

Narcotics Anonymous Central Sierra  
Area Committee Guidelines  
(first written in 1998, revised 2021, approved 2022)

ARTICLE I BOUNDARIES

This body shall be known as Narcotics Anonymous of Central Sierra Service Committee. This committee will serve the portion of California that falls within Calaveras County and any other group of NA that should choose to affiliate with this Area by majority approval of the ASC and also affiliated with the California Mid-State Region.

ARTICLE II PURPOSE

Our purpose is to further the Unity of the fellowship within the Central Sierra Area. To communicate with one another on all matters pertaining to our common welfare, unity, and our common purpose, carrying the message of recovery to the addict still suffering in the spirit of serving our fellowship. We are here to respond to the needs and service of our fellowship as they arise. A further purpose of this body shall be the coordination of NA functions common to the various groups and subcommittees within the Central Sierra Area in accordance with the Twelve Traditions and the Twelve Concepts of Service.

ARTICLE III MEMBERS

Section 1.

General membership in the ASC shall be open to all individuals who share the stated purpose of the committee. This committee shall be comprised of:

- 1) The GSR's, appointed by their groups that fall within the boundaries set forth above.
- 2) The administrative committee.
- 3) The subcommittee representatives.

Section 2.

Voting members in the ASC shall be open to active GSR's only. Chair will break a tie if needed, this is in accordance with the Seventh Concept of Service. Section 3.

All members of NA are welcome to attend regular ASC meetings as non-voting members and are excluded from making motions. Section 4.

A group will be considered inactive at the Area level after missing two (2) consecutive meetings. Reinstatement is effective upon representation of the GSR after attending two (2) consecutive meetings.

ARTICLE IV FUNCTIONS

Section 1.

Hold regular monthly service meetings in a centrally located place on the first Sunday of every month at 3:00PM, subject to change due to Holiday weekends, etc., as voted on by ASC.

Section 2.

Record and distribute minutes of all regular ASC meetings to the ASC members, also to any member of NA upon request. No business shall be conducted without recording written minutes and a record of those present (roll call).

Section 3.

Maintain a P.O. Box.

Section 4.

Maintain a 3-signature bank account and an adequate reserve as voted on by the ASC. Section

Section 5.

Maintain a prudent reserve of literature within the ASC. Section

Section 6.

Publish a directory of all meetings and phone lists within the ASC regularly (with quarterly review), in accordance with the 12 traditions. Section 7.

Contribute to the growth of NA as a whole by supporting the RSC as a link between the membership within this Area and the fellowship of NA as a whole, in accordance with the 7<sup>th</sup> Tradition and the 11<sup>th</sup> Concept of Service. Section 8.

Create and support subcommittees, such as PR, Literature, Activities and ADHOC committees to respond to the needs and directives of the membership of the Area. To serve as a platform for the initiation of work to be finalized at the Region and World Service Committee level.

Section 9.

A quorum shall consist of 51% of the voting members or business will not be conducted.

## ARTICLE V ELECTIONS SERVICE POSITIONS

Section 1.

The following members are eligible for nomination to an ASC service position;

A) Past or current officers of the ASC

B) Any member of NA meeting the service requirements for a particular position. Section

Section 2.

Any member of the committee may nominate an NA member for an ASC position. Nominations must be seconded by a committee member. Section 3.

A service member may be removed from their positions for non-compliance after due written notification by ASC; (a 51% vote is required for removal). Non-compliance includes, but is not limited to;

A) Loss of abstinence.

B) Nonfulfillment of duties of their position.

C) Missing two (2) consecutive ASC meetings without any notice.

D) Non-compliance with the Anti-Theft Policy (see Article XI).

Section 4.

The service members shall be elected to serve for one year. Not more than two consecutive terms will be served.

Section 5.

ASC service positions shall be elected in February of each year. An overlap of one month is required.

Section 6.

In cases of removal or resignation of an ASC service member, an interim service member shall be elected to serve the unexpired term.

ARTICLE VI ADMINISTRATIVE BODY

This committee shall be comprised of a Chairperson, Vice Chairperson, Secretary, PR and Literature, Treasurer and RCM, who shall be elected by 51% vote of the voting members. It is suggested that these positions be elected from participants of the ASC or Subcommittees who have the willingness to learn and apply the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service. Become familiar with ASC Guidelines. Further recommendations are stipulated in the categories that follow; THESE ARE ALL SUGGESTIONS RECOMMENDED TO FOLLOWED AS STATED WHENEVER POSSIBLE.

1) Chairperson

- A) Previous experience at Area level.
- B) A minimum of two (2) years clean time.
- C) May not hold a GSR position during term.

Duties;

- A) Preside of every regular business meeting. Must be capable of conducting business with a firm yet understanding hand.
- B) Must keep peace in the meeting and has the authority to ask disruptive member(s) to leave. (ASC body members have the right to ask chairperson to leave if disruptive).
- C) Co-signer on the ASC checking account.
- D) Holder of an ASC P.O. Box and Storage key.
- E) Responsible for storage and archives.

2) Vice Chairperson;

- A) A minimum of one (1) year clean time.
- B) Previous experience at Area level.
- C) May not hold a GSR position during term.

Duties;

- A) In the absence of the Chairperson, the Vice Chair will perform the duties of the Chairperson.
- B) Co-signer on the ASC checking account.
- C) To work with subcommittee chairs as needed.
- D) In the event of an open Subcommittee Chair position, the Vice Chair will take over the duties of that position until the seat is filled.
- E) Vice Chairperson is parliamentarian to settle any guideline disputes.

3) Treasurer;

- A) A minimum of two (2) years clean time.

Duties;

- A) Keeper of the ASC checking account.
- B) Capable of reconciling a checking account.
- C) Keep an accurate financial ledger of the ASC transactions.
- D) Pay all expenses approved by ASC.

- E) Give a written report on the financial status of the fellowship at each regular business meeting to be attached to the minutes and break down balance upon request.
  - F) Submit a copy of the monthly bank statement with comments on each transaction.
  - G) Submit a written annual statement at the end of his/her term.
  - H) Co-signer on the ASC checking account.
  - I) Responsible for issuing receipts for all money received.
- 4) Secretary;
- A) A minimum of one (1) year of clean time.
  - B) Clerical skills necessary to do the job.
- Duties;
- A) Keep accurate minutes of each regular business meeting.
  - B) Make copies of the minutes for participants at the following business meeting. C) Keep a record of the previous years' minutes on hand at each regular business meeting, passing them on to the chairperson at the end of his/her term, for the archives.
  - C) Maintain an up-to-date contact list of Central Sierra ASC and GSR members.
- 5) Regional Committee Member and Alt. Regional Committee Member;
- A) Previous experience at Area level.
  - B) Two (2) years clean time.
  - C) To have working knowledge of the Twelve Traditions and Twelve Concepts.
- Duties;
- A) The primary responsibility is to work for the good of NA, providing a two-way communication between the Area and the Region.
  - B) Speaks for the members and groups within the Area at the Regional Service level.
  - C) Attends all regular meetings of the ASC, the RSC, and as many of the groups within the Area as possible.
  - D) Contacts inactive groups to determine their status at the Area level.
  - E) Works closely with the GSR's, the subcommittee representatives and is a source of information regarding the Twelve traditions and the Twelve Concepts of Service.
  - F) Prior to the RSC, obtains a vote of confidence from the ASC to vote on items and obtains a group conscience from the ASC.
  - G) Must be able to work for the good of NA as a whole, bearing in mind that the memberships' group conscious at the meeting level is our ultimate authority and strives to place principles before personalities.

## ARTICLE VII SUBCOMMITTEES

### Section 1.

The ASC may establish subcommittees from time to time to carry on the work of the committee. These subcommittees shall perform the duties prescribed by these guidelines, the Guide to Local Service; parliamentary procedure adopted by the committee and the appropriate subcommittee handbook.

## Section 2.

Standing subcommittees shall be formed upon election by the voting members. The subcommittees shall include, but not be limited to PR, Literature and Activities. Active Subcommittee Chair or Vice Chair must attend all ASC meetings in its entirety. These subcommittees must maintain current and approved subcommittee guidelines.

## Section 3.

An ADHOC or special subcommittee must be formed by motion and election by the voting members.

## Duties of Subcommittees;

- A) Responsible for electing their own officers, including representatives at the ASC. And to have written reports for the regular ASC meetings.
- B) Responsible for providing a written financial report after each activity at the next ASC meeting.
- C) Responsible for holding regular business meetings at central locations.
- D) Responsible for developing written guidelines for the committee and to submit a copy to the ASC for a vote.
- E) Propose activities to the ASC meetings for support.

## Section 4. Subcommittees

- A) PR: To act as a resource to groups and members in their efforts to carry the NA message into hospitals and institutions. Its purpose is to carry the message to those who are unable to get to an outside meeting.
  - 1) Authorized to spend up to \$75.00 monthly for Literature without having to obtain approval by ASC.
  - 2) PR acts as a vital link between individuals seeking help and those who are in a position to share their experience, strength, and hope.
  - 3) Also acts as a vehicle to provide information to agencies regarding the NA message to the media within the Area that make such requests while avoiding Tradition violations.
  - 4) PR will be responsible for compiling up-to-date meeting information from GSR's and presenting proofs for Area approval prior to publication. 5) Maintain current phone line information.
- B) Literature: Under the direction of the literature Chair, this committee will maintain a literature reserve for the Area, including PR. Shall maintain a prudent reserve through the ASC treasury of one (1) month's supply of literature. Also reviews suggestions, new ideas, new literature and proposals as suggested by the World Literature Committee. Report any changes to the ASC.
- C) Activities: Designs activities to enhance the unity within the fellowship. Acts as a liaison between each group's entertainment functions.

- D) ADHOC: To carry out some short-term goal within the ASC guidelines. These subcommittees shall present a verbal and written report to the ASC. Upon completion, the committee dissolves.

## ARTICLE VIII SPIRITUAL GUIDANCE

### Section 1.

The committee shall not make any motion or take any action that conflicts with the 12 Traditions of NA, and the 12 Concepts of Service. Section 2.

The committee shall comply in all its actions with the following documents in precession; A)

The Twelve Traditions and the Twelve Concepts of Service.

B) The current publication of these guidelines.

C) Any special rules of order the committee may adopt, referring to parliamentary procedures as described by Roberts Rules of Order or the TWIGS, or its successors. D)

The current publication of all NA handbooks.

E) The past CSASC motions.

### Section 3.

All new trusted servants at the Area Level will get a copy of these guidelines.

## ARTICLE IX FUNDS

### Section 1.

All monies accumulated from group contributions and other NA sources shall be maintained in one (1) bank account general fund to be dispersed by the Area Treasurer for paying obligations.

A) Subcommittees expenses as budgeted.

B) RCM's mileage at IRS 501C3, currently \$0.67per mile for non-profit.

C) Yearly ASC expenses as budgeted.

### Section 2.

Monthly, any funds in excess of \$3,500 operating funds and \$1,500 prudent reserve will be donated to region. Section 3.

All expenditures made by the committee shall be paid by check or EFT. Section

4. All checks shall require a single signature of the Chairperson, Treasurer, or Vice Chairperson.

### Section 5.

In the event that a check is made payable to one of the authorized signers of the bank account, the payee shall not be authorized to sign said check and another authorized signature is required.

### Section 6.

The treasury shall maintain a prudent reserve of \$1,500.00.

### Section 7.

All motions requiring new monetary expenditures require a 51% of the quorum vote.

### Section 8.

In the absence of the treasurer at the ASC meeting, the Chair and Vice Chair shall;

A) Obtain the checkbook prior to the meeting.

B) Take custody of all monies collected.

## ARTICLE X AMENDMENT OF GUIDELINES

### Section 1.

Any member may propose an amendment to the guidelines at a regular ASC meeting during open forum. The proposal must be submitted in motion form at such regular ASC meeting, then referred to the groups for a vote. Section 2.

The amendment shall go into effect immediately upon its adoption, unless the motion to adopt specifies a time otherwise. Said amendment shall be copied and passed out for attachment to current guidelines at the next ASC meeting.

### SPECIAL RULES OF ORDER

1. Business resulting from a member's report or recommendation is to be taken up in new business unless disposed of previously.
2. Service members shall use the current ASC forms for their reports.

### Section 3.

An ADHOC Committee shall review guidelines every two (2) years.

## ARTICLE XI CENTRAL SIERRA ANTI-THEFT POLICY (ATP) 11/29/1998

The 11<sup>th</sup> Concept of NA Service establishes the sole absolute priority for use of NA funds to carry the message to the addict who still suffers. The 12 Concepts give the CSASC a mandate from the NA groups that calls for total financial accountability. With this in mind, any misuse of funds by Area Trusted Servants cannot be tolerated.

1. Should any CSASC participants, Administrative Committee, or Subcommittee member be found to have allegedly misappropriated, or misused CSASC funds, the presiding Chair of the CSASC immediately upon calling the CSASC meeting to order, must fully disclose the alleged misuse of funds and the individual(s) involved. Any member(s) accused of misuse of funds may exercise their 10<sup>th</sup> Concept right to redress at this time.

### A) CSASC Action

The CSASC, once informed of the alleged misuse of funds, may remove the individual(s) involved "with cause" by a 51% vote. Should the CSASC remove a member with cause, said individual(s) participation within the CSASC is immediately terminated.

Additionally, any member(s) removed by the CSASC for misappropriation of funds may not hold an elected seat on the CSASC or its subcommittees for a period of two (2) years.

### B) RESTITUTION

Individuals removed for misappropriation of funds are expected to make full restitution for all 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 as decided on by the CSASC. The period of time for restitution is to be voted on by the CSASC.

### C) AREA TRUSTED SERVANTS

Area trusted servants shall be required to sign acknowledgment of ASC's anti-theft policy.

### D) PRODECURE FOR RESOLUTION

- 1) Create a financial audit ADHOC committee for a thorough review of all books and financial records for a prescribed period of time and report back to ASC.
- 2) The Chair and Vice Chair schedule a meeting, assuring the individual(s) who took the funds or other assets, 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 is encouraged 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.
- 3) If the individual(s) admit to the theft and agree to restitution, a restitution agreement will be developed by the Chair, Vice Chair, and the individual. Inform the individual(s) that if the restitution agreement is not adhered to, the intent is to take legal action based on the signed and witnessed restitution agreement. 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 Area and Regional Service Committees, the WSB, and NAWS, Inc. as resources.
- 4) If legal action is pursued.
  - A) Pursue civil action (Small Claims Court).
  - B) Then, and only then, consider criminal action.
- 5) A report about the situation shall be published by the Chair and Vice Chair at the CSASC, and monthly reports on the status of the restitution agreement shall be included in the Treasurer's financial report until the agreement is satisfied.



ALPHABET SOUP PAGE

GSR	Group Service Representative
ASC	Area Service Committee
RCM	Regional Service Member
PR	Public Relations
RSC	Regional Service Committee
TWIGS	Temporary Working Guide to Service
CSASC	Central Sierra Area Service Committee
WSB	World Service Board
NAWS	Narcotics Anonymous World Services
ATP	Anti-Theft Policy