



C V N N A
(Central Valley North Narcotics Anonymous)

Guidelines
For the
Area Service Committee

December, 2019

Guidelines
For The
Area Service Committee
Ad Hoc Committee Draft
October 5, 2019

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

I. **BOUNDARIES:**

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

II. **PURPOSE:**

- A. The purpose of this body shall be to coordinate the Narcotics Anonymous activities, Subcommittees, and functions common to the Groups and Committees composing our membership.
- B. Our mission is to further the unity of the Groups within the Area, serving as a channel for communication between the Groups represented by the Area and, through representation at Region, between the Groups and the rest of Narcotics Anonymous.
- C. To communicate with one another on all matters pertaining to our common welfare and our common purpose.
- D. To provide services to the Groups which are beyond the means of the Groups to provide for themselves. These may include, but shall not be limited to:
 1. Insurance (through Region)
 2. A 24-hour helpline.
 3. Printed and website meeting schedules.
 4. Website calendar of events.
 5. Public relations, hospitals and institutions (PRH&I) services.
 6. Area-wide activities.
 7. Literature sales.
 8. Area-wide monthly birthday celebrations.
 9. Biennial Unity Day.

III. **MEMBERS:**

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

IV. FUNCTIONS:

- A. To hold regular meetings monthly, or as needed.
- B. To record and distribute minutes of the regular ASC meetings to the ASC and the Voting Membership as appropriate.
- C. To maintain a post office box.
- D. To maintain a bank account.
- E. To operate within the current procedure for literature orders.
The Groups will submit an order and payment at the beginning of the ASC, and receive that order at the end of the meeting when available. Literature not maintained on hand shall be distributed at the end of the next month's meeting. Literature which has not been collected for three months shall be donated to the PRH&I SubCommittee.
- F. To encourage and support all the SubCommittees.
- G. To create *ad hoc* Committees responding to specific needs as they arise. These Committees shall be dissolved upon conclusion of their work.
- H. To form an *ad hoc* Committee every two years to maintain, modify and update Area Guidelines as required. These guidelines shall be submitted to the ASC Voting Membership for review and approval. Said committee shall be dissolved upon conclusion of their work.
- I. To perform an annual Area Inventory, to be initiated in September's ASC meeting and to be completed by December's meeting.

V. ADMINISTRATIVE BODY:

- A. The Administrative Body shall be composed of the following:
 - Chairperson
 - Vice-Chairperson
 - Treasurer
 - Vice Treasurer
 - Recording Secretary
 - Regional Committee Member (**RCM**)
 - Regional Committee Member Alternate (**RCMA**)
 - Literature Chairperson
 - Literature Vice Chairperson
- B. These officers shall be elected by a simple majority of the ASC Voting Membership present at the elections.
 1. It is suggested that they be elected from active members of the ASC.
 2. They should have a demonstrated commitment to serve, previous service experience, and a working knowledge of the Twelve Traditions and the Twelve Concepts of Service.
 3. Area Trusted Servants shall be requested to sign agreements of financial responsibility.
- C. Position Requirements and Duties (in addition to the requirements listed in Article V./B.)
 1. **Chairperson:**
 - Requirements:
 - a. A minimum of three years continuous clean time.
 - b. Service experience at the Area level.
 - c. Term: one year. Maximum of two consecutive terms.
 - Duties:
 - a. Arrange agenda.
 - b. Preside over all ASC meetings during his/her term.
 - c. Provide a detailed written report with three copies; one each for the Chairperson, Recording Secretary, and ASC archives.
 - d. Maintain all correspondence and ASC archives in coordination with the Recording Secretary.
 - e. Coordinate with all Subcommittee functions.

- f. Appoint *ad hoc* committee Chairperson(s) as required.
- g. Serve as Cosigner on the ASC Bank Account.

2. **Vice Chairperson:**

Requirements:

- a. A minimum of two years continuous clean time.
- b. Service experience at the Area level.
- c. Term: one year. Maximum of two consecutive terms.
- d. The willingness to become Chairperson upon approval of the ASC Voting Membership the following year.

Duties:

- a. Perform the duties of the Chairperson in his/her absence.
- b. Perform the duties of any unfilled positions in the ASC Admin. Body until they are filled.
- c. Facilitate a GSR orientation prior to each ASC meeting
- d. Perform outreach at the request of the ASC.
- e. Provide a written report as needed.
- f. Maintain a motions policy log.
- g. Collect the mail from the Post Office Box before each meeting.
- h. Serve as Cosigner on the ASC Bank Account.

3. **Treasurer**

Requirements:

- a. A minimum of three years continuous clean time.
- b. Term: one year. Maximum of two consecutive terms.

Duties:

- a. Serve as Custodian of the ASC bank account
- b. Keep track of all Area financial business and track all Subcommittee budgets.
- c. Provide a written report of financial activities, including bank reconciliation of previous month during each ASC meeting.
- d. Provide Income/Expense summary of current ASC meeting at its close.
- e. Ensure that rent and all pertinent ASC bills, including the literature order to NAWS, are paid in a timely manner.
- f. Submit written annual summary at the end of his/her term of office.
- g. Serve as Co-signer on the ASC Bank Account.

4. **Vice Treasurer**

Requirements:

- a. A minimum of two years continuous clean time.
- b. Term: one year. Maximum of two consecutive terms.
- c. The willingness to become Chairperson upon approval of the ASC Voting Membership the following year.

Duties:

- a. Assist and support the ASC Treasurer as Custodian of the ASC bank account
- b. Assist the Treasurer in all his/her duties (e.g., preparation of ledgers, reports, and statements).
- c. Serve as Co-signer on the ASC Bank Account.

5. **Recording Secretary**

Requirements:

- a. A minimum of one year continuous clean time.
- b. Term: one year. Maximum of two consecutive terms.

Duties:

- a. Keep accurate minutes of each ASC meeting. Print and distribute minutes prior to next ASC meeting.
- b. Provide a copy of the minutes to the **RCM** and **RCMA** prior to the next Regional Service Committee (**RSC**) meeting.
- c. Keep a record of prior year's minutes available at each ASC meeting.
- d. Submit all minutes to the Chairperson at the end of his/her term for the ASC archives.
- e. Maintains an updated e-mail/phone list of ASC members.

6. **Regional Committee Member (RCM)**

Requirements:

- a. A minimum of three years continuous clean time.
- b. Previous service experience at the Group and Area level. It is recommended that he/she has served as RCMA (See Article V./B./7 below.)
- c. Term: one year. Maximum of two consecutive terms.

Duties:

- a. Work for the good of NA as a whole by providing communication between Area and Cal Mid-State Regional Service Committee (**CMSRC**).
- b. Attend all ASC meetings and as many different Group meetings as possible within the Area.
- c. Work closely with the ASC Administrative Body, informing and providing guidance in matters of the Twelve Traditions and Twelve Concepts of Service.
- d. Participate in all Regional Service ~~Conferences~~ Committee (**RSC**) meetings as the voice of the Area. Provide the ASC with a written report on the latest RSC meeting.
- e. Prior to the RSC meeting, confer with a minimum of one ASC member for input and approval of the ASC report to the RSC.
- f. Provide the RSC with a report from the latest ASC meeting. This report shall include issues concerning the ASC, Area news, strengths, weaknesses, and events.
- g. Attend the biennial Regional Assembly.
- h. Participate in the Cal Mid-State Conference Agenda Report (**CAR**, or **Agenda**) workshop prior to the biennial World Service Conference (**WSC**). Obtain a vote of confidence from the ASC Voting Membership to vote at the RSC on items not included in the CAR Agenda and other items for which there is no clear ASC consensus, always considering the needs of the Area.
- i. Fill in for the Vice Chair when that officer is absent.
- j. Serve as Co-signer on the ASC Bank Account.

7. **Regional Committee Member Alternate (RCMA)**

Requirements:

A minimum of two years continuous clean time.

- a. Previous service experience at the Group and Area level.
- b. The willingness to become RCM upon approval of the ASC Voting Membership at the end of the RCM's final term.
- c. Term: one year. Maximum of two consecutive terms.

Duties:

- a. Assist and support the RCM in the performance of his/her duties.
- b. Attend all ASC meetings and as many different Group meetings as possible within the Area.
- c. Attend the RSC monthly meetings with the RCM.
- d. Maintain and update calendar of Regional and Area events.

8. **Literature Chairperson**

Requirements:

A minimum of two years continuous clean time.

- a. Term: one year. Maximum of two consecutive terms.

Duties:

- a. Receive, process, and fill all orders and back orders for the Groups in a timely fashion.
- b. Place the literature order with World Services, and inform the Treasurer to pay for the order.
- c. Submit literature sales revenues to the ASC Treasurer before the close of the ASC meeting. ~~To~~ Provide specialty items for sale at Area events.
- d. Maintain an updated literature reserve of three (3) Group starter packets.
- e. Submit the month's income and expense report at the end of the ASC meeting.

9. **Literature Vice Chairperson**

Requirements:

A minimum of one year continuous clean time.

- a. The willingness to become Literature Chairperson upon approval of the ASC Voting Membership the at the end of the Literature Chair's final term.
- b. Term: one year. Maximum of two consecutive terms.

Duties:

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

VI. **SUBCOMMITTEES:**

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

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

Chair: Shall have a minimum of three years continuous clean time.

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

B. **ACTIVITIES:**

Chair: Shall have a minimum of two years continuous clean time., and shall be subject to approval by the ASC.

1. Term: one year. Maximum of two consecutive terms.

Duties of the Subcommittee:

1. Further the unity of CVNNA by organizing Area-wide celebrations of recovery.
2. Maintain its own bank account, submitting monthly and annual Income/Expense and Bank Reconciliation reports to the ASC, including a profit/loss statement for each event.
 - a. The Activities Subcommittee shall be given \$500.00 seed money to fund its events.
 - b. It is recommended that the Subcommittee maintains this balance if at all possible.
 - c. If income provides a balance exceeding \$500.00, all funds over \$500.00 shall be donated back to the ASC.
3. Coordinate the Area events with the activities of the Groups within the Area.

C. UNITY DAY:

Chair: Shall have a minimum of two years continuous clean time., and shall be subject to approval by the ASC.

1. Term: one year.

Duties of the Subcommittee:

1. Facilitate a biennial one day event to foster unity among the different Groups within CVNNA.
2. Raise funds to support this event.
3. The Unity Day Subcommittee shall be given \$500.00 seed money to fund its events.
4. Maintain its own bank account, submitting monthly and annual Income/Expense and Bank Reconciliation reports to the ASC, including a profit/loss statement for each fundraising event, and a final closing financial report when Unity Day has been held.

D. BIRTHDAY CELEBRATIONS

Chair: Shall have a minimum of one year continuous clean time and shall be subject to approval by the ASC.

1. Term: one year. Maximum of two consecutive terms.

Duties of the Subcommittee:

1. Coordinate the rotating Birthday Celebrations with the hosting Groups.
2. Provide the Chips and Cake for each month's Birthday Celebration.
3. Submit an Income and Expense Report of the month's Birthday Celebration at the next following ASC meeting.
4. Submit an annual Birthday Celebration Budget and monthly Income/Expense reports to the ASC for its approval.

E. *AD HOC* SUBCOMMITTEES:

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

Duties of the Subcommittee:

1. Clarify and define the pertinent issues and make recommendations to the fellowship within the specific area of concern.
2. Initiate and coordinate actions based on these recommendations.

VII. OPERATIONAL GUIDE:

A. VOTING PROCEDURES:

1. A Quorum of the body shall be 30% of the groups served by the ASC.
2. A Majority Vote of two-thirds of the Voting Membership (as defined in Article III./C.) shall be required in matters of policy and unbudgeted expenses.
3. A Simple Majority Vote shall suffice in all other matters.
4. Motions may be made by any participant of this body (as defined in Articles V./B. and V./C.) with the exception of the Chairperson. All motions must be seconded by someone from the Voting Membership (as defined in Article V./C.).
5. An Officer can only be removed from office by a two-thirds Majority Vote.
6. No elected officer shall serve more than two consecutive terms in any one position, unless the Voting Membership approves a waiver of this clause.
7. In order to ensure continuity of leadership, Terms of Service should be staggered as follows:
 - a. Recording Secretary, RCM, and RCMA are to be elected into office from June to the following June.
 - b. All other positions are to be elected into office from January to the following January.

B. ATTENDANCE:

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

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

1. Literature Allowance for PR: When the ASC account balance before the PR literature order exceeds \$1,000.00, PR shall be granted an allowance of \$300.00. If that balance is less than \$1,000.00, the PR literature allowance shall be \$150.00.
2. Contribution Allowance for CMSRNA:
 - a. When the ASC balance before the CMSRNA contribution exceeds \$3,500.00, the contribution to Region shall be all funds over \$3,500.00.
 - b. When the ASC account balance before the CMSRNA contribution exceeds \$2,000.00, the contribution to Region shall be funds over \$2,000.00, but not to exceed \$100.00.
 - c. When the ASC account balance before the CMSNRA is less than \$2,000.00, there shall be no contribution made to Region.
3. Insurance: This Area shall be covered by the Cal Mid-State Region's insurance policy covering our regularly scheduled meetings, and we shall reimburse Cal Mid-State for that coverage as requested by the RSC.

GLOSSARY OF TERMS

ALPHABET SOUP

Making Sense of All Those Acronyms

ASC

The Area Service Committee is the committee that does most of the work of the fellowship in providing services to the Area's Groups.

CAR

The Conference Agenda Report is the document that outlines for the fellowship those issues to be discussed at the next World Service Conference (WSC). It is generally available in late November preceding the WSC.

"The report contains the proposals and motions that the fellowship is being asked to consider and form a fellowship wide group conscience on. . . [It] includes reports, proposals, and motions from the World Board and any proposals and motions submitted from regions" - **Guide to Local Service, pg. 11.**

CMSRNA

Cal Mid-State Region of Narcotics Anonymous

This is our Region. There are 8 Areas in CMSRNA:

CCNA - Central California Area NA

CSNA - Central Sierra Area NA

CSSNA - Central Sierra South Area NA

CVNNA - Central Valley North Area NA --- That's US, folks

Foothill - Foothill Area NA

GCNA - Gold Country Area NA

Kings-Tulare - Kings Tulare Area Na

SVGNA - Stanislaus Valley Groups Area NA

CVNNA

Central Valley North Narcotics Anonymous - Our Area.

GSR

General Service Representative is the representative who connects his/her Group to the Area and through Area to the various levels of our service structure.

GSRA

The Group Service Representative Alternate is the member who attends service meetings when the GSR is unavailable, and may attend with the GSR for purposes of training for the GSR position.

H&I - Hospitals and Institutions.

PI - Public Information

PR - Public Relations -- Our PR Subcommittee is also known by some old timers as H.I.P.I., since it was formed to combine the functions of H&I and PI.