



San Fernando Valley Area Service Committee Narcotics Anonymous Guidelines for Service

Adopted by SFVASC January 10, 2010

I. DECORUM STATEMENT

San Fernando Valley Area Service Committee meetings will be conducted according to established 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 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 we may get the maximum results from its content.

II. NAME, DESCRIPTION, AND BOUNDARIES

- A. This body shall be known as the San Fernando Valley Area Service Committee of Narcotics Anonymous, hereinafter called SFVASC, or ASC, and shall serve the San Fernando Valley Area of Narcotics Anonymous, hereinafter called SFVANA.
- B. The SFVASC is a service body of Narcotics Anonymous directly responsible to the groups who have formed it. It consists of Group Service Representatives (GSRs) from NA groups of the SFVANA, along with elected officers, subcommittee chairpersons, and other participants who meet monthly in a general assembly to serve the common needs of the SFVANA groups.
- C. The SFVASC shall serve that portion of the Southern California Region bounded on the north by the 118 Freeway, Interstate 5, 210 Freeway, and the Angeles National Forest; on the south by Mulholland Drive, on the east by Glendale Freeway (2 Fwy), and on the west by Wilbur Avenue.
- D. We shall have the option of including meetings located in neighboring areas.

III. PURPOSE

- A. The primary purpose of the SFVASC shall be the administration and coordination of Narcotics Anonymous activities common to the various groups comprising its membership and facilitating communication between the SFVASC and the rest of Narcotics Anonymous. These activities include furthering the NA program in accordance with the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts of Service.
- B. To ensure that our primary purpose is carried out, the SFVASC shall have subcommittees directly responsible to those they serve.
- C. Specifically excluded from the objectives of the SFVASC is the operation of any clubs, clubhouses, detox centers, or any such related facilities and the endorsement of any public or private projects on addiction or drug abuse as outlined in Tradition Six.
- D. The Twelve Traditions and The Twelve Concepts of Service of Narcotics Anonymous shall provide the governing rules of SFVASC.

IV. AREA SERVICE COMMITTEE

- A. The SFVASC shall meet on the second Sunday of each month unless it falls on a holiday, in which case it will be held on the date set at the previous ASC meeting.
 - 1. Special meetings may be called by a majority of Group Service Representatives or by the Chairperson or Vice Chairperson on being advised of a matter of special urgency.
 - 2. The Chairperson must give reasonable notice of at least one week of such meetings to all participants.
- B. All Area Service Committee meetings shall be open to any member of NA as a non-participant observer but shall be closed to the general public.
 - 1. The only participants shall be those listed under Section V.
 - 2. Non-participants may be recognized at the discretion of the Chairperson.
 - 3. An open forum may be called and can include members-at-large at the Chairperson's discretion.
- C. The SFVASC shall remain in session until the end of business or until a motion to adjourn is approved.

V. PARTICIPANTS

- A. The SFVASC shall be composed of:
 1. Duly elected officers:
 - a. Chairperson
 - b. Vice Chairperson
 - c. Treasurer
 - d. Vice Treasurer
 - e. Secretary
 - f. Alternate Secretary
 - g. Regional Committee Member (RCM)
 - h. Alternate Regional Committee Member (RCM Alt)
 2. Group Service Representatives (GSR) and their Alternates who have been elected or who represent their group's conscience.
 3. Subcommittee and Ad Hoc Chairpersons or Vice Chairpersons.
- B. GSRs or their Alternates in the GSR's absence representing a new group/meeting and attending SFVASC for the first time will be recognized as a voting participant.
- C. These participants, including subcommittee chairs or their designated subcommittee member, shall attend all Area Service Committee meetings until the close of business. Members of NA, outside the SFVASC, may attend ASC meetings as non-participant observers and may be granted the floor by the Chairperson.
- D. Absence at two consecutive ASC meetings by both the GSR and GSR Alternate establishes inactivity of that group as a voting member of the SFVASC. That group will become an active voting participant once its GSR or GSR Alternate is recognized as being present at its second consecutive ASC meeting.
- E. Absence at two consecutive ASC meetings by any elected officer may be cause enough for removal.
- F. The RCM, Treasurer, and all standing subcommittees including Ad hocs shall provide monthly written reports to the ASC.
- G. Subcommittees with bank accounts shall provide a financial statement included with their monthly written report, as well as a copy of the most current bank statement to the area treasurer.
- H. Elected officers include the following:
 1. Chairperson
 - a. Requirements
 - (1) Seven years clean.
 - (2) Service at the area level at least two years within the last five years.
 - (3) Read and be knowledgeable of the guidelines of the SFVASC Guidelines.
 - b. Duties
 - (1) Arranges agenda and presides over the ASC.
 - (2) Initiates any necessary correspondence and provides Area Secretary with copies.
 - (3) Initiates semi-annual audits of subcommittee bank accounts in May (the month prior to elections) and November (see Section V.H.6.b.6)

- (4) Maintains a good working relationship with all other officers of the committee.
 - (5) Cosigner on the SFVASC bank account.
 - (6) May vote to break a tie.
 - (7) Ensures that the prescribed voting and motion procedures are upheld in Section VI.
 - (8) Shall conduct orientation for new GSRs prior to ASC.
 - (9) Shall maintain an annual calendar with due dates of all area mandatory tasks, such as budgets, audits, rent, elections, etc., and update it into the agenda on a monthly basis.
2. Vice Chairperson
- a. Requirements
 - (1) Seven years clean.
 - (2) Service experience at the area level at least two years within the last five years.
 - (3) Willingness to serve as Chairperson if elected the following term.
 - (4) Read and be knowledgeable of the guidelines of the SFVASC Guidelines.
 - b. Duties
 - (1) Performs Chairperson's duties in the absence of the Chairperson.
 - (2) Stays informed of all subcommittees' and Ad hoc committees' activities and is available for any related problems.
 - (3) Available to assume the duties as needed on a temporary basis in the event there is no subcommittee chairperson.
 - (4) Cosigner on all SFVASC bank accounts.
 - (5) Shall serve as Area Parliamentarian.
 - (6) Shall be available as a resource to Ad hoc committees.
3. Secretary
- a. Requirements
 - (1) Five years clean.
 - (2) Service experience at some level at least one year.
 - (3) Working knowledge of computer word processing application.
 - (4) Check area Email on a daily basis.
 - (5) Read and be knowledgeable of the guidelines of the SFVASC Guidelines.
 - b. Duties
 - (1) Takes roll call and keeps accurate minutes of each regular or special SFVASC.
 - (2) Maintains an index of action items and motions made at each Area Service Committee meeting.
 - (3) Maintain an ASC Contact list, comprised of email

addresses and phone numbers of all ASC participants mentioned in Sec. V.A.

- (4) Makes available copies of the minutes to each participant of the SFVASC.
 - (5) Shall maintain the SFVASC post office box, renewing the lease annually upon the receipt of notice and keeping a key to check the box at least monthly for all area correspondence.
 - (6) Maintains SFVASC archives and records.
 - (7) Secretary will maintain archives of one year, available for review, at the ASC. Archives past one year will be maintained at off-site location.
 - (8) Provides copies of bills and/or statements to relevant subcommittees upon request.
 - (9) Submits copy of all correspondence to ASC Chairperson for review; originals to archives.
 - (10) Cosigner on the SFVASC bank account.
4. Alternate Secretary
- a. Requirements
 - (1) Five years clean.
 - (2) Service experience at some level at least one year.
 - (3) Working knowledge of computer word processing applications, including receiving and sending email.
 - (4) Check area Email on a daily basis in the absence of the Secretary.
 - (5) Read and be knowledgeable of the guidelines of the SFVASC Guidelines.
 - b. Duties
 - (1) Performs the Secretary's duties in the absence of the Secretary.
 - (2) Assembles and makes available copies of the ASC informational package, including but not limited to, the Twelve Concepts for NA Service, the Twelve Traditions of NA, and the current approved SFVASC Guidelines to all new ASC participants.
5. Treasurer
- a. Requirements
 - (1) Five years clean.
 - (2) Service experience at the area level for at least one year within the last three years.
 - (3) Accounting experience strongly suggested.
 - (4) Cannot be a signer on any other service committee bank account.
 - (5) Read and be knowledgeable of the guidelines of the SFVASC.
 - b. Duties
 - (1) Custodian of all the SFVASC bank accounts.

- (2) Familiar with and able to follow basic accounting procedures including proper check writing, monthly submission of financial reports, and account reconciliation, as well as the requirements found in Addendum I, Money Handling Procedures.
 - (3) Gives financial report at every Area Service Committee meeting.
 - (4) Makes available for auditing all financial records on demand.
 - (5) Donates to the SCRSC per Section VII.F.
 - (6) Prepares estimates and recommendations of prudent reserve requirements and reports these to the SFVASC on request.
 - (7) Participates in the semi-annual audits as per Sec V.H.1b.
 - (8) Instructs the Vice Treasurer on all accounting procedures.
6. Vice Treasurer
- a. Requirements
 - (1) Five years clean.
 - (2) Service experience at the area level at least one year within the last three years.
 - (3) Accounting experience strongly suggested.
 - (4) Willingness to serve as Treasurer if elected to the following term.
 - (5) Read and be knowledgeable of the guidelines of the SFVASC.
 - b. Duties
 - (1) Attend all SFVASC meetings.
 - (2) Familiar with and able to follow basic accounting procedures including proper check writing, monthly submission of financial reports, and account reconciliation, as well as the requirements found in Money Handling Procedures.
 - (3) Will assume the Treasurer's position if the Treasurer resigns or is removed.
 - (4) Assists in giving financial report at every Area Service Committee.
 - (5) Assists in making all ASC financial records available for auditing on demand.
 - (6) Performs audits on all ASC bank accounts on an semi-annual basis (in May(the month prior to elections), and November), and as directed by the ASC.
 - (7) Instructs all subcommittee treasurers to ensure they are knowledgeable and compliant with ASC guidelines.
7. Regional Committee Member (RCM)
- The responsibility of the RCM is to work for the good of NA by providing two-way communication between the ASC and the RSC.
- a. Requirements

- (1) Three years clean.
- (2) Service experience at the regional level at least one year.
- (3) Read and be knowledgeable of the guidelines of the SFVASC as well as the Southern California Regional Service Conference Guidelines.

b. Duties

- (1) The RCM is to the ASC what the GSR is to the group. As the representative of the area, he/she represents the group conscience of the ASC at the regional level and takes part in any decisions that affect the region as a whole.
- (2) The RCM attends all SCRSC (Southern California Regional Service Conference) meetings and represents the ASC at the RSC.
- (3) Participates in the SCRAW (Southern California Regional Agenda Workshop) and Info Fair.
- (4) Educates GSRs about the World Service Conference and the importance of their groups' involvement in the process of understanding the issues, informing their groups, and carrying their groups' conscience back to the area.
- (5) Assists members of the ASC to understand the motions and issues of the Conference Agenda Report (CAR).
- (6) To collect and tally the votes from the area groups on CAR motions and to vote the area's conscience at the RSC.

8. Regional Committee Member Alternate

a. Requirements

- (1) Three years clean.
- (2) Willingness to serve as RCM if elected to the following term.
- (3) Service experience at the area level at least one year.
- (4) Read and be knowledgeable of the guidelines of the SFVASC as well as the Southern California Regional Service Conference Guidelines.

b. Duties

- (1) Performs duties of the RCM in absence of the RCM.
- (2) Attends ASC meetings and helps RCM maintain communication with SFV Area groups.
- (3) Attends all SCRSC meetings and represents the ASC at the RSC in the absence of the RCM.
- (4) Prepares for RCM's duties by working closely with the RCM.
- (5) Participates in the SCRAW and Info Fair.
- (6) Assists the RCM in the duties as described in Sections above, V.H.7.b.4; V.H.7.b.5; and V.H.7.b.6.

9. Activities Subcommittee Chairperson
 - a. Requirements
 - (1) Three years clean.
 - (2) Service experience at the area level at least two years.
 - (3) Activities committee experience suggested.
 - (4) Read and be knowledgeable of the guidelines of the SFVASC as well as their own subcommittee guidelines.
 - b. Duties
 - (1) Works with committee members to arrange fellowship events such as dances, picnics, learning days, etc.
 - (2) Responsible for contacts and contracts with outside venues for these events.
 - (3) Chairs monthly business meetings and is responsible to attend and provide both written and financial reports to monthly Area Service Committee Meeting.
 - (4) Responsible for maintaining subcommittee bank account.
 - (5) Responsible for area activities to attend monthly regional activities committee meetings.
10. Convention Subcommittee Chairperson
 - a. Requirements
 - (1) Seven years clean.
 - (2) Service experience on any NA Convention Subcommittee at least three years.
 - (3) Read and be knowledgeable of the guidelines of the SFVASC as well as their own subcommittee guidelines.
 - b. Duties
 - (1) Arranges annual SFV Area Convention.
 - (2) Chairs monthly business meetings.
 - (3) Responsible to maintain contact as primary liaison between committee and venue.
 - (4) Responsible for all contracts and commitments made by the committee.
 - (5) Responsible for maintaining subcommittee bank account.
 - (6) Responsible to attend and provide both written and financial reports to monthly Area Service Committee meetings.
11. Hospital and Institutions Subcommittee Chairperson
 - a. Requirements
 - (1) Three years clean.
 - (2) Service experience at least one year at the area level.
 - (3) H&I committee experience suggested.
 - (4) Read and be knowledgeable of the guidelines of the SFVASC as well as their own subcommittee guidelines.
 - b. Duties
 - (1) Attends Regional H&I Committee meetings.

- (2) Keeps and maintains the list of all area panel commitments.
 - (3) Responsible for the pickup and distribution of allotted literature to Panel Chairpersons for panel meetings within our area.
 - (4) This subcommittee is provided a budget and does not handle money. The only exceptions to this may be area checks written to cover approved budgetary expenditures. Any purchase made needs to be accounted for with a itemized receipt submitted to the ASC Treasurer. It is the Subcommittee Chairperson's responsibility to stay within the allotted budget.
 - (5) Primary liaison between the hospitals and institutions in the area requesting or having NA panels.
 - (6) Responsible to attend and provide written reports to the monthly Area Service Committee meetings.
 - (7) Provide yearly projected budget to ASC Treasurer by December of each calendar year.
12. Literature Subcommittee Chairperson
- a. Requirements
 - (1) Five years clean time.
 - (2) Service experience of at least two years.
 - (3) Must be able to transport and store literature inventory.
 - (4) Read and be knowledgeable of the guidelines of the SFVASC as well as their own subcommittee guidelines.
 - b. Duties
 - (1) Arranges the purchase and pickup of NA literature from the Regional Service Office.
 - (2) Sells/distributes NA literature and event flyers at the monthly Area Service Committee and at applicable ASC events.
 - (3) Chairs monthly business meetings.
 - (4) Is responsible for any leftover inventory.
 - (5) Responsible to attend and provide both written and financial reports to monthly Area Service Committee meetings.
 - (6) Maintains subcommittee checking account.
13. Phonelines Subcommittee Chairperson
- a. Requirements
 - (1) Three years clean.
 - (2) Service experience at least one year at the area level or on a phonline committee.
 - (3) Minimum of six months SFVASC Phonline experience.
 - (4) Read and be knowledgeable of the guidelines of the SFVASC as well as their own subcommittee guidelines.
 - b. Duties
 - (1) Chair monthly business meetings.

- (2) Attend monthly Regional Phonline Committee meetings.
 - (3) Responsible for maintaining Area Helpline.
 - (4) Responsible to attend and provide written report to monthly Area Service Committee meetings.
 - (5) Provide yearly projected budget to ASC Treasurer by December of each calendar year.
 - (6) This subcommittee is provided a budget and does not handle money. The only exceptions to this may be area checks written to cover approved budgetary expenditures. Any purchase made needs to be accounted for with a itemized receipt submitted to the ASC Treasurer. It is the Subcommittee Chairperson's responsibility to stay within the allotted budget.
14. Public Information Subcommittee Chairperson
- a. Requirements
 - (1) Two years clean.
 - (2) Service experience at the area level at least two years; Public Information committee suggested.
 - (3) Read and be knowledgeable of the guidelines of the SFVASC as well as their own subcommittee guidelines.
 - b. Duties
 - (1) Responsible for providing information about Narcotics Anonymous both inside and outside the fellowship. The information about Narcotics Anonymous is meant to be general information as to the availability of NA as a community resource, its meetings, how meetings may be attended, the history of Narcotics Anonymous, NA literature, as well as how and why NA works.
 - (2) Chairs monthly business meetings.
 - (3) Primary liaison between world, region and other areas within the region requesting information or disseminating information about Narcotics Anonymous.
 - (4) Attends monthly Regional Public Information Subcommittee meetings and includes results of that committee's meetings within the ASC report.
 - (5) Responsible to attend and provide a written report to the monthly Area Service Committee.
 - (6) This subcommittee is provided a budget and does not handle money. The only exceptions to this may be area checks written to cover approved budgetary expenditures. Any purchase made needs to be accounted for with a itemized receipt submitted to the ASC Treasurer. It is the Subcommittee Chairperson's responsibility to stay within the allotted budget.
 - (7) Provide yearly projected budget to ASC Treasurer by December of each calendar year.
 - (8) Prior to any contract negotiations, subcommittee is to obtain approval from ASC.

15. Newsletter Subcommittee Chairperson
 - a. Requirements
 - (1) Two years clean
 - (2) Area Service experience of at least one year.
 - (3) Six months prior involvement in the SFV Area Newsletter Subcommittee.
 - (4) A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA. SFVA Newsletter Guidelines.
 - (5) Access to a typewriter, word processor, or computer.
 - (6) Read and be knowledgeable of the guidelines of the SFVASC as well as their own subcommittee guidelines.
 - b. Duties
 - (1) Schedule and conduct monthly SFVAN meetings.
 - (2) Responsible for the gathering of information, personal stories, and area/regional/world events for publication in the Area's bimonthly "NeverAlone SFV" newsletter.
 - (3) Responsible to attend and provide a written report to the monthly Area Service Committee.
 - (4) This subcommittee is provided a budget and does not handle money. The only exceptions to this may be area checks written to cover approved budgetary expenditures. Any purchase made needs to be accounted for with a itemized receipt submitted to the ASC Treasurer. It is the Subcommittee Chairperson's responsibility to stay within the allotted budget.
 - (5) Provide yearly projected budget to ASC Treasurer by December of each calendar year.
16. Website Subcommittee Chairperson
 - a. Requirements
 - (1) Elected by the ASC.
 - (2) At least 3 years continuous clean time and maintain that clean time throughout the term of service.
 - (3) 1 year SFV Area Website Subcommittee experience.
 - (4) A working knowledge of the Twelve Traditions and Twelve Concepts of Service of Narcotics Anonymous.
 - (5) Have the necessary computer skills to facilitate the Committee's responsibilities including Website and Internet navigational skills.
 - (6) Have the necessary resources to fulfill the position i.e. Internet access, availability to a computer, and capable of attending each Committee meeting.
 - (7) Read and be knowledgeable of the guidelines of the SFVASC as well as their own subcommittee guidelines.
 - b. Duties
 - (1) Conduct all Website Committee meetings.
 - (2) Prepare an agenda and distribute it at each meeting.

- (3) Provide a written Website Committee report and present it at monthly ASC meetings.
 - (4) Prepare and submit an annual subcommittee budget, as required by the ASC.
 - (5) Represent the Website Committee at all San Fernando Valley Area Service Committee meetings. This includes representing and interacting with all other SFVASC service committees as necessary.
 - (6) Coordinate and accomplish with other Website Committee trusted servants and members the necessary tasks to the goals of the Committee.
 - (7) Work with the Area Chair to accomplish the tasks and goals set by the ASC.
 - (8) Communicate with members and the public as necessary. This includes replying to all incoming email to the Area Website and other inquiries, i.e., via U.S. mail.
 - (9) Be available to other Narcotics Anonymous service committees, as needed.
 - (10) This subcommittee is provided a budget and does not handle money. The only exceptions to this may be area checks written to cover approved budgetary expenditures. Any purchase made needs to be accounted for with a itemized receipt submitted to the ASC Treasurer. It is the Subcommittee Chairperson's responsibility to stay within the allotted budget.
 - (11) Provide yearly projected budget to ASC Treasurer by December of each calendar year.
17. NA Freedom Behind The Walls Subcommittee Chairperson
- a. Requirements
 - (1) Elected by the ASC.
 - (2) At least 3 years continuous clean time and maintain that clean time throughout the term of service.
 - (3) 1 year SFV Area NAFBTW Subcommittee experience.
 - (4) A working knowledge of the Twelve Traditions and Twelve Concepts of Service of Narcotics Anonymous.
 - (5) This subcommittee is provided a budget and does not handle money. The only exceptions to this may be area checks written to cover approved budgetary expenditures. Any purchase made needs to be accounted for with a itemized receipt submitted to the ASC Treasurer. It is the Subcommittee Chairperson's responsibility to stay within the allotted budget.
 - (6) Read and be knowledgeable of the guidelines of the SFVASC Guidelines as well as their own subcommittee guidelines.
 - b. Duties
 - (1) Conduct all NAFBTW Committee meetings.
 - (2) Prepare an agenda and distribute it at each meeting.

- (3) Provide a written NAFBTW Committee report and present it at monthly ASC meetings.
 - (4) Prepare and submit an annual subcommittee budget, as required by the ASC.
 - (5) Represent the NAFBTW Committee at all San Fernando Valley Area Service Committee meetings. This includes representing and interacting with all other SFVASC service committees as necessary.
 - (6) Coordinate and accomplish with other NAFBTW Committee trusted servants and members the necessary tasks to the goals of the Committee.
 - (7) Work with the Area Chair to accomplish the tasks and goals set by the ASC.
 - (8) Communicate with members and the public as necessary. This includes replying to all incoming email to the Area NAFBTW and other inquiries, i.e., via U.S. mail.
 - (9) This subcommittee is provided a budget and does not handle money. The only exceptions to this may be area checks written to cover approved budgetary expenditures. Any purchase made needs to be accounted for with a itemized receipt submitted to the ASC Treasurer. It is the Subcommittee Chairperson's responsibility to stay within the allotted budget.
 - (10) Provide yearly projected budget to ASC Treasurer by December of each calendar year.
- I. In addition to the requirements listed above, each elected officer shall have the following:
1. A willingness and desire to serve.
 2. Personal time and the ability to serve.
 3. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.
 4. Continued abstinence during term of office.
- J. Each of the above listed participants normally serves for a period of one year and shall not serve more than two consecutive one-year terms.
- K. Each of these offices is open to any member of the NA Fellowship who meets the requirements as stated above and is present at the time of nominations. Any nominee must be present to accept and qualify for the open position before he/she can be elected to that position.
- L. No chairperson, vice chairperson, subcommittee chairperson or vice chairperson of the SFVASC can be elected to any other Chairperson or Vice Chairperson position on any SFVASC subcommittee.
- M. No Chairperson or Vice Chairperson of the SFVASC shall serve as elected Chairperson or Vice Chairperson of any other area or region.
- N. No GSR may hold an elected position at the SFVASC.
- O. Based on our past experience and to ensure continuity, outgoing officers are encouraged to remain active within the area and help train newly elected officers.
- P. Email: The ASC Chair, Secretary and each subcommittee including ad hocs has an email address on nasfv.com. It is their responsibility to insure that any email correspondence is read and followed up on, in a timely and regular basis. These

trusted servants may delegate this duty to another member of their committee if needed.

VI. MOTIONS AND VOTING PROCEDURES

- A. Group Conscience: SFVASC shall strive to develop a collective conscience before making specific service decisions. Developing a conscience involves all SFVASC participants in a process of: 1.) gathering information from group and committee reports; 2.) freely discussing issues in the sharing session; 3.) carefully listening to all viewpoints expressed; 4.) proposing a course of action in the form of a motion; 5.) discussing and debating the merits of the motion; and 6.) calling at all times upon a loving Higher Power and the individual and collective spiritual resources of those present. When it is finally time to translate the results of this conscience-seeking process into a collective decision, SFVASC shall use voting as its decision-making mechanism.
- B. Each duly elected GSR of an active SFV Area group is entitled to one vote. In the event of a GSR's absence, the GSR Alternate shall have the GSR's vote. Any group representative must have a prior vote of confidence from their group.
- C. The Chairperson may have a vote to break a tie, as long as the chairperson does not have a conflict (or the appearance of a conflict) of interest. In this case the Chairperson must recuse themselves prior to all discussion, debate and vote concerning the matter.
- D. A quorum at each SFVASC meeting shall consist of more than 50% of the groups eligible to vote (active groups as defined in Sections V.B. and V.D.), as represented by their GSR or GSR Alternate. A quorum is only necessary to carry out business requiring a vote. Once a quorum is achieved at each SFVASC meeting, the quorum shall stand for the remainder of the meeting.
- E. Unless otherwise stated in these guidelines, all matters before the committee shall be decided by a majority vote. A majority vote consists of more than 50% of all the votes excluding abstentions and blanks.
- F. A two-thirds vote of all voting members shall be required for the removal or reinstatement of any officer, all area money matters, any guideline changes, and/or waiver of guidelines.
- G. The Chairperson shall have the option to poll abstentions if these votes would change the outcome of the motion.
- H. A two-thirds vote shall be determined by two-thirds of the total vote excluding the abstentions and blanks.
- I. Election of officers is by a majority of the voting body. In the event that a majority vote is not achieved (such as when there may be more than two candidates for one position), a runoff election will be conducted until a clear majority can be achieved.
- J. For the purposes of clarity and accuracy, the Chairperson may request that motions be submitted in writing to the Secretary before the motion is voted on.
- K. Each motion must have a second before it can be sent to the floor where it will be opened for debate. At this time, if the body so deems it, two pros and two cons on each motion will be heard. Discussion may be extended through a majority vote on a motion to extend debate.
- L. GSRs, Subcommittee Chairpersons, SFVASC Treasurer, Secretary, and RCM may make and/or second motions. In the absence of the GSR, Treasurer and RCM, GSR Alternate, the Vice Treasurer, and RCM Alternate may make and/or second motions.

- M. GSRs are the only participants who may vote. The GSR Alternate or any group representative with their group's prior vote of confidence may vote in the absence of the GSR.

VII. FINANCES

- A. The SFVASC shall maintain a bank account requiring two signatures for financial transactions. Eligible signers for this account include the SFVASC Chairperson, Vice Chairperson, and Secretary.
- B. To ensure monetary security of the SFVASC, no two signers on the bank accounts of the SFVASC area may reside in the same household.
- C. All bank deposits of the SFVASC, its subcommittees, and ad hocs shall be made within four business days.
- D. The SFVASC Treasurer shall present an annual budget for approval by the SFVASC in January each year, containing line items submitted by the subcommittees without bank accounts.
- E. Included in the ASC annual budget shall be provision for payment of \$500 total yearly rent to the meeting facility which covers monthly ASC meetings, Phonline Subcommittee meetings, and H&I Subcommittee meetings (inclusive). In lieu of a cash payment, equipment will be purchased by the ASC for the facility, and donated to the facility based on what is determined to be the facility's own needs.
- F. The SFVASC shall maintain a working prudent reserve equal to one-sixth of the annual expense budget rounded up to the nearest thousand. One-half of the monies above the prudent reserve shall be donated to the SCRSC on a quarterly basis unless otherwise directed by the voting participants of the Area. In the fourth quarter, the ASC will donate all monies over its prudent reserve to the SCRSC.
- G. Whenever the Treasurer declares that the area is below prudent reserve, all money matters from that point forward require a two-thirds vote of the voting body.
- H. All trusted servants desiring to perform a money-handling service position shall be apprised of SFVASC Guidelines and shall have completed and signed Addendum II, the "Trusted Servants Financial Services Acknowledgement" prior to performing such service.
- I. Donations to the ASC must be turned into the Treasurer by one hour after the start of the meeting.
- J. Travel Policy
 - 1. This policy provides a basis for sending trusted servants of the San Fernando Valley Area to service related events at the expense of the SFVASC.
 - a. The SFVASC shall determine if there will be travel, other than what has been approved in the annual budget. This will be determined by a motion passed by two-thirds vote, or will have been approved in the current ASC annual budget.
 - b. Those traveling must maintain all receipts and submit, at the following SFVASC, such receipts or expense slips.
 - c. A cash advance will be made available, unless requested otherwise, for SFVASC-authorized travel only. There should be some planning so as to receive maximum benefit from pre-travel arrangements.
 - d. The SFVASC will cover all expenses incurred from travel including shuttle transportation from the airport/station to the lodging and back to the airport/station. This may be for airfare, bus fare, train

- fare, cab fare, rental car, or personal car. If a personal car is used the SFVASC will reimburse 55 cents per mile. There should be careful consideration to the total cost prior to the trip and the making of any travel arrangements.
- e. Meals will be reimbursed up to \$50.00 per day. Receipts should be dated and amounts clearly listed.
 - f. Hotel rates will be paid but should be investigated prior to the event. This does not include movies or excessive telephone expense. If it is at all possible there should be an effort made to share the room with someone who is also attending the event. If it is not possible to share a room with another SFVASC authorized person, the SFVASC will cover the full room fare. If it is not possible to share the room due to an unauthorized guest occupying one part of the room, the SFVASC will not cover any portion of that room occupied by the unauthorized guest. If there is a man and a woman they will be authorized separate rooms.
 - g. The SFVASC will cover one phone call per day to their home residence. This is in addition to necessary service related calls.
 - h. The SFVASC shall be the only body to authorize travel of area trusted servants. Subcommittees shall make all travel requests through the SFVASC unless a travel budget has been approved previously by the SFVASC.
 - i. There should be careful consideration towards the use of SFVASC funds for personal activity. Trusted servants are a valuable asset to the function of our primary purpose, there is, however a need for vigilance when acting on behalf of the SFVASC.
2. Upon return from such an event, a written report of all relevant material shall be required.
 3. Committees or individuals wishing to be reimbursed for expenses incurred in the course of service to this area are asked to submit anticipated costs and provide receipts for funds expended.

VIII. MISAPPROPRIATION/MISUSE OF FUNDS AND MISCONDUCT

A. Misappropriation/Misuse of SFVASC Funds

The Eleventh Concept of NA Service establishes the sole priority for the use of NA funds to carry the message to the addict who still suffers. The Twelfth Concept of NA Service gives the SFVASC a mandate from the NA groups that call for total fiscal accountability.

With this in mind, any misappropriation or misuse of funds by any Area trusted servant(s) or NA member(s) cannot and will not be tolerated.

The definition of "misappropriation of funds" includes but is not limited to, theft, embezzlement, or use of NA funds for purposes not expressly authorized by an Area Committee, Subcommittee, or Ad hoc. This includes the theft of cash, check, any financial instrument (i.e., refunds, royalties, or rebates from vendors to the NA Fellowship), or asset (i.e., equipment, supplies, or physical inventory).

B. Misconduct

Misconduct is defined as any action contrary to the Twelve Traditions of NA, the Twelve Concepts of NA Service, the guidelines of the SFVASC, the guidelines of a SFVASC Subcommittee or Ad hoc (if applicable), or violation of California state or

US federal law to the extent that such misconduct is detrimental to the NA Fellowship. This includes conduct that creates a benefit to a member or outside enterprise to the detriment of the NA Fellowship.

C. Interim Action Suspension

Should any SFVASC Executive Committee member, Subcommittee member, or any non-elected NA member be suspected to have misappropriated or misused SFVASC funds or have been involved in misconduct, the SFVASC Executive Committee duly elected officers will vote, by simple majority, in person or by phone, to immediately "suspend" the member(s) involved from further area service. Suspension in this instance is not disciplinary action; it is a pause in active service to allow time for investigation of an incident.

1. A suspended officer or member may no longer represent him/herself to the fellowship or service Boards/Committees as an officer or member of the SFVASC, its Subcommittees, and its Ad hocs. Additionally, a member, upon notification of being suspended, by phone or letter from the The presiding officer of the SFVASC, may not be reimbursed for any service-related expenses incurred during the course of their suspension.
2. Upon suspension of any member(s), the SFVASC Executive Committee duly elected officers must make a full and timely investigation of the matter and report the findings at the next SFVASC meeting.
3. Any member who participates in or who has knowledge of the suspected misappropriation or misuse of SFVASC funds or misconduct is required to be present at the SFVASC. The presiding officer of the SFVASC, immediately upon calling the following SFVASC to order, must report all interim actions/decisions made by the Executive Committee duly elected officers, fully disclosing the alleged misappropriation or misuse of SFVASC funds or misconduct and the individual(s) involved. Any member suspected of misappropriation or misuse of SFVASC funds or misconduct may exercise the Tenth Concept of NA Service to redress the issue at that time.

D. SFVASC Action Removal and Reinstatement

Once the SFVASC Executive Committee's duly elected officers investigate and report to the SFVASC its findings of the suspected violation of this section, the SFVASC must immediately vote on a motion to remove the individual(s) from office and/or the committee "with cause," to reinstate or to extend the investigation. The presiding officer will notify said member by phone and by certified mail, as well as notifying the region (SCRNA) by email and/or certified mail.

1. Should the SFVASC remove an officer(s) or member(s) with cause, the said individual's participation within the SFVASC is immediately terminated.
 - a. Any member removed from office and/or committee by the SFVASC for misappropriation may no longer represent themselves to the fellowship or service Boards/Committees as an officer or member of the SFVASC, its Subcommittees, or its Ad hocs for a period of five (5) years from the date of interim suspension.
 - b. Any member removed from office and/or committee by the SFVASC for misconduct may no longer represent him/herself to the fellowship or service Boards/Committees as an officer or member of the SFVASC, its Subcommittees, and its Ad hocs for a period of two (2) to five (5) years, at the discretion of SFVASC,

on a case-by-case basis. (This period of time will be voted on and determined at the time of removal from office and/or committee.)

- c. If a trusted servant resigns from office or a committee prior to the SFVASC having taken the aforementioned action and reaching a final resolution, the SFVASC shall proceed to suspend the trusted servant. The SFVASC shall investigate the matter and follow the aforementioned process to its conclusion.
2. Upon reinstatement, by a required two-thirds vote by the SFVASC, said member's suspension will be lifted and the member will resume their role as a full participant of the SFVASC, its Subcommittee, or Ad hoc, as applicable.
- E. Restitution
 1. Members who have misappropriated or misused SFVASC funds might be subject to criminal and/or civil legal proceedings.
 2. Members who have misappropriated or misused SFVASC funds may, at the discretion of the SFVASC, be asked to sign a promissory note and make restitution in full of all misappropriated or misused SFVASC funds in lieu of filing charges.

IX. ELECTIONS

- A. Nominations and elections for all positions listed in Section V will be held in June of each year. The newly elected officers and participants will take office in July. The ASC Chair will announce nominations and elections at the April and May ASC meetings. The exception to this process is the Convention Subcommittee Chairperson who is elected after the convention closing statement, which is approximately 90 days after the convention.
- B. All nominees must be present at the time of their nomination for election to a position on the SFVASC.
- C. In the event of a vacated office, special elections may be held to fill the position until the next regularly scheduled election.
- D. SFVASC duly elected alternate officers (as defined in Section V.A.1), and Subcommittee/Ad hoc alternates, i.e., Vice Chairperson and Vice Treasurer do not automatically assume the vacated position. They must be affirmed by the SFVASC.

X. SUBCOMMITTEES

Subcommittees are directly responsible to the SFVASC. Newly proposed Subcommittees shall function as Ad hoc Committees until they are established and have approved guidelines. It is necessary to clearly define the responsibilities of these Subcommittees so that they may fulfill the purpose for which they are created.

- A. The SFVASC shall be responsible for the approval and implementation of guidelines to be drafted by the committee officers and active members utilizing the suggestions below and presented for approval at a regular SFVASC meeting.
- B. All Subcommittee Chairpersons or pro tem Chairpersons shall attend all SFVASC meetings.

- C. Guidelines for an SFVASC Subcommittee should include but are not limited to the following:
 - 1. Name
 - 2. Purpose
 - 3. Function
 - 4. Trusted servants job requirements and duties
 - 5. Voting procedures
 - 6. Meetings, including time and place
 - 7. No SFVASC Subcommittee shall create guidelines which conflict with the guidelines of the SFVASC.
 - 8. Every area subcommittee will provide a current approved digital copy of their guidelines to the website chair for posting on the website.
- D. Each Subcommittee shall keep a file listing contacts and procedures for the activities it performs for use by future participants.
- E. In addition to the above, it is our experience that each Subcommittee, to ensure that its primary purpose is carried out, has the following:
 - 1. A bank account and prudent reserve, where applicable.
 - 2. A Treasurer with experience and willingness necessary to provide the SFVASC with an accurate monthly accounting of finances in written form, where applicable.
- F. Every Subcommittee shall carry out its work in accordance with the Twelve Traditions and Twelve Concepts of NA.
- G. Subcommittees without a bank account shall submit to the SFVASC Treasurer, in December each year, their budget requests for the coming year, to be approved by the SFVASC in January.
- H. When a Subcommittee or Ad hoc Committee member has a family relationship, or potential conflict of interest with a vendor, or any person who is being considered for, or has been awarded a contract, or otherwise paid for any services provided, disclosure must be made at the next ASC meeting following the establishment or potential establishment of conflict of interest.
- I. Any Subcommittee or Ad hoc Committee must obtain a minimum of three (3) written bids from separate vendors/contractors before awarding a contract for services and/or products over \$500.00. This policy may be waived if three sources are not available.

XI. CURRENT STANDING COMMITTEES/SUBCOMMITTEES

- A. EXECUTIVE COMMITTEE
 - 1. The Executive Committee shall consist of all the duly elected SFVASC officers and standing Subcommittee Chairpersons.
 - 2. Prior to submission to the Area Service Committee, elected officers shall review guidelines and proposed budgets and suggest modifications, if needed.
- B. HOSPITALS AND INSTITUTIONS

The purpose of the San Fernando Valley Area H&I Subcommittee is to serve the needs of all the groups within the area by conducting activities that promote growth, strength, and unity of all H&I efforts and needs within the area and the fellowship.

- C. LITERATURE
The purpose of the San Fernando Valley Area Literature Subcommittee is to distribute the literature of Narcotics Anonymous. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous, the Twelve Concepts of Narcotics Anonymous, and the *Handbook for Narcotics Anonymous Literature Committees*.
- D. ACTIVITIES
The purpose of the San Fernando Valley Area Activities Subcommittee is to provide activities for the NA Fellowship, to promote unity within the area, and to act as a liaison between each group's entertainment functions.
- E. CONVENTION
The purpose of the San Fernando Valley Area Convention Subcommittee is to coordinate and conduct an annual San Fernando Valley Area Convention within the boundaries of the San Fernando Valley Area and to assist in evaluation and input on conventions for other areas, regions, and the WSC as necessary.
- F. PUBLIC INFORMATION
The purpose of the San Fernando Valley Area Public Information Subcommittee is to coordinate area public relations efforts and provide information about Narcotics Anonymous to the public within the boundaries of the San Fernando Valley Area.
- G. PHONELINES
The purpose of the San Fernando Valley Area Phonelines Subcommittee is to provide support for existing area Phonelines and coordinate efforts toward regional Phonelines.
- H. WEBSITE
Our purpose is to support the members, groups and subcommittees that comprise the SFVANA, and to assist them in their task of carrying the message of recovery in Narcotics Anonymous over the Internet.
1. Establish and maintain a public website along with Email to disseminate information about the NA Program and its presence within the communities that comprise the San Fernando Valley Area, The Southern California Region, and other regions as needed to:
 - a. Members of the NA fellowship
 - b. Individuals seeking recovery
 - c. Professionals seeking information about recovery.
 - d. The general Public
 2. Establish and maintain an inward facing website, accessible only to the NA fellowship, which provides tools such as the current SFVASC and subcommittee guidelines, a historical archive of NA-related documents and multimedia content; tools which may assist the members of our groups in the fulfillment of our primary purpose: To carry the message of recovery and hope to the addict who still suffers.
- I. NEWSLETTER
The purpose of the San Fernando Valley Area Newsletter Subcommittee is to carry the message of Narcotics Anonymous through the development and publishing of a newsletter to serve the SFV Area.
- J. NA FREEDOM BEHIND THE WALLS
Our purpose is to carry the message of recovery and sponsorship to inmates/addicts through the Twelve Steps of Narcotics Anonymous using NA Literature through anonymous correspondence via the US Mail.

XII. AD HOC COMMITTEES

- A. Ad hoc committees are temporary subcommittees, which are created by either the SFVASC Chairperson or a simple majority vote of the voting body.
- B. Ad hoc chairs are selected by the ASC, the Area Chair, or within the Ad hoc itself, at or before the first committee meeting.
- C. Ad hoc chairs should have a working knowledge of NA's Twelve Steps and Traditions, as well as read and be knowledgeable of the current SFVASC guidelines.
- D. Their Chairpersons may make motions at the ASC regarding their Ad hoc, but cannot vote or second motions.
- E. Ad hocs cease to exist either when their task is completed or at the discretion of the SFVASC.

XIII. GUIDELINES

- A. Any portion of these Guidelines may be waived at any time by a two-thirds vote of the voting body.
- B. *A Guide to Local Services in Narcotics Anonymous* should be used only as a reference to the SFVASC Guidelines.
- C. Any portion of these guidelines, or those of any area subcommittee, may be amended by a two-thirds majority vote of the SFVASC, and must then be transmitted in digital form to the area website chair for archival purposes. The amended section shall be added to the guidelines by the creation of an addendum. One month following ratification, the SFVASC Secretary will provide a contents page showing the location and title of the addendum and the addendum itself to the SFVASC participants.
- D. An Annual Guideline Review Ad hoc Subcommittee, chaired by the ASC Vice Chairperson, will convene in August and be slated to conclude by October. The previous years' addendums will then be incorporated into these guidelines. All incoming elected officers are required to attend the annual guideline review.