

## **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 Foxen Canyon Road, to Tepusquet Road, north to Highway 166, 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 Services 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 Services in Narcotics Anonymous*. The Area Chairperson shall vote only to resolve a tie. Each voting participant may have only one vote.

#### **Section 2.0 Non-voting Participants**

The non-voting participants of the Area Service Committee (ASC) shall be the ASC Chairperson (except as provided for in Section 1.0), all other administrative officers and subcommittee chairpersons and vice chairpersons. Exceptions noted in Article XIII.

**Section 3.0**

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 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 a 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 administrative officers of the committee shall be a Chairperson, a Vice Chairperson, a Secretary, a Treasurer, a Vice Treasurer, a Regional Committee Member 1 (RCM1), a Regional Committee Member 2 (RCM2), and a Literature Officer/Chairperson.

**Section 2.0**

Any member of ASC may nominate a qualified Narcotics Anonymous member for an ASC position. Additionally, any member of Narcotics Anonymous may submit a nomination for a qualified member through a GSR. Nominees must be present for nominations and elections or submit a written letter of intent to ASC with qualifications.

**Section 2.1**

Nominations must be made in February/March for Chairperson, Vice Chairperson, Treasurer, Vice Treasurer, and Literature Officer/Chairperson and subsequent elections held in April. Nominations must be made in August/September for RCM1, RCM2, and Secretary and subsequent elections in October. Officer elections will be determined by a simple majority vote of the voting participants.

**Section 3.0**

ASC officer positions shall be elected as follows: Chairperson, Vice Chairperson,

Treasurer, Vice Treasurer, and Literature Officer/Chairperson shall be elected in the month of April. RCM1, RCM2 and Secretary shall be elected in the month of October. Officers leaving office shall attend the ASC meeting following elections.

### **Section 3.1**

The officers shall be elected by majority vote to serve for one year or until successors are elected and the 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 Chairperson and Vice Chairperson shall hold no more than one office at a time. The ASC Treasurer, Vice Treasurer, RCM1, RCM2, and Literature Officer/Chairperson may (upon determining a need) chair an ad hoc committee or a subcommittee with an understanding that when another qualified member of Narcotics Anonymous is available, the said officer shall step down. Upon election to the ASC Chairperson or Vice Chairperson position, the Narcotics Anonymous member shall resign from any other ASC 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.

## **Article VII** **Removal of Officers**

### **Section 1.0**

Any ASC officer or Subcommittee Chairperson may be removed from his/her office for non-compliance 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

Chairperson in advance of the upcoming regular meeting of the committee.

### **Section 3.0**

If one or more qualification listed for any administrative officer is no longer met, it must be reported to ASC right away.

## **Article VIII** **Qualifications and Duties of Officers**

### **Section 1.0 Qualifications of the Chairperson**

- a. Five years continuous abstinence. No waiver of clean time.
- 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.
- f. Must have a personal source of income.

### **Section 1.1 Duties of the Chairperson**

- a. Secure ASC meeting location and liaise with the 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 Chairperson to be placed on the agenda.
- d. To recognize visitors who request the floor.
- e. To state and put to vote all questions that come before the assembly as motions, except questions that relate to the Chairperson, and to announce the result of each vote unless the motion has been ruled out of order by the Chairperson.
- f. To protect the ASC from frivolous motions by refusing to recognize them.
- g. To enforce the rules relating to debate and consensus based decision making when appropriate, preserving order and decorum within the ASC.
- h. To decide all points of order.
- i. To be one of three cosigners of the committee's bank account.
- j. To authenticate by signature all hardcopy 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's officers and participants in the month of April.  
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. Four years continuous abstinence. No waiver of clean time.
- 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.
- f. Must have a personal source of income.

### **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 subcommittees of ASC.
- c. To be one of three cosigners of the committee's bank account.
- d. To keep and update an official membership list and to call role to ascertain if a quorum is present.
- e. To act as parliamentarian for the ASC meetings.

### **Section 3.0 Qualifications of the Secretary**

- a. Two years of continuous abstinence. No more than 50% may be waived with a two thirds vote in favor.
- 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. Access to a computer and a printer.
- e. Six months of service experience at the Area level.
- f. Live within the Santa Barbara Area boundaries.

### **Section 3.1 Duties of the Secretary**

- a. In the absence of the Chairperson, Vice Chairperson, and Regional Committee Members, to call the meeting to order and to preside until the immediate election of a chairperson protem.
- b. To maintain the committee's files and archives.
- c. To make available all minutes and archives upon request.
- d. To sign all hardcopies, files and archives.
- e. To maintain and make available upon request at ASC meetings: records that include ASC Guidelines, special rules of order, standing rules and minutes, motions passed, voted down, and tabled.
- f. To complete, correct and distribute ASC meeting minutes to all participants at the direction of the Chairperson.

### **Section 4.0 Qualifications of the Treasurer**

- a. Five years of continuous abstinence. No waiver of clean time.
- 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 and/or business experience.
- e. One year of service experience.
- f. Live within the Santa Barbara Area boundaries.
- g. Must have a personal source of income.

#### **Section 4.1 Duties of the Treasurer**

- a. To maintain the committee's treasury.
- b. To be the primary of three cosigners on the committee's bank account.
- c. To submit a written financial report at the ASC meeting. To present a comprehensive annual financial report with records at the Annual Inventory Meeting. Results to be submitted in written form into the minutes of ASC in May by the Chairperson.
- d. To disperse funds as directed by the ASC voting participants.
- e. To deposit all monies within 48 hours of the current ASC meeting.
- f. To pick up and distribute the committee's mail from the ASC post office box.
- g. To archive three years of financial records.
- h. To assume possession of Activities Subcommittee funds and checkbook in the event that the Activities Subcommittee Treasurer position goes unfilled for two consecutive ASC meetings or the Activities Subcommittee Treasurer does not provide an accurate printed accounting of all Activities Subcommittee financial transactions for two consecutive ASC meetings and to return said funds and checkbook when the above requirements have been met.
- i. To donate all monies over the ASC prudent reserve directly to the Central California Regional Service Committee (CCRSC) of Narcotics Anonymous. The current ASC prudent reserve is \$1800.

#### **Section 5.0 Qualifications of the Vice Treasurer**

- a. Four years of continuous abstinence. No waiver of clean time.
- 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 and/or business experience.
- e. Six months of service experience.
- f. Live within the Santa Barbara Area boundaries.

#### **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.

#### **Section 6.0 Qualifications of the Regional Committee Member 1**

- a. Three years of continuous abstinence. No more than 50% may be waived with a two thirds vote in favor.
- 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. Two years of service experience at the Area level. No more than 50% may be waived with a two thirds vote in favor.
- e. One year as RCM2 is highly recommended.
- f. Reliable transportation to attend all CCRSC and SBASC meetings.
- g. Live within the Santa Barbara Area boundaries.

### **Section 6.1 Duties of the Regional Committee Member 1**

- a. In the absence of the Chairperson and the Vice Chairperson, to serve as Chairperson.
- b. To carry the group conscience of the SBASC to each CCRSC meeting.
- c. To submit a written report to ASC covering the previous CCRSC meeting that shall be submitted into the ASC meeting minutes.
- d. To donate all ASC donation monies to CCRSC and deliver the receipt to the ASC Treasurer at the following ASC meeting.
- e. To attend all CCRSC and SBASC meetings.
- f. To attend and participate in the 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 of continuous abstinence. No more than 50% may be waived with a two thirds vote in favor.
- 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 service experience at the Area level. No more than 50% may be waived with a two thirds vote in favor.
- e. Reliable transportation to attend all CCRSC and SBASC meetings.
- f. Live within the Santa Barbara Area boundaries.

### **Section 7.1 Duties of the Regional Committee Member 2**

- a. In the absence of the Chairperson, Vice Chairperson and RCM1 to serve as Chairperson.
- b. To carry the group conscience of the SBASC to each CCRSC meeting.
- c. In the absence of the RCM1:
  - 1. To submit a written report to ASC covering the previous CCRSC meeting that shall be submitted into the ASC meeting minutes.
  - 2. To donate all ASC donation monies to CCRSC and deliver the receipt to the ASC Treasurer at the following ASC meeting.
- d. To attend all CCRSC and SBASC meetings.

- e. To attend and participate in the Regional Assembly.

### **Section 8.0 Qualifications of the Literature Officer/Chairperson**

- a. Three years of continuous abstinence. No more than 50% may be waived with a two thirds vote in favor.
- 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 of service experience at the Area level. No more than 50% may be waived with a two thirds vote in favor.
- e. Must have personal transportation.
- f. Must have a personal source of income.
- g. Must have a permanent mailing address and safe storage for SBNA literature or ASC approval.

### **Section 8.1 Duties of the Literature Officer/Chairperson**

- a. To open and set up the ASC meeting room at 10:30am.
- b. To be prepared for literature sales prior to and during the ASC meeting.
- c. Payment from all literature sales shall be tallied and delivered to ASC Treasurer.
- d. To inventory ASC literature and prepare and submit literature orders in a timely fashion. Sales to individuals and/or meetings and subcommittees between area meetings are at the discretion of the Literature Officer/Chairperson. Payments from those sales to be included in the tally for the following ASC meeting.
- e. Absolutely no 'fronts'.
- f. To maintain records, supplies and communication as needed for efficiency.
- g. May select an assistant to transport literature and to fill orders.

## **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 otherwise ordered by the ASC.

#### **Section 1.1**

Representation of >50% of the Narcotics Anonymous groups in existence within the Santa Barbara Area shall constitute a quorum.

#### **Section 1.2**

The regular meeting shall be called to order at 11:00am and adjourned at 1:00pm. Extensions of the meeting shall require a two thirds majority vote.



**Section 1.3**

There shall be a ten minute break as determined by the ASC Chairperson. Two thirds vote is needed to cancel the break at the current meeting. Chairperson will call the meeting back to order and the Vice Chairperson will take role to re-establish a quorum.

**Section 2.0**

For emergency meetings of the ASC steering committee, which shall consist of all ASC officers and subcommittee chairpersons, three days' notice shall be given.

**Article X**  
**Standing Subcommittees**

**Section 1.0**

ASC shall establish subcommittees as necessary to perform certain duties. These standing subcommittees shall be formed upon approval by ASC in accordance with a certain need, i.e., Hospitals and Institutions and Public Relations, Activities and any others that are deemed necessary to perform the business of ASC. At the inception of a new subcommittee a chairperson shall be appointed by a vote of ASC. Subsequent chairpersons shall be elected by the subcommittee membership.

**Section 2.0**

All standing subcommittees shall create and adopt guidelines which are consistent with current versions 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 standard subcommittee shall be subject to review, revision and/or approval by the voting participants of ASC.

**Section 4.0**

Subcommittee chairpersons shall attend all ASC meetings and shall submit a written report at the direction of the ASC Chairperson and/or an oral report of their service accomplishments of the previous month.

**Section 5.0**

Subcommittees maintaining their own bank accounts must submit a written financial statement monthly to ASC.

**Section 6.0**

All subcommittee reports, written and oral, shall be submitted into the minutes of ASC to

be included in the SBNA ASC 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 determined by ASC as a whole. The ASC Chairperson shall decide, at the time of appointment, the length of time any ad hoc committee shall sit. 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 the voting privileges of the ad hoc Chairperson who shall maintain the voting privileges of his/her original ASC position.

## **Article XII** **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 when 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 XIII** **Amendments and Revisions**

### **Section 1.0**

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

### **Section 2.0**

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