



**Stanislaus Valley Groups of Narcotics  
Anonymous®  
P.O. Box 578399  
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## **Stanislaus Valley Groups of NA Area Service Committee Guidelines**

(Revised and Approved at ASC December 2005)

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### **I. Definition:**

This body shall be known as the Stanislaus Valley Groups of NA Area Service Committee (SVGNA ASC).

### **II. Boundaries:**

This committee shall serve the Stanislaus and Merced County groups of Narcotics Anonymous, and any other NA group that may choose to affiliate with this Area, subject to majority approval of this ASC. This committee shall be a member of the California Mid-State Regional Service Committee (CMSRSC).

### **III. Decorum Statement:**

SVGNA ASC meetings will be conducted according to these rules of order, adapted from "Robert's Rules of Order." This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum amount of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

### **IV. Purpose:**

The purpose of this committee shall be to serve the individual groups of SVGNA. Our groups were created because we found that alone we could not “stop using drugs, lose the desire to use, and find a new way to live”. In the same way our groups have joined together to create a service structure, a cooperative effort designed to help them carry the message further than they could carry it separately. It has been developed to combine the strength of our groups to better carry the message by providing necessary services which usually cannot be provided by individual groups. These services are the cooperative effort of trusted servants receiving guidance from their respective groups.

## **V. Responsibilities of the SVGNA ASC:**

- A.** Hold monthly ASC meetings, or more as determined by the ASC. Meetings shall take place in a public location, be open to all members of the public, and meet the accessibility requirements of Narcotics Anonymous and the Americans with Disability Act (ADA).
- B.** Record and provide minutes of the regular ASC meetings to the ASC trusted servants and any member of NA who may request them.
- C.** Maintain a post office box.
- D.** Maintain a bank account. See attachment A, B, and D
- E.** Maintain a literature Inventory and reserve. Literature will be distributed only at ASC meetings (unless special circumstances deem otherwise).
- F.** Publish and update as needed, an Area meeting directory.
- G.** Maintain a 24 hour phone line.
- H.** Contribute to the growth of NA as a whole by supporting the CMSRSC, NAWS, and the World Service Conference (WSC) and to serve as a link between the Area and the Region.
- I.** Create committees to respond to the Area’s needs as they arise.
- J.** Coordinate and support Learning Days. See attachment F
- K.** Coordinate an annual Area Inventory to be conducted during the January ASC meeting. See attachment C
- L.** Establish a realistic annual budget. See attachment D
- M.** Establish a prudent reserve and disburse all funds above that to the CMSRSC. See attachment D
- N.** Approve any SVGNA fliers through the ASC or the PI subcommittee per flyer approval check list.
- O.** Be registered with NAWS as the receiving body for all their mailings, reports, and review or approve literature etc.
- P.** The ASC is responsible for coordinating information from the groups for insurance purposes.
- Q.** Will set aside 45 minutes at the end of the regularly scheduled meeting for group reports.
- R.** All financial business must be conducted at the regular SVGNA ASC meeting (unless special circumstances deem otherwise).

## **VI. Participants:**

### **A. Group Service Representative (GSR) and or their alternate.**

### **B. Members of the Administrative Body:**

- |   |   |
|---|---|
| 1. Chairperson                                | 7. Recording Secretary                          |
| 2. Vice-Chairperson                           | 8. Co-Recording Secretary                       |
| 3. Regional Committee Member (RCM)            | 9. Literature Chair Person                      |
| 4. Regional Committee Member Alternate (RCMA) | 10. Literature Person 1 <sup>st</sup> Alternate |
| 5. Treasurer                                  | 11. Literature Person 2 <sup>nd</sup> Alternate |
| 6. Co-Treasurer                               | <b>12. Literature Helper</b>                    |

**C. Subcommittee Chairpersons:**

1. Public Information (PI), Phone line, and website
2. Hospitals and Institutions (H. & I.)
3. Activities
4. Outreach
5. Any ad-hoc committee which is formed by the ASC chair or ASC.

**D. Any interested members of NA.****VII. THE GSR AND THE GSR ALTERNATE:**

SVGNA ASC ASK'S THAT GSRs KEEP THE FOLLOWING INFORMATION IN MIND.

GSRs form the foundation of our service structure. GSRs provide constant and active influence over the discussions being carried on within the service structure. They do this by participating in ASC meetings, attending Service Learning Days, forums, and assemblies at both the ASC and the Regional levels, and sometimes joining in the work of an ASC subcommittee.

GSRs bear great responsibility. They are selected by their groups to serve by:

- Being active members and participants at the ASC.
- Gathering information as to concerns and for affairs of the ASC.
- To study reports from the ASC Administrative Body, Subcommittee Chairpersons, and the current CAR.

**VIII. QUALIFICATIONS & DUTIES OF THE ADMINISTRATIVE BODY:**

**\*\*Note\*\* It is suggested that all of the following trusted servants have;**

- The willingness and the desire to serve.
- Continuous clean time needed for the various lengths determined by positions.
- A good working knowledge of the 12 steps, 12 traditions, & 12 concepts of service.
- An understanding of the service structure of N A and the responsibilities of their position.
- All admin. body and chairpersons should provide a written report to the ASC along with a sufficient number of copies for all GSR's at the monthly ASC meetings.
- All positions are a one year term of service, except in special circumstances.
- Attend all ASC meetings.
- The willingness to sign a Memorandum of Financial Responsibility, attachment B.
- The willingness to assist the newly elected trusted servants with developing their budgets.
- All Admin. Body trusted servants should be familiar with attachments A, B, D, and G.
- No trusted servant may represent more than one group at a time, nor may they hold more than one position at any ASC unless special circumstances deem otherwise.

**A. Chairperson:****1. Requirements:**

- a. A minimum of three years continuous clean time.
- b. Prior service experience at the ASC or Regional level.
- c. One year term of service.

**2. Duties:**

- a. Prepares and provides copies of the agenda for the monthly ASC meeting.
- b. Presides over the monthly ASC meetings. Must be capable of conducting a business meeting with a firm yet understanding hand within the NA service structure and the Rules of Order.
- c. Co-signs transactions on the ASC bank account.
- d. Responsible for ASC correspondence.
- e. Maintains and coordinates distribution of ASC P.O. box and storage center keys.
- f. Reserves facility for all ASC meetings.
- g. Facilitates a GSR orientation 30 minutes prior to the regular ASC meeting.
- h. Forms and appoints the Chairperson for any ad-hoc committee needed to fulfill the needs of the ASC or at the request of the ASC.

**B. Vice Chairperson:****1. Requirements:**

- a. A minimum of two years continuous clean time.
- b. Prior service experience at the ASC level.
- c. One year term of service.
- d. The willingness and ability to become Chairperson if elected.

**2. Duties:**

- a. In the absence of the Chairperson, the Vice Chair shall assume the responsibilities of the Chairperson.
- b. A co-signer of the ASC bank account.
- c. Stays informed of the sub-committees projects and functions and is available to assist with any problems that may arise.
- d. Serves as the Parliamentarian of all ASC meetings according to the Rules of Order in accordance with the twelve traditions and the twelve concepts for NA service. In the event that the Vice-Chair is serving as the Chair; the RCM will act as parliamentarian.
- e. Takes roll call and establishes quorum.
- f. Maintains log of valid and invalid groups.

**C. Regional Committee Member:****1. Requirements:**

- a. A minimum of three years continuous clean time.
- b. Prior service experience at the ASC / Regional level for at least the last six months prior to election.
- c. One year term of service.

**2. Duties:**

- a. The primary responsibility of the RCM shall be to work for the good of NA as a whole by providing communication and by serving as the link between our Area /ASC and the RSC.
- b. Attend all regular ASC meetings, all RSC meetings, all ASC/RSC workshops, learning days, and as many of the local Area meetings as possible.
- c. May not serve as a GSR or GSR ALT. while serving as the RCM. The RCM may serve on one or more ASC/RSC subcommittees, however, not as the Chairperson or Vice Chair.
- d. Work closely with the Area trusted servants and subcommittees as requested by either the ASC, or a group, or any individual member of NA.

- e. The RCM is a source of Information regarding the Twelve Traditions, the Twelve Concepts and the service structure of NA and shall provide guidance in matters concerning them.
- f. The RCM shall attend the Regional Assembly, Conference Agenda report (CAR) workshops, Area learning days and provide the ASC with a written report of all pertinent information and business.
- g. The ASC will provide financial assistance to the RCM and the RCM ALT. for mileage, not to exceed (44) cents per mile for both the RCM and RCM Alt.
- h. In case of an emergency, if the RCM is unable to represent this Area at the RSC, they shall notify the ASC Chair and RCMA then a member of this ASC body will fill in.
- i. Provide a copy of each months RSC minutes to the ASC Secretary for information and compilation into the ASC archives.

#### **D. Regional Committee Member Alternate:**

##### **1. Requirements:**

- a. A minimum of two years continuous clean time.
- b. Prior service experience at the ASC/RSC level three months prior to elections.
- c. One year term of service.
- d. The willingness and ability to become the RCM, if elected.

##### **2. Duties:**

- a. In the absence of the RCM, the RCMA shall assume the responsibilities of the RCM.
- b. The RCMA shall assist the RCM with the performance of their duties
- c. Attend all regular ASC meetings, all RSC meetings, all ASC/RSC workshops, and learning days, and as many of the local Area meetings as possible.
- d. The RCMA may not serve as a GSR or GSR alternate. The RCMA may serve on one or more ASC/RSC subcommittees, however, not as the Chairperson or the Vice Chair.
- e. In case of an emergency, if the RCMA is unable to represent this Area at the RSC, they shall notify the ASC Chair and RCM, then a member of this ASC body will fill in.

#### **E. Treasurer:**

##### **1. Requirements:**

- a. Two years continuous clean time.
- b. Prior service experience at the ASC level.
- c. One year term of service.

##### **2. Duties:**

- a. Deposit and disburse all Area contributions.
- b. Make any financial disbursements over \$10.00 in written check form.
- c. Serve as custodian of the Area bank account and is a cosigner on the account.
- d. Keep and maintain the financial ledger along with all the receipts of the ASC.
- e. Make a general report of the financial status of the ASC and make the ledger available at every ASC meeting.
- f. Gives a written financial statement at the end of their term. The final report for the year should include but not be limited to the following:
  - (1) A breakdown clearly showing every month's income, expenses and ending total.
  - (2) A year – to – date balance.
- g. Holder of one of the ASC Post Office Box keys.
- h. Ensures that the rent is paid for the ASC meetings.
- i. perform monthly reconciliations

**F. Co-Treasurer:****1. Requirements:**

- a. A minimum of eighteen months continuous clean time.
- b. Prior service experience at the ASC level.
- c. One year term of service.
- d. The willingness and ability to become the treasurer if elected.

**2. Duties:**

- a. In the absence of the treasurer, shall assume responsibilities of treasurer for ASC meeting.
- b. Assist treasurer at ASC meeting with money and paperwork.
- c. Co - Signs ASC Bank Act.

**G. Secretary:****1. Requirements:**

- a. A minimum of two years continuous clean time.
- b. Be computer literate and able to send and receive e-mail.
- c. Prior service experience at the ASC level.
- d. One year term of service.

**2. Duties:**

- a. Keeps a detailed record of the minutes from all ASC meetings.
- b. Copy and distribute said minutes by the next regular ASC meetings.
- c. Assume responsibility for documenting all changes in the minutes.
- d. Maintains a log of motions.
- e. Maintains ASC archives.
- f. Maintains and provides to the ASC a confidential phone list of all ASC participants.

**H. Co-Secretary / Information Coordinator:****1. Requirements:**

- a. A minimum of one year continuous clean time.
- b. Be computer literate and able to send and receive e-mail.
- c. One year term of service.
- d. The willingness and ability to become the Secretary, if elected.

**2. Duties:**

- a. Assist Secretary with duties.
- b. Assume Secretary responsibilities in the absence of Secretary.
- c. Coordinates activities information between groups, this ASC, and the Region.
- d. Develops and maintains a calendar of events based upon information gathered.

**I. Literature Chair Person:****1. Requirements:**

- a. A minimum of two years continuous clean time.
- b. Prior service experience at the ASC level.
- c. One year term of service.

**2. Duties:**

- a. Maintain a predetermined amount of literature in reserve.
- b. Make literature available for sale at all regular ASC meetings.
- c. Keep and maintain a financial record of all transactions.
- d. Give a monthly report of financial record of all transactions.
- e. Give a written financial statement at the end of their term. The literature person's report should include but not be limited to the following:
  - 1. A breakdown clearly showing each month's literature sales and income.
  - 2. A year -to - date literature balance.
  - 3. A written Inventory of all stock on hand.

**J. Literature Person First Alternate & Second Alternate and Helper:****1. Requirements:**

- a. A minimum of eighteen months continuous clean time (1st ALT.) and one year continuous clean time for (2nd ALT.) and six months continuous clean time (helper).
- b. Prior service experience at the ASC level.
- c. One year term of service.

**2. Duties:**

- a. Assist the Literature person in all duties
- b. Be willing to become Literature person if elected.
- c. First Alternate shall assume the responsibilities in the absence of the Literature Person. The Second Alternate shall assume the responsibilities in the absence of the Literature Person and the First Alternate.

**K. Subcommittees:**

- a. Subcommittees shall be established by a majority vote of the ASC voting participants to serve a specific need which may arise in the Area. In the event that no Subcommittee exists, the ASC shall either establish one or assume the responsibility.
- b. The common basic purpose of a Subcommittee shall be to carry out the recommendations of the ASC via group conscience. The ASC and the Area shall support each Subcommittee both financially and physically.
- c. The ASC shall elect all Subcommittee Chairpersons. Subcommittee shall operate under their own guidelines and need at least three members to conduct business.
- d. In the absence of the Chairperson, the Vice-Chairperson shall assume the responsibilities of Chairperson.
- e. Any revision of guidelines are to be brought to the ASC for review and approval.
- f. Shall provide a current copy of their guidelines to the ASC upon request.

- g. All standing Subcommittee meetings (Hospitals and Institutions, Public Information / Phone Line / Website, Outreach, and Activities) shall meet a minimum of once every month with the time and place to be scheduled by the respective Subcommittee Chairperson in cooperation with other group Subcommittee members. All Standing Subcommittee meetings shall take place in a public location, be open to all members of the public, and meet the accessibility requirements of Narcotics Anonymous and the Americans with Disabilities Act (ADA).

#### **L. Subcommittee Chairperson:**

##### **1. Requirements:**

- a. A minimum of two years continuous clean time.
- b. Prior experience at the ASC or RSC level as well as on the Subcommittee itself.

##### **2. Duties:**

- a. Schedule all Subcommittee meetings and prepare an agenda for those meetings.
- b. Perform the Subcommittee meetings administrative duties in accordance with that Subcommittee's guidelines.
- c. Submit a written financial and project summary at the end of their term of service to the ASC.
- d. Attend all ASC meetings and SVGNA Service learning Days.

#### **IX. OPERATIONAL GUIDELINES: also see attachment /**

##### **A. Elections: see attachment E**

1. Nominees shall be present at the time of elections and shall qualify themselves for the position.
2. When a position becomes vacant at the ASC level, it shall be announced at the next ASC meeting. Elections for that position will be held at the following ASC meeting.
3. ASC trusted servants may succeed themselves in their position, but no trusted servant may serve the same position for more than two consecutive terms.
4. A trusted servant may resign from office by providing verbal or written notice to the ASC.
5. Administrative body elections shall take place in June with the exception of the Activities Subcommittee Chairperson which shall take place in November.
6. In the event that there is only one nominee a vote shall still be taken.
7. ASC trusted servants shall be elected by a majority vote.

##### **B. Removal of a Trusted Servant:**

A trusted servant may be removed from their position for non compliance after due verbal and written notification. A 2/3rds vote is required for removal. Non compliance includes, but is not limited to, the following:

1. Loss of abstinence.
2. Non fulfillment of the duties of their position.
3. Non attendance at two ASC meetings without prior notification to the Chairperson.
4. Non attendance at three ASC meetings during term of service.
5. Theft of NA funds (also see anti theft policy and MOFR)

**Note: A GSR may only be removed by the group they represent.**

### C. Voting Procedures: also see attachment G

1. The voting participants at the ASC shall be valid GSRs or an alternate representative.
2. A meeting will obtain the right to vote upon their first ASC meeting.
3. A group which is unrepresented at two consecutive ASC meetings shall lose their voting rights.
4. A meeting that has lost its voting right shall regain its voting right at the second consecutive ASC meeting attended by a representative.
5. The quorum shall be 2/3rds of all valid GSRs or their alternate.
6. A motion can be made by any member of NA, however it must be seconded by a valid GSR and submitted in writing. The author of the motion must be given time to state their intent before any discussion takes place.
7. A simple majority vote is one half plus one of all valid GSRs present.
8. A 2/3<sup>rd</sup> vote is 2/3rds of all valid GSRs present.
9. Debate on any motion shall be limited to two pros and two cons. Discussion may be broadened if deemed necessary either by the Chairperson or the ASC. If the discussion is broadened, a motion to table may be in order. The motion may not be tabled more than once unless special circumstances deem it necessary.
10. The Chairperson may table any motion until the following month, provided there is a valid reason for doing so.
11. If an issue arises that falls under the duty of an existing Subcommittee, the Subcommittee Chairperson should be allowed to speak on that issue. If a motion arises out of that discussion which affects the Subcommittee a request may be made to table that motion until the Subcommittee has had a chance to discuss the matter and provide Committee input on the motion.
12. Money matters may be tabled back to the groups at the ASC's discretion, and require a 2/3<sup>rd</sup>s majority vote for approval.
13. If a motion receives substantial abstentions it may be tabled or allowed further discussion, at the ASC or the Chairperson's discretion.
14. Any member may ask the Chair to poll the abstentions after a vote.
15. When a tie occurs, the ASC Chairperson will cast a vote to break the tie.
16. Motions must be submitted before roll call is taken.

### D. Guideline amendments:

1. ASC and Subcommittee guidelines shall be presented to the GSRs for approval showing the original guidelines with strikethrough and proposed guidelines in **bold** and *italics*.
2. The ASC may, at any time, change any section of these guidelines, and or any Subcommittee's guidelines by a 2/3rds vote after first being tabled back to the groups for at least one month, or by a 2/3rds majority vote at the time the motion is presented (at the ASC's discretion).
3. It is the ASC Chairpersons responsibility to make sure that any motions adopted that would affect these guidelines are incorporated into the hard copy of these guidelines before the next ASC admin. body elections (this can be done personally or through the Recording Secretary).

### E. Attendance:

1. All members of NA are welcomed and encouraged to attend the ASC meeting, however it is asked that they use their GSR as a voice to the ASC. The Chairperson may at his/her discretion recognize any one who wishes to have the floor of the ASC.
2. New groups shall receive a GSR handbook, starter kit, and literature packet.
3. Any group which is unrepresented at the ASC for two consecutive meetings shall be considered an inactive participant.

4. When a group becomes inactive they shall be contacted by the Outreach Subcommittee. Outreach will report back to the ASC as to status of the group.
5. Any group that is not represented in the second half of regular ASC meeting shall be considered absent for the entire ASC meeting.
6. All subcommittees shall be represented by their chairperson, or designated representative, at all regular ASC meetings.

**F. Area Inventory: see attachment C**

1. Questionnaires will be distributed at the October ASC and returned no later than the December ASC.
2. An Ad Hoc committee will be formed in December. The purpose will be to collect and compile the information in the questionnaires and make a report containing all of the information to be presented at the January ASC. This report will be the basis of the Area Inventory topics to be discussed.
3. The actual inventory is the responsibility of the ASC and should be recorded accurately i.e. stenographer, voice recorder, accurate shorthand, or multiple recording secretaries.
4. The follow up will be to make sure that the actions and decisions are applied.

**X. Abbreviations:**

(Admin. Body)-----	Administrative Body
(ALT)-----	Alternate
(ASC)-----	Area Service Committee
(CMSRSC)-----	California Mid-State Regional Service Committee
(CMSRC)-----	California Mid-State Regional Convention
CMSRCC)-----	California Mid-State Regional Convention Committee
(CAR)-----	Conference Agenda Report
(GSR)-----	Group Service Representative
(H&I)-----	Hospitals and Institutions
(NAWS)-----	Narcotics Anonymous World Services
(PI)-----	Public Information
(RCM)-----	Regional Committee Member
(RSC)-----	Regional Service Committee
(SVGNA ASC)-----	Stanislaus Valley Groups of NA Area Service Committee
(WSO)-----	World Service Office

**ATTACHMENTS:**

- A. Anti-theft policy, adopted June, 2005**
  - B. M.O.F.R. Memorandum of Financial Responsibility, adopted June, 2005**
  - C. Area Inventory, adopted June 2005**
  - D. Financial Guidelines for SVGNA ASC, adopted July, 2005**
  - E. Questions for Admin. Body Elections, adopted July, 2005**
  - F. Learning Day Guidelines, adopted August, 2005**
  - G. Rules of order and motion table, approved September, 2005**
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### Addendum Section

- 04/01/2006 – Section VIII, I,2,a: remove “Based on a three month rolling average”
- 04/01/2006 – Attachment D: prudent reserve, 3<sup>rd</sup> sentence add the word “semi” in front of annual
- 12/31/2006 – Incorporate into guidelines for treasurer to perform monthly reconciliations
- 10/28/2007 – To adopt the area inventory from the area planning tool, addendum in place and instead of our current area inventory attachment C to our current guidelines adopted 6-05
- 10/28/2007 – That our current guidelines be amended under Section VIII, subsection C, #2 Duties, #g from (30) cents per mile total between the two; To “(30) cents per mile for both the RCM and RCMA”
- 12/30/2007 – To increase Activities Sub-committee operating budget from 750.00 to 1000.00
- 06/29/2008 – To amend guidelines to increase gas mileage from (30) cents to (44) cents a mile
- 08/31/2008 – To amend guidelines at Section L, #2 to add #e: That the PI Chairperson and/or PI Phonline technical support person shall be the holder of and responsible for the storage key for the PI subcommittee
- 11/30/2008 – To add “I” to perform “monthly reconciliation” to the duties section of the treasurer in the guidelines
- 11/30/2008 – strikethrough attachment “C” and add the area inventory from the area planning tool as addendum to attachment “C”
- 12/28/2008 – To rewrite item J in the guidelines to read: “J” literature person, first alternate, second alternate and “helper”. To add to J “1A” “ and six months of continuous clean time(helper)
- 03/29/2009 – For literature to provide a monthly computer report with individual group’s amount of lit. ordered. Total monthly lit. income status of credit account
- 04/29/2009 – To strike out in “other committee members” bullet #2 – line that says “excluding from” activities sub-committee guidelines
- 11/29/2009 – That SVGNA adopt into our guidelines a bid process of no less than 3 bids annually for the production of meeting schedules
- 02/28/2010 – Change attachment F,(3),(B) of our Guidelines to read: “the allotted funds are not to exceed \$500.00”
- 03/28/2010 – Add to “Attachment D” wording for 3 bid process for material purchased using the ASC budget. (proposed wording was read to ASC, printed form will follow in Guidelines review)
- 04/25/2010 – Remove from the SVGNA ASC Guidelines page 8, Sec. IX(B), paragraph after (5) starting with “A six(6) month period of ineligibility will be imposed...”
- 04/25/2010 – Accept and implement Operational Guidelines(Attachment I) as submitted by ASC Secretary
- 04/25/2010 – Revise Sec.V(f) of SVGNA ASC Guidelines to read “Publish and update as needed, an Area Meeting Directory”
- 04/25/2010 – Revise Sec. L(2) of SVGNA Guidelines to eliminate (e)