

NARCOTICS ANONYMOUS
NORTHERN COUNTIES AREA SERVICE COMMITTEE GUIDELINES
APPROVED JUNE 2018

I. NAME AND BOUNDARIES

- A. This body shall be known as the Northern Counties Area Service Committee of Narcotics Anonymous, hereinafter referred to as NCASC.
- B. This committee shall serve that portion of Los Angeles County West to the 605 Freeway, East to Garey Avenue, North to the San Gabriel Mountains, and South to the 60 Freeway.
- C. We shall have the option of including neighboring areas.

II. PURPOSE

- A. The primary purpose of the NCASC is to carry the message of recovery to the addict who still suffers, to further the unity of the fellowship within our area and other areas by maintaining communication between the groups represented, subcommittees, and Narcotics Anonymous as a whole, in accordance with our Twelve Traditions and Twelve Concepts.

III. FUNCTIONS

- A. The communication of information to and from the NA groups is through their Group Service Representative, hereinafter referred to as GSR.
- B. To distribute literature to the groups it serves.
- C. To provide and maintain storage space for area archives, subcommittee archives and supplies. The NCASC shall maintain a centrally located storage of minutes, records, archives and other assets, to meet the needs of the Fellowship and public within its boundaries.
- D. To conduct a monthly business meeting.
- E. To provide a Regional Committee Member, hereinafter referred to as RCM, for active participation in the Southern California Regional Service Committee, hereinafter referred to as SCRSC.
- F. To provide subcommittees where deemed necessary by the NCASC to fulfill services.
- G. To provide a P.O Box to serve as a mailing address for the NCASC.
- H. To support existing groups and to encourage the development of new groups.
- I. To maintain a bank account requiring two signatures to provide accountability.
- J. On a monthly basis and after maintaining a prudent reserve that shall consist of \$1,100.00 the NCASC shall donate whatever money is deemed affordable, by GSR's, to the SCRSC at the following NCASC meeting.
- K. The NCASC GSR shall conduct an annual service inventory at their October group meeting and provide the information to the November NCASC meeting. A form shall be provided to each GSR. The following three questions shall be addressed in the inventory
 - 1. How well has the NCASC done this year at servicing the groups, and how can it better serve them in the coming year?
 - 2. How well has the NCASC served the larger community, and how can the NCASC provide better support for their service?
 - 3. How well has the NCASC done at supporting the SCRSC? How can the NCASC provide better support for their service?

This information should be discussed at the next area meeting.

IV. FORMAT

- A. The NCASC shall hold a regular business meeting on the second Sunday of each month at the time and meeting place designated by the NCASC, with the exception of the month of May due to Mother's Day, in which case the monthly meeting will be held the preceding Sunday.
- B. Committees, subcommittees, and ad hoc subcommittees shall submit reports in writing to the NCASC executive body. These reports shall be presented to the NCASC. It is the responsibility of the GSRs to copy the information on their business minutes notes.
- C. Any major proposals or amendments must be submitted in writing by an NCASC participant to the NCASC to be put on the agenda for the following month so it can be addressed at that time.
- D. Subcommittee budgets or special requests for funds must be submitted to the Area Treasurer at least one (1) month prior to the next NCASC meeting if it is to be included on the voting agenda.
- E. Suggested NCASC agenda format:
 - 1. Opening Prayer
 - 2. Reading Twelve Traditions and Twelve Concepts
 - 3. Roll call
 - 4. Announce Rules of the room
 - 5. Chairperson's Report
 - 6. Introduce new GSRs and visitors
 - 7. Recognize Birthdays for current month
 - 8. Approval of Minutes of last NCASC meeting
 - 9. Service training
 - 10. RCM report
 - 11. Subcommittee reports
 - 12. Ad hoc subcommittee reports
 - 13. GSR reports
 - 14. Literature report
 - 15. Old Business
 - 16. Open forum
 - 17. New Business
 - 18. Treasurer's report
 - 19. Announcements
 - 20. Next business meeting date and clean-up groups
 - 21. Closing Prayer
- F. The NCASC meeting shall be open to any member of NA as non-participating observers, but shall be closed to the public. The only participants shall be those listed as follows unless the Chairperson requests special input or clarification.
- G. Any participant arriving twenty (20) minutes after the scheduled start time of the NCASC meeting shall be considered absent for that date, for purposes of attendance and voting.
- H. The NCASC shall remain in session until the end of business, or a motion to adjourn is approved.

V. PARTICIPANTS

- A. The NCASC shall be composed of:
 - 1. GSR and GSR Alternate (hereinafter referred to as GSR Alt) or a representative who has been elected by and represents their group's conscience.

2. Duly elected officers:
 - a. Chair
 - b. Vice Chair
 - c. Secretary
 - d. Treasurer
 - e. Vice Treasurer
 - f. Literature
 - g. Vice Literature
 - h. Regional Committee Member (RCM)
 - i. Alternate Regional Committee Member (RCM Alt)
 3. Subcommittee Chairperson and Vice Chairperson as elected by their subcommittees.
- B. These participants must attend all NCASC meetings until the close of business. Members of NA within the Northern Counties Area may attend the NCASC meetings as non-participating observers, using their GSR as a channel by which to communicate. Members may speak at the NCASC meetings provided they have been granted the floor by the chair.
 - C. A newly formed group attending an NCASC meeting for the first time will not be considered a voting participant until they attend two (2) consecutive meetings, at that time they will also be added to the Area Directory.
 - D. Absence from two (2) consecutive NCASC by any representative of that meeting implies inactivity of that group as a voting member of the NCASC. That group will not be considered active again until its representative attends two (2) consecutive NCASC meetings.
 - E. Absence from three (3) consecutive NCASC meetings by any representative of that meeting may be cause for removal of that meeting from the Northern Counties Area Directory, upon confirmation of its non-existence by the NCASC. Removal shall be carried out by the PR Chair in accordance with PR guidelines.
 - F. Absence from two (2) consecutive NCASC meetings by any elected officer may be cause enough for removal by two-thirds vote of the quorum.
 - G. Absence from three (3) consecutive NCASC meetings by any elected officer is automatic removal from that office.

VI. MOTIONS and VOTING PROCEDURES

- A. Each active voting group is entitled to one vote on matters that affect NA as a whole. All participants are eligible to vote on NCASC matters including meetings, times, dates, locations and elections.
- B. A quorum at each NCASC meeting shall consist of fifty-one percent (51%) of the active voting groups. Once a quorum is achieved at each NCASC meeting, the quorum shall stand for the remainder of the meeting.
- C. Matters before the committee shall be decided by a simple majority.
- D. A two-thirds vote shall be required in the removal of officers and subcommittee Chairpersons as well as approval of NCASC and sub-committee guidelines including the waiving or amendment of NCASC guidelines. Election of officers is by simple majority.
- E. GSRs are the only participants who may make and second motions, with the exception of subcommittee representatives who may make motions that concern issues of their subcommittees, these motions must be seconded by a GSR.
- F. Any issue involving funds requires a two-thirds vote in order to be approved.
- G. There will be two (2) pros and two (2) cons heard on each motion made and seconded before a vote is taken, a discussion may be extended by a majority vote.

- H. The NCASC Chairperson shall vote **only** in the event of a tie.

VII. ELECTIONS

- A. Nominations and elections for all elected positions (section X) will be held in January of each year, and they will take office in February.
- B. All nominees must be present at the time of their nomination for election to a position on the NCASC.
- C. In the event of a prematurely vacated office, a replacement shall be elected to fill that office until the next regularly scheduled election.
- D. Upon being elected, if the newly elected officer is currently a GSR or GSR Alt that person shall resign as GSR or GSR Alt, enabling the group to elect a new GSR or GSR Alt thus ensuring each group of equal representation.
- E. Vice Chairpersons, RCM Alternates and any other alternate participants do not automatically assume the next position, they must be voted in by the NCASC.

VIII. SUBCOMMITTEES

Subcommittees are directly responsible to the NCASC. Newly proposed subcommittees shall act as ad hoc committees until they are established with approved guidelines. It is necessary to clearly define the responsibilities of these subcommittees so that they may fulfill the purpose for which they are created.

- A. The Chairperson of any subcommittee is not eligible to be a GSR or GSR Alternate.
- B. All subcommittee Chairpersons shall attend the NCASC meetings. It is suggested that the Vice Chairperson attend as well. The subcommittee Chairperson is responsible for creating a working committee made of members willing to serve.
- C. All subcommittee Chairpersons and Vice Chairpersons must be affirmed by the NCASC by simple majority directly following their election.
- D. All NCASC subcommittees shall provide the NCASC executive body a copy of approved guidelines and proposed budgets at the February NCASC meeting.
- E. The NCASC shall be responsible for the approval and implementation of guidelines for each subcommittee it creates. Said guidelines are to be drafted by the subcommittee officers and active members, utilizing the following suggestions and presented for approval at a regular NCASC meeting.
- F. Guidelines for a NCASC subcommittee should include but are not limited to the following:
 - 1. Name
 - 2. Purpose
 - 3. Function: Our experience shows that there is a need for each subcommittee to have as one of its functions, a file listing contacts and procedures for the activities it performs. This is for use by future participants and goes hand in hand with the concept of trusted servants training their successors.
 - 4. Voting procedures: Including but not limited to clean time requirements and service experience.
 - 5. Meetings including time and place.
 - 6. Each subcommittee should have an established budget in written form.
 - 7. In the event the NA Guide to Local Services provides guidelines, it is suggested that these be reviewed and adopted as this area's subcommittee guidelines.
 - 8. Each subcommittee shall carry out its work in accordance with NAs Twelve Traditions and Twelve Concepts.

IX. SUBCOMMITTEE DUTIES

A. HOSPITALS AND INSTITUTIONS

1. To coordinate the efforts of carrying the message of NA to addicts living in controlled environments, through H&I panels.
2. Chairperson to attend monthly Regional H&I meeting.

B. ACTIVITIES

1. To provide activities and promote unity within the Northern Counties Area and for the NA fellowship.
2. Subcommittee representative to attend monthly Regional Activities meetings regularly.

C. PUBLIC RELATIONS

1. The purpose of the Public Relations Sub-Committee is to coordinate area public information efforts and provide information about Narcotics Anonymous to the public within the boundaries of the NCASC.
2. Subcommittee representative to attend monthly Regional Public Information meetings regularly.
3. To coordinate the efforts of providing information about NA to the public by means of booth sittings, area meeting lists, public information presentations, public literature distribution, phone lines, etc.

X. REQUIREMENTS FOR ELECTED OFFICERS

A. It is suggested that all elected officers have the willingness to serve, knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts. No officer may serve in the same position for more than two (2) consecutive terms.

B. Suggested requirements:

1. Chairperson:
 - a. Five years clean.
 - b. Service experience at the area level (at least one year within the last two years in Northern Counties).
2. Vice Chairperson:
 - a. Four years clean.
 - b. Service experience at the area level (at least one year within the last two years in Northern Counties).
 - c. Willing to serve as Chair if elected the following term.
3. Secretary:
 - a. Two years clean.
 - b. A working knowledge of Microsoft Word and Excel
 - c. Must have a personal computer or laptop
4. Treasurer:
 - a. Five years clean.
 - b. Service experience at the area level (at least one year within the last two years in Northern Counties).
5. Vice-Treasurer:
 - a. Four years clean.
 - b. Willingness to serve as Treasurer if elected the following term.
6. Regional Committee Member (RCM):

- a. Three years clean.
 - b. One year prior experience as a GSR.
 - c. Suggested one (1) year service as an RCM Alt.
 - d. Liaison between the Northern Counties Area and the SCRSC.
7. RCM Alternate:
- a. Two years clean.
 - b. One year prior experience as a GSR.
 - c. Willingness to serve as RCM if elected the following term.
8. Literature:
- a. Two years clean.
9. Vice-Literature:
- a. Two years clean.
 - b. Willingness to serve as Literature person if elected the following term.
- C. A relapse is an automatic forfeiture of any elected executive body service position and for prompt removal of co-signer duties.
- D. Misappropriation of NA funds is automatic suspension of any service position, pending investigation and cause for prompt removal of co-signer duties.

XI. DUTIES OF OFFICERS

A. CHAIRPERSON

1. Presides over all meetings of the NCASC and arranges an agenda.
2. Provide general guidance to the overall committee.
3. ***Together with the Vice-Chair, Treasurer and Vice-Treasurer sign a signature card for the purpose of signing checks drawn on the NCASC bank account. (Bring a copy of the minutes to the bank as this is required by the bank).***
4. Assure that following standing subcommittees are chaired; Activities, Public Relations, and Hospitals and Institutions and any other subcommittees as may become necessary. In the event of the absence of any elected officer the chair or vice chair shall assume the responsibility of said officer.
5. Obtain keys to the NCASC meeting room from the RSO and timely open the room for monthly meetings.
6. Make sure that the meeting room is clean from all debris and the rules of the room are followed.
7. Ability to chair in a firm and understanding manner.
8. Responsible for correspondence.
9. Votes only in the event of a tie.
10. Conducts an annual audit of the NCASC bank account in accordance with the most current revision of the Treasurer's Handbook.
11. Conducts annual audit of NCASC literature.
12. Notification of any trusted servants' removal of office.
13. Sign contracts on behalf of the NCASC at the direction of the NCASC and follows the guidelines set out by the members of the NCASC.

B. VICE CHAIRPERSON

1. Assist the Chairperson.
2. In the absence of the Chairperson substitute for the Chairperson in the performance of NCASC functions.
3. ***With the Chairperson, Treasurer and Vice-Treasurer sign a bank card for the purpose of signing checks drawn on the NCASC account.***
4. Lead and guide subcommittee chairpersons, sharing his/her experience and wisdom of service. In the event of the absence of any elected officer the chair or vice chair shall assume the responsibility of said officer.
5. Willingness to serve as Chair if elected the following term.
6. Stays informed of all subcommittee activities and will be available for any subcommittee problem.
7. Notification of any trusted servants' removal of office in absence of the Chair.
8. Presides over all NCASC ad hoc committee meetings.

C. SECRETARY

1. Takes notes at each meeting of the NCASC from which formal minutes shall be prepared and presented at the next NCASC meeting.
2. Confirmed quorum is present at the meeting.
3. Prior to printing of the minutes, mail/email copies to Chair and Vice Chair for review.
4. Reflect secretary whom wrote the minutes in the minutes.
5. Maintain a current list of NCASC trusted servants.
6. Maintain important documents, contracts, codes and tax information.
7. Records the attendance of all subcommittee chairs and trusted servants with contact information.
8. Records the attendance of groups represented at the NCASC and provides a copy of the roll call to the PI Chair for the purpose of updating the NCASC directory.
9. Records the minutes of all Ad Hoc meetings and Area Guideline Reviews and types newly revised Guidelines.
10. Keeps a copy of all formal minutes in an archive file to be maintained at the NCASC storage facility, including subcommittee guidelines, subcommittee budgets and area guidelines. These archives shall be going back Five years only.
11. Holds key to NCASC storage facility.
12. Assist in responses to correspondence when deemed necessary by the area Chairperson.

D. TREASURER

1. Receive and account for the monies donated and used for purchasing literature along with one co-signer on the NCASC bank account.
2. Acknowledge any group or individual with a receipt of their contribution to the NCASC.
3. Deposit those monies within two (2) days of receipt.
4. Prepare checks to pay off NCASC expenditures.
5. Prepare and distribute to the NCASC members monthly financial report.
6. Prepare and distribute to the NCASC members, annual financial reports.
7. ***With the Chairperson, Vice-Chairperson and Vice-Treasurer sign a bank card for the purpose of signing checks drawn on the NCASC account.***
8. Makes sure the post office box and storage are paid annually. Holds the key to the post office box and distributes the mail accordingly to provide accountability.
9. Upon the NCASC receiving a money motion, confirms the available fund for said motion.
10. Maintains NCASC prudent reserve consisting of \$1,100.00 and reports when we are below.

11. On a monthly basis and after maintaining a prudent reserve the NCASC shall donate whatever money is deemed affordable, by the GSR's, to the SCRSC.
 12. Holds the key to the NCASC storage facility.
 13. Includes the Vice-Treasurer in accounting and train them in the event that they should become Treasurer.
- E. VICE-TREASURER
1. Assist the Treasurer with receiving and accounting of monies donated and used for purchasing literature.
 2. Acknowledge any group or individual with a receipt of their contribution to the NCASC
 3. Deposit those monies within two (2) days of receipt.
 4. Prepare checks to pay NCASC expenditures.
 5. Prepare and distribute to the NCASC member's annual financial reports.
 6. With the Chairperson, Vice-Chairperson and Treasurer, sign a bank card for the purpose of signing checks drawn on the NCASC account.
 7. Makes sure the post office box and storage are paid annually.
 8. Upon the NCASC receiving a money motion confirms the available fund for said motion.
 9. Maintains NCASC prudent reserve consisting of \$1,100.00 and reports when we are below.
 10. On a monthly basis and after maintaining a prudent reserve the NCASC shall donate whatever money is deemed affordable, by the GSR's, to the SCRSC.
 11. In absence of the Treasurer, the Vice-Treasurer performs all necessary tasks of the position.
 12. Conducts annual audit of subcommittee bank accounts.
 13. Prepares receipts for the GSRs and confirms that receipts match the income and literature order balance.
 14. Verifies monies coming to the NCASC from the GSRs are equal to what is written on their order form.
- F. RCM
1. Liaison between the Northern Counties Area and the SCRSC.
 2. Attends all SCRSC meetings, taking part in any discussions which affect the region, speaking as the voice of the NCASC conscience.
 3. Submit a written report at the monthly NCASC meeting.
- G. RCM ALTERNATE
1. Attends all SCRSC meetings, standing for the RCM if the RCM is absent or for any reason unable to fulfill the term.
 2. Assists the RCM in ~~its~~ their duties.
- H. LITERATURE
1. Keep a running inventory with written reports to the NCASC with totals sold on literature.
 2. Create literature order and submit to the RSO at least 72 hours prior to pick-up date.
 3. Pick up literature order from the RSO at least the Saturday prior to the NCASC.
 4. Hold key to NCASC storage facility.
 5. Distribute literature in the order that the requests were received.
 6. Order as per inventory (do not order too many regional directories close to the time of new printing).
 7. Outdated literature should be addressed at the NCASC meeting.
 8. Train Vice-Literature person in their duties.

- I. VICE LITERATURE
 - 1. Fill GSR's literature orders.
 - 2. Distribute literature in the order that the requests were received.
 - 3. Learn the job of the Literature person.
 - 4. In the absence of the Literature person the Vice-Literature person performs all necessary tasks of the position.
- J.

XII. MISAPPROPRIATION / MISUSE OF FUNDS and MISCONDUCT

The 11th Concept of NA service establishes the sole priority for the use of NA funds; to carry the message to the addict who still suffers. The 12th Concept of NA service gives the NCASC a mandate from the NA groups that call for total fiscal accountability. With this in mind, any misappropriation or misuse of funds by any trusted servant(s) or NA member(s) cannot be tolerated.

- A. The definition of "Misappropriation of funds" includes but is not limited to; theft, embezzlement, or use of NA funds for purposes not expressly authorized by the NCASC, subcommittee or ad hoc. This includes the theft of cash, check, any financial instrument (i.e. refunds, royalties or rebates from vendors to the NA fellowship), or assets (i.e. equipment, supplies or physical inventory).
- B. MISCONDUCT
 - 1. Misconduct is defined as any action contrary to the 12 Traditions of NA, the 12 Concepts of NA Service, the guidelines of the NCASC, the guidelines of an NCASC subcommittee or ad hoc (if applicable) or violation of California State or US Federal law to the extent that such misconduct is detrimental to the NA fellowship. This includes conduct that creates a benefit to a member or outside enterprise to the detriment of the NA fellowship.
- C. INTERIM ACTION – SUSPENSION

Should any NCASC executive committee member, subcommittee member, or any non-elected NA member be suspected to have misappropriated or misused NCASC funds or have been involved in misconduct, the NCASC executive committee's duly elected officers will vote in person or by phone to immediately "suspend" the member(s) involved from further Area service. Suspension in this instance is not disciplinary action; it is the pause in active service to allow time for the investigation of an incident.

 - 1. A suspended officer or member may no longer represent him/herself to the fellowship or Service Boards/Committees as an officer or member of the NCASC, its subcommittees and its Ad-hocs. Additionally, a member, upon notification of being suspended by phone or letter from the Chair, may not be reimbursed for any service related expenses incurred during the course of their suspension.
 - 2. Upon suspension of any member(s), the NCASC executive committee's duly elected officers must make a full and timely investigation of the matter and report the findings at the next NCASC meeting.
 - 3. Any member who participates in or who had knowledge of the suspected misappropriation or misuse of NCASC funds or misconduct shall be subject to the same actions taken against the suspected member(s) and are required to be present at the NCASC meeting.
 - 4. The presiding officer of the NCASC immediately upon calling the following NCASC meeting to order must report all interim actions/decisions made by the executive committee's duly elected officers. Fully disclosing the alleged misappropriation or misuse of NCASC funds or misconduct and the individual(s) involved. Any member suspected of misappropriation or misuse of NCASC funds or misconduct may exercise the 10th Concept of NA Service; to redress the issue at this time.

D. NCASC ACTION – REMOVAL and REINSTATEMENT

Once the NCASC executive committee's duly elected officers investigate and report to the NCASC its findings of the suspected violation of this section, the NCASC must immediately vote on a motion to remove the individual(s) from office and/or the committee "with cause", to reinstate or to extend the investigation. The Chair will notify said member(s) by phone or certified mail.

1. Should the NCASC remove an officer(s) or member(s) with cause, the said individual's participation within the NCASC is immediately terminated.
 - a. Suspended or removed officer(s) or member(s) may no longer represent themselves to the fellowship or Service Boards/Committees as an officer or member of the NCASC, its subcommittees or its Ad-hoc's for a period of five (5) years from the date of interim suspension.
 - b. Any member removed from office and/or committee by the NCASC for misconduct may no longer represent him/herself to the fellowship or Service Boards/Committees as an officer or member of the NCASC, its subcommittees and its Ad hoc's for a period of 2 to 5 years, at the discretion of the NCASC on a case-by-case basis. This time will be voted on and determined at the time of removal from office and/or committee.
2. Upon reinstatement, said member's suspension will be lifted and the member will resume their role as a full participant of the NCASC, its committees or Ad-hoc's (as applicable).

E. RESTITUTION

1. A member removed from office for the misappropriation or misuse of NCASC funds, might be subject to criminal and/or civil prosecution by the NCASC.
2. Members removed from office for the misappropriation or misuse of NCASC funds may, at the discretion of the NCASC, be asked to sign a promissory note and make restitution in full for all misappropriated or misused NCASC funds in lieu of prosecution.

XIII. GUIDELINES

- A. Any portion of these guidelines may be waived at any time by a two-thirds vote of the quorum.
- B. "A Guide to Local Services in Narcotics Anonymous" should be used only as a reference to the guidelines.
- C. Every even numbered year, a Guideline Review ad hoc committee, chaired by the NCASC's Vice-Chair shall convene in-April, for submission to the NCASC by May.
- D. An addendum to these guidelines requires a two-thirds vote.
- E. These guidelines shall supersede all NCASC Subcommittee and Ad-hoc guidelines.