

Guidelines of Santa Barbara Area Service Committee of Narcotics Anonymous

Article I Name

The name of this committee shall be the Santa Barbara Area Service Committee (ASC) of Narcotics Anonymous (NA).

Article II Service Area

The service area shall include the geographical area which has the following boundaries: Gaviota State Beach up Highway 101 to Zaca Station Road, to Fox Canyon Road, to Tepuequet Road, southeast to the Santa Barbara/Ventura County line, south to the coast, up the coast to Gaviota State Beach.

Article III Purpose

The purpose of the ASC is to further the unity within the Santa Barbara Area and the rest of NA as a whole in accordance with the Twelve Traditions of NA. A further purpose of this body shall be the coordination of NA functions common to the various NA groups within the area, always remembering that each NA group has but one primary purpose: to carry the message to the addict who still suffers. For the purpose of these guidelines, the term "NA group" shall be defined as stated in *A Guide to Local Service in Narcotics Anonymous* and *The Twelve Concepts for NA Service*.

Article IV Participants

Section 1.0 Voting Participants

The voting participants of the ASC shall be the Group Service Representatives (GSRs) or the Alternate Group Service Representatives (Alt. GSRs) or any group member designated by said group as its temporary representative. For the purpose of these guidelines, the terms shall be defined as stated in *A Guide to Local Service in Narcotics Anonymous*. The Area Chairperson shall vote only to resolve a tie.

Section 2.0 Non-voting Participants

The non-voting participants of the Area Service Committee (ASC) shall be the Area Chairperson (except as provided for on Section 1.0), all other members of the Executive Body and sub-committee Chairs and Vice Chairs.

Note: A GSR who is also an ASC subcommittee member has one vote. If the GSR Mentor Coordinator is also a GSR he/she has one vote.

Section 3.0 Maintaining Voting Participant Status

Absence at two consecutive, regularly scheduled ASC meetings by Chair or Vice Chair of a sub-committee or by members of the Executive Body constitutes forfeiture of voting privileges.

Section 3.1 Establishing Voting Privileges

Voting privileges will begin or be reinstated at the second regularly scheduled ASC meeting attended.

Section 4.0

All committee participants should become familiar with ASC Guidelines within one month of election.

Article V

Visitors

Section 1.0

Narcotics Anonymous members not addressed elsewhere in these guidelines shall be classed as visitors. Visitors shall have the specific right to request the floor. The Chairperson has the exclusive right to grant or deny such requests. The Chairperson's decision is subject to appeal and may be overturned by the two-thirds majority of the voting participants.

Section 2.0

Non-NA members are welcome to observe our ASC meetings.

Article VI

Election of Officers

Section 1.0

The officers of the committee shall be a Chairperson, a Vice Chairperson, a Secretary, a Treasurer, a Vice Treasurer, a Regional Committee Member (1), a Regional Committee Member (2), a Literature Officer and a GSR Mentor Coordinator.

Section 2.0

ASC officer positions shall be elected as follows: Chairperson, Vice Chairperson, Treasurer, Vice Treasurer and GSR Mentor Coordinator shall be elected in the month of April. RCM (1), RCM (2) and Secretary shall be elected in the month of October. Those officers leaving office shall also attend the ASC meeting following elections.

Section 3.0

The officers shall be elected by majority vote to serve for 1 year or until successors are elected and terms of office shall begin at the start of the regular meeting following the meeting at which they were elected.

Section 4.0

The ASC Chair and Vice Chair shall hold no more than one office at a time. The ASC Treasurer, Secretary, RCM (1) and RCM (2) may (upon determining a need) chair an ad-hoc or sub-committee with an understanding that when another qualified member of Narcotics Anonymous is available, the said officer shall step down. Upon election to the ASC Chair or Vice Chair position, the NA member shall resign from any Area level service commitment within one month of election.

Section 4.1

No ASC officer shall be eligible to serve more than two terms consecutively in the same office except when said ASC officer is elected to a position with less than 50% of the year's term remaining, he/she will be eligible to serve two additional consecutive one year terms.

Section 5.0

An election to fill a vacancy in an office shall occur within two regular meetings after the vacancy arises. In the case of a vacancy in the office of Chairperson, the Vice Chairperson shall assume the duties of the Chairperson.

Section 6.0

Any member of ASC may nominate a qualified NA member for an ASC position. Additionally, any member of Narcotics Anonymous may submit a nomination for a qualified member through a GSR. Any nominee must be present for elections or submit a written letter of intent with qualification.

Section 6.1

Nominations must be made in the month of March for the following: Chair, Vice Chair, Treasurer, Vice Treasurer and GSR Mentor Coordinator. Nominations must be made in the month of September for the following: RCM (1), RCM (2) and Secretary. A simple majority vote of the voting participants is all that is needed for officer elections.

Article VII

Removal of Officers

Section 1.0

Any ASC officer or sub-committee Chair may be removed from his/her office for noncompliance which includes but is not limited to:

- a. Loss of abstinence.
- b. Non-fulfillment of the duties of the position.
- c. Absence at two regular meetings of the ASC without prior notification.
- d. Relocation outside the Santa Barbara Area boundaries.

Section 2.0

An officer of this committee may resign by providing written notice to the ASC Chair in advance of the upcoming regular meeting of the committee.

Article VIII

Qualifications and Duties of Officers

Section 1.0 Qualifications of the Chairperson

- a. Four years continuous abstinence.
 - b. Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service.
 - c. Willingness to serve.
 - d. At least one year of previous service at the Area level within the past two years.
 - e. Live within the Santa Barbara Area boundaries.
- (no more than 50% of (a) or (d) may be waived with a 2/3 vote in favor)

Section 1.1 Duties of the Chairperson

- a. Secure ASC meeting location and liaise with facility.
- b. To open the meeting at the appointed time by taking the chair and calling the meeting to order.
- c. To place items on the agenda that are submitted to the ASC by participants. All motions must be presented to the chair before or at ASC to be on the agenda.

- d. To recognize visitors who request the floor.
- e. To state and put to vote all questions that legitimately come before the assembly as motions, except questions that relate to the Chairperson, and to announce the results of each vote, or, if a motion that is not in order is made, to rule it out of order.
- f. To protect the ASC from obviously frivolous motions by refusing to recognize them.
- g. To enforce the rules relating to debate, order and decorum within the ASC when appropriate.
- h. To decide all points of order.
- i. To be one of 3 co-signers of the committee's bank account.
- j. To authenticate by the Chairperson's signature, when necessary, all acts, orders and proceedings of the ASC.
- k. To declare the meeting adjourned at 1:00pm or when the ASC so votes.
- l. To direct the Secretary in the correspondence of the committee.
- m. (1) To conduct an Annual Inventory Meeting of the year's work of ASC officers and willing participants in the month of April.
- m. (2) To submit a written summary of the Annual Inventory Meeting in the month of May.
- n. To conduct the ASC with impartiality and fairness.
- o. To appoint all ad-hoc committees.

Section 2.0 Qualifications of the Vice Chairperson

- a. Three years continuous abstinence.
 - b. Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service.
 - c. Willingness to serve.
 - d. At least six months of previous service at the Area level within the past two years.
 - e. Live within the Santa Barbara Area boundaries.
- (no more than 50% of (a) or (d) may be waived with a 2/3 vote in favor)

Section 2.1 Duties of the Vice Chairperson

- a. In the absence of the Chairperson, to serve as Chairperson.
- b. To assist in the functions of the sub-committees of ASC.
- c. To be one of 3 co-signers of the committee's bank account.
- d. To keep and update an official membership list and to call roll when it is required to ascertain when a quorum is established.
- e. To act as parliamentarian for ASC meetings.

Section 3.0 Qualifications of the Secretary

- a. Two years continuous abstinence.
 - b. Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service.
 - c. Willingness to serve.
 - d. Typing and communication skills and access to a computer and printer.
 - e. Six months of previous service experience.
 - f. Live within the Santa Barbara Area boundaries.
- (no more than 50% of (a) or (d) may be waived with a 2/3 vote in favor)

Section 3.1 Duties of the Secretary

- a. In the absence of the Chairperson, Vice Chairperson and Regional Committee Member, to call the meeting to order and preside until the immediate election of a Chairperson pro tem.
- b. To maintain the committee's files and archives.
- c. To make available minutes and records to all members upon request.
- d. To sign all certified copies, files and archives of the committee.
- e. To maintain record books in which the Guidelines, special rules of order, standing rules and minutes are entered with any amendments to these documents properly recorded, and to have the current record books on hand at every meeting.
- f. To conduct, type and distribute the correspondence and/or minutes of the ASC by email or delivery at the ASC meeting. This is at the direction of the Chair.

Section 4.0 Qualifications of the Treasurer

- a. Five years continuous abstinence.
 - b. Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service.
 - c. Willingness to serve.
 - d. Some accounting or business experience.
 - e. One year of previous service experience.
 - f. Live within the Santa Barbara Area boundaries.
- (no more than 50% of (d) may be waived with a 2/3 vote in favor)

Section 4.1 Duties of the Treasurer

- a. To maintain the committee's treasury.
- b. To be the primary of three co-signers of the committee's bank account.
- c. To submit a written financial report at the ASC meeting.

- d. To make a comprehensive annual financial report with records at Annual Inventory Meeting. Results to be submitted in written form into the minutes of ASC in May by the Chair.
- e. To disperse funds as directed by the voting participants of ASC.
- f. To deposit all monies within 48 hours of the current ASC meeting.
- g. To pick up and distribute committee's mail from the ASC post office box.
- h. To archive three years of financial records.
- i. To immediately assume possession of all Activities Sub-Committee funds and check book, in the event that the Activities Sub-Committee Treasurer position goes unfilled for two consecutive Area Meetings or the Activities Sub-Committee Treasurer does not provide an accurate printed accounting of all Activities Sub-Committee financial dealings to the ASC for two consecutive Area Meetings; and to return said funds and checkbook when the above requirements have been met.
- j. To donate monthly all monies over the ASC prudent reserve of \$1,250.00 directly to the Central California Regional Service Committee of Narcotics Anonymous.

Section 5.0 Qualifications of the Vice Treasurer

- a. Four years continuous abstinence.
- b. Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service.
- c. Willingness to serve.
- d. Some accounting or business experience.
- e. At least six months of previous service experience.
- f. Live within the Santa Barbara Area boundaries.
(no amount of (e) may be waived)

Section 5.1 Duties of the Vice Treasurer

- a. To become trained in the duties of the Treasurer.
- b. To act as Treasurer in the absence of the Treasurer at ASC.

Section 6.0 Qualifications of the Regional Committee Member (1)

- a. Three years continuous abstinence.
- b. Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service.
- c. Willingness to serve.
- d. At least two years of previous service at ASC.
- e. One year as RCM II is highly recommended.

- f. Reliable transportation to attend all RSC and ASC meetings.
 - g. Live within the Santa Barbara Area boundaries.
- (no more than 50% of (a) or (d) may be waived with a 2/3 vote in favor)

Section 6.1 Duties of the Regional Committee Member (1)

- a. In the absence of the Chairperson and Vice Chairperson, to serve as Chairperson.
- b. To carry the Group conscience of the SBASC at each CCRSC meeting.
- c. To submit a written report to ASC covering the previous CCRSC meeting, that shall be submitted into the minutes.
- d. To donate all ASC donation monies to CCRSC and give receipt at following ASC to the Treasurer.
- e. To attend all RSC and ASC meetings.
- f. To attend and participate at Regional Assembly.
- g. To be the point of contact for all insurance related issues.

Section 7.0 Qualifications of the Regional Committee Member (2)

- a. Two years continuous abstinence.
 - b. Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service.
 - c. Willingness to serve.
 - d. One year of previous service at ASC.
 - e. Reliable transportation to attend all RSC and ASC meetings.
 - f. Live within the Santa Barbara Area boundaries.
- (no more than 50% of (a) or (d) may be waived with a 2/3 vote in favor)

Section 7.1 Duties of the Regional Committee Member (2)

- a. In the absence of the Chairperson, Vice Chairperson and RCM (1), to serve as Chairperson.
- b. To carry the Group conscience of the SBASC at each CCRSC meeting.
- c. In the absence of the RCM (1), To submit a written report to ASC covering the previous CCRSC meeting and to deliver any ASC donation monies to CCRSC and give receipt at following ASC to the Treasurer.
- d. To attend all RSC and ASC meetings.
- e. To attend and participate at Regional Assembly.

Section 8.0 Qualifications of the Group Service Representative (GSR) Mentor Coordinator

- a. 1 year continuous abstinence.
- b. Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service.

- c. Willingness to serve.
- d. Current or prior GSR experience.

Section 8.1 Duties of the Group Service Representative (GSR) Mentor Coordinator

- a. To arrive at ASC at 10:15am.
- b. To coordinate volunteers to assist new GSRs in learning how to execute their ASC commitment correctly.

Section 9.0 Qualifications of the Literature Officer

- a. Three years continuous abstinence.
- b. Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service.
- c. Willingness to serve.
- d. Six months prior ASC experience.
- e. Must have personal transportation.
- f. Must have a form of income.
- g. Must have a permanent mailing address and a safe storage for literature / or ASC approval.

(no more than 50% of (a) or (d) may be waived with a 2/3 vote in favor)

Section 9.0 Duties of the Literature Officer

- a. To open and set up ASC meeting room at 9:30am, 1^{1/2} hours before ASC starts.
- b. Be ready for literature sales 1 hour prior to start of meeting.
- c. Sales end at start of ASC meeting. (No sales conducted during ASC meeting.)
- d. Payment from all sales shall be tallied, counted, and delivered to ASC treasurer before area treasury report.
- e. To have ready and mail next month's order within two business days following the ASC meeting. Sales to individuals and/or meetings and sub-committees between area meetings are at the discretion of the literature officer. Payment from these sales need to be held onto until the next ASC meeting.
- f. Absolutely no fronts to individuals.
- g. To maintain records and supplies needed to do job efficiently.

Article IX

Meetings

Section 1.0

The regular meetings of the ASC shall be held on the first Sunday of each month except when the first Sunday is a major holiday when it will be held on the second Sunday of the month or unless otherwise ordered by the ASC.

Section 1.1

Two-thirds of the voting participants shall constitute a quorum.

Section 1.2

The regular meeting shall be called to order at 11am (having established a quorum) and adjourned at 1pm. Extensions of the meeting shall require a two-thirds majority vote.

Section 1.3

There shall be a 10 minute break as determined by ASC Chair. A two-thirds vote is needed to cancel the break at the current meeting. Chair will call meeting back to order and Vice Chair shall establish a quorum.

Section 2.0

For emergency meetings of the ASC steering committee, which shall consist of all ASC officers and sub-committee chairs, three days notice shall be given.

Article X **Standing Sub-committees**

Section 1.0

ASC shall establish sub-committees as necessary to perform certain duties. These standing sub-committees shall be formed upon approval by ASC, in accordance with a certain need, i.e., Hospitals and Institutions and Public Relations, Literature, Activities and any others which are deemed necessary to perform the business of ASC. At the inception of a new sub-committee, a Chairperson shall be appointed by a vote of ASC. Subsequent Chairpersons shall be elected by the sub-committee membership, subject to approval by ASC.

Section 2.0

All standing sub-committees shall create and adopt guidelines which are consistent with the most current editions of the Twelve Traditions of Narcotics Anonymous, the Twelve

Concepts for NA Service and World Service Conference approved handbooks and/or guidelines.

Section 3.0

The guidelines of each standing sub-committee shall be subject to review, revision or approval by the voting participants of ASC.

Section 4.0

Sub-committee Chairs shall attend all ASC meetings and shall submit a written report (at the direction of the ASC Chair) and/or an oral report of their service accomplishments of the previous month.

Section 5.0

Sub-committees maintaining their own bank accounts must submit a written financial statement monthly to ASC.

Section 6.0

All sub-committee written and oral reports shall be submitted into the minutes of ASC to become part of the Santa Barbara Area archives.

Article XI
Ad Hoc Committees

Section 1.0

The Chairperson of the ASC shall have the authority to appoint ad hoc committees for special purposes, as a need is determined by ASC as a whole. The ASC Chairperson shall decide, at the time of appointment, the length of time any such ad hoc committee shall sit. In cases where action or research is needed by the next scheduled ASC meeting, the ASC Chairperson may appoint the entire ad hoc committee from the ASC body.

Section 2.0

Ad hoc committees are an extension of the ASC and shall operate within the ASC guidelines with the exception of voting privileges of ad hoc Chair. Ad hoc Chair shall maintain the voting privilege of his/her original position, i.e., if an ad hoc Chair is a GSR, the GSR will still have the vote for the meeting he/she represents.

Article XII
Committee Business

Issues in which all members of ASC vote
(Chairperson shall vote only in case of a tie)

Section 1.0

Election of Executive Body: Chairperson, Vice Chairperson, Secretary, Treasurer, Vice Treasurer, RCM (1) and RCM (2).

Section 2.0

Change in date, time or location of regular ASC meeting.

Section 3.0

All matters concerning sub-committees: Activities, HIPR and Literature.

Section 4.0

All matters concerning as hoc committees.

Article XIII
Parliamentary Authority

Section 1.0

The rules contained in the most recent edition of Robert's Rules of Order shall be utilized to expedite the business of the committee in cases where they are applicable, except when they are inconsistent with the Twelve Traditions of Narcotics Anonymous, the Twelve Concepts for NA Service, these guidelines or any other special procedural rule this committee may adopt.

Article XIV
Amendments and Revisions

Section 1.0

These guidelines are subject to amendment or revision by a two-thirds vote of all ASC participants. Chairperson has the authority to table all amendments and revisions to the following scheduled ASC meeting if it is felt that changes need more research. Proposed amendments or revisions shall be submitted as new business to the ASC one month prior to a vote being taken.

Section 2.0

Any part of the guidelines may be waived by a two-thirds vote of all ASC participants.