

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

TABLE OF CONTENTS

| | | |
|--|---------------|---------|
| NAME | ARTICLE I. | PAGE 2 |
| SERVICE AREA | ARTICLE II. | PAGE 2 |
| PURPOSE | ARTICLE III. | PAGE 2 |
| FUNCTIONS | ARTICLE IV. | PAGE 2 |
| PARTICIPANTS | ARTICLE V. | PAGE 4 |
| OBSERVERS | ARTICLE VI. | PAGE 5 |
| DISCUSSION, DEBATE, MOTIONS AND VOTING PROCEDURES | ARTICLE VII. | PAGE 5 |
| ELECTION OF OFFICERS | ARTICLE VIII. | PAGE 7 |
| REMOVAL OF OFFICERS | ARTICLE IX. | PAGE 8 |
| DUTIES OF OFFICERS | ARTICLE X. | PAGE 8 |
| Chairperson | | PAGE 9 |
| Vice-Chairperson, RCM | | PAGE 10 |
| Alternate RCM, Convention Committee Rep | | PAGE 11 |
| Alternate Convention Committee Rep, SBTW | | PAGE 12 |
| Alternate SBTW, Secretary | | PAGE 13 |
| Alternate Secretary, Treasurer | | PAGE 14 |
| Alternate Treasurer, Literature | | PAGE 15 |
| Alternate Literature | | PAGE 17 |
| MEETINGS | ARTICLE XI. | PAGE 18 |
| RIGHTS OF THE GROUPS | ARTICLE XII. | PAGE 18 |
| FINANCIAL PROCEDURES | ARTICLE XIII. | PAGE 18 |
| AMENDING GUIDELINES | ARTICLE XIV. | PAGE 20 |
| AD-HOC COMMITTEE | ARTICLE XV. | PAGE 20 |
| GUIDELINES | | |

NOTE: THE SERVICE AREA . UNDER ARTICLE II. PAGE 2 OF THE GUIDELINES IS STILL INCOMPLETE. WE ARE IN THE PROCESS OF RESEARCHING OUR BOUNDARIES: TO GET THE MOST ACCURATE INFORMATION. THIS IS THE ONLY PART OF THE GUIDELINES THAT IS STILL BEING REVISED.

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

ARTICLE I.

NAME

The name of this committee shall be the Santa Clarita Area Service Committee of Narcotics Anonymous (hereafter referred as the SCASC).

ARTICLE II.

SERVICE AREA

NOTE: THIS SECTION IS STILL BEING RESEARCHED

The service area shall include that geographic area which has the following boundaries: South - Santa Susana Mountain range above the 118 freeway parallel with the juncture of the 5 and the 210 freeways and ending at the 5 & 210 junction, East - from the corner of the 5 & 210 junction diagonally following the Angeles National Forest line including Placerita Canyon and Agua Dulce ending at Agua Dulce's eastern most boundary, West - L.A. County line to Frazier Park, North - Crossing Pyramid Lake to the 5 freeway and then following the Angeles National Forest line including and ending at Agua Dulce's northern most boundaries (see attachment A).

In the spirit of unity and cooperation, remembering that each group is autonomous, groups within the SCASC area whose needs are better served by participating in another area may do so. Likewise, groups outside the SCASC area who's needs are better served by participating in the SCASC may do so.

ARTICLE III.

PURPOSE

The purpose of this committee is to provide service, support the needs and coordinate the activities common to the Narcotics Anonymous groups who identify themselves as members of the SCASC. It shall do so in accordance with the Twelve Traditions, the Twelve Concepts for Narcotics Anonymous Service and "A Guide to Local Services in Narcotics Anonymous". Additionally the SCASC is responsible for fostering unity and serving as a link between these groups, the Southern California Regional Service Committee and World Service Office of Narcotics Anonymous.

ARTICLE IV.

FUNCTIONS

SECTION 1. The functions of the SCASC shall be carried out at the monthly SCASC

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

meeting, at any special meetings and at meetings carried by a system of subcommittees; including but not limited to:

- Public Relations Committee
 - Activities
 - Hospitals and Institutions
 - Phone Lines
 - Public Information
 - Sponsorship Behind the Walls
 - Website
 - Youth Committee
- Literature Committee

These sub-committees shall carry out their functions in accordance with the Twelve Traditions, the Twelve Concepts of Narcotics Anonymous, “A Guide to Local Services in Narcotics Anonymous” and their own guidelines created by the sub-committee and reviewed and approved by the SCASC. These sub-committee guidelines shall be available upon request from the respective sub-committees.

SECTION 2. The function of the SCASC shall include, but not be limited to the following:

- Provide a forum (the monthly meeting of the SCASC) for any N.A. groups to resolve their common concerns through their Group Service Representative (GSR) and/or alternate GSR.
- Enable communication between groups, the SCASC and the SCASC subcommittees.
- Maintain a 24 hour phone line able to:
 - Answer basic questions regarding N.A.
 - Coordinate 12-step calls.
 - Refer callers to an N.A. meeting or sub-committee that can best meet their needs.
- Provide a Post Office box to receive SCASC correspondence.
- Carry the N.A. message, in accordance with the 11th tradition, to addicts, those serving addicts and society at large. This may be accomplished through the media, community presentations, mail outs, flyers, etc.
- Carry the N.A. message to addicts in Hospitals and Institutions.
- Distribute, review and help create N.A. literature.
- Provide activities (entertainment, recreational and social functions) to increase N.A. unity and raise funds to carry out other SCASC functions.
- Review and update, if needed, the SCASC and its sub-committee’s guidelines on a bi-annual basis; starting in the month of November, in even years
- Elect a Regional Committee Member (RCM) and an alternate RCM for active participation in the Southern California Regional Service Committee (SCRSC)

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

and to communicate between the area and the region. The RCM or alternate RCM will also carry money above and beyond the prudent reserve to support N.A. at the regional and world service levels.

- Elect a representative to the Southern California Regional Convention Committee (SCRCC) for active participation in the SCRCC and to communicate between the area and the SCRCC.
- Register the SCASC with the World Service Office (WSO) annually, by the SCASC Vice-Chair
- Provide GSR orientation for all GSRs and any interested members.
- Provide a bi-annual forum during the October and November SCASC business meeting for the groups and sub-committees to inventory the spiritual growth within the SCASC.
- Provide a forum to review, discuss and educate all interested members regarding the World Service Conference Agenda Report.

Section 3. Archive and storage unit

- Keys and access codes to the storage unit shall be limited to SCASC Chair, Vice-Chair, Activities Coordinator, Literature Chair and PR Literature Coordinator; totaling a limit of five keys.
- Any and all key holders are required to hand over the storage unit key to the incoming chair/coordinator who is replacing them, or when they no longer hold that position; whichever comes first.
- Each committee chair/coordinator is required to submit their annual records to the SCASC Vice-chair/ Archivist, at the end of their term, for placement in the archives.

ARTICLE V.

PARTICIPANTS

SECTION 1. Participants in the SCASC shall include any interested member of N.A.

SECTION 2. Quorum Statement – It has been established that a quorum, consisting of 2/3 of the active GSRs, be in attendance at the beginning roll call in order to conduct normal business. Once a quorum is established for the meeting, it is in place throughout the meeting. As representatives leave, the requirements for passing a vote become 2/3 or a simple majority of active members in attendance. (motions requiring 2/3 are defined in Article VII., Section 7.) If there is not a GSR quorum, but 2/3 of the voting participants are present, the following abbreviated business may be allowed:

- Distribute any N.A. related materials, including but not limited to: flyers, written sub-committee, ad-hoc and officer reports, newsletters and area directories.
- Turn in meeting money orders and literature orders to the area.
- Receive literature.
- Listen to all verbal reports of sub-committees, ad-hoc committees, officers and

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

- any other N.A. related topics.
- Motion to extend meeting.
- Motion to close meeting.
- Act on any business or motions that are imperative to perform before the next area meeting. Members present may ascertain if business is imperative with a 2/3 majority vote.

SECTION 3. This committee shall have two (2) types of participants. Voting and non-voting

- SECTION 3.1. Voting Participants – The voting participants of the committee shall be the GSRs), the Area Secretary, Treasurer, Vice-Chair, RCM, Convention Committee Representative, and all sub-committee chairpersons and Coordinators (or vice-chairpersons vice-coordinators in their absence.)

Representatives from groups or sub-committees may vote in the absence of their GSR or subcommittee chair/coordinator, provided that they have a group or sub-committee conscience to do so.

Voting participants must be present at the beginning roll call to be allowed to vote at that meeting. Voting participants not present at roll call will be considered absent for that month.

- SECTION 3.2. Non-voting Participants – The non-voting participants of this committee shall be the Area Chairperson (except as provided for in Section 3.1) and any Narcotics Anonymous members not addressed elsewhere in these guidelines.

ARTICLE VI.

OBSERVERS

Santa Clarita Area Service Committee meeting attendees who are not members of Narcotics Anonymous are welcome to observe and listen, but will not be allowed to address the floor.

ARTICLE VII.

DISCUSSION, DEBATE, MOTIONS & VOTING PROCEDURES

SECTION 1. Any voting or non-voting member may participate in debate and discussion.

SECTION 2. Only Narcotics Anonymous members shall have the specific right to request the floor. The Area Chairperson has the exclusive right to grant or deny such

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

requests. The Area Chairperson's decision is subject to appeal and may be overturned by a 2/3 majority of the eligible voting participants present.

SECTION 3. Motions may be made by any voting or non-voting member present at the SCASC with at least 24 hours clean time, but must be seconded by a GSR or the motion dies. The Area Chairperson is excluded from the motion procedure and can only vote to resolve a tie.

SECTION 4. All motions must be submitted to the Vice-Chairperson (or chairperson in their absence) in writing to insure accuracy. *A copy of all passed, failed and tabled motions will be kept by the Secretary.*

SECTION 5. Motions may be amended or withdrawn (by the maker) at any time prior to the voting.

SECTION 6. After a motion is made and seconded, no more than three pros and three cons shall be heard before a vote is taken. Discussion may be extended by a "call for discussion", voted on by a "call to vote" or tabled until a future SCASC meeting by a "call to table" provided that the "call to table" is carried by a majority vote.

SECTION 7. Motions before the committee are decided by a simple majority vote with the exception of guideline changes, waiving of guidelines, expenditure motions, designated Roberts Rules of Order motions and motions concerning the actual SCASC meeting and/or its officers, which require a two-thirds (2/3) majority to pass. Proposed Guideline changes and/or amendments must be submitted in writing and announced at the previous meeting.

SECTION 8. No motion can be brought on the floor of the SCASC for six (6) months once it has been voted on, or one (1) year if it affects the Area Guidelines, except as allowed for in Parliamentary Procedure "Motion to Reconsider".

SECTION 9. New groups will be recognized and have voting privileges at the beginning of the second consecutive business meeting of the SCASC they attend. They will be placed in the directory at the next scheduled printing, and immediately posted on the website directory

SECTION 10. The group's voting privileges are suspended upon accruing two (2) consecutive absences. This group will be considered inactive. Inactive groups will not be counted when determining whether or not a quorum is present.

SECTION 10.1. The inactive groups will be notified by the area chairperson after accruing 2 absences to encourage the group to elect a new GSR if needed. If all attempts to contact these inactive groups fail, they will be removed from the area meeting directory upon its next printing and the area chairperson will direct all

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

GSRs to amend any existing area meeting directories by striking out the nonexistent group.

SECTION 11. A GSR from an inactive group will regain voting privileges at the beginning of the second consecutive business meeting of the SCASC they attend.

SECTION 12. Any voting participant, including the GSR, will become inactive and unable to vote after accruing two consecutive absences. Voting participants may regain their voting privileges at the beginning of the second consecutive business meeting they attend. If an alternate position exists and the alternate attends in the voting participant's place, this does not count as an absence.

ARTICLE VIII.

ELECTION OF OFFICERS

SECTION 1. The officers of the Area Service Committee shall be a Chairperson, a Vice Chairperson, a Secretary, an alternate Secretary, a Treasurer, an alternate Treasurer, a Regional Committee Member, an alternate Regional Committee Member, a Convention Committee Representative, an alternate Convention Committee Representative, a Public Relations Sub-committee Chairperson, an Activities Coordinator, a Hospitals and Institutions Coordinator, a Sponsorship Behind the Walls Coordinator, a Literature Sub-committee Chairperson, and a Youth Representative.

SECTION 2. Nominations – Any Area Service Committee participant (as defined in Article V section 3.1 and 3.2) may nominate a qualified individual for an ASC position. Additionally that qualified individual must be present at time of nomination and election.

SECTION 2.1. Nominations for all Area Service Committee officers (as defined in Article VIII section 1-) Shall begin in August and conclude in September. Elections for these positions shall be conducted at the regular business meeting in September, and take seat at the October ASC meeting.

SECTION 3. The officers and Sub-Committee Chairpersons/Coordinators shall be elected by majority vote to serve for a term of one year or until their successors are elected. Their term of office shall begin at the start of the regular meeting following the meeting at which they were elected.

SECTION 4. No officer or Sub-Committee Chairperson/Coordinator shall hold more than one office at a time, and no officer or Sub-Committee Chairperson/Coordinator shall be eligible to serve more than two consecutive terms in the same office.

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

Upon election to the position of an area service committee officer or Sub-Committee Chair/Coordinator position, the N.A. member should resign from any other area level service position no later than the beginning of the next SCASC meeting.

SECTION 5. An election to fill a vacancy in an office shall occur within two regular meetings after the vacancy arises. Notice of intent to fill a vacancy shall be provided to the groups prior to filling the vacancy. In the case of a vacancy in the office of the Area Chairperson or a subcommittee Chairperson/Coordinator, the Area Vice-Chairperson or sub-committee Vice-Chairperson/ Co-Coordinator shall assume the duties of the Area or sub-committee Chairperson/Coordinator until the start of the regular meeting following the election of a Chairperson. Any Executive body member can fill in for the RCM when RCM is not able to attend.

ARTICLE IX.

REMOVAL OF OFFICERS

SECTION 1. An officer (as defined in Article VIII., Section 1) may be removed from their position for non-compliance. A written motion seconded by a GSR and followed by a 2/3 majority vote is required for removal. Non-compliance includes, but is not limited to:

1. Loss of clean time.
2. Non-fulfillment of the duties of their position.
3. Absence at two (2) regular meetings of the area service committee without prior notification to the ASC Chairperson.

SECTION 2. An officer or sub-committee Chairperson/Coordinator for this committee may resign by providing notice to the ASC Chairperson at least 4 weeks in advance of the upcoming regular meeting of the committee.

ARTICLE X.

DUTIES OF OFFICERS

Officers should consider mentoring incoming officers for 2-3 months; who have not held an alternate or vice-chair position, before taking seat

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

SECTION 1. It is the duty of the **Chairperson** of this committee to:

1. Call the meeting to order at the agreed time.
2. Be responsible for the agenda and the meeting place. Keep the meeting to the agenda and help to expedite business. The chair may alter the agenda if needed.
3. Run the business meeting with a firm, yet understanding hand. Should be fair and impartial and have a calm spirit and a clear mind.
4. Should know and understand the "Twelve Steps of N.A.", "Twelve Traditions of N.A.", "Twelve Concepts of Service in N.A.", as well as "Roberts Rules of Order" and help the meeting abide by these principles.
5. Co-sign on the committee's bank accounts.
6. Share the responsibility of checking the post office box with the SCASC treasurer The Chairperson should be a neutral party, is excluded from the motion procedure and can vote only in the case of a tie.
7. Share the responsibility of handling all correspondence of the SCASC with the SCASC secretary.
8. Notify any group whose GSR has accrued two (2) consecutive absences from the SCASC meetings to encourage the group to elect a new GSR if needed and to confirm whether or not the group still exists.
9. May form temporary ad-hoc committees as needed. The purpose, membership and duration of existence of any such ad-hoc committee shall be specifically designated by the Chairperson following the guidelines for ad-hoc committees (as defined in Article xv.) at the time of appointment so they may fulfill the purpose for which they were created.
10. Recognize any ASC or N.A. member who wishes to speak and can take the floor away from someone who has had it for an unreasonable amount of time.
11. Accept written motions from the floor and checks to see that the motions are seconded by a GSR (in the absence of the Vice Chairperson). Calls for up to three (3) pros, three (3) cons, arbitrates the discussion if the motion is misunderstood and then calls for the vote.
12. Call for vote for extending the meeting past the two (2) hour time limit if the agenda has not been completed.
13. Adjourn the meeting when the committee votes to do so.
14. Submit an annual written service report, inventorying strengths and weaknesses encountered during the year for the spiritual growth of the current and future ASC members.
15. Represent SCANA at the SCRSC when RCM position is not filled.

Qualifications:

- Five (5) years clean.
- Two (2) years service experience on the area level with one (1) year being with the SCASC.
- Having taken the "Twelve Steps" with a sponsor.

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

- An understanding or a desire for understanding of the “Twelve Traditions” of

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

Narcotics Anonymous

SECTION 2. It is the duty of the **Vice Chairperson** of this committee to:

1. Serve as the chair if the chair is absent.
2. Help chair conduct monthly business meetings.
3. May provide chair with additional appropriate agenda items at least seven (7) days ahead of the SCASC meeting.
4. The primary responsibility of the Vice Chairperson is the coordination of the Area sub-committees. Stays informed of all sub-committees' activities through regular communication with sub-committee Chairs. It is suggested that the Vice Chairperson attends the Public Relations meeting, as needed.
5. Act as parliamentarian for the ASC meeting.
6. Accept written motions from the floor. Checks to see that the motions are seconded by a GSR.
7. Make sure that everyone who votes is eligible to do so.
8. Collect all presented motions, during the SCASC meetings, and keep them in a motion notebook; to be passed down to the next vice-chair. Provide an extra copy of each motion for the secretary to keep in archives.
9. Submit an annual written service report, inventorying strengths and weaknesses encountered during the year for the spiritual growth of the current and future ASC members.
10. Co-sign on the SCANA bank accounts.
11. Represent SCANA at the SCRSC when RCM position is not filled.

Qualifications:

- Four (4) years clean.
- One (1) year service experience with the SCASC.
- An understanding or a desire for understanding of the "Twelve Traditions" of Narcotics Anonymous.

SECTION 3. It is the duty of the **Regional Committee Member** (referred to in the future as the RCM) of this committee to:

1. Act as the chair in the absence of both the chair and vice chair.
2. Co-sign on the SCANA bank accounts in the absence of either the chair or vice-chair.
3. Act as parliamentarian in the absence of the vice chair.
4. Represent the SCASC's group conscience at each meeting of the Southern California Regional Service Committee (referred to in the future as the SCRSC).
5. Provide the chair with additional appropriate agenda items at least seven (7) days before the SCASC meeting.
6. Make a written report to the SCASC covering the business of the last regional meeting and to ask for feedback and comments.

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

7. Submit to the region an updated list of Area meetings to be included in their directory.
8. Make all regional reports available at every SCASC meeting.
9. Submit an annual written service report, inventorying strengths and weaknesses encountered during the year for the spiritual growth of the current and future ASC members.

Qualifications:

- Four (4) years clean.
- Two (2) years service experience with the SCASC with one (1) year being as the Alternate Regional Committee Member.
- Having taken the “Twelve Steps” with a sponsor.
- An understanding or a desire for understanding of the “Twelve Traditions” of Narcotics Anonymous.

SECTION 4. It is the duty of the **Alternate Regional Committee Member** of this committee to:

1. Perform the duties of the RCM in their absence.
2. Attend all SCASC and SCRSC meetings.
3. Assist the RCM in the performance of their duties as needed.
4. Submit an annual written service report, inventorying strengths and weaknesses encountered during the year for the spiritual growth of the current and future ASC members.

Qualifications:

- Three (3) years clean.
- One (1) year service experience with the SCASC.
- An understanding or a desire for understanding of the “Twelve Traditions” of Narcotics Anonymous.

SECTION 5. It is the duty of the **Convention Committee Representative** of this committee to:

1. Attend all SCASC and SCRCC regular meetings.
2. Accumulate a list of potential speakers, leaders and readers from within the SCASC.
3. Give an oral report to the SCASC concerning the time and place of their next meeting, their activities, needs and other relevant information.
4. Prepare and submit a summary of their oral report.
5. Train an alternate representative in the performance of duties of the representative.
6. Submit an annual written service report.

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

Qualifications:

- Two (2) years clean.
- One (1) year service experience with the SCASC with one (1) year being as the alternate Convention Committee Representative.
- Having taken the “Twelve Steps” with a sponsor.
- An understanding or a desire for understanding of the “Twelve Traditions” of Narcotics Anonymous.

SECTION 6. It is the duty of the **Alternate Convention Committee Representative** of this committee to:

1. Attend all SCASC and SCRCC regular meetings.
2. Perform the duties of the Convention Committee Representative in their absence.

Qualifications:

- One (1) year clean.
- 6 months service experience with the SCASC.
- An understanding or a desire for understanding of the “Twelve Traditions” of Narcotics Anonymous.

SECTION 7. It is the duty of the **Sponsorship Behind the Walls Committee Representative** of this committee to:

1. Attend all SCASC and Southern California Regional Sponsorship Behind the Walls regular meetings
2. Give and oral report to the SCASC regarding the Sponsorship Behind the Walls regional meetings.
3. Prepare and submit a written summary of their oral report for PR and SCASC
4. Represent the SCASC’s group conscience at each meeting of the Southern California Regional Sponsorship Behind the Walls committee.
1. Train an alternate representative in the performance of duties of the representative.
2. Submit an annual written service report, inventorying strengths and weaknesses encountered during the year for the spiritual growth of the current and future ASC members.

Qualifications:

- Two (2) years clean.
- One (1) year service experience with the SCASC with one (1) year being as the alternate Behind the Walls Committee representative.
- Having worked the “Twelve Steps” with a sponsor.
- An understanding or a desire for understanding of the “Twelve Traditions” of

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

Narcotics Anonymous.

SECTION 8. It is the duty of the **Alternate Sponsorship Behind the Walls Committee Representative** of this committee to:

1. Attend all SCASC and Southern California Sponsorship Regional Behind the Walls regular meetings.
2. Perform the duties of the Behind the Walls Committee Representative in their Absence

Qualifications:

- One (1) year clean
- 6 months service experience with the SCASC
- An understanding or a desire for understanding of the “Twelve Steps and Twelve Traditions” of Narcotics Anonymous.

SECTION 9. It is the duty of the **Secretary** of this committee to:

1. Call roll to establish that a quorum is met at all SCASC meetings
2. Record the minutes of each SCASC meeting.
3. Ensure that copies of the minutes are provided to all requesting members and interested parties for their review within two (2) weeks after each SCASC meeting.
4. Maintain files and archives. Make records available to any N.A. member upon request.
5. Assist the Chairperson with correspondence.
6. Make the Chairperson aware of absences of representatives from any groups or Sub-Committees as well as keep and maintain attendance records to determine which members have voting rights.
7. Keep records including:
 - a. Previous years minutes.
 - b. Keep a copy of all motions.
8. Make above records available at every SCASC meeting.
9. Submit an annual written service report, inventorying strengths and weaknesses encountered during the year for the spiritual growth of the current and future ASC members.
10. Represent SCANA at the SCRSC when RCM position is not filled.

Qualifications:

- Two (2) years clean.
- One (1) year service experience with the SCASC.
- An understanding or a desire for understanding of the “Twelve Traditions” of Narcotics Anonymous.

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

SECTION 10. It is the duty of the **Alternate Secretary** of this committee to:

1. Gather information regarding N.A. functions and N.A. Service Committee meetings.
2. Place this information on a monthly calendar for the upcoming 2 months.
3. Reproduce at least enough copies for each GSR, Sub-committee chair and officer.
4. Provide these calendars at each SCASC meeting.
5. Arrive at the SCASC meeting place at least 15 minutes prior to the beginning of the open forum.
6. Cordially greet all new GSRs and alternate GSRs as they arrive.
7. Show new GSRs and alternate GSRs how to:
 - A. *Make donations from their group to the SCASC.*
 - B. *Place and pick up literature orders*
 - C. *Pickup flyers, sub-committee reports and any other paperwork needed for their group.*
8. Be available to assist any new GSR or alternate GSR throughout the SCASC
9. meeting.
- 4 Perform the duties of the Secretary in their absence.

Qualifications:

- One (1) year clean.
- 6 months service experience with the SCASC.
- An understanding or a desire for understanding of the “Twelve Traditions” of Narcotics Anonymous.

SECTION 11. It is the duty of the **Treasurer** of this committee to:

1. Be custodian of the committee’s bank account and funds.
2. Keep an accurate financial ledger and produce monthly statements of all financial contributions, expenditures and disbursements itemized by groups and subcommittees.
3. Make all financial records available to any N.A. member upon request.
4. Prepare end of term statement for SCASC.
5. Disburse funds in accordance with committee decisions.
6. Make sure all approved expenses are paid in a timely manner.
7. Give a copy of all contracts and invoices to the appropriate sub-committee chairs.
8. Submit an annual written service report, inventorying strengths and weaknesses encountered during the year for the spiritual growth of the current and future ASC members.
9. In the month of December, the Treasurer should present to the SCASC suggestions regarding the upcoming year’s prudent reserve and percentage of money to be sent to the region and World.(as referred to in Article XIII, Sections 4 & 5.)

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

10. Responsible for the SCASC donation checks to be sent to Region and World service offices.
11. Share the responsibility of checking the post office box with the area chairperson.
12. Responsible to send check for rent of meeting space for SCASC.
13. Make the deposit to the SCASC bank account within 24 hours of the SCASC meeting, every month.
14. Have possession of the deposit only ATM card for the SCASC bank account.
15. Represent SCANA at the SCRSC when RCM position is not filled.

Qualifications:

- Five (5) years clean.
- One (1) year service experience with the SCASC and in the appropriate handling of fellowship funds.
- The experience necessary to provide the SCASC with accurate written accounting of all financial transactions.
- An understanding or a desire for understanding of the “Twelve Traditions” of Narcotics Anonymous.
- Have their own source of personal income.

SECTION 12. It is the duty of the **Alternate Treasurer** of this committee to:

1. Assist Treasurer and be trained in the Treasurer’s job simultaneously.
2. Attend all SCASC meetings.
3. Assist all sub-committees without a treasurer in handling area funds of more than \$100.
4. Perform Treasurer’s job in their absence.

Qualifications:

- Four (4) years clean.
- The experience necessary to provide the SCASC with accurate written accounting of all financial transactions.
- An understanding or a desire for understanding of the “Twelve Traditions” of Narcotics Anonymous.

SECTION 13 It is the duty of the **Literature Chair** of this committee to:

1. Attend all SCASC meetings
2. Transport literature monthly to the SCASC
3. Fill all literature orders for groups and sub-committees, at the SCASC meeting
4. Place monthly orders to replenish inventory.
5. Do an annual inventory of literature and supplies, and turn in a written report.
6. Responsible to present new GSRs with a packet, containing the following:
 - a. Area guidelines
 - b. GSR Orientation sheet

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

- c. GSR Meeting Report form
- d. Copy of "A Guide to Local Services"
- e. Copy of Parliament Procedures

NOTE: If the GSR's meeting has been presented with this information previously, this sub-committee is responsible for directing the new GSR to obtain a copy from the old GSR.

SECTION 14. It is the duty of the **Alternate Literature Chair** of this committee to:

1. Fulfill all of the duties of the chairperson, in their absence
2. Assist and train with the chairperson; to prepare to fill the chair position
3. Attend all SCASC meetings

Qualifications:

- Two (2) years of consecutive clean time.
- Six (6) months service with the SCASC
- An understanding of the "Twelve Traditions of NA"

SECTION 15. Standing sub-committees for the SCASC are as follows:

1. The Literature sub-committee shall adhere to the purpose and function as set forth in "Literature Committee Handbook" (WSC approved) and any subsequent modifications.
2. Youth
3. Public Relations
 - a. Activities.
 - b. Hospitals and Institutions. The H&I sub-committee shall adhere to the purpose and function as outlined in "Hospitals and Institutions Handbook" (WSC approved) and any subsequent modifications.
 - c. Phone Lines/Public Information. The Phone Lines/Public Information subcommittee shall adhere to the purpose and function as outlined in "A Guide to Public Information" and the "A Guide to Public Service", (WSC approved) and any subsequent modifications.
 - d. Sponsorship Behind the Walls
 - e. Website

A. All sub-committees are accountable to the SCASC.

B. Coordinators of sub-committees are elected by the SCASC in September. If a Coordinator is unable to finish out a term, a special election will be called to fill the position.

C. Sub-committees shall elect their own officers (except for the Chairperson/Coordinator). It is suggested that each sub-committee shall have a

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

Treasurer with experience in the appropriate handling of fellowship funds and the willingness to provide the SCASC with an accurate monthly accounting of finances in written form.

D. All standing sub-committees shall meet a minimum of once a month with the time and place to be scheduled by the respective sub-committee members and announced at each SCASC business meeting.

E. The sub-committee Chairperson is required to attend all SCASC business meetings and submit a monthly written report.

F. Sub-committees must submit an itemized budget for the year in October.

G. Sub-committees must submit an itemized budget at the SCASC meeting for any request for funds above their previously approved annual budget.

H. Sub-committees must submit an itemized report of any financial transactions beyond normal SCASC monthly operating expenses.

I. All standing sub-committees of the SCASC shall create and adopt guidelines which are consistent with "A Guide to Local Services in Narcotics Anonymous", the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for Narcotics Anonymous Service. Sub-committee guidelines are approved by the SCASC in November. Area guidelines supersede sub-committee guidelines. The function and purpose statement of the sub-

J. committee's guidelines shall be attached to the area guidelines after approval.

K. Sub-committee annual reports are to be submitted in August.

ARTICLE XI.

MEETINGS

SECTION 1. The regular meetings of the SCASC shall be held on the 4th Sunday of each month unless otherwise ordered by the committee.

SECTION 2. The regular SCASC meeting in the month of September shall be known as the election meeting and shall be for the purpose of electing officers (as provided in Article VIII.). Regular business will be handled (as needed) following these elections.

SECTION 3. Special meetings may be called by the Chairperson of the SCASC if a motion is made, seconded and carried to do so. The purpose of the special meeting shall be stated. No business other than that which is stated will be conducted during a special meeting. At least seven days notice shall be given for special meetings.

SECTION 4. All SCASC meetings are scheduled to complete within a two-hour time frame. An SCASC meeting may be extended in one half hour increments only by majority vote of eligible participants. A meeting can be extended even if a quorum is not maintained.(see Article V., Section 2)

SECTION 5. It is strongly suggested that all GSRs and their alternates attend each

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

SCASC meeting.

SECTION 6. When new officers take seat in October, adjustments need to be make for the next calendar year, regarding changes to the SCASC meeting schedule, for major holidays.

ARTICLE XII. RIGHTS

OF THE GROUPS

A group is recognized as such, after being present for two (2) consecutive SCASC meetings .

SECTION 1. To purchase literature from the SCASC Literature sub-committee.

SECTION 2. To have their meeting listed in the SCASC meeting directory and submitted to the region and the World Service Office to be included in their meeting directories.

SECTION 3. To have the SCASC Phone Lines refer addicts seeking recovery to their meetings.

SECTION 4. SCASC will provide GSR packets to new GSRs

SECTION 5. To have their GSR or alternate GSR find out about:

- The SCASC
- The Southern California Region
- N.A. at the World level
- N.A. activities
- Other N.A. groups
- The N.A. service structure
- The Twelve Concepts for N.A. Service and the Twelve Traditions of N.A.
- Involvement in N.A. service
-

SECTION 6. Make their group conscience known on matters affecting their group, the SCASC Area, the Southern California Region and N.A. as a whole.

SECTION 7. Fulfill their group's role as the final responsibility and authority for N.A. service.

ARTICLE XIII.

FINANCIAL PROCEDURES

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

SCASC fiscal year is January 1st, through December 31st

SECTION 1. All SCASC committees and/or trusted servants shall forward to the Treasurer, before the November meeting, an annual forecast of their expenses for the coming year.

SECTION 2. The Treasurer prepares an annual forecast of expenses for the SCASC, which is then presented to area participants during the January meeting.

SECTION 3. The annual expenditure forecast is approved by a two-thirds (2/3) vote of all eligible voting participants present at the January meeting.

SECTION 4. The SCASC shall maintain a prudent reserve, the amount of which will be determined at the regular SCASC meeting in the month of January taking into account the last year's performance as well as the newly established sub-committee forecasts.

SECTION 5. Available funds (the sum in excess of the prudent reserve) may be forwarded to the regional and world levels on a quarterly basis. The available amounts should be determined quarterly, taking into account the last year's performance as well as SCASC needs for the following quarter. The donations will be divided as follows:

- 75% Southern California Regional Service Office
- 25% World Service Office

SECTION 6. All SCASC committees and/or trusted servants who receive funds for the accomplishment of assigned responsibilities shall hand in receipts of all funds expended to the SCASC Treasurer. Motions made for such expenditures must be acted on in a timely manner. The sub-committee and/or trusted servant receiving the funds must use them in a manner for which they were approved prior to the next SCASC business meeting unless otherwise directed by the SCASC. All receipts turned in to the treasurer MUST be printed from a cash register or a business form, and include the following information:

- a. name of the person that is getting reimbursement
- b. committee/position that the monies were used for
- c. purpose of the expenditure
- d. circle the exact amount of reimbursement.

SECTION 7. Any and all expenditures by any sub-committee or trusted servant of the SCASC above normal monthly operating expenses must be approved by the SCASC beforehand.

SECTION 8. All group donations and literature order money will be given to the SCASC Treasurer at the beginning of the SCASC meeting and will be brought in the form of a money order.

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

SECTION 9. The SCASC checking account shall require two (2) signatures on its checks, the SCASC Chairperson and the Vice-Chairperson. In the event either the chair or vice-chair is absent, the Regional Committee Member (RCM) may co-sign the account.

SECTION 10. SCASC will acquire a deposit only ATM card; which will be held by the treasurer, and used to make monthly deposits.

SECTION 11 SCASC elected members who regularly attend Regional Service meetings may carry SCASC checks to the RSO

ARTICLE XIV.

AMENDING GUIDELINES

SECTION 1. Guidelines should be reviewed Bi-annually, in even years, by an ad-hoc committee

SECTION 2. Although these guidelines are quite flexible, they may not address some need that could arise in the future or they may be too restrictive in some unforeseen way. When this is the case, they should be amended by motion, during the SCASC meeting.. Here is the procedure:

- An N.A. member proposes an amendment to the guidelines for the SCASC to consider.
- If a quorum of the GSRs exists at the SCASC meeting the proposal can be voted on.
- The proposal is accepted as an amendment if at least 2/3 of the eligible voting members present at the meeting approve it.
- If there is not a clear group conscience, the proposal may be tabled, to be brought back to the groups, and voted on, the following month.

ARTICLE XV.

AD-HOC COMMITTEE GUIDELINES

SECTION 1. The area chairperson may form temporary ad-hoc committees as needed. No motion or vote is needed to form or dissolve an ad-hoc committee. Any voting or non-voting member of the SCASC may ask for a call for discussion in the case of forming or dissolving of any ad-hoc committee but in the end, the responsibility rests with the chairperson.

SECTION 2. In order to make sure the ad-hoc committees serve a real purpose, they should follow these guidelines:

- The committee should be useful. No ad-hoc committee should be appointed

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

unless it is needed.

- The committee should have a timely agenda. Most people work better when they know that their work must be completed by a specific date.

SECTION 3. The area Chairperson should formally present the purpose or task of the committee at the time of appointment so they may fulfill the purpose for which they were created.

SECTION 4. The area Chairperson shall specifically designate the duration of existence of any such ad-hoc committee at the time of appointment so they may fulfill the purpose for which they were created.

SECTION 5. The area chairperson may disband and reassign new volunteers up to and even upon the committee presenting its report if the Area Chairperson or any voting or non-voting member of the SCASC can show that the ad-hoc committee:

- Did not do the work in a timely manner.
- Did not follow the ad-hoc guidelines.

SECTION 6. The area chairperson normally appoints a chair of the ad-hoc committee. If the area chairperson does not appoint an ad-hoc committee chair, the committee, once formed, has the authority to name or elect the chair.

SECTION 7. The area chairperson should also appoint someone as secretary. This allows the committee to begin its business more quickly, as the secretary sends out the call for the meetings. If the area chairperson does not appoint a secretary, the committee, once formed, has the authority to name or elect the secretary.

SECTION 8. The committee shall elect any additional officers needed for the function of the ad-hoc committee.

SECTION 9. The area chairperson should appoint ad-hoc committee members. The initial volunteers for the ad-hoc committee shall be assigned during the area service committee meeting, but additional interested persons may join at any time. Each adhoc committee shall be comprised of at least three volunteers in order to conduct business. Voting or non-voting participants may serve on the committee. Anyone who volunteers should be accepted to the membership of the ad-hoc committee. Although a large committee is undeniably harder to get together than a small one, its report is usually more persuasive because of the amount of members involved.

SECTION 10. If the ad-hoc committee is charged with a controversial mission, it is crucial that all interests be fully represented to ensure that the rights of both the minority and the majority are protected.

SECTION 11. The committee, once formed, by a simple majority, may remove and replace any officer of the ad-hoc committee except those appointed by the area Chairperson.

SECTION 12. Once the ad-hoc committee is formed, it should immediately discuss and agree upon where the committee will meet and how often to meet. The duration and frequency of meetings should be dictated by when the task is to be completed.

SECTION 13. The responsibilities of the chair of the ad-hoc committee are to:

- Understand the committee's task.

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

- Explain the committee's goals to members.
- Guide – not direct – the discussion.
- Coordinate suggestions.
- Make sure all statements are clearly understood.
- Keep an open mind.
- Provide a monthly progress report to the SCASC.

SECTION 14. Ad-hoc committee meetings should be informal and follow these rules:

- The chair can enter any discussion.
- The chair is allowed to make motions and vote.
- Questions may be raised while discussion is going on.
- Motions do not have to be seconded.
- When all committee members understand a proposal, a vote may be taken without a formal motion being introduced.
- As with all meetings, there has to be a quorum. In a committee, a simple quorum is a majority of members. Under no circumstances, may any ad-hoc committee conduct business if there is no quorum.
- A meeting is not considered legal unless it is verified that all members of the committee have been notified. Those members that do not routinely attend the SCASC must be called or notified separately. In most instances, this task falls to the secretary of the ad-hoc committee.
- It is important that the secretary take accurate, detailed minutes of the ad-hoc committee meeting. It is also advisable to include a record of opinions members expressed, the information gathered and the actions they took.
- Any ad-hoc committee member's voting privileges will be suspended upon missing 2 consecutive meetings.
- To avoid confusion and expedite communication at the area level, whatever is said in a committee should not be repeated outside the confines of the meeting. No one should make reference to what occurred during committee deliberations unless it is by report of the committee or by general consent.

SECTION 15. Initial ad-hoc committee meeting checklist:

- List of committee members
- Statement of committee's task, if available
- Copy of ad-hoc guidelines
- Copies of any relevant correspondence

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

- Copies of any previous documents or decisions relevant to the issue
- Information about the final report format
- Date the report is due to the area

SECTION 16. To fulfill its mission, an ad-hoc committee must report to the area, describing its findings and including any resolutions.

SECTION 17. Any written report must be first drafted for the ad-hoc committee itself. A copy is given to each member to study at home. Every member marks the draft with specific suggestions, amendments and corrections. At a specified meeting, the committee goes over the first draft one paragraph at a time. The members discuss proposed changes and the secretary makes changes on his/her copy. The committee reviews each subsequent draft until it is agreed that the document is complete.

SECTION 18. A majority of ad-hoc committee members must approve the product the committee was brought together to perform or it cannot be presented to the area. In the case of a stalemate within the committee, the SCASC voting participants will vote to break the stalemate to help the committee fulfill the purpose for which they were created.

SECTION 19. If a minority of the members of the ad-hoc committee does not agree with the majority opinion of the committee, the minority can file its own report. The minority has the right to recommend the following options with regard to the report:

- Rejection of the majority resolution
- Amendment of the majority resolution
- Adoption of some other suitable motion to dispose of the majority resolution appropriately
- Acceptance of part of the majority report

SECTION 20. When the committee has completed its work, any committee member makes a motion to report to the area chairperson. This is called a *motion to rise*.

SECTION 21. Any member of the SCASC may move at the monthly area meeting that the resolutions proposed by the ad-hoc committee be:

- Amended
- Postponed indefinitely
- Or some other appropriate action be taken

SECTION 22. When the committee has completed its work, any committee member makes a motion to report to the area Chairperson. Then the following procedures are followed:

- The committee chair brings the report back to the area and presents it.
- If the report is short, the chair shares the information by reading it to the entire group.

**GUIDELINES OF THE
SANTA CLARITA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

- The chair hands the area secretary a copy of the report for the records.
- If the report is long, the chair may hand out copies to each voting member of the SCASC to read before the next scheduled area meeting.
- If the report needs to go back to each meeting for a group conscience, the GSRs will be instructed to have a copy of the report available to all members of their meeting and to vote on the report before returning to the next area meeting.
- If the committee wishes to present a minority report, it is presented to the area after the majority report. The area cannot act on this report unless a motion is made to substitute it for the majority report.

SECTION 23. After the report is presented and fully considered by the area, a motion to adopt, accept or agree to the report must be made and seconded, followed by a vote.

SECTION 24. If the area does not accept the full report, the following procedures may be followed:

- Return the report to the committee for additional work
- Refer the report to another committee for study
- Accept only part of the report
- Replace the report with the minority report

SECTION 25. Once the ad-hoc committee has completed and presented its work and the information has been approved by a majority of the voting members of the SCASC, the area Chairperson should disband the committee.

Revised 12/2014