALTERNATE**

1. Qualifications - RCM

- a. Active for at least two (2) years in the service structure of NA.
- b. Three (3) years continuous clean time.
- c. One (1) year commitment.

2. Qualifications - RCMA

- a. Active for at least two (2) years in the service structure of NA.
- b. Two (2) years continuous clean time.
- c. One (1) year commitment.
- d. Willing, upon approval, to serve as RCM upon completion of term as Alternate.

3. Responsibilities

- a. In the absence of the Vice Chairperson, the RCM shall serve in the capacity of Vice Chairperson.
- b. Represent the CSSNA ASC at each California Mid-State Regional Committee meeting.
- c. Provide the ASC Chairperson with additional agenda item(s), if appropriate, for the next regular monthly ASC meeting and/or business meeting, prior to that meeting.
- d. Advise the ASC at each regular-monthly ASC meeting of the business of the previous CMSRC meeting in the form of a written and/or typed report.

**F. ARCHIVIST**

1. Qualifications

- a. Active for at least one (1) year in the service structure of NA.
- b. Two (2) years continuous clean time.
- c. One (1) year commitment.

2. Responsibilities

- a. Collect and maintain all information from ASC and make all documents pertaining to ASC business available to the members.
- b. In the absence of the Outreach Coordinator, the Archivist shall serve in the capacity of Outreach Coordinator.
- c. Shall report to Chairperson and/or Vice Chairperson.

**G. LITERATURE ADMINISTRATOR**

1. Qualifications

- a. Active for at least two (2) years in the service structure of NA.
- b. Three (3) years continuous clean time.
- c. One (1) year commitment.

2. Responsibilities

- a. Procure and distribute all literature and merchandise relative to the area needs.
- b. Attend all ASC meetings.
- c. Provide a monthly report of literature purchased and/or sold.
- d. Make an annual report at the annual business meeting.

**H. OUTREACH COORDINATOR**

1. Qualifications

- a. Active for at least one (1) year in the service structure of NA.
- b. Two (2) years continuous clean time.
- c. One (1) year commitment.



2. Responsibilities.
  - a. Promote recovery from addiction centered in NA.
  - b. Coordinate all service training activities and provide materials needed to carry out those activities.
  - c. Plan and prepare an annual training activities calendar including, but not limited to the following:
    - i. GSR/Secretary workshops
    - ii. Conference Agenda Report workshop (once every two (2) years)
    - iii. Special training in areas of need
  - d. Research absences of GSRs upon missing two (2) ASC meeting in a row.
  - e. Provide outreach to local meetings (i.e., how to start meetings, low attendance) and representation as GSR for voting purposes. (See Article IV Section 2).
  - f. Provide monthly reports to the ASC.
  - g. In the absence of the Archivist, the Outreach Coordinator shall assume the responsibilities of the Archivist.
  - h. Shall report to Chairperson and/or Vice Chairperson.

## **ARTICLE IX: AREA SERVICE COMMITTEE MEETINGS**

1. Regular ASC meetings for Central Sierra South shall be held the 1<sup>st</sup> Sunday of each month unless otherwise accepted by the ASC members.
2. The regular business meeting in the month of January of each year shall include nominations and elections of Officers to the ASC Admin body for the upcoming term. Elections shall be the first order of business.
3. Special meetings may be called by the Chairperson of the ASC and/or upon the written request of any member of the ASC. The purpose of the meeting shall be specified before the meeting is held. One or more GSRs shall be notified, invited, and given ample time to be present at the meeting. A report of the meeting shall be disclosed at the next ASC meeting during open forum. No other business shall be conducted at any special meeting.
4. In the event a visitor would like time on the agenda to address the ASC body, a 30-day notice must be given. The GSRs will vote on the time allotted and when the visitor will appear on the agenda.

## **ARTICLE X: SUB-COMMITTEES**

### **A. SUB-COMMITTEE ESTABLISHMENT**

The ASC may establish Sub-committees as necessary to perform specific duties. Sub-committees shall be formed upon approval by the voting members of the ASC. Sub-committees may include, but are not limited to:

1. Public Relations
2. Campout
3. Activities
4. Others as deemed necessary to carry out the needs of CSSNA.

At the inception of a new Sub-committee, a Chairperson and all Officers for that Sub-committee shall be elected by the members of that said Sub-committee. A Chairperson or Vice Chairperson of a Sub-committee shall not hold a GSR position.

### **B. SUB-COMMITTEE GUIDELINES**

All Sub-committees shall create and adopt guidelines consistent with A Guide to Local Services in Narcotics Anonymous, The Twelve Traditions, The Twelve Concepts for NA Service, and any World Service approved literature pertaining to the Sub-committee. Sub-committee guidelines shall be subject to review and approval by the ASC voting participants.

### **C. SUB-COMMITTEE REPORTING**

It is the Sub-committee Chairperson's responsibility to make a report at each monthly meeting of the ASC. In the event that there is no Chairperson, the responsibility will go to the next officer in line. In the event that there are no officers of the Sub-committee, the Sub-committee shall elect a representative to make the report to the ASC. The Sub-committee monthly report to the ASC shall include the following:

1. Names of officers
2. Financial report
3. Update on the activities of the Sub-committee
4. Next scheduled meeting date, time, and location

### **D. SUB-COMMITTEE FINANCES**

ASC Sub-committee funds shall be requested from the ASC Treasurer by the Sub-committee Chairperson, Vice Chairperson, or Treasurer. In the event that the Sub-committee does not have an acting Chairperson, Vice Chairperson, or Treasurer, another member of the Sub-committee may request funds from the ASC Treasurer. The ASC funds will be released to that member at the discretion of the GSRs currently serving at ASC. The decision to release funds will be made by a consensus-based vote from the GSRs. This does not include budgeted items, as those are already approved during the budgeting process.)

#### **E. SUB-COMMITTEE ASC ATTENDANCE**

Sub-committees shall attend every ASC monthly meeting. If there is no representation for the Sub-committee for two (2) consecutive ASC monthly meetings, the Outreach Coordinator shall be sent to investigate the absence. If nothing is found, the Sub-committee shall be dissolved and any remaining outstanding funds will be returned to the ASC treasury. The Sub-Committee may be absent with notice to the ASC Chairperson.

### **ARTICLE XI: AD HOC COMMITTEE(S)**

The Chairperson of the ASC shall have the authority to establish Ad Hoc Committees for specific functions. The purpose and duration of any such Ad Hoc Committee shall be specifically outlined by the Chairperson at the time of appointment. The Chairperson of the Ad Hoc Committee shall be a member of Narcotics Anonymous who has either volunteered or has accepted nomination for the position by another member; then voted into the position by voting participants of the ASC. All other Officers of the AD Hoc Committee shall be volunteers who agree and are willing to participate until the Committee is dissolved and/or the specific function is completed, whichever comes first.

### **ARTICLE XII: PARLIMENTARY PROCEDURE**

The rules contained in the current abridged edition of 'Roberts Rules of Order, newly revised' shall be used to facilitate the business of the Committee in cases to which they are applicable. The Twelve Traditions, Twelve Concepts for NA Service , CSSNA ASC Guidelines, or any special rules the ASC may adopt, take precedence over any conflict that may arise.

### **ARTICLE XIII: GUIDELINE AMENDMENTS**

These guidelines may be amended by the following procedure:

1. A written motion specifying the article number, section number, and intent shall be submitted to the ASC.
2. An Ad Hoc Committee shall be appointed for the express purpose of reviewing the recommended guideline(s) amendment.
3. The Ad Hoc Committee shall bring a written recommendation report to the earliest possible ASC meeting.
4. The voting participants shall take one (1) month to discuss the recommendations made with each other and other members of Narcotics Anonymous and will vote on the amendments at the following ASC. Voting shall not take place earlier than twenty-eight (28) days following the Ad Hoc Committee reporting.

## **ARTICLE XIV: AREA SERVICE COMMITTEE FINANCIAL REPORTING**

1. The Treasurer shall establish a prudent reserve necessary to carry out the business of the ASC, which shall cover five (5) months expenses.
2. Each Sub-committee shall submit, in February, their proposed yearly budget(s).The ASC Treasurer shall establish working budgets for each Sub-committee.
3. A donation above prudent reserve, as reported by the ASC Treasurer, shall be distributed among California Mid-state Regional Service Committee, NA World Services, or any appropriate entity in accordance with the Twelve Traditions and Twelve Concepts for NA Service, by a majority vote of the CSSNA Area Service Committee, monthly.
4. In the event there is a lack of funds to sufficiently meet the budgeted expenses, the priority of the expenses to be paid shall be in the following order, unless a motion is made to change this:
  - a. Insurance and PO Box rental (1 year)
  - b. Meeting schedules
  - c. Literature
  - d. ASC meeting room rent
  - e. All other expenses approved by the GSRs

## **ARTICLE XV: SMOKING POLICY**

The Area Service Committee suggests that all indoor meetings and/or functions of Central Sierra South Narcotics Anonymous be non-smoking.

## **ARTICLE XVI: ANTI-THEFT POLICY**

The Eleventh Concept establishes the sole absolute priority for use of NA funds, to carry the NA message. The Twelve Concepts for NA Service give the Central Sierra South Area Service Committee a mandate from the NA Groups that calls for total financial accountability. With this in mind, any misuse of funds by CSSNA Trusted Servants cannot be tolerated. Should any CSSNA member, ASC member, Administrative Committee member, or Sub-committee member be found to have allegedly misappropriated, or misused CSSNA funds and/or other assets, the Chairperson of the CSSNA ASC, immediately upon calling the 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, or set the situation right, at this time.

### **A. CSSNA ASC ACTION**

The CSSNA 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 majority 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; no vote shall be necessary. Additionally, any member removed by the CSSNA ASC for misappropriation or misuse of funds and/or other assets shall not hold an elected seat on the CSSNA ASC, CSSNA Sub-committees, or any Treasurer position for a period of two (2) years.

#### **B. RESTITUTION**

Individuals removed for misappropriation or misuse of funds and/or other assets are expected to make full restitution of all CSSNA 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 CSSNA ASC.

#### **C. AGREEMENT OF FINANCIAL RESPONSIBILITY**

CSSNA ASC Trusted Servants shall be requested to sign an agreement of financial responsibility (see attachment).

#### **D. PROCEDURE FOR RESOLUTION**

1. A thorough review of all books and financial records shall be conducted by CSSNA ASC.
2. The Chairperson shall schedule a meeting, making certain 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/her point of view. After all sides have been heard, a break in the meeting format is encouraged to allow time for all those present to get in touch with their Higher Power and focus on spiritual principles, before coming back to decide the best course of action.
3. If the individual admits to the theft and agrees to pay back the funds and/or other assets, a restitution agreement shall be developed, signed, and witnessed. Let the individual(s) know that if the restitution agreement is not adhered to, the intent is to take legal action based on the signed and witnessed restitution agreement.
4. A report about the situation shall be made available, and regular reports on the status of the restitution agreement shall be kept in the archives. Protecting the identity of the person(s) involved is secondary to being accountable to the Fellowship for its funds and ensuring that the person(s) is not put in a position where he/she may do further harm.
5. If the individual refuses to pay the funds and/or other assets, or agrees to a plan but does not follow through with the agreement, or if the person(s) has disappeared, it may be appropriate to take legal action. The decision to take legal action does not compromise traditions or spiritual principles, but it should be our last resort, chosen only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead; using area and regional service committees, the World Service Board, and Narcotics Anonymous World Services Incorporated as resources.
6. A civil action may be filed against the individual(s) and a judgment for full restitution may be obtained.

7. The CSSNA ASC may pursue a criminal prosecution of the individual(s).

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