



# NARCOTICS ANONYMOUS



## *Central Sierra South Area*

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## AREA SERVICE COMMITTEE GUIDELINES

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Addendum A: Anti-Theft Policy

*The CSSNA Area Service Committee meets on the first Sunday of each month  
At 1:15pm  
At The Sonora Alano Club  
19421 Village Dr. Sonora, CA 95370*

Revised September 2010

# **CENTRAL SIERRA SOUTH NARCOTICS ANONYMOUS AREA SERVICE COMMITTEE GUIDELINES**

## **ARTICLE I: NAME**

This committee shall be known as Central Sierra South Area Service Committee of Narcotics Anonymous.

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

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

## **ARTICLE III: PURPOSE**

The purpose of our Area Service Committee is to administer and coordinate the activities common to the welfare of Narcotics Anonymous groups and foster unity within the Central Sierra South Narcotics Anonymous service area. We support the needs and serve as a link between the CSSNA groups and the California Mid-State Regional Service Committee. 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.

### **SECTION 1: VOTING PARTICIPANTS**

The voting participants of the Area Service Committee shall consist of the following: Group Service Representatives, or in their absence, the Alternate Group Service Representative. The Area Service Chairperson for the purpose of resolving a tie vote.

### **SECTION 2: NON-VOTING PARTICIPANTS**

The non-voting participants of the Area Service Committee shall consist of the following:

- a) Chairperson, except as provided for in Article IV Section 1
- b) All other Administrative Officers
- c) All Subcommittee Chairpersons or Representatives
- d) Observers

### **SECTION 3: OBSERVERS**

NA members that are not participants of the Area Service Committee shall be recognized as observers. Those members have the specific right to request the floor only. The Chairperson has the right to grant or deny such requests. The Chairperson's decision is subject to appeal and may be overturned by a 2/3's majority of the voting participants.

## **ARTICLE V: QUORUM ESTABLISHMENT/VOTING PROCEDURES**

For the purpose of conducting business a majority of the voting participants must be present. Only those groups having a Group Service Representative or Alternate will be counted in the establishment of a quorum. Only GSR's can make and second motions.

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## **ARTICLE VI: ELECTION OF OFFICERS**

### **SECTION 1: OFFICERS OF THE AREA SERVICE COMMITTEE**

Officers of the Area Service Committee shall consist of the following:

- a) Chairperson
- b) Vice Chairperson
- c) Secretary
- d) Treasurer
- e) Regional Committee Member
- f) Regional Committee Member Alternate
- g) Literature Administrator
- h) Archivist
- i) Outreach Coordinator

### **SECTION 2: 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 2/3's majority vote. Waiver of clean time:

- a) Clean time waiver is not suggested
- b) Clean time waiver can be up to 25% if necessary to fill other positions

### **SECTION 3: OFFICES AND TERMS OF SERVICE**

No officer of the Area Service Committee shall hold more than one office at a time. Officers shall serve for one (1) year or until their successors are elected. Term of office shall begin at the start of the regular business meeting following the meeting at which the elections were held. Upon election to an Area Service Committee Officer's position, the elected Officer should resign and GSR position as soon as practical.

### **SECTION 4: OFFICE VACANCIES**

An election to fill a vacancy in an office shall occur within two (2) regular business meetings after the vacancy arises. Notification of intent to fill a vacancy shall be provided to the areas groups. In cases of vacancies, the following coverage's apply:

- a) Chairperson – Vice Chairperson
- b) Vice Chairperson – Regional Committee Member
- c) Secretary – Archivist
- d) Treasurer – Literature Administrator
- e) Regional Committee Member – Regional Committee Member Alternate
- f) Literature Administrator – Treasurer
- g) Archivist – Secretary
- h) Outreach Coordinator – Vice Chairperson

### **SECTION 5: NOMINATIONS**

Any member of the Area Service Committee may nominate a qualified individual for an Area Service Committee position. Any member of Narcotics Anonymous may submit a nomination of an individual for an Area Service Committee position through their Group Service Representative.

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## **ARTICLE VII: REMOVAL OF AN OFFICER**

### **SECTION 1: REMOVAL REQUIREMENTS**

An officer may be removed from their position for non-compliance. Non-compliance includes but is not limited to:

- a) Loss of abstinence
- b) Non-fulfillment of the duties of their position
- c) Absence of two (2) consecutive regular business meetings without prior notification to the Area Service Chairperson
- d) A 2/3's majority vote is required for removal

### **SECTION 2: RESIGNATION PROCEDURE**

An Officer may resign by providing written notice to the Area Service Committee at least two (2) weeks prior to the upcoming regular business meeting or at a regular business meeting verbally.

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

### **SECTION 1: CHAIRPERSON**

#### **A. Qualifications**

- a) Active for at least two (2) years in the service structure of NA
- b) Two (2) years of continuous abstinence from all drugs
- c) One (1) year commitment

#### **B. Responsibilities**

- a) Open the meeting at the appointed time by taking the chair and calling the meeting to order.
- b) Announce in proper sequence the business that comes before the ASC in accordance with the prescribed order of business, agenda or program, and the existing orders of the day.
- c) Recognize the participants or observers who are entitled to the floor.
- d) State and put to vote all questions that legitimately 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 in every way 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 applicable at the time prescribed in the program or at any time in the event of a sudden emergency affecting the safety of those present.
- k) Arrange the meeting agenda in writing to the ASC.
- l) Co-signer of the ASC bank account(s).
- m) Make a report of the years work at the annual ASC meeting.

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- n) Conduct meetings with impartiality and fairness.
- o) Appoint all Ad-Hoc Committees.
- p) Co-holder of the ASC PO Box key.
- q) Establish a quorum before the start of business announcing the total count of voting participants in attendance.
- r) Disperse the general correspondence to the ASC.

### **SECTION 2: VICE CHAIRPERSON**

- A. Qualifications
  - a) Active for at least one (1) year in the service structure of NA.
  - b) Two (2) years of continuous abstinence from all drugs.
  - c) One year commitment.
- B. Responsibilities
  - a) In the absence of the Chairperson, Vice Chair will serve in the capacity of Chair.
  - b) Co-signer on the ASC bank account(s).
  - c) Make a report of the years work at the annual meeting of the ASC.
  - d) Be a parliamentarian for the ASC meetings.
  - e) Run Open Forum for the ASC meetings.
  - f) Authenticate by signature, when necessary, all proceedings of the ASC.
  - g) Willing, upon approval, to serve as Chairperson upon completion of term as Vice Chair.

### **SECTION 3: SECRETARY**

- A. Qualifications
  - a) Active for at least one (1) year in the service structure of NA.
  - b) One (1) year of continuous abstinence from all drugs.
  - c) One year commitment.
- B. Responsibilities
  - a) Record all the proceedings of the committee meetings.
  - b) Keep a file of all committee reports, minutes, and motion logs for the current calendar year.
  - c) In the absence of the Archivist, the Secretary will serve in the capacity of the archivist.
  - d) Keep and update committees official membership list and call roll at each committee meeting.
  - e) Make minutes and reports available to all NA members upon request.
  - f) Maintain record book(s) of guidelines, special rules of order, standing rules and minutes, with any amendments to these documents properly recorded for the current calendar year.
  - g) Notify members of special meetings, in accordance with methods of notification as is agreed upon by the ASC.
  - h) Distribute copies of the minutes to each Officer and GSR at each business meeting.

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## **SECTION 4: TREASURER**

- A. Qualifications
  - a) Active for at least two (2) years in the service structure of NA.
  - b) Three (3) years continuous abstinence from all drugs.
  - c) One (1) year commitment.
- B. Responsibilities
  - a) Custodian of the ASC funds.
  - b) Co-signer on ASC bank account(s).
  - c) Report on all receipts and disbursements. Hold all Subcommittees accountable to the budget and prudent reserve.
  - d) Make a full financial report at the annual meeting to be audited by an appointed 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 an ASC PO Box key.
  - h) Disperse the general correspondence to the ASC Chairperson.
  - i) Ensure that the PR Subcommittee and ASC rent is paid from ASC funds.
  - j) In the absence of the RCM, RCMA or Literature Administrator, the Treasurer will serve in these capacities.

## **SECTION 5: REGIONAL COMMITTEE MEMBER/ALTERNATE**

- A. Qualifications – RCM
  - a) Active for at least two (2) years in the service structure of NA.
  - b) Three (3) years continuous abstinence from all drugs.
  - c) One (1) year commitment.
- B. Qualifications – RCMA
  - a) Active for at least two (2) years in the service structure of NA.
  - b) Two (2) years continuous abstinence from all drugs.
  - c) One (1) year commitment.
  - d) Willing, upon approval, to serve as Regional Committee Member upon completion of term as Alternate.
- C. Responsibilities
  - a) In the absence of the Vice Chair, the RCM will serve in the capacity of Vice Chair.
  - b) Represent the Central Sierra South Area Service Committee at each California Mid-State Regional Committee meeting.
  - c) Provide the ASC Chairperson with additional agenda item, if appropriate, for the next regular business meeting, prior to that meeting.
  - d) Report to the ASC at each regular business meeting, business of the previous CMSRC meeting.

## **SECTION 6: ARCHIVIST**

- A. Qualifications
  - a) Active for at least One (1) year in the service structure of NA.
  - b) Two (2) years continuous abstinence from all drugs.

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- c) One (1) year commitment.
- B. Responsibilities
  - a) Collect and maintain all information from ASC and make available to the members documents pertaining to ASC business.
  - b) Attend all ASC meetings.
  - c) In the absence of Secretary, Archivist will serve in the capacity of Secretary.

### **SECTION 7: LITERATURE ADMINISTRATOR**

- A. Qualifications
  - a) Active for at least two (2) years in the service structure of NA.
  - b) Three (3) years abstinence from all drugs.
  - c) One (1) year commitment.
- B. Responsibilities
  - a) Procure and distribute all literature and merchandise relative to the areas needs.
  - b) Attend all ASC meetings.
  - c) Provide monthly report.
  - d) Make annual report at the annual meeting.
  - e) Co-signer on the ASC bank account.
  - f) In the absence of the Treasurer, the Literature Administrator will serve in the capacity of Treasurer.

### **SECTION 8: OUTREACH COORDINATOR**

- A. Qualifications
  - a) Active for at least one (1) year in the service structure of NA.
  - b) Two (2) years abstinence from all drugs.
  - c) One (1) year commitment.
- B. Responsibilities
  - a) Promote recovery from addiction centered in NA.
  - b) Coordinate all service – training activities and provide materials necessary to carry out those activities.
  - c) Plan and prepare an annual training activities calendar to include, but not limited to the following:
    - a. GSR/Secretary workshops
    - b. Conference Agenda Report workshop (once every two years)
    - c. Special training in areas of need
  - d) Research absences of GSR's upon missing two ASC meetings.
  - e) Provide Outreach to local meetings (i.e. how to start meetings, low attendance, etc.)
  - f) Provide monthly reports to the ASC.
  - g) In the absence of the Outreach Coordinator the Vice Chair will assume the responsibilities of the Outreach Coordinator.

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

- A. Regular business meetings for Central Sierra South ASC shall be held the 1<sup>st</sup> Sunday of each month unless otherwise accepted by the ASC members.

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- B. The regular business meeting in the month of January of each year shall be known to include nominations and elections of Officers to the ASC for the upcoming term. Elections will be the first order of business. Special meetings may be called by the Chair of the ASC and/or upon the written request of any member of the ASC. The purpose of the meeting will be specified. No other business will be conducted.
- C. A majority of the voting participants is necessary to conduct business.
- D. Upon a GSR missing two (2) consecutive ASC meetings the Outreach Coordinator will be sent to research the absences.

## **ARTICLE X: STANDING SUBCOMMITTEES**

### **SECTION 1: SUBCOMMITTEE ESTABLISHMENT**

The ASC may establish Subcommittees as necessary to perform certain duties. Standing Subcommittees shall be formed upon approval by the voting members of the ASC. Standing Subcommittees may include, but are not limited to:

- a) Public Relations
- b) Campout
- c) Activities
- d) Others as deemed necessary to carry on the work of the ASC.

At the inception of a new standing Subcommittee, a Chairperson for that Subcommittee will be elected by the voting participants of the ASC. Subsequent Officers for the Subcommittee will be elected by Subcommittee membership. A Chairperson or Vice Chairperson of a self-standing Subcommittee shall not hold a GSR position.

### **SECTION 2: SUBCOMMITTEE GUIDELINES**

All standing Subcommittees shall create and adopt guidelines consistent with 'The Guide to Local Services in Narcotics Anonymous', 'The Twelve Traditions', 'The Twelve Concepts for Service in Narcotics Anonymous', and any World Service approved literature pertaining to the Subcommittee. Subcommittee guidelines shall be subject to review and approval by the ASC as a whole.

### **SECTION 3: SUBCOMMITTEE REPORTING**

It is the Subcommittee Chairpersons responsibility to make a report at each monthly business meeting of the ASC. In the event there is no Chairperson, the responsibility will go to the next Officer in line. In the event there are no Officers of the Subcommittee, the Subcommittee shall elect a representative who will make the report to the ASC. The Subcommittee monthly report to the ASC shall include the following:

- a) Names of Officers.
- b) Financial report.
- c) Update on the activities of the Subcommittee.
- d) Next scheduled meeting date, time and location.

### **SECTION 4: SUBCOMMITTEE ASC ATTENDANCE**

If there is no attendance by any member of the Subcommittee for two (2) consecutive months the Subcommittee shall be dissolved and any remaining outstanding funds will be returned to the ASC Treasury.

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## **ARTICLE XI: AD HOC COMMITTEES**

The Chairperson of the ASC shall have the authority to appoint Ad Hoc Committees for such special purposes as may, from time to time, be deemed necessary to fulfill specific functions. The purpose, membership and duration of any such Ad Hoc Committee shall be specifically designed by the Chairperson at the time of appointment.

## **ARTICLE XII: PARLIMENTARY PROCEDURE**

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

## **ARTICLE XIII: GUIDELINES AMENDMENTS**

These guidelines may be amended by the following procedure:

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

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

- A. The Treasurer will establish a prudent reserve necessary to carry out the business of the ASC, which will cover three (3) months expenses with the exception of the Campout Committee.
- B. The ASC and Treasurer will establish working budgets for each Subcommittee.
- C. A donation of excess funds, 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 of Service of NA, by a majority vote of the CSSNA Area Service Committee, Twice per year.
- D. In the event there is a lack of funds to sufficiently meet the budgeted expenses, the priority of the expenses to be paid will be in the following order, unless a motion is made to change this:
  - 1) Insurance and PO Box rental (1 year)
  - 2) Phone lines and Answering Service
  - 3) Meeting Schedules
  - 4) Literature

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- 5) ASC meeting room rent
- 6) All other expenses approved by the GSR's.

**ARTICLE XV: SMOKING POLICY**

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

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## ADDENDUM A: ANTI-THEFT POLICY

The Eleventh Concept establishes the sole absolute priority for use of NA funds, to carry the 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 CSSASC Trusted Servants cannot be tolerated. Should any CSSNA ASC Participant, Administrative Committee member, subcommittee member be found to have allegedly misappropriated, or misused CSSNA ASC funds and/or other assets, the Presiding Officer of the CSSNA ASC, immediately upon calling the CSSNA 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 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 two-thirds (2/3) 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, with cause, by a two-thirds (2/3) vote. Additionally, any member removed by the CSSASC for misappropriation or misuse of funds and/or other assets may not hold an elected seat on the CSSASC or its subcommittees 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. 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 by CSSNA ASC.
2. Then the chairperson shall schedule a meeting, making assured that the individual(s) who allegedly misappropriated or misuse of funds and/or other assets, is/are informed of the meeting and given the

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- opportunity to present his/her point of view. After all sides have been heard, a break in the meeting format is encouraged to allow all those present time to get in touch with their High 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 should 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(s) refuses to repay 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 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 World Service Board, and the Narcotics Anonymous World Services Incorporated as resources.
  6. If legal action is pursued one of the following may occur:
    - a) A civil action may be filed against the individual(s) and a judgment for full restitution may be obtained.
    - b) The CSSNA ASC may pursue a criminal prosecution of the individual.

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**MEMORANDUM OF FINANCIAL RESPONSIBILITY**

DATE: \_\_\_\_\_

I, \_\_\_\_\_, a trusted servant of the Fellowship of the CSSNA agree to use properly and safe keep any money or asset entrusted to me by the fellowship of NA.

I agree to avoid mixing Fellowship money with my own money or the money of anyone else.

I agree to use Fellowship money or other assets only as directed by the fellowship.

I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal negligence or dishonesty that I will accept full responsibility for their replacement.

I agree that as trusted servant I serve as a volunteer and will not be paid for my work. When I complete my term of service or if I am removed from service I agree to promptly turn over any Fellowship money, assets, records or any other fellowship property.

I have agreed to follow and adhere to the CSSASC Anti-Theft policy.

Trusted Servant

OFFICER, CSSNA ASC

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

This document was created to implement the CSSASC Anti-Theft policy.  
This agreement shall be held in the CSSASC Archives.

Central Sierra South Area Service Committee of Narcotics Anonymous has adopted guidelines and operational policies, which apply to and shall guide the conduct of NA Trusted Servants.