

South Coast AREA
Service Committee NA

SCASCNA Guidelines 2018

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I. NAME AND BOUNDARIES

- A. This body shall be known as the South Coast Area Service Committee of Narcotics Anonymous, hereinafter known as SCASCNA
- B. Each monthly SCASCNA meeting shall also be hereinafter known as ASC
- C. The SCASCNA boundaries are: south of Sand Canyon Road, east to Riverside County line, and south to San Diego County line
- D. The SCASCNA will be referred to as the AREA in the guidelines

II. AREA PURPOSE

This AREA serves but one purpose:

To assist the South Coast Area Groups in Carrying the NA Message of Recovery

III. AREA FUNCTIONS

- A. The AREA shall operate using:
 - i. The Twelve Traditions of Narcotics Anonymous
 - ii. The Twelve Concepts of NA Service
 - iii. The AREA guidelines
 - iv. Robert's Rules of Order Newly Revised
 - v. A Guide to Local Services in Narcotics Anonymous
- B. AREA Executive Committee shall conduct an end of the year physical, financial, and service inventory of all subcommittees and report their findings at the end of their term and/or change of office
- C. The AREA will meet the last Sunday of each month at 6:30pm except with prior notification of changes
- D. The AREA guidelines will be reviewed and presented yearly during the Executive Committee's term of service. The AREA Executive Committee shall update the AREA guidelines by the April ASC, present and submit to the AREA by the May ASC meeting and call for final vote at the June ASC meeting.

IV. AREA PARTICIPANTS

- i. Chairperson
- ii. Vice-Chairperson
- iii. Treasurer
- iv. Alternate Treasurer
- v. Secretary
- vi. Alternate Secretary
- vii. Literature Distribution
- viii. Alternate Literature Distribution
- ix. Regional Committee Member (RCM)
- x. Alternate Regional Committee Member (Alt. RCM)
- xi. Group Service Representative (GSR)
- xii. Groups Services Representatives Alternates (GSR Alt.)
- xiii. Sub-Committees via their Chairpersons
- xiv. Parliamentarian

- xv. Member of NA
- xvi. AREA Liaisons to Other Bodies
 - a. LGBTQC Liaison

V. EXECUTIVE COMMITTEE OF THE AREA

A. Executive Committee Positions

- i. Chairperson
- ii. Vice-Chairperson
- iii. Secretary
- iv. Alternate Secretary
- v. Treasure
- vi. Alternate Treasurer
- vii. Parliamentarian
- viii. Literature Distribution
- ix. Alternate Literature Distribution
- x. Regional Committee Member (RCM)
- xi. Alternate Regional Committee Member (Alt. RCM)

B. General Requirements of Executive Committee Positions

- i. Willingness to serve
- ii. Working knowledge of:
 - a. The Twelve Steps of NA
 - b. The Twelve Traditions of NA
 - c. The Twelve Concepts of NA Service
 - d. A Guide to Local Service in Narcotics Anonymous
 - e. Abridged version of Robert's Rules of Order
- iii. Continued clean time during term of office
- iv. Has not been convicted within the last two year of any monetary crimes (i.e., felony or misdemeanor)
- v. Has not misappropriated any NA funds
- vi. Has not served for two terms in the last three years in the same office except for RCM and Alternate RCM who may not serve for more than terms in the last four years
- vii. Does not hold an executive position on any AREA subcommittee
- viii. Does not hold an Area group position of GSR or Alternate GSR
- ix. Are encouraged to stay until the close of AREA business
- x. Must be active in the fellowship of NA
- xi. Must meet the specific requirements of the position
- xii. Must be present physically at the time of nominations/elections
- xiii. Alternate positions do not automatically assume the vacated position
- xiv. Does not express opinions outside of what the official duties call for during the ASC (refer to Robert's Rules of Order)
- xv. Ensures that the AREA meeting room is left in an orderly fashion

C. General Duties of the Executive Committee

- i. Attend the ASC meeting
- ii. Absence at two consecutive meetings by any elected officer may be cause for removal
- iii. Count all AREA funds in the presence of at least one other AREA member

- iv. Outgoing officers are encouraged to:
 - a. Remain active within the AREA
 - b. Help train newly-elected officers

D. Motions and Voting

- i. Members: Each group as defined in the Guide to Local Services has one vote through either the Group Service Representative (*GSR*) or Alternate Group Service Representative (*Alt. GSR*), if the GSR is not present. The voting members of the Executive Committee include the ASC Vice Chairperson, Secretary, Treasurer or Vice Treasurer (in the absence of the Treasurer), and Regional Committee Member (RCM) or Alternate Regional Committee Member (in the absence of the RCM). The ASC Chairperson or alternate ASC board member (in the absence of the Chairperson) and all Subcommittee Chairs or their representatives have one (1) vote
- ii. Motions may be introduced verbally or in writing by any voting member of the ACASCNA and a voting member must second all motions
- iii. Any member of Narcotics Anonymous may present input on the meeting floor and may address the SCASCNA when recognized by the Area Chairperson. Any member of Narcotics Anonymous may submit in writing a motion under new business to address the ASC
- iv. A quorum will be the voting members present at the time of voting. All decisions require a 2/3-majority vote of all eligible voting members present for the motion to pass. The ASC Chair will qualify the quorum prior to any matter
- v. All motions brought to the floor, following a brief discussion, shall generally be limited to 2 pros and 2 cons
- vi. Any motion may be referred to the Group Service Representatives (GSRs) to take back to their group meeting for a wider group conscience by a majority vote. This may be a motion that cannot be clearly decided in the Area Service Committee Meeting
- vii. The Area Guidelines may be amended at any regular meeting of this committee provided that the amendment has been submitted in writing prior to the meeting
- viii. Approved guideline changes shall be inserted into the guidelines by next SCASCNA meeting

E. Election of Executive Committee

- i. Nominations for all executive body positions will be held in December
- ii. Elections for all executive body positions will be held in January
- iii. All executive body positions will take office in February
- iv. In the event of a vacated office, special elections may be held to fill the position temporarily until the next regularly scheduled election
- v. Election of officers is by a majority of all GSRs and subcommittee chairs present
- vi. A two-thirds vote of all GSRs present shall be required to authorize new or additional expenditures by the AREA
- vii. A two-thirds vote of all GSRs and all subcommittee chairs present shall be required to submit a motion from the AREA to the Region
- viii. A two-thirds vote of all voting members shall be required for the removal of any officer. GSRs are the only participants who may vote on action items. An action item is any matter that is sent back to the groups for a group conscience
- ix. A motion pertaining to money matters may only be voted on and seconded by a GSR of the AREA

F. Members of Executive Committee

i. CHAIRPERSON

a. Requirements

1. Four years clean
2. Service at the AREA level for at least two years
3. Has not embezzled or misappropriated any funds, NA or otherwise, for the length or the position's clean time requirement

b. Duties

1. Arranges the agenda
2. Presides over the ASC meeting
3. Maintains order at the ASC meeting
4. Facilitates the pros and cons
5. Initiates any necessary correspondence
6. Maintains a good working relationship with all other officers of the committee
7. Co-signer of the AREA bank account
8. Votes only in the case of a tie
9. Initiates audits of the AREA ledgers and journals
10. Arrives at the ASC meeting 1 hour early every month to conduct the new GSR Orientation
11. Ensures that a copy of the AREA informational package (including AREA guidelines, A Guide to Local Service and the new GSR Orientation package) is issued to all new GSRs
12. Before a vote on any financial matter he/she will request the input of the treasurer
13. Maintains communication with the facility in which the AREA meets, coordinates meeting dates with the facility
14. Files a pre-approval form before April securing access to the facility for the upcoming year of meetings
15. Only opens the ASC with the Gratitude Prayer

c. Term

1. One year

ii. VICE CHAIRPERSON

a. Requirements

1. Three years clean
2. Service at the AREA level for at least one year
3. Willingness to serve as Chairperson for the following term, if elected
4. Has not appropriated any funds, NA or otherwise, for the length of the position's clean time requirement

b. Duties

1. Performs Chairperson's duties in the absence of the Chairperson
 - a) Votes only when acting as the Chair in case of a tie
2. Stays informed of all the committees' activities and is the direct liaison between the subcommittees and the AREA
3. Co-signer on the AREA bank account
4. Archives older records
5. Keeps previous years records on hand
6. Facilitates active subcommittees as needed under the direction of the AREA

7. Collects all written reports from subcommittees
 8. Acts as Chair of any formed AD-Hoc Committee
- c. Term
1. One year
- iii. SECRETARY
- a. Requirements
1. One year clean
 2. Service at the AREA level for at least one year
 3. Access to a computer
- b. Duties
1. Take accurate minutes of each meeting
 2. Submits unapproved minutes to the Webmaster within two weeks of the previous ASC meeting. Distributes such minutes at the following ASC meeting
 3. Keeps the current list of AREA participants
 4. Attend the annual AREA Guideline Review
 5. Ensures that a copy of the AREA informational package (including AREA guidelines, A Guide to Local Service and the new GSR Orientation package) is issued to all new GSRs
 6. Keeps a file of all monthly minutes throughout their term and submits them to the Vice Chairperson at the end of the term
 7. Keeps a separate file of all motions and the resolution
 8. Maintains established documents for the AREA including but not limited to:
 - a) GSR Report Forms
 - b) Motion Request Forms
 - c) GSR phone/email lists
 - d) Meeting Update Forms
 - e) Literature Order Forms
- c. Term
1. One Year
- iv. ALTERNATE SECRETARY
- a. Requirements
1. One year clean
 2. Service at the group level for at least six months
 3. Access to a computer
 4. Willingness to serve as Secretary the following term, if elected
- b. Duties
1. Performs the Secretary's duties in the absence of the Secretary
 2. Assist the Secretary with all duties as needed
- c. Term
1. One Year

v. T R E A S U R E R

a. Requirements

1. Four years clean
2. Service at the AREA level for at least one year
3. Accounting experience strongly suggested
4. Must have access to a computer
5. Has not embezzled or misappropriated any funds, NA or otherwise, for the length of the positions clean time requirement

b. Duties

1. Custodian of the AREA bank account
2. Ensures all bank account signatures cards are changed before the next ASC meeting after election
3. Gives written and verbal financial report of monthly reconciliation at every ASC meeting, with copies available to all GSRs
4. Submits a copy of monthly bank account statement to AREA Vice Chair
5. Co-signer on the AREA bank account
6. Prepares donation to the RSC
7. Gives a written and verbal report monthly on the AREA's prudent reserve
8. Participates in the annual audit
9. Must make all AREA deposits the next business day
10. Shall be responsible to collect all proceeds from the literature sales
11. Responsible for delegation of picking up the AREA mail

c. Term

1. One Year

vi. A T E R N A T E T R E A S U R E R

a. Requirements

1. Three years clean
2. Service at the AREA level for at least one year
3. Accounting experience strongly suggested
4. Must have access to a computer
5. Willingness to serve as Treasurer the following term
6. Co-signer on the AREA bank account
7. Has not embezzled or misappropriated any funds, NA or otherwise, for the length of the positions clean time requirement

b. Duties

1. Assists Treasurer in all duties
2. Keeps an independent duplicate copy of all financial records
3. Participates in the annual audit
4. Performs the duties of the Treasurer in the absence of the Treasurer

c. Term

1. One Year

vii. PARLIAMENTARIAN

a. Requirements

1. Five years clean
2. Service at the AREA level for at least two years
3. Comprehensive knowledge of:
 - a) The Twelve Steps of NA
 - b) The Twelve Traditions of NA
 - c) The Twelve Concepts of NA Service
 - d) A Guide to Local Service in Narcotics Anonymous
 - e) Working knowledge of Robert's Rules of Order Newly Revised Edition

b. Duties

1. To see that the rights of the minority are protected
2. To see that the group conscience is reflected
3. Displays partiality to none
4. Ensures that there is consideration of only one subject at a time
5. Advise the Chairperson of the AREA on parliamentary procedure
6. Assist the members of the AREA with formulating motions
7. Offers interpretations of the Guidelines, Twelve Traditions of NA, The Twelve Concepts of NA Service and A Guide to Local Service in NA
8. Serves at the Chair of the AREA annual guideline review
9. Helps facilitate the conduct of the ASC meeting
10. Documents and keeps records of all the guideline changes and submits a final copy to the AREA Vice Chair at the end of the term
11. Does not vote

c. Term

1. One Year

viii. REGIONAL COMMITTEE MEMBER

a. Requirements

1. Three years clean
2. Service at the AREA level for at least two years

b. Duties

1. Represent the AREA at the SCRSCNA
2. Pick up the AREA literature from the SCRSO or designate one of the participants listed on page 2, section IVA through HL or NA to do so
3. Must evaluate each item he or she votes on with the needs of the AREA and its members in mind
4. Providing two-way communication between the AREA and the region
5. Attend all ASC meetings
6. Helps maintain communication with all members of the AREA
7. Provides experience, strength and hope on problems within the AREA
8. Acts as a source of information and guidance in matters concerning the Twelve Traditions of NA
9. Acts as a source of information and guidance in matters concerning the Twelve Concepts of NA Service
10. Has a vote of confidence from the AREA to represent the AREA on all matters put forward at the SCRSCNA

11. Provides monthly written and/or email reports of RSC business to AREA offices and GSRs
 12. Maintains a file of all RSC minutes and Regional Treasurer reports for a minimum of two years
 13. Provides and coordinated a mini-workshop to assist the members of AREA in understanding the Conference Agenda Report (CAR). Will submit a financial request to the AREA via a Motion to fund the workshop
 14. Has one vote at the AREA
 15. Shall carry the AREA vote to the RSC
- d. Term
1. One Year
- ix. ALTERNATE REGIONAL COMMITTEE MEMBER
- a. Requirements
 1. Three years clean
 2. Service at the AREA level for at least two years
 3. Willingness to serve as RCM the following term
 - b. Duties
 1. Performs duties of the RCM in the absence of the RCM
 - a) Does not vote unless the RCM is absent
 2. Attends RSC meetings with the RCM
 3. Attends the ASC meeting and helps the RCM maintain communication with the groups
 4. Prepares for RCM duties by working closely with the RCM
 - c. Term
 1. One Year
- x. LGBTQ COMMITTEE LIAISONS
- a. Requirements
 1. 9 months clean and a one-year commitment to the position
 2. Previous service experience
 3. Ability to attend LGBTQC and appropriate Committee monthly meeting
 - b. Duties
 1. Submit reports for booth LGBTQC and appropriate Sub-Committee
 2. Serves as LGBTQC liaison to appropriate sub-committee
 3. Coordinates any LGBTQC project related to that sub-committee
 - a) PI: Distribute LGBTQC meeting lists and phone list, participate in workshop, presentations, booth sitting and Service Works
 - b) H&I: Distribute LGBTQ meeting lists and phone lists, participate in H&I Learning Day and update [the] LGBTQC [about] LGBTQ friendly panels in So-Cal. To invite other LGBTQ members to serve on H&I panels to hopefully reach the community inside the walls, jails and institutions
 - c) RRCNA: See RRCNA guidelines
 4. Cruise: to also reach out to places traveling to find LGBTQ friendly meetings to fellowship in other countries
 5. BOD to serve on the committee to bring forth business knowledge and dedication to better serve Southern California

- xi. AREA LIAISONS AND ALTERNATE AREA LIAISONS
 - a. Requirements
 - 1. Elected by their ASC
 - b. Duties
 - 2. All duties, responsibilities and other aspects of these positions are to be determined by their respective areas

VI. VOTING MEMBERS OF THE AREA

A. General Requirements of Voting Members of the AREA

- i. All participants are encouraged to attend all ASC meetings
- ii. All participants are encouraged to stay until the close of business
- iii. Must use NA language in their position
- iv. No member can hold any position in the AREA that requires access to AREA funds that has embezzled or misappropriated funds, for the length of said position's clean time requirement
- v. Alternate positions do not automatically assume the vacated position
- vi. Must meet the specific requirements of the position

B. General Duties of Voting Members of the AREA

- i. Attend the ASC meeting
- ii. Help train the next member who will hold the position
- iii. Cooperate in maintaining an atmosphere of respect for other members
- iv. Count all AREA funds in the presence of at least one other AREA member

C. Types of Members Considered Voting Members of the AREA

A Recognized Group via:

- i. Group Service Representatives (GSR)
 - a. Requirements of GSR
 - 1. Elected by an NA Group in the South Coast AREA
 - 2. Carry the conscience of the Group that elected them
 - 3. Absence at two consecutive ASC meetings will cause their group to go inactive
 - a) An inactive group will be removed from the quorum count of the AREA
 - b) The group becomes active when the GSR or Alternate GSR attends the ASC meeting
 - c) Six consecutive absences from the ASC shall result in removal from the AREA Directory. On the fifth absence, at the AREA, the secretary will announce that the meetings will be notified that if they miss the next scheduled AREA the meeting will be removed from the Meeting Directory
- b. Duties of GSR
 - 1. Bring to the AREA all matters of concern from their Group
 - 2. Bring to their Group all matters of concern from the AREA, SCRSCNA, NAWS
 - 3. Help inform their group

4. Has one vote in all matters
 5. Attendance at GSR training
 - c. Term
 1. Determined by their Group
- ii. GROUP SERVICE REPRESENTATIVES ALTERNATES (GSR ALT.)
- a. Requirements of GSR Alt.
 1. Elected by a NA Group in the South Coast AREA
 2. Carry the conscience of the Group that elected them
 - b. Duties of the GSR Alt.
 1. Bring to the AREA all matters of concern from their Group
 2. Bring to their group all matters of concern from the AREA, SCRSCNA, NAWS
 3. Help inform their Group
 4. Has one vote in all matters when their GSR is not present at AREA
 5. Acts as the GSR when their GSR is not present at AREA
 6. When acting as the GSR their presence will count to reactivate their group's status as an active Group of the AREA
 7. Required attendance at GSR training
 - c. Term of GSR Alt.
 1. Determined by their Group
- iii. A NEW GROUP VIA A GROUP SERVICE REPRESENTATIVE
- a. Requirements
 1. Send a GSR to the ASC to request inclusion to this service body
 2. The AREA recommends that the GSR should be chosen by the process outlined in "The Guide to Local Service"
 3. Submit a group registration form to the AREA (This requires)
 - a) The name of the Group
 - b) The meeting:
 - I. Location
 - II. Day(s)
 - III. Times(s)
 - IV. GSR contact information
 - b. The Group agrees to be bound to:
 1. The Twelve Steps of NA
 2. The Twelve Traditions of NA
 3. Keep all Group meeting information updated with the AREA
 - c. Recognition as a member of the AREA starts with attendance at the second consecutive ASC meeting
- iv. STANDING SUBCOMMITTEES VIA THEIR CHAIRPERSONS
- a. General requirement of Standing Subcommittees via their Chairpersons
 1. Committees are directly responsible to the AREA
 2. Keep and have receipt books available for the purposes of organization and documentation
 3. Keep minutes of their meetings
 4. Shall not create a guideline which conflicts with the guidelines of the AREA

5. All motions brought before the ASC meeting by a committee will be considered in the new business section of the AREA
- b. General Duties of Standing Subcommittees via their Chairpersons
 1. Abide by the direction of the AREA
 2. Adhere to the Twelve Traditions of NA
 3. Adhere to the Twelve Concepts of NA Service
 4. Carry a clear NA message in all service activities
 - c. Specific Duties of Standing Subcommittees via their Chairpersons
 1. Submit Subcommittee guidelines via their Chairperson. Guidelines should include but are not limited to the following:
 - a) Name
 - b) Purpose
 - c) Function
 - d) Sub-Committee Voting procedures
 - e) Meeting time
 2. Submit all guideline changed in writing for approval by the AREA
 3. In June, elect a Chairperson to be confirmed into the office by the AREA at the July ASC meeting
 4. Elect a Vice-Chairperson to be confirmed into the office by the AREA at the July ASC meeting
 5. No elected officer may hold another GSR or Alternate GSR position, Chairperson or Vice-Chairperson subcommittee position or an executive body position in the AREA
 6. All nominees must be present at the time of confirmation
 7. Submit a quarterly written synopsis of the subcommittee's activities
 8. Submit a quarterly written report of all financials in the months of September, December, March and June
 9. After the election of the new officers within a subcommittee, the new Chair, old Chair and Vice-Chair of the AREA must perform an audit of all assets and have the report ready within 30 days
 10. A Standing Subcommittee has one vote at the ASC meeting in nonfinancial matters
 - a) No Sub-Committee Representative may vote in matters directly pertaining to any Sub-Committee
 - d. Approved AREA Standing Sub-Committees
 1. Hospitals and Institutions
 2. Activities
 3. Public Information
 4. Clean Sheets
 5. Youth Liaison
- v. AD HOC COMMITTEES VIA ITS CHAIRPERSON
 - a. Requirement of Ad Hoc Committees
 1. Created by a majority vote of the AREA
 - b. Duties of Ad Hoc Committees
 1. Perform their specific task
 2. Report to the AREA on their progress
 3. Report to the AREA when their task is completed

- c. Term of Ad Hoc Committees
 - 1. Until their task is complete
 - 2. Until termination by the AREA
- d. Ad Hoc Committee's Chairperson:
 - 1. Responsible for all reports from the committee
 - 2. May not make motions regarding the committee
 - 3. Cannot vote on the Committee's motions
 - 4. Cannot second the Committee's motions

VII. SCASCNA AREA GUIDELINE CHANGES

A. Procedure One

- i. A copy of all proposed Guideline changes are to be included in the AREA minutes
- ii. The vote on proposed Guideline change is to be taken at the next ASC meeting following the presentation of the proposed guideline changes
- iii. All votes taken under this section of the guidelines will be considered action item votes requiring a two-thirds GSR vote

B. Procedure Two – Emergency Guideline Change

- i. Any portion of these Guidelines may be waived or amended at any time by a two-thirds vote of the voting body
- ii. The voting body consists of all active Groups and voting members of the AREA

VIII. AREA FINANCES

A. Banking

- i. The AREA shall maintain a bank account requiring two signatures for financial transactions
 - a. Signers for this account will be:
 - 1. The AREA Chairperson
 - 2. The Vice-Chairperson
 - 3. The Treasurer
 - 4. The Alternate Treasurer
 - b. Signers will complete the signature card and any other paperwork required to transfer signing privileges by the next ASC meeting following their election
 - 1. The Parliamentarian and Chairperson of the AREA will coordinate with each other and confirm the signatures on the card at the meeting following their election
- c. All checks must be signed by two of the following:
 - 1. Chairperson
 - 2. Vice-Chairperson
 - 3. Treasurer
 - 4. Alternate Treasurer
- d. No two signers on the AREA's bank account may reside in the same household
- e. Two of the four approved signers must be present or no checks will be written until the next AREA meeting

B. Misappropriation of SCASCNA Funds

- i. Principles
 - a. The Eleventh Concept for NA Service is the guiding principle for the use of AREA funds
 - b. The Twelve Concepts give the AREA a mandate from the NA Groups that calls for total financial accountability

- c. In accordance with the above, any misuse of funds by AREA trusted servants will not be tolerated
 - ii. Definitions
 - a. "Misuse of Funds" includes but not limited to:
 - 1. Theft
 - 2. Embezzlement
 - 3. The use of funds for purposes not expressly authorized by an AREA committee of subcommittee
 - b. Funds includes but are not limited to:
 - 1. Cash
 - 2. Checks
 - 3. Any financial instrument (i.e., refunds from vendors to the NA fellowship, etc.)
 - 4. Assets (i.e., equipment, supplies or inventory, etc.)
 - iii. Interim Action – Suspension
 - a. Suspicion
 - 1. Suspicion is defined as any AREA Executive Committee member of Subcommittee member who has been suspected of misappropriating or misusing AREA funds
 - 2. The Area Executive Committee will determine if the information presented as an air of reality or reasonable suspicion before taking action
 - 3. If the executive body determines that an air of reality does exist then the member(s) will be immediately "suspended" from further AREA services
 - a) Suspension in this instance is not disciplinary action; it is simply a pause in active service to allow time for investigation of the incident
 - b) Restrictions during non-disciplinary suspension:
 - I. May no longer represent him/herself to the Fellowship or service boards or committees as an officer or member of the AREA or Subcommittee
 - II. May not be reimbursed for any service-related expenses incurred during the course of his/her suspension
- C. Reporting requirements after suspension
 - i. The AREA Executive Committee must report its findings or its progress at the next AREA meeting
 - ii. The presiding officer of the AREA, immediately upon calling the following AREA meeting to order, must report
 - a. All interim actions
 - b. All decisions made by the Executive Committee
 - c. The Executive Committee must fully disclose the alleged misappropriation or misuse of AREA funds
 - d. The Executive Committee must fully disclose the alleged individual(s) involved
 - iii. Any member suspected of misappropriation or misuse of the AREA funds may exercise their Tenth Concept right to redress at this time
- D. AREA Action – Removal/Reinstatement
 - i. Once the AREA Executive Committee completes its investigation it reports to the AREA the findings of the suspected misappropriation or misuse of AREA funds and its recommendation on further action
 - ii. The AREA must immediately vote on the recommendation of the executive body

- a. To remove the individual(s) involved from office and/or committee “with cause”
 - i. Effect of removal of an officer or member with cause:
 - a) Individual’s participation within the AREA is immediately terminated
 - b) Any member removed from office and/or committee by the AREA for misappropriation or misuse of AREA funds may not hold an AREA elected seat or handle any funds of the AREA or it’s subcommittees for a period of five (5) years
 - c) After five (5) years, he/she will be eligible to participate at the AREA
 - b. To reinstate the individual(s) involved to office and/or committee
 - c. To extend the investigation

E. AREA Action – Restitution

- i. A member removed from office for the misappropriation or misuse of AREA funds may be subject to criminal and/or civil prosecution by the AREA
- ii. Members removed from office for the misappropriation or misuse of AEA funds may, at the discretion of the AREA, be asked to sign a promissory note and make restitution

D. Travel

- i. All elected positions, subcommittee chairs and alternates that are required to attend business meetings outside of the South Coast AREA and any Public Information distribution within the South Coast AREA shall be required to submit expense reports with receipts and Google Map (to verify mileage) for reimbursement
- ii. Driving expenses will be reimbursed at the current federal rate per mile up to the maximum specified in the guidelines for subcommittee chairs, alternates, public information and elected positions
- iii. Any additional travel expenses, including meal costa, shall be required to submit, for approval, an expense report to the AREA Treasurer for
 - a. Meal reimbursement for meeting attendance for periods exceeding five (5) hours
 - b. Meal cost not to exceed \$15.00 per person
- iv. Treasurer or AREA Secretary will provide an expense report

E. Prudent Reserve

i. Estimated Monthly Expenses

a. Activities Travel	\$ 50.00
b. AREA Phone Bill (Approx.)	\$ 11.50
c. ASC Meeting Rent	\$ 45.00
d. AREA Representative Travel (RCM or Alt. RCM)	\$ 75.00
e. AREA Representative & Alt. (RCM)	\$ 20.00
f. H&I Administrative Travel	\$ 75.00
g. H&I Literature Buy & Expenses	\$ 325.00
h. H&I Rent	\$ 25.00
i. PI Administrative Travel	\$ 75.00
j. Directory Creation Expenses	\$ 220.00
k. Public Information	\$ 100.00
l. Website	\$ 20.00
m. Clean Sheets	\$ 110.00

n. ASC Administration	\$ 80.00
o. Storage Facility	\$ 82.00
p. LGBTQ Liaison Travel	\$ 50.00
q. Youth Committee Liaison Travel	\$ 50.00
TOTAL:	\$ 1313.50

- ii. Activities Sub-Committee shall have operating funds of \$1500.00
 - a. These are AREA funds to be kept by Activities for upcoming events
 - b. These funds shall be audited by the executive body:
 - 1. Annually
 - 2. When requested by a member of the South Coast AREA
 - c. The AREA's prudent reserve formula:
 - 1. Approximately twice the AREA's monthly expenses plus 10% (\$2669.70), plus a literature distribution inventory totaling \$2,500.00
 - 2. Using the AREA's prudent reserve formula
 - a) The AREA working prudent reserve is \$5169.70
- iii. Expenses that exceed approved budget incurred in the course of service to the AREA
 - a. Committees
 - 1. Submit anticipated costs
 - 2. Obtain approval by the AREA
 - 3. Submit receipts for funds
 - b. Individual
 - 1. Submit anticipated costs
 - 2. Obtain approval by the AREA
 - 3. Submit receipts for funds
- iv. Donation
 - a. 15% of all monies above the prudent reserve shall be donated to the SCRSCNA on a monthly basis
 - b. All remaining funds above the prudent reserve shall be placed in a fund for special projects
 - 1. This fund will be used for special projects not limited to but may include:
 - a) Newcomer events
 - b) Equipment for the AREA
 - c) Learning Days
 - d) Step Workshops
 - e) Miscellaneous
 - a. This fund will be reviewed by the Treasurer every month and the Treasurer will then report to the AREA on the state of this fund
 - b. The AREA will then review this report and then may allocate this fund in one or more of the following ways:
 - 1. Retain all or part of the fund for an upcoming special project
 - 2. Donate all or part of the fund to the AREA up to the prudent reserve
 - 3. The donation policy will adhere to section xi, unless otherwise directed by a two-thirds majority of the voting participants of the AREA

F. Area

i. SCASCNA Storage Facility

a. Will house the following items:

1. Activities Assets

a) Coffee Maker

b) Tools

c) Surplus supplies

d) Etc.

2. AREA Archives

3. Other relevant items directly related to service to the AREA

b. The two keys to the storage facility will be given to

1. The Vice-Chair

2. The Activities Chair