

Guidelines  
For The  
Area Service Committee  
*AdHoc* Committee Draft April 20,  
2024

This body, and all its Subcommittees, shall conduct itself in all its affairs, and at all times, in accordance with the Twelve Traditions and Twelve Concepts of Service of Narcotics Anonymous.

To coordinate, and through representation at Region.

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This body, and all its Subcommittees, shall conduct itself in all its affairs, and at all times, in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

## I. BOUNDARIES:

This body shall be known as the Central Valley North Area Service Committee (ASC) of Narcotics Anonymous, and shall serve that portion of California.

## II. PURPOSE:

- A. The purpose of this body shall be to coordinate the Narcotics Anonymous Activities, Subcommittees, and functions common to the Groups and Committees composing our membership.
- B. Our mission is to further the unity of the Groups within the Area and, through representation at Region, between the Groups and the rest of Narcotics Anonymous.
- C. To communicate with one another on all matters pertaining to our common welfare and our common purpose.
- D. To provide services to the Groups which are beyond the means of the Groups to provide for themselves.

These may include, but are not limited to:

- 1. Insurance. (through Region)
- 2. A 24-Hour helpline.
- 3. Printed and website meeting schedules.
- 4. Website calendar of events.
- 5. Public Relations, Hospitals and Institutions (PRH&I) services.
- 6. Area-wide activities.
- 7. Literature sales.

## III. MEMBERS:

- A. General Membership shall be open to all individuals that share the stated purpose of the committee. All NA members are welcome to observe and participate in regular ASC meetings.
- B. The Committee shall be composed of Group Service Representatives (GSR's), Administration, and Subcommittees.
- C. Voting Membership shall be composed of GSR's only.
  - 1. In the event that a GSR cannot attend the ASC, the Groups' duly elected Alternate (GSRA) may attend and vote in their absence.
  - 2. In the event that neither the GSR or GSRA is able to attend the ASC, a member of the Group's duly elected body of Trusted Servants

may be designated by the Group to represent and vote for the Group. 3. Non-voting members may be given the opportunity to address the ASC at the discretion of the ASC chairperson.

#### IV. FUNCTIONS:

- A. To hold regular meetings, monthly, or as needed.
- B. To record and distribute minutes of the regular ASC meetings to the ASC and the voting membership as appropriate. C. To maintain a post office box.
- D. To maintain a bank account.
- E. To operate within the current procedure for literature orders.  
*The Groups will submit an order and payment at the beginning of the ASC, and receive that order at the end of the meeting when available. Literature not maintained on hand will be distributed at the end of next month's meeting.*
- F. To encourage and support all of the Subcommittees.
- G. To create *ad hoc* committees responding to specific needs as they arise. These committees shall be dissolved upon their completion of work. H. To maintain an *ad hoc* committee to perform the Central Valley North Area Convention. (CVNNA Convention Subcommittee)
  - 1. CVNNA Convention Subcommittee shall be solely responsible for all financials, exclusively maintained by said *ad hoc* committee.
  - 2. All financials will be reported to the ASC on a quarterly basis. 3. CVNNA Convention Subcommittee would adhere to Subcommittee guidelines. (See Article VI./B.)
  - 4. All planning and administration will be solely under committee jurisdiction.
- I. To form an *ad hoc* committee every two years to maintain, modify and update Area Guidelines as required. These Guidelines shall be submitted to the ASC Voting Membership for review and approval.
- J. To perform an annual Area Inventory, to be initiated in September's ASC meeting and to be completed by December's meeting.

#### V. ADMINISTRATIVE BODY:

- A. The Administrative Body shall be composed of the following:
  - Chairperson
  - Vice-Chairperson
  - Treasurer

Vice Treasurer

Recording Secretary

Regional Committee Member (RCM)

Regional Committee Member Alternate (RCMA)

Literature Chairperson

Literature Vice Chairperson

B. These officers shall be elected by a simple majority of the ASC Voting Membership present at the elections.

1. It is suggested that they be elected from active members of the ASC.
2. They should have a demonstrated commitment to serve, previous service experience, and a working knowledge of the Twelve Traditions and the Twelve Concepts of service.
3. Area Trusted Servants shall be requested to sign agreements of financial responsibility.

C. Position requirements and Duties (in addition to the requirements listed in Article V./B.)

## **1. CHAIRPERSON:**

### Requirements:

- A. A Minimum of three years continuous clean time.
- B. Service experience at the Area level.
- C. Term: one year. Consecutive terms as needed or when qualified electees can be identified.

### Duties:

- A. Arrange agenda.
- B. Preside over all ASC meetings during his/her term.
- C. Provide a detailed written report with four copies; one each for the Chairperson, Vice-Chairperson, Recording Secretary, and ASC archives.
- D. Maintain all correspondence and ASC archives in coordination with the Recording Secretary.
- E. Coordinate with all Subcommittee functions.
- F. Appoint *ad hoc* committee Chairperson(s) as required.

G. Serve as Co-signer on the ASC Bank Account

## **2. VICE CHAIRPERSON:**

### Requirements:

- A. A Minimum of three years continuous clean time.
- B. Term: two years. Consecutive terms as needed or when qualified electees *can be identified*.
- C. The willingness to become Chairperson upon ASC Voting Membership.

### Duties:

- A. Perform the duties of the Chairperson in his/her absence.
- B. Perform the duties of any unfilled positions in the ASC Administration Body until they are filled.
- C. Facilitate a GSR orientation prior to each ASC meeting.
- D. Perform outreach at the request of the ASC.
- E. Provide a written report as needed.
- F. Maintain a motions policy log.
- G. Collect the mail from the Post Office before each meeting.
- H. Serve as Co-signer on the ASC Bank Account.

## **3. TREASURER**

### Requirements:

- A. A minimum of five years continuous clean time.
- B. Term: one year. Consecutive terms as needed or when qualified electees can be identified.

### Duties:

- A. Serve as a Co-signer of the ASC Bank Account.
- B. Keep track of all Area financial business and track all Subcommittee budgets.
- C. Provide a written report of financial activities, including bank reconciliation of previous month during each ASC meeting.
- D. Provide Income/ Expense summary of current ASC meeting at its close.
- E. Ensure that rent and all pertinent ASC bills, including the literature order to NAWs, are paid in a timely manner.

- F. Submit a written annual summary at the end of his/her term of office.
- G. Serve as Co-signer on the ASC Bank Account.
- H. Have a working knowledge of QuickBooks, Excel and Spreadsheet.

#### **4. VICE-TREASURER**

##### Requirements:

- A. A minimum of three years continuous clean time.
- B. Term: two years. Consecutive terms as needed or when qualified electees can be identified.
- C. The willingness to become chairperson upon ASC Voting Membership.

##### Duties:

- A. Assist and support the ASC Treasurer as Custodian of the Bank Account.
- B. Assist the Treasurer in all his/her duties (e.g., preparation of ledgers, reports, and statements).
- C. Serve as Co-signer on the ASC Bank Account.
- D. Have a working knowledge of QuickBooks, Excel and Spreadsheet.

#### **5. RECORDING SECRETARY**

##### Requirements:

- A. A minimum of two years continuous clean time.
- B. Term: one year. Consecutive terms as needed or when qualified electees can be identified.

##### Duties:

- A. Keep accurate minutes of each ASC meeting. Print and distribute minutes no later than 1 week after Monthly ASC meeting
- B. Provide a copy of the minutes to the RCM and RCMA prior to the next Regional Service Committee (RSC) meeting.
- C. Keep record of prior year's minutes available at each ASC meeting.
- D. Submit all minutes to the Chairperson at the end of his/her term for the ASC archives.
- E. Maintains an updated e-mails/phone list of ASC members.

#### **6. REGIONAL COMMITTEE MEMBER (RSM)**

##### Requirements:

- A. A minimum of three years clean time.

B. Previous service experience at the Group and Area level. It is recommended that he/she has served as RCMA (See Article V./B./J. Below).

C. Term: one year (June to July). Consecutive terms as needed or when qualified electees can be identified.

Duties:

A. Work for the good of NA as a whole by providing communication between Area and Cal Mid-State Regional Service Committee (CMSRC). B. Attend all ASC meetings and as many different group meetings as possible within the Area.

C. Work closely with the ASC Administrative Body, informing and providing guidance in matters of the Twelve Traditions and Twelve Concepts of Service.

D. Participate in all Regional Service Committee (RSC) meetings as the voice of the Area. Provide the ASC with a written report on the latest RSC meeting.

E. Prior to the RSC meeting, confer with Chairperson and/or Vice-Chair for input and approval of the ASC report to RSC.

F. Provide the RSC with a report from the latest ASC meeting. This report shall include issues concerning the ASC, Area news, strengths, weaknesses, and events.

G. Attend the biennial Regional Assembly.

H. Participate in the Cal Mid-State Conference Agenda Report (**CAR or Agenda**) workshop prior to the biennial World Service Conference (WSC). Obtain a vote of confidence from the ASC Voting Membership to vote at the RSC on items not included in the **CAR** Agenda and other items for which there is no clear ASC consensus, **always** considering the needs of the Area.

I. Fill in for Vice Chair when that officer is absent.

J. Serve as a co-signer on the ASC Bank Account.

**7. REGIONAL COMMITTEE MEMBER  
ALTERNATE (RCMA)**

Requirements:

A. A minimum of two years clean time.

B. Previous service experience at the Group and Area level.

- C. The willingness to become RCM upon approval of the ASC Voting Membership at the end of the RCM's final term.
- D. Term: two years (June to July). Consecutive terms as needed or when qualified electees can be identified.

Duties:

- A. Assist the report of the RCM in the performance of his/her duties.
- B. Attend all ASC meetings and as many different Group meetings as possible within the Area.
- C. Attend the RSC monthly meetings with the RCM.
- D. Maintain and update calendar of Regional and Area events.

## **8. LITERATURE CHAIRPERSON**

Requirements:

- A. A minimum of three years clean time.
- B. Term: one year. Consecutive terms as needed or when qualified electees can be identified.

Duties:

- A. Receive, process, and fill all orders and backorders for the Groups in a timely fashion.
- B. Place a literature order with World Services, and inform the ASC Treasurer to pay for the order.
- C. Submit literature sales revenues to the ASC Treasurer before the close of the ASC meeting. To provide specialty items for sale at all events.
- D. Maintain an updated literature reserve of three (3) Group starter packets.
- E. Submit the month's income and expense report at the end of the ASC meeting.
- F. Any excess inventory shall be kept in the ASC storage unit.

## **9. LITERATURE VICE CHAIRPERSON**

Requirements:

- A. A minimum of two years clean time.
- B. The willingness to become Literature Chairperson upon approval of the ASC Voting Membership at the end of the Literature Chairperson's final term.
- C. Term: Two Years. Consecutive terms as needed or when qualified electees can be identified.

Duties:

- A. Assist and support the Literature Chairperson in all duties, including preparation of literature orders, taking inventory, and verifying income reports.

**VI. SUBCOMMITTEES:**

Subcommittees shall abide by ASC guidelines and elect their own officers and representatives. Each Subcommittee-elected Chair shall be presented to the ASC. All subcommittees are required to present detailed, written monthly and annual financial reports to the ASC.

**A. PUBLIC RELATIONS (PR):**

**Chair:**

1. Shall have a minimum of three years consecutive clean time. 2. Term: one Year. Consecutive terms as needed or when qualified electees can be identified.

**SUBCOMMITTEE DUTIES:**

1. Coordinate and consolidate the functions of Hospitals and Institutions (H&I) and Public Information (P. I.) working groups.
2. Carry the message of recovery to addicts in facilities where access to regular meetings are limited.
3. Inform the public on how and where to find recovery in Narcotic Anonymous.
4. Create and maintain open lines of communication between the public and Central Valley North Service Area and its ASC, through maintaining functions, including but not limited to:
  - a. Printed meeting schedules
  - b. A website including an on-line schedule of meetings, Area calendar of events, and ASC announcements.
  - c. A 24-hour helpline.
  - d. Distribution of NA literature to the Hospitals and Institutions it serves.
5. Maintain a close working relationship with the ASC and all its other subcommittees.
6. Submit an annual budget to the ASC for its approval.

## **B. ACTIVITIES:**

**CVNNA Activities Subcommittee** shall be composed of:

- A. Unity Day
- B. Monthly ASC Birthday Night
- C. Attitude of Gratitude Men's Breakfast

## **SUBCOMMITTEE DUTIES:**

1. Further the unity of CVNNA by organizing Area-wide celebrations of recovery.
2. Maintain its own bank account, submitting quarterly and annual financial reports to the ASC, including profit/loss report of each activities committee.
  - a. It is recommended that the subcommittee maintains this balance.
  - b. If income provides a balance exceeding \$6,000, all funds over \$6,000 shall be donated back to the ASC.
3. Coordinating Area events such as CVNNA Unity Day, Attitude of Gratitude Men's Breakfast, and Monthly Birthday celebrations to be facilitated.
4. Subcommittees must work closely and correspond with any other Area Events.
5. Activities solely responsible for all funds concerning activities operating cash on hand.

## **C. ADHOC SUBCOMMITTEES:**

*Ad hoc* Subcommittees are formed to serve a need which may arise within the Area which is not addressed by the standing Subcommittees described as above. By definition, the *ad hoc* Subcommittee is need-specific. The ASC shall approve, through a majority of the Voting Membership, the need for an *ad hoc* Subcommittee, the ASC Chair shall appoint an *ad hoc* Chair, and the ASC shall dissolve the *ad hoc* Subcommittee when it's completed.

## **VII. OPERATIONAL GUIDE:**

This body shall be known as the Central Valley North Area Service Committee (ASC) of Narcotics Anonymous, and shall serve that portion of California.

### **A. VOTING PROCEDURES:**

1. A Quorum of the body shall be 30% of the Groups served by the ASC.
2. A Majority Vote of two-thirds of the Voting Membership (as defined in Article III./C.) shall be required in matters of policy and unbudgeted expenses.
3. A Simple Majority Vote shall suffice in all other matters.
4. Motions may be made by any participant of this body (as defined in Articles V./B. and V./C.) with the exception of the Chairperson. All motions must be seconded by someone from the Voting Membership (as defined in Article V./C.).
5. An officer can only be removed from office by two-thirds Majority Vote. 6. In order to ensure continuity of leadership, Terms of Service should be staggered as follows:
  - a. Recording Secretary, RCM and RCMA are to be elected into office from June to the following June.
  - b. All other positions are to be elected into office from January to the following January.

#### **B. ATTENDANCE:**

1. Officers shall attend all regular ASC meetings. In the event that an officer cannot attend, the Chairperson shall be notified. If an officer misses two consecutive meetings, the Chairperson (or the RCM if the officer in question is the Chairperson) shall bring the matter before the body to review.
2. A Group shall be represented by its GSR, GSRA, or group designated trusted servant (see Article III/C/1-2) at all regular ASC meetings. If a group is not represented at two consecutive meetings, the Vice Chair shall reach out to the Group, advising them of their losing the right to vote in Area Affairs should there be a third consecutive absence.
3. New meetings must be represented at two consecutive ASC meetings to establish voting privileges by their third ASC meeting.
4. All members of NA are welcome to attend, observe, and participate in ASC meetings; however, they do not have voting privileges unless they are a part of the Voting Membership.
5. If any member is found to have misappropriated funds from a source of the Area's incomes, the GDR's shall determine how to proceed.

#### **C. POLICIES ESTABLISHED BY MAJORITY VOTE** (As determined by the Motion Log)

1. Literature Allowance for PR: When the ASC account balance before the PR literature order exceeds \$1500.00 PR shall be granted an allowance of \$300. If that balance is less than \$1500.00 the PR literature allowance shall be \$150.00.
2. Contribution Allowance for CMSRNA:
  - a. When the ASC balance before the CMSRNA contribution exceeds \$4000.00, the balance before the contribution to Region shall be one half of funds exceeding \$4000.00.
  - b. When the ASC balance is less than \$4000.00, but over \$2000.00. We will give \$100 contribution to Region.
  - c. When the ASC balance is less than \$2000.00, there shall be no contribution made to Region.
3. Insurance: This Area shall be covered by the Mid-State Region's insurance policy covering our regularly scheduled meetings, and we shall reimburse Cal Mid-State for that coverage as requested by the RSC.