



San Fernando Valley ASC Literature Subcommittee Narcotics Anonymous Guidelines for Service

Approved/Adopted by SFVASCNA 8/8/2010

I. DECORUM STATEMENT

San Fernando Valley Area Literature Subcommittee 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 AND DESCRIPTION

- A. This body shall be known as the San Fernando Valley Area Literature Subcommittee of Narcotics Anonymous, hereinafter called SFVLC, and shall serve the San Fernando Valley Area Service Committee of Narcotics Anonymous, hereinafter called SFVASC or ASC.
- B. The SFVLC is a service subcommittee directly responsible to the ASC. It consists of a chairperson elected by the SFVASC, trusted servants elected or appointed from within the SFVLC, and other members who meet monthly during the SFVASC to serve the common needs of the SFVANA groups.

III. PURPOSE

- A. The primary purpose of the SFVLC shall be the purchase and distribution of literature, merchandise, and event flyers to the groups at the SFVASC.
- B. The Twelve Traditions and The Twelve Concepts of Service of Narcotics Anonymous shall provide the governing principles of SFVLC.

IV. SFVLC

- A. The SFVLC 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 committee members 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 SFVLC 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 SFVLC shall remain in session until the end of business or until a motion to adjourn is approved.

V. PARTICIPANTS

- A. The SFVLC shall be composed of:
1. Duly elected officers and trusted servants:
 - a. Chairperson
 - b. Vice Chairperson
 - c. Treasurer
 2. SFVLC members and volunteers
- B. Members attending SFVLC for the first time will be recognized as a voting participant.
- C. All elected officers shall attend Area Service Committee meetings until the close of business. Members of NA, outside the SFVLC (volunteers), may attend SFVLC meetings as non-participant observers and may be granted the floor by the Chairperson.
- D. Absence at two consecutive SFVLC meetings by any trusted servant or member establishes inactivity of that person. That member will become an active voting participant once he/she is recognized as being present at its second consecutive SFVLC meeting.
- E. Absence at two consecutive SFVLC meetings by any elected officer may be cause enough for removal.
- F. Elected officers include the following:
1. Chairperson
 - a. Requirements
 - (1) Five years clean time.
 - (2) Service experience at the area level of at least two years.
 - (3) Must be able to transport and store literature inventory.
 - (4) Read and be knowledgeable of the SFVASC Guidelines.
 - (5) Read and be knowledgeable of the SFVLC Guidelines
 - b. Duties
 - (1) Arranges the monthly order, purchase and pickup of NA literature from the Southern California Regional Service Office, based on suggested par levels. Sells/distributes NA literature, merchandise and event flyers at the monthly Area Service Committee and at applicable ASC events.

- (2) Chairs monthly business meetings.
- (3) Is responsible for any leftover inventory.
- (4) Responsible to attend and provide both written and financial reports to monthly Area Service Committee meetings, including the most current monthly bank statement to the area treasurer.
- (5) Arranges agenda and presides over the SFVLC.
- (6) Initiates any necessary correspondence and provides Area Secretary with copies.
- (7) Maintains a good working relationship with all other officers of the committee.
- (8) Cosigner on the SFVLC bank account.
- (9) May vote to break a tie.
- (10) Shall conduct orientation for new members prior to SFVLC.
- (11) Shall maintain an annual calendar with due dates of all area mandatory tasks, such as budgets, audits, etc., and update it into the agenda on a monthly basis.
- (12) Take and maintain written inventory before and after each area meeting.

2. Vice Chairperson

a. Requirements

- (1) Four years clean.
- (2) Service experience at the area level at least one year.
- (3) Read and be knowledgeable of the SFVASC Guidelines.
- (4) Read and be knowledgeable of the SFVLC Guidelines
- (5) Willingness to serve as chairperson if elected when the position becomes available.

b. Duties

- (1) Assists with chairperson's duties when called on.
- (2) Stays informed of all SFVLC 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 SFVLC bank account.

3. Treasurer

a. Requirements

- (1) Four years clean.
- (2) Service experience at the area level for at least one year.
- (3) Accounting experience strongly suggested.

- (4) Cosigner on the SFVLC bank account.
 - (5) Read and be knowledgeable of the SFVASC Guidelines.
 - (6) Read and be knowledgeable of the SFVLC Guidelines.
- b. Duties
- (1) Custodian of the SFVLC bank account.
 - (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, SFVASC Guidelines.
 - (3) Provide to SFVLC chair financial report at every Area Service Committee meeting.
 - (4) Makes available for auditing all financial records on demand.
 - (5) Prepares estimates and recommendations of prudent reserve requirements and reports these to the SFVLC on request.
 - (6) Participates in the semi-annual audits as per Sec V.H.6.b.6, ASC Guidelines.
- G. 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.
- H. 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.
- I. 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.
- J. No SFVLC elected officer can serve as GSR or alternate GSR, chairperson or vice chairperson on the SFVASC or its subcommittees.
- K. 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.
- L. Email: The SFVLC Chair Has an email address on nasfv.com. It is his/her 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: SFVLC shall strive to develop a collective conscience before making specific service decisions. Developing a conscience involves all SFVLC 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, SFVLC shall use voting as its decision-making mechanism.
- B. 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 voting concerning the matter.
- C. 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.
- D. A two-thirds vote of all voting members shall be required for the removal or reinstatement of any member excluding the chairperson, all area money matters, or any waiver of guidelines.
- E. A two-thirds vote shall be determined by two-thirds of the total vote excluding the abstentions and blanks.
- F. 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.
- G. 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.
- H. Trusted servants excluding the chair, and active SFVLC members are the only participants who may vote. The chair may vote to break a tie.

VII. OPERATING PROCEDURES

- A. Event flyers, calls-to-service, convention brochures, meeting directories, etc. that are meant for area distribution should be received no later than thirty minutes before the start of the ASC.
- B. There should be an inventory control form, which includes suggested par levels for all literature and merchandise to be sold, maintained by the chair.
- C. Whenever the cost of literature/merchandise changes, it should be reflected in the SFVLC order forms.

VIII. FINANCES

- A. The SFVLC shall maintain a bank account requiring two signatures for financial transactions. Eligible signers for this account include the SFVLC Chairperson, Vice Chairperson, and Treasurer.
- B. To ensure monetary security of the SFVLC, no two signers on the bank accounts of the SFVASC area may reside in the same household.
- C. All bank deposits of the SFVLC shall be made within four business days.
- D. The SFVLC shall maintain a working prudent reserve equal to ?. Any adjustment to the PR must be approved by the ASC.
- E. PR adjustments, e.g., monies that need to be reimbursed by the area for bank fees, or operating expenses should be presented to the ASC in a written format quarterly.
- F. 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.
- G. Individuals wishing to be reimbursed for expenses incurred in the course of service to this committee are asked to submit anticipated costs and provide receipts for funds expended.
- 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.

IX. MISAPPROPRIATION/MISUSE OF FUNDS AND MISCONDUCT

- A. Misappropriation/Misuse of SFVASC Funds
 - 1. 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.
 - 2. 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.
 - 1. 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).
 - 2. Any member of the SFVLC suspected of misappropriation of funds will be referred to the SFVASC to take further action, as per SFVASC Guidelines.
- B. Misconduct
 - 1. 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.
 - 2. Any member of the SFVLC guilty of misconduct may be removed by a 2/3 vote of the committee, and the matter may be referred to the SFVASC to take further action.
 - 3. Members who have been removed from the SFVLC have the option to redress any personal grievance by taking the matter to the SFVASC as per NA’s Tenth Concept.
- C. 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.

x. ELECTIONS

- A. Nominations and elections for all trusted servants positions except for SFVLC Chair shall be held in June of each year. The newly elected officers and participants will take office in July. The chair will announce nominations and elections at the April and May SFVLC meetings. The exception to this process is the SFVLC Subcommittee Chairperson who is nominated by the SFVLC (or at the SFVASC) and must be elected by the SFVASC at its June elections.
- B. All nominees must be present at the time of their nomination for election to a position on the SFVLC.
- C. In the event of a vacated office, special elections may be held to fill the position until the next regularly scheduled election, except for the chairperson, who must be elected by the ASC.
- D. SFVLC Vice Chair does not assume the chair's vacated position. He/she must be elected by the SFVASC.

xi. GUIDELINES

- A. *A Guide to Local Services in Narcotics Anonymous* and the *WSC Literature Committee Handbook* should be used only as a reference to the SFVLC Guidelines.
- B. Any portion of these Guidelines may be waived at any time by a two-thirds vote of the SFVLC voting body, and should be reported at the next meeting of the ASC.
- C. Any portion of these guidelines can only 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.