

**Approved Guidelines for Mendocino County
Area Service Committee of Narcotics Anonymous
July 18th, 2009**

1. Boundaries:

This body shall be known as the Mendocino County Area Service Committee of Narcotics Anonymous, MCASCNA. This committee serves the NA fellowship of Mendocino County, California 95482

2. Purpose:

Our purpose is to further the unity of the fellowship of NA within our area, and to serve as a channel of communication between our area and rest of NA as a whole. To communicate with one another on all matters pertaining to our common welfare, (unity) and our purpose (to carry the message of recovery to the addict who still suffers) in the spirit of strengthening and servicing our fellowship. We are here to respond to the needs and services of our fellowship as they arise.

3. Sample Agenda:

1. Sign-in with the area Secretary before the meeting begins. Sign in sheet will include: A list of all our registered groups, and our ASC officers. The GSR or Officer will sign-in and indicate if a written report has been submitted. GSR's will also indicate if they have an issue to be discussed before the group. Officers and GSR's are responsible to update their contact information if there are any changes, e-mail or phone number.
2. The sign-in sheet will function as the roll call, to determine a quorum. Any one who is late will stop and sign-in with the secretary.
3. Begin the meeting with a moment of silence followed by the Serenity Prayer.
4. Standard readings of the 12 Traditions and the 12 Concepts.
5. We will then go around the room and introduce ourselves, Name, title and who we represent. Welcome new members. All new members will be given a welcome packet, and will be assigned a mentor to assist them in learning about being a GSR.
6. Minutes will be passed around before the meeting.
7. Motion to approve the minutes 1st.
8. Summary of Attendance will be given by the Secretary to determine Quorum.
9. Officer reports: Chair, Vice Chair, Treasurer, Secretary, RCM
10. Sub committee reports: Activities, PR, Literature, AD-HOCS
11. Seventh tradition, to pay rent
12. TAC liaison Report
13. Group reports will be limited to GSR's who have a specific issue that needs to be heard by Area.
14. Break if needed.
15. Old Business, discussed issues tabled at prior meetings.
16. Open Forum, followed by New Business.
17. Before we close we ask if there are any birthdays to recognize for the past month.
18. Close with a prayer
19. Optional educational time after the meeting.

4. Functions of the ASC:

- A. Communicate to and from all groups via the GSR's.
- B. Maintain distribution of WSC approved NA literature to groups.
- C. Conduct monthly meetings.
- D. Elect ASC officers, subcommittee chairs, and Ad hoc committee chairs.
- E. To provide communication with Northern California Region of NA.
- F. Provide updated meeting schedules to GSR's.
- G. Maintain a mailing address for the ASC, and our sub committee's.
- H. Maintain a checking account, and contingency fund to allow for conduction of our regular business.
- I. When questions arise that are not addressed in our Operations Guidelines refer to "The Guide for Local Service" or we may form an Ad-Hoc to research and address.

5. Participants:

The active participants at the ASC meeting will include all elected officers, as well as the GSR's, and alternate GSR's. Any NA member may attend, and may be recognized at the discretion of the chair, **in Open Forum.**

6. Elected Officers, Position Descriptions: All officers serve a 1 year term, terms begin in January. Nominations in October. Nominated individuals must qualify themselves in November. ASC elections occur in December. No member may serve in the same position for more than 2 consecutive terms. All officers are expected to attend the ASC meetings. If unable to attend a written report may be substituted. Officers who will be absent but have business to attend to at the ASC meeting should contact the Vice Chair to make arrangements for their duties to be met. (Such as Literature, and Treasurer.) Officers who miss 2 ASC meetings in a row will be notified that a 3rd absence in a row will be considered as a resignation from their office. All officers should have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts.

A. Chairperson:

- a. Requirements: 1 year service experience at MCASCNA , 3 years clean time.
- b. Duties:
 1. Follow the guidelines adopted by the ASC.
 2. Remain impartial in all matters before the committee during discussions.
 3. Cosign on the ASC checking account.
 4. Schedule administrative meetings as needed.
 5. Coordinate with the officers to propose an annual budget, this should be done in September of each year.
 6. Vote on matters that require a 51% majority in the case of a tie. Chair may abstain, to table the matter as well.

B. Vice Chairperson:

- a. Requirements: 1 year service experience at MCASCNA , 3 years clean time.
- b. Duties:
 1. Follow the guidelines adopted by the ASC.
 2. Attend ASC sub committee meetings.
 3. Fulfill the duties of the chair when the chair is not available.
 4. Maintain a log of motions proposed before the ASC during the meeting, and record the votes. Submit a written document to the secretary.
 5. Fulfill the role of running the sub committee meetings if the sub committee chair, or vice chair are not available.

C. Treasurer

- a. Requirements: 3 years clean time. Must be financially responsible.
- b. Duties:
 1. Follow the guidelines adopted by the ASC
 2. Custodian and cosigner on the ASC checking account.
 3. Pay all approved expenses.
 4. Maintain a financial ledger of all ASC financial transactions.
 - * **All expenses require pre-approval by the ASC (customary expenses are identified in policy)**
 - * **Checks for monies payable or owed to vendors, be made directly out to the vendor.**
 - ***Checks for reimbursements to individual addicts require receipts equal to the reimbursement.**
 5. Submit a monthly summary of finances at every ASC meeting, to include group donations, bills paid, account balances, and cash collected from area activities.
 6. Provide an annual report at the end of year.
 7. Participate with other officers in formulating an annual budget, beginning in September of each year.
 8. Issue receipts for all donations.

D. Secretary:

- a. Requirements: 2 years clean time. Must have the clerical/computer skills required to complete the duties of this office.
- b. Duties
 1. Follow the guidelines adopted by the ASC
 2. Record the minutes of the ASC meetings.
 3. Create an accurate written account of each meeting, including attendance, summary of reports, record all votes, and summarize the issues discussed.
 4. Distribute the prior months minutes before each ASC meeting.
 5. Maintain a record of contact information for all officers, and GSR's.
 6. Determine if a quorum is present at the beginning of each meeting.
 7. Maintain the ASC archive of past meeting records, including guidelines.
 8. Create welcome packets for new members, which include Guidelines, and have these available at the beginning of each ASC meeting.
 9. Track meeting attendance over time, and if an officer or GSR misses 2 consecutive meetings notify them of the consequences.

E. Region Committee Member 1 & 2

- a. Requirements: 2 years clean time. 1 year prior experience at MCASCNA. Must have reliable transportation.
 - b. Duties:
 1. Follow the guidelines adopted by the ASC.
 2. Attend Northern California Region of NA monthly meetings.
 3. Provide 2-way communication with NCRNA, and MCASCNA.
 4. Coordinate World Service Conference Agenda Workshop participation for our with our area.
 5. May receive re-imbusement for travel expenses incurred, per approval of the annual ASC budget.
- 6. Each has a vote at Area business, such as nominations 1 time expense issues and does not effect quorum.**

F. Group Service Representative:

- a. **Suggested:** 6 months clean time. Elected by an NA group within the MCASCNA boundaries.
- b. Duties:
 1. Follow the guidelines adopted by the ASC.
 2. Attend monthly ASC meetings, from beginning to end.
 3. Provide 2 way communications between the NA group and the ASC. Report to the groups, the issues affecting NA, the Area, and the Groups.
 4. Vote according to their group's conscience on all matters before the ASC that require a 2/3 vote.
 5. Pick up NA schedules, announcements, and literature at ASC and return them to the groups they represent.
 6. Provide a written report to submit to the ASC secretary before the ASC meeting begins.
 7. Submit group donations to the ASC treasurer prior to the ASC meetings.

G. Alternate Group Service Representative:

- a. **Suggested:** 6 months clean time. Elected by an NA group within the MCASCNA boundaries.
- b. Duties:
 1. Follow the guidelines adopted by the ASC.
 2. Be willing to assume the duties of the GSR if the GSR is unavailable.

H. TAC- Liaison:

- a. Requirements: 3 years clean time. Be willing to attend TAC planning meetings. Must have reliable transportation. Must be financially responsible.
- b. Duties:
 1. Follow the guidelines adopted by the ASC.
 2. Provide 2-way communication between the ASC, and the TAC committee.
 3. Provide ASC with pre-registration materials when they are available.
 4. May request re-imburement for travel expenses as approved in the annual budget.

I. Literature:

- a. Requirements: 3 years clean time. Must be financially responsible. Willing to accept literature orders as they arrive.
- b. Duties:
 1. Follow the guidelines adopted by the ASC.
 2. Act as a clearinghouse for NAWSO approved literature, maintain and adequate supply to fill orders submitted by the groups at the ASC meeting.
 3. Submit a written report to the ASC on a monthly basis concerning all sales, and purchases.
 4. Submit an annual inventory summary.
 5. Work closely with the ASC treasurer concerning all financial affairs.

Sub Committees:

Standing subcommittees shall include Public Relations, and Activities. The Chair for each sub committee shall be elected at the ASC meeting in December. Nominations for sub committee chair, **can** come from the sub committee, **but all nominations will be considered**. Ad hoc sub committees may be established, or renewed with a 2/3 vote at an ASC meeting. Standing committees and Ad hoc committee must have a written statement of purpose, and a set of guidelines to follow. A copy of these guidelines must be submitted to the ASC for approval by the ASC. All changes to these guidelines should also be brought to the ASC for approval. Sub committees will not have checking accounts, and must work with the ASC Treasurer concerning all financial affairs.

Duties of Sub Committee Chairpersons:

- a. Attend all ASC meeting.
- b. Provide 2-way communication between the Sub committee and the ASC.
- c. Submit a monthly written report to ASC, with summary of sub-committee activities.
- d. Provide a written report to ASC on all financial transactions that occur within the sub-committee.
- e. Submit an annual budget to ASC.
- f. Be responsible to handle all funds utilized to complete the responsibility of the of sub committee.
- g. Encumbered funds shall be turned over the ASC Treasurer within 72 hours.

Activities:

Chairperson requirement: 3 years clean time. Coordinate timely meetings to facilitate the activities proposed.

Responsibility of Committee: Facilitate events and activities that generate friendship and fellowship among NA members and family. Submit an annual calendar of events to include location, and time by December of year for the following year. Submit an annual budget for the events scheduled. Keep an updated list of event locations, contact persons to facilitate said events, and entertainment. Submit an annual inventory of supplies and equipment utilized for activities. Such as coffeepots, condiments, food, ice chests, sports equipment, ect. This sub committee shall be the fund raising body for the ASC without compromising our primary purpose.

Public Relations:

Chairperson requirement: 2 years clean time. Facilitate monthly meetings.

Responsibility of the Committee: Coordinate all Public Relations and activities, as indicated in the sub committee guidelines. Facilitate our primary purpose, to reach out to the addicts in our community, to carry the message of hope, and to always act in accordance with our 12 concepts and 12 traditions. Submit an annual budget by December for the following year.

Operational Guidelines:

Voting:

- A. A Quorum of 2/3 of the voting members of the ASC is required for any business to be conducted during an ASC meeting. This Quorum is determined by GSR attendance alone, and not by the attendance of officers**
- B. 2/3 vote is required for:**
 - 1. ASC, or Sub Committee guideline approval, and changes.**
 - 2. Annual budget**
 - 3. Amendments to the annual budget.**
- C. Issues that require a 2/3 vote:**
 - 1. Voting members will include the GSR's only. A 2/3 vote is based on a quorum of members present who may vote.**
- D. Issues that require a simple majority:**
 - 1. Voting members will include all GSR's, and all elected officers. Includes: Vice Chair, Secretary, Treasurer, Activities, RCM, TAC Liaison, Literature, Ad Hoc Chairs, and PR. These votes will be decided by a simple majority of the yes vs. the no. Abstentions do not count. Tie decided by the chair.**
- E. Simple majority is required for:**
 - 1. Elections, including elections to replace officers.**
 - 2. Removal of an officer for any cause.**
 - 3. Motions put forth by members of the ASC not requiring a 2/3 vote.**
 - 4. One time financial expenses, as put forth by ASC members.**

Issue discussions:

- A. All discussions should be cordial, verbal attacks, and confrontations will not be tolerated. It is the duty of the Chair to maintain an attitude of respect at all times, and to suspend the discussions if there is disruption.
- B. Issues may be raised for discussion during open forum, or as a motion to be voted upon. Comments will be requested. In general the chair will recognize persons speaking for and against an issue, as well as general comments that inform the group on an issue. The same individual will not be recognized more than 3 times to speak on a single issue. When a motion is raised the chair will initially ask if there are any members who are opposed, if no one speaks up then the motion will be agreed upon as passed by consensus.
- C. An issue may be raised, tabled, or voted upon, at the request of any member during the discussion. A 2nd is required.
- D. Prior to a vote the chair is responsible to inform the members if this is a vote that requires a 2/3 majority. If so then the GSR's must take the issue back to their groups prior to casting a vote.
- E. All votes will be recorded by the vice chair, and submitted in written form to the secretary.

Attendance:

A group is represented at the area level by a GSR. If the GSR for a specific group does not attend 3 meetings in a row, then that group will be dropped from the area roll call of active groups. This will only affect the quorum required for voting purposes. A group will not fall off the NA meeting schedule due to non-attendance at the ASC meeting.

Finance:

1. ASC will maintain a contingency fund of 2x the amount of the average monthly operating expenses.
2. Maximum amount of the working capital should be 3x the operating expenses.
3. 10% of the funds in the working capital shall be sent to NCRNA region as a donation with the RCM each month.
4. All creditors will be provided with the treasurers contact information on an annual basis.

Theft Policy:

The 11th Concept for NA Services establishes the sole, absolute priority for the use of NA fund; “to further our primary purpose”. The 11th Concept gives the MCASCNA a mandate from the NA Groups that calls for total financial accountability. With this in mind, any misuse of funds by MCASCNA Trusted Servants must not be tolerated.

Should any MCASCNA participant or trusted servant be found to have misappropriated, or miss used MCASCNA funds, the presiding officer of MCASCNA shall, immediately, upon calling the MCASCNA meeting to order, fully disclose the alleged misuse of funds and the individual(s) involved. Any member accused of misuse of funds may exercise their 10th Concept right to redress at this time.

MCASCNA ACTION:

- 1) The MCASCNA, once informed of an alleged misuse of funds, may remove the individual(s) involved “with cause” by a 2/3 vote.
 - a. Should the MCASCNA remove a member with cause, said individual(s) participation within the MCASCNA is immediately terminated.
- 2) Any member removed by the MCASCNA for misappropriation, or misuse, of funds may not hold an elected seat on the MCASCNA or its subcommittees for a period of two (2) years.

RESTITUTION:

- 1) Individuals removed for misappropriation of funds are expected to make full restitution. Should a member removed for misuse of funds fail to make full restitution, said member **Will** be subject to criminal and/or civil prosecution by the MCASCNA elected administration.

Elections:

Nominations for officers will be submitted by October of each year, nominations may be submitted by any ASC member. Members nominated will appear in person in November to state their qualifications, and the elections will be held in December.

If an elected officer resigns then a request for nominations will be made, and if a member who is eligible qualifies themselves then a vote may be taken at the following meeting. Nominations and votes will not occur during one meeting. An exception to this will apply for nominations from a sub committee to replace a sub committee chair.