

**SANTA CLARITA AREA
NARCOTICS ANONYMOUS**

(SCANA)

AREA SERVICE COMMITTEE

(ASC)

GUIDELINES

DECEMBER 2018

SCANA ASC GUIDELINES

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ARTICLE I

SCANA ASC GUIDELINES

A. AREA NAME

The name of this Area shall be known as Santa Clarita Area Narcotics Anonymous (Hereafter referred to as SCANA).

B. COMMITTEE NAME

The name of this Committee shall be known as Santa Clarita Area Service Committee (Hereafter referred to as SCASC).

C. GROUP MEMBERSHIP

A group is recognized as a member after a representative has been present for two (2) consecutive SCASC meetings.

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 whose needs are better served by participating in the SCASC may do so.

ARTICLE II

SERVICE AREA BOUNDARIES

The service area shall include that geographic area which has the following boundaries, and includes the following cities/towns:

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, including the towns of Newhall, City of Santa Clarita, but not Sylmar or Granada Hills.

East - from the corner of the 5 & 210 junction diagonally following the Angeles National Forest, including the Placerita Canyon Area and the town of Agua Dulce ending at Agua Dulce's eastern boundaries by the 14 Freeway; the town of Neenach off the 138 Freeway ending before Lancaster and Three Points.

West - Within the L.A. County line to Pyramid Lake, Gorman, and Lebec, including Castaic; crossing the Ventura County line to Fillmore and Lockwood Valley including the towns of Val Verde, Lake Piru, Fillmore, and Lockwood Valley; and crossing the Kern County line to Pine Mountain Club, including the towns of Lebec, Frazier Park, Lake of The Woods, and Pine Mountain Club.

SERVICE AREA BOUNDARIES continued

North - Crossing the Kern County Line to Fort Tejon, ending before Grapevine, and following the 138 Freeway including Gorman and Neenach, ending on the Eastern side in the Angeles National Forest

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including Agua Dulce's Northern most boundaries off the 14 Freeway, and not including Lake Hughes, Elizabeth Lake, Green Valley, and Acton. (see attachment A).

Serving the communities of Santa Clarita and additional adjacent towns and areas including: Agua Dulce, Canyon Country, Castaic, Filmore, Fort Tejon, Frazier Park, Gorman, Hungry Valley, Lake of the Woods, Lake Piru, Lebec, Lockwood Valley, Neenach, Newhall, Pine Mountain Club, Pyramid Lake, Sandberg, Saugus, Stevenson Ranch, Valencia, and Val Verde.

ARTICLE III

PURPOSE

The purpose of this committee is to serve the needs of all groups who are members of SCASC by holding monthly meetings which coordinate common activities in accordance with the *Twelve Traditions*, “Twelve Concepts for NA Service”, and “A Guide to Local Services in Narcotics Anonymous”.

The Area meeting serves as a forum to discuss and facilitate shared interests among groups with the primary goal of carrying the NA message to the addict who still suffers.

Additionally, SCASC is responsible for fostering unity and serving as a link to Southern California Regional Service Committee and World Service Office of Narcotics Anonymous.

ARTICLE IV

FUNCTIONS OF THE SCASC

- **Enable communication between Groups through reports between the Group Service Representatives (GSRs),**
- **Provide NA Literature to groups at Area cost.**
- **Provide financial management to support Group interests.**
 - a. **Pay Bills.**
 - b. **Maintain checking account.**
- **Maintain a 24 hour phone line able to:**
 - a. **Answer basic questions.**
 - b. **Refer callers to an NA meeting.**

FUNCTIONS OF THE SCASC CONTINUED

- **Create and maintain Sub-committees directly responsible to those they serve**
 1. **These sub-committees shall carry out their functions in accordance with the *Twelve Traditions*, “Twelve Concepts of NA Service”, “A Guide to Local Services in**

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Narcotics Anonymous” and their own guidelines created by each sub-committee and reviewed and approved by the SCASC.

2. Sub-committee guidelines shall be available upon request from the respective sub-committees.

- Maintain a Post Office box to receive SCASC correspondence.
- Elect Area trusted servants and provide mentorship to these positions.
- Provide GSR orientation for all GSRs and any interested members.
- Take a Group conscience assessing how well the Area meets its needs.
- Review, discuss and educate all interested members about the World Service Conference Agenda Report (CAR).
- Print and Distribute Area Directories.
- Facilitate donations to Narcotics Anonymous World Services (NAWS) and the Southern California Regional Service Conference (SCRSC).

ARTICLE V

PARTICIPANTS

Participants shall include Group Service Representatives (GSRs), the elected Service Body, Subcommittee Members, and other interested members of NA.

- A. Voting Participants shall be: GSRs with an active Group; Area Secretary; Treasurer; Vice-Chair; RCM; Convention Committee Representative; and all Subcommittee Chairpersons and Coordinators (or Vice-Chairpersons/Vice-Coordinators in their absence.)

Representatives from Groups may vote in the absence of the GSR.

Representatives from Subcommittees may vote provided that they have the Subcommittee 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.

B. Non-voting participants shall be the Area Chairperson and any Narcotics Anonymous members not addressed elsewhere in these guidelines.

The Area Chairperson may vote only to resolve a tie.

ARTICLE VI

QUORUM STATEMENT

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Two Thirds (2/3) of the active GSRs must be in attendance at roll call in order to conduct normal business. Once a quorum is established for the meeting, it is in place throughout the meeting.

If a quorum is not present-the following abbreviated business may be allowed:

- Distribute any NA related materials, including but not limited to: flyers; written Subcommittee, Ad-Hoc and officer reports; newsletters and area directories.
- Turn in meeting money and literature orders to the area.
- Receive literature.
- Listen to all verbal reports of Subcommittees, Ad-Hoc committees, officers and any other NA related topics.
- Pay regular monthly previously approved bills.

ARTICLE VII

DISCUSSION, DEBATE, MOTIONS AND VOTING PROCEDURES

SECTION 1.

Any voting or non-voting participant 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 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 approved 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 Vice-Chair.

SECTION 5.

The Vice-Chair will submit electronically all Area motions to the SCANA Archives monthly as those motions occur.

DISCUSSION, DEBATE, MOTIONS AND VOTING PROCEDURES CONTINUED

SECTION 6.

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

SECTION 7.

After a motion is made and seconded the following may occur:

- Debate with no more than three pros and three cons heard before a vote is taken.
- Discussion may be extended by a "Call to Extend Discussion"

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All discussion ceases immediately for the following two cases.

- The Motion may be voted on by a “Call to Vote”
- The Motion may be Tabled until a future SCASC meeting by a “Call to Table” provided that the “Call to Table” is carried by a majority vote.

SECTION 8.

Motions before the committee are decided by a simple majority vote with the following exceptions:

- Guideline changes
- Waiving of guidelines,
- Expenditure motions
- Designated Roberts Rules of Order motions
- 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 9.

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 10.

New groups will be recognized and have voting privileges at the beginning of the second (2nd) consecutive business meeting of the SCASC they attend. They will be placed in the directory at the next scheduled printing.

SECTION 11.

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.

- The groups will be notified by the area chairperson after accruing two (2) absences.
- Groups will be encouraged in the absence of a GSR to appoint a Group Representative to attend the ASC.
- If all attempts to contact a group fails, they will be removed from the Area meeting directory upon its next printing and the Area Chairperson will direct all GSRs to amend any existing area meeting directories by striking out the nonexistent group.

DISCUSSION, DEBATE, MOTIONS AND VOTING PROCEDURES CONTINUED

SECTION 12.

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

SECTION 13.

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.

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ARTICLE VIII

THE SANTA CLARITA ASC

SECTION 1. Area Officers:

The officers of the Area Service Committee shall be a Chairperson, a Vice Chairperson, a Secretary, a Treasurer, a Regional Committee Member, an Alternate Regional Committee Member, a PR Chairperson, a Convention Committee Representative, an Alternate Convention Committee Representative, a Activities Subcommittee Chairperson, a Hospitals and Institutions Coordinator, a Literature Subcommittee Chairperson, a SBTW Liaison, a Youth Committee Representative, and a Public Information Coordinator.

SECTION 2. Executive Body:

The executive body members shall consist of the Santa Clarita Area Chair, Vice Chair, Secretary, and Treasurer.

SECTION 3. Additional Area Elected Positions:

Shall include the Literature Distribution Chair, Alternate Literature Distribution Chair, Alternate Secretary, and the Alternate Treasurer.

PR (Public Relations) will elect umbrella positions within the Committee such as PR Vice Chair. PL (Phone Lines) Coordinator, Alternate Youth Committee Representative, etc.

SECTION 4. Regional Representation:

In the event that a position is vacant the following officers may represent Santa Clarita at the Regional level

- Chair
- Vice Chair
- PR Chair
- H&I Coordinator
- SBTW Liaison
- PI Coordinator
- Activities Chair
- Convention Committee Representative

THE SANTA CLARITA ASC CONTINUED

SECTION 5. Nominations:

- Any Area Service Committee participant (as defined in Article V) may nominate a qualified individual for an ASC position. Additionally that qualified individual must be present at time of nomination and election.
- Nominations for all Area Service Committee Officers (as defined above) shall begin in August and conclude in September.

SECTION 6. Elections:

- Officers and other positions shall be elected by majority vote to serve for a term of one year with an expectation of remaining in service for at least three (3) additional months to mentor anyone in an incoming service position.
- A term of office shall begin at the start of the regular meeting following the meeting at which an Area position is elected.
- Standard elections for all positions shall be conducted at the regular business meeting in September.

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SECTION 7.

- No officer (as defined above) shall be elected to more than one (1) office at a time.
- No officer shall be eligible to serve more than two consecutive terms in the same office.
- Upon election to the position of an Area Service Committee Officer, the NA member should resign from any other area level service position no later than the beginning of the next SCASC meeting.

SECTION 8.

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.

ARTICLE IX .

REMOVAL OF OFFICERS

SECTION 1.

An officer (as defined in Article VIII., Section 1) and other elected positions may be removed from a 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:

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

SECTION 2.

Officers and other elected positions may resign by providing written notice to the ASC at least 4 weeks in advance of the upcoming regular meeting of the committee.

ARTICLE X .

DUTIES OF OFFICERS

SECTION 1.

It is the duty of the Chairperson of this committee to:

- Run the business meeting with a firm, yet understanding hand. Should be fair and impartial and strive for a calm spirit and a clear mind.
- The Chairperson should be a neutral party, is excluded from the motion procedure and can vote only in the case of a tie.
- Should know and understand the “Twelve Steps Of Narcotics Anonymous”, “The Twelve Traditions of Narcotics Anonymous”, “the Twelve Concepts for NA Service”, as well as “Roberts Rules of Order” and help the meeting abide by these principles.
-
- Be responsible for the Agenda and the meeting place. The chair may alter the agenda if needed.
 - Call the meeting to order at the agreed time.
 - Keep the meeting to the Agenda
 - Recognize any NA member who wishes to speak and can take the floor away from someone who has had it for an unreasonable amount of time.

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- Help to expedite business.
- Adjourn the meeting when the committee votes to do so.
- Share the responsibility of handling all correspondence of this Area with the Area secretary.
- Share accessibility of the Area post office box with the Area Treasurer and check as needed.
- Represent SCANA at the SCRSC when the RCM position is absent or vacant.

- Co-sign on the committee's bank accounts.
- 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.
- 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.
- Call for vote for extending the meeting past the two (2) hour time limit if the agenda has not been completed.
- Submit an annual written service report, inventorying strengths and weaknesses encountered during the year for the spiritual growth of current and future ASC members.

Qualifications:

Five (5) or more years clean.

Two (2) or more years service experience at an area level with one (1) or more years participating at the Santa Clarita ASC.

Having worked the "Twelve Steps Of Narcotics Anonymous" with a sponsor.

Have a working understanding of "The Twelve Traditions of Narcotics Anonymous", and "the Twelve Concepts for NA Service".

SECTION 2.

It is the duty of the Vice Chairperson of this committee to:

- Serve as the Chair if the Chair is absent.
- Help Chair conduct monthly business meetings.
- Stays informed of all Sub-Committees' activities through regular communication with PR and other Sub-Committee Chairs. It is suggested that the Vice Chairperson attends the Public Relations meeting, as needed.
- Acts as a liaison between any struggling Area meeting and SCANA as needed.
- Act as parliamentarian for the ASC meeting.
- Accept written motions from the floor. Checks to see that the motions are seconded by a GSR.
- Make sure that everyone who votes is eligible to do so.
- 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.
- Co-sign on the SCANA bank accounts.
- Represent SCANA at the SCRSC when any Regional position is absent or vacant.

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Vice Chairperson Qualifications:

- ❖ Four (4) or more years clean.
One (1) or more years service experience at an area level with one (1) or more years participating at the Santa Clarita ASC.
Having worked the “Twelve Steps Of Narcotics Anonymous” with a Sponsor.
Have a working understanding of “The Twelve Traditions of Narcotics Anonymous”, and “the Twelve Concepts for NA Service”.

SECTION 3.

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

- Act as the Chair in the absence of both the Chair and Vice Chair.
- Co-sign on the SCANA bank accounts in the absence of either the Chair or Vice Chair.
- Act as parliamentarian in the absence of the Vice Chair.

- Represent the SCASC’s group conscience at each meeting of the Southern California Regional Service Committee.
- Make a written report to the SCASC covering the business of the last regional meeting and to ask for feedback and comments.
- Make all regional reports available at every SCASC meeting.
- 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.
- Attends the Southern California Regional Assembly Workshop and disseminates information to the Area.
- On Conference years explain, collect, and tabulate Motions to bring back to Region.

RCM Qualifications:

- ❖ Four (4) or more years clean.
- ❖ Two (2) or more years service experience at an area level with one (1) or more years participating at the Santa Clarita ASC serving as the Alternate RCM.
- ❖ Having worked the “Twelve Steps Of Narcotics Anonymous” with a Sponsor.
- ❖ Have a working understanding of “The Twelve Traditions of Narcotics Anonymous”, and “the Twelve Concepts for NA Service”.

SECTION 4.

It is the duty of the Alternate Regional Committee Member of this committee (Alternate RCM) to:

- Perform the duties of the RCM in their absence.
- Attend all SCASC and SCRSC meetings.
- Assist the RCM in the performance of their duties as needed.
- 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.

Alternate RCM Qualifications:

- ❖ Three (3) or more years clean.

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- ❖ One (1) or more years service experience at an area level with one (1) or more years participating at the Santa Clarita ASC.
- ❖ Having worked the “Twelve Steps Of Narcotics Anonymous” with a Sponsor.
- ❖ Have a working understanding of “The Twelve Traditions of Narcotics Anonymous”, and “the Twelve Concepts for NA Service”.

SECTION 5.

It is the duty of the Secretary of this committee to:

- Call roll to establish that a quorum is met at all SCASC meetings.
- Record the minutes of each SCASC meeting.
- 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.

- 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.
- *Maintain files and send to Area archives. Make records available to any NA member upon request.*
- Assist the Chairperson with correspondence.
- Make the Chairperson aware of absences of representatives from any groups or Sub-Committees as well as maintain attendance records to determine which members have voting rights.
- Keep records including:
 - a) Previous years minutes.
 - b) Notebook of all motions.
- 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.

Secretary Qualifications:

- Two (2) or more years clean.
- One (1) year or more service experience at an area level with One (1) year or more participating at the Santa Clarita ASC.
- Have a working understanding or desire an understanding of “The Twelve Steps of Narcotics Anonymous”, “The Twelve Traditions of Narcotics Anonymous”, and “the Twelve Concepts for NA Service”.

SECTION 6.

It is the duty of the Alternate Secretary of this committee to:

- *Perform the duties of the Secretary in their absence.*
- 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.
- Arrive at the SCASC meeting place at least 15 minutes prior to the beginning of the open forum. *Be available to assist any new GSR or alternate GSR throughout the SCASC meeting.*

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Alternate Secretary Qualifications:

- One (1) or more years clean.
- Six Months (6) or more service experience at an area level with Six Months (6) or more participating at the Santa Clarita ASC.
- Have a working understanding or desire an understanding of “The Twelve Steps of Narcotics Anonymous”, “The Twelve Traditions of Narcotics Anonymous”, and “the Twelve Concepts for NA Service”.

SECTION 7.

It is the duty of the Treasurer of this committee to:

- Be custodian of the committee’s bank account and funds.
- Keep an accurate financial ledger and produce monthly statements of all financial contributions, expenditures and disbursements itemized by Groups and Sub-Committees.
- *Make all financial records available to any NA member upon request.*
- Disburse funds in accordance with committee decisions.
- Make sure all approved expenses are paid in a timely manner.
- Give a copy of all contracts and invoices to the appropriate Sub-Committee Chairs.
- 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.)
- Maintain copies of Area and Sub-Committee Budgets.
- Prepare a final financial analysis before stepping down from this commitment.
- 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.
- Represent SCANA at the SCRSC when the RCM position is absent or vacant.

Qualifications:

- Five (5) or more 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 typed accounting of all financial transactions.
- Have a working understanding or desire an understanding of “The Twelve Steps of Narcotics Anonymous”, “The Twelve Traditions of Narcotics Anonymous”, and “the Twelve Concepts for NA Service”.

SECTION 8.

It is the duty of the Alternate Treasurer of this committee to:

- Assist Treasurer and be trained in the Treasurer’s job simultaneously.
- Assist all sub-committees without a treasurer in handling area funds of more than \$100.00.
- Perform Treasurer’s job in their absence.

Qualifications:

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- Four (4) or more years clean.
- The experience necessary to provide the SCASC with accurate typed accounting of all financial transactions.
- Have a working understanding or pursuing an understanding of “The Twelve Steps of Narcotics Anonymous”, “The Twelve Traditions of Narcotics Anonymous”, and “the Twelve Concepts for NA Service”.

SECTION 9.

It is the duty of the Public Relations Chairperson (or Approved Representative) of this committee to:

- Be accountable to the SCASC.
- PR Chairperson is elected by the SCASC in September. If a chairperson is unable to finish out a term, a special election will be called to fill the position.
- The PR Sub-committees shall elect their own officers (except for the Chairperson). It is suggested that each sub-committee shall have a 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 typed form.
- PR Chairperson must submit an itemized budget for the year in October.
- PR Chairperson must submit an itemized budget at the SCASC meeting for any request for funds above their previously approved annual budget.
- PR Chairperson must submit an itemized report of any financial transactions beyond normal SCASC monthly operating expenses.
- PR 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. PR guidelines are approved by the SCASC in November. Area guidelines supercede PR guidelines. The function and purpose statement of the PR guidelines shall be attached to the area guidelines after approval.
- PR Chairperson is to submit an annual report in August.

Qualifications:

Three (3) or more years clean.

Two (2) or more years service experience at an area level with one (1) or more years participating at the Santa Clarita ASC.

Having worked the “Twelve Steps Of Narcotics Anonymous” with a sponsor.

Have a working understanding of “The Twelve Traditions of Narcotics Anonymous”, and “the Twelve Concepts for NA Service”.

SECTION 10.

It is the duty of the Activities Chairperson of this committee to:

- Be accountable to the SCASC.
- Activities Chairperson is elected by the SCASC in September. If a chairperson is unable to finish out a term, a special election will be called to fill the position.
- Activities shall elect their own officers (except for the Chairperson). It is suggested that Activities shall have a 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 typed form.
- Activities Chairperson must submit an itemized budget for the year in October.
- Activities Chairperson must submit an itemized budget at the SCASC meeting for any request for funds above their previously approved annual budget.

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- Activities Chairperson must submit an itemized report of any financial transactions beyond normal SCASC monthly operating expenses.
- Activities 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. Activities guidelines are approved by the SCASC in November. Area guidelines supercede Activities guidelines. The function and purpose statement of the Activities guidelines shall be attached to the area guidelines after approval.
- Activities Chairperson is to submit an annual report in August.

Qualifications:

- Three (3) or more years clean.
- One (1) or more years service experience with the Santa Clarita Activities sub-committee.
- Having worked the “Twelve Steps Of Narcotics Anonymous” with a sponsor.
- Have a working understanding of “The Twelve Traditions of Narcotics Anonymous”, and “the Twelve Concepts for NA Service”.

SECTION 11.

It is the duty of the Literature Chairperson:

- Transport literature monthly to the SCASC (Unless waived, all SCANA literature must be stored in the SCANA storage facility).
- Fill all literature orders for Groups, PR and Activities at the SCASC meeting
- Place monthly orders to replenish inventory
- Submit or present a verbal monthly literature report to the SCASC meeting
- Responsible to present new GSRs with a packet containing the following:
 - 1) Area Guidelines.
 - 2) GSR orientation sheet.
 - 3) Copy of “A Guide to Local Service”.
- Submit an annual service report, inventorying strengths and weaknesses encountered during the year

Qualifications:

- Three (3) or more years clean.
- One (1) or more years service experience with the SCASC.
- Having worked the “Twelve Steps Of Narcotics Anonymous” with a sponsor.
- Have a working understanding of “The Twelve Traditions of Narcotics Anonymous”, and “the Twelve Concepts for NA Service”.

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 for the purpose of electing officers (as provided in Article VIII.)as well as regular business.

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

ARTICLE XII.

RIGHTS OF THE GROUPS

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

- The SCASC
- The Southern California Region
- NA at the World level
- NA Activities
- Other NA groups
- The NA service structure
- The Twelve Concepts for NA Service and the Twelve Traditions of NA
- Involvement in NA service

SECTION 5. To make their group conscience known on matters affecting their group, the SCASC Area, the Southern California Region and NA as a whole.

ARTICLE XIII.

FINANCIAL PROCEDURES

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

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

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

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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 December, taking into account the last year's performance as well as the newly established Budgets.

SECTION 5.

Excess funds (the sum in excess of the prudent reserve) are forwarded to the regional and world levels on a quarterly basis. The amounts forwarded will be determined at the regular SCASC meeting in the month of December, taking into account the last years performance as well as current regional and world service needs. Donations will be as follows: 75% to SCRSC, 25% to NA World Services (NAWS).

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.

SECTION 7. Any and all expenditures by any 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.

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.

ARTICLE XIV.

AMENDING GUIDELINES

SECTION 1. Guidelines should be reviewed every other year in conjunction with PR guidelines.

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. It may even be necessary to entirely rewrite these guidelines. Here is the procedure for an amendment:

- An N.A. member proposes an amendment to the guidelines for the SCASC to consider.
- If at least 50% of the eligible voting members present at the SCASC meeting agree to consider the proposal, it goes back to the groups for a vote of conscience.
- The Secretary sends a written copy of the proposal (using Italics) to show each GSR in the Area that all groups are aware that the proposal exists.
- If a quorum of the GSRs exists at the next SCASC meeting the proposal can be voted on.

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- The proposal is accepted as an amendment if at least 2/3 of the eligible voting members present at the meeting approve it.

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 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:

1. Did not do the work in a timely manner.
2. 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 ad-hoc committee shall be comprised of at least three

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volunteers in order to conduct business. Voting or non-voting participants may serve on the committee. Any one 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.
- 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 (XV in SCASC Guidelines)
- Copies of any relevant correspondence

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- 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 (Article V) 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 propose, 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.
- 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

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- 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.