

South Coast AREA Service Committee NA

SCASCNA Guidelines **2025**

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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 AREA The SCASCNA boundaries are: south of Sand Canyon Road, east to Riverside County line, and south to San Diego County line.
- C. The SCASCNA is a member of the Southern California Region of Narcotics Anonymous, hereafter known as SCRNA; and the SCASCNA is represented at the SCRNA regional committee meetings, by the Regional Committee Member, hereinafter known as RCM

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. The AREA Executive Committee shall conduct an end of the year physical, financial, and service inventory of all Sub-Committees 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 6:30 pm except with prior notification of changes.
- D. The AREA guidelines will be reviewed during the AREA guidelines review in November and the proposed guidelines effective for the following year will be presented at December’s AREA Meeting. The AREA guidelines shall be called for a final vote at January’s AREA meeting.

IV. AREA PARTICIPANTS

- A. Chair
- B. Vice-Chair
- C. Secretary
- D. Alternate Secretary

- E. Treasurer
- F. Alternate Treasurer
- G. Parliamentarian
- H. Literature Distribution
- I. Alternate Literature Distribution
- J. Regional Committee Member (RCM)
- K. Alternate Regional Committee Member
- L. Group Service Representative (GSR)
- M. Group Service Representative Alternate (GSR. Alt.)
- N. Subcommittee Chair
- O. Members of NA
- P. AREA Liaisons to AREA and Other Bodies
 - i. LGBTQC Committee Liaison
 - ii. Alternate LGBTQC Committee Liaison
 - iii. Ad Hoc Committee of the AREA
 - iv. Clean Sheets Liaison
 - v. Youth Committee Liaison

V. **EXECUTIVE COMMITTEE OF THE AREA**

- A. Executive Committee Members
 - i. Chair
 - ii. Vice-Chair
 - iii. Secretary
 - iv. Alternate Secretary
 - v. Parliamentarian
 - vi. Treasurer
 - vii. Alternate Treasurer
 - viii. Literature Distribution
 - ix. ALT-Literature Distribution
 - x. Regional Committee Member (RCM)

- xi. Alternate Regional Committee Member (Alt. RCM)
- B. General Requirements of Executive Committee Members
 - 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) Robert's Rules of Order Newly Revised
 - iii. Continuous clean time during term of office.
 - iv. Has not been convicted within the last two years of any monetary crimes (i.e., felony or misdemeanor).
 - v. Has not embezzled or misappropriated any funds NA or otherwise, for at least two times the length of the clean time requirement.
 - vi. Has not served for two terms in the last three years in the same office with the exception of RCM and Alternate RCM who may not serve for more than three terms in the last four years.
 - vii. Does not hold any other AREA voting position.
 - viii. Attends AREA meetings and stays until the close of AREA business.
 - ix. Must be active in the fellowship of NA.
 - x. Must meet the specific requirements of the position.
 - xi. Must be present at the time of nominations/elections.
 - xii. Alternate positions do not automatically assume the vacated position; nomination/election.
 - xiii. Does not express opinions outside of what their official duties call for during AREA.
 - xiv. Assist GSRs with developing and writing motions for presentation at AREA.
 - xv. Does not make motions.
 - xvi. Ensures that the AREA meeting room is left in an orderly fashion.
- C. General Duties of the Executive Committee
 - i. Attend the AREA meeting.

- ii. Absence at two or more consecutive AREA meetings may be cause for removal.
 - iii. Count all AREA funds in the presence of at least one other AREA member.
 - iv. Attend the annual AREA Guidelines Review.
 - v. Outgoing officers are encouraged to:
 - a. Remain active within the AREA.
 - b. Help train newly elected officers.
- D. Election of and Removal of Executive Committee Members
- i. Nominations for all executive committee positions will be held in December.
 - ii. Elections for all executive committee positions will be held in January.
 - iii. All executive committee 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. Specific voting requirements for election and removal of Executive Committee Members are set forth in Section VII.
- E. Members of Executive Committee
- A. CHAIR**
- i. Requirements
 - 1. Four years clean
 - 2. Service at the AREA level for at least two years
 - ii. Duties
 - 1. Arranges the agenda, maintains order, and presides over the AREA meeting.
 - 2. Facilitates the pros and cons during AREA discussion and voting.
 - 3. Initiates any necessary correspondence for AREA.
 - 4. Maintains a good working relationship with all AREA members.
 - 5. Co-signer of the AREA bank account.
 - 6. Votes at AREA as tiebreaker.
 - 7. Initiates audits of the AREA ledgers and journals.
 - 8. Arrives at the AREA ½ hour early each month to conduct new GSR Orientation or delegates this duty to the Vice-Chair.

9. Ensures – along with AREA Secretary - that a copy of the GSR Duties and Requirements are provided to all new GSRs.
10. Maintains communication with the facility in which the AREA meets, coordinates meeting dates with the facility and holds the key to the AREA meeting facility to open the doors for AREA.
11. Opens the AREA with the Gratitude Prayer.
12. Will recognize members of Narcotics Anonymous for input at AREA.
13. Goes to the bank with Vice-Chair, Treasurer and Co-Treasurer at the beginning of the new term of Executive Committee Members to adjust the AREA bank account signers and provide Secretary Minutes and letter.
14. Responsible for checking the AREA mailbox on monthly basis and managing the two AREA mailbox keys – typically held by Chair and Activities Chair.

iii. Term

1. One year

B. VICE-CHAIR

i. Requirements

1. Three years clean
2. Service at the AREA level for at least one year
3. Willingness to serve as Chair for the following term, if nominated/elected

ii. Duties

1. Performs Chair’s duties in the absence of the Chair including voting at AREA as tiebreaker.
2. Stays informed of all the committees’ activities and is the direct liaison between the Sub-Committees and the AREA.
3. Co-signer on the AREA bank account.
4. Maintains electronic AREA records of the 3 previous years.
5. Facilitates active Sub-Committees as needed under the direction of the AREA.
6. Collects all written reports from Sub-Committees.

7. Acts as Chair of any formed Ad-Hoc Committee.
8. Along with the Clean Sheets Liaison, may have access to and check submissions sent to the NA Clean Sheets.
9. Goes to the bank with Chair, Treasurer and Co-Treasurer at the beginning of the new term of Executive Committee Members to adjust the AREA bank account signers and provide Secretary Minutes and letter.

iii. Term

1. One year

C. SECRETARY

i. Requirements

1. One year clean
2. Service at AREA for at least six months
3. Access to a computer

ii. Duties

1. Takes accurate minutes at each AREA.
2. Submits unapproved minutes to the Webmaster, GSRs, Executive body, and other AREA participants within two weeks of the previous AREA meeting; distributes such minutes at the following AREA meeting.
3. Keeps the current list of AREA participants.
4. Make sure that the AREA attendance and AREA Meeting Directory reflect only active groups and that all inactive groups have been removed as set forth in the AREA guidelines.
5. Ensures – along with AREA Chair - that a copy of the GSR Duties and Requirements are provided to all new GSRs.
6. Keeps an electronic file of all monthly AREA minutes throughout their term and submits them to the Vice-Chair at the end of the term.
7. Keeps a separate file of all motions and their resolutions for 3 years.
8. Maintains established documents for the AREA including but not limited to:
 - a) GSR monthly note-taking form

- b) Motion Request forms
- c) GSR phone/email lists
- d) Literature Order forms as provided by Literature Distribution ****check with Literature Chair for ability to pass down the current online process.

9. At the end of term, prepare and provide to the AREA Chair a copy of the AREA Minutes and an AREA letter describing the AREA bank account signers for next year's term. The minutes and letter must detail the individuals remaining as signers, the new individuals becoming signers and those being removed and replaced. A sample bank form is available from the Treasurer.

- iii. Term
 - 1. One year

D. ALTERNATE SECRETARY

- i. Requirements
 - 1. One year clean
 - 2. Service at AREA- level for at least six months
 - 3. Access to a computer
 - 4. Willingness to serve as Secretary the following term, if nominated/ elected
- ii. Duties
 - 1. Performs the Secretary's duties in the absence of the Secretary as indicated in the Guidelines.
 - 2. Assist the Secretary with all duties as needed.
- iii. Term
 - 1. One year

E. TREASURER

- i. Requirements
 - 1. Four years clean
 - 2. Service at the AREA level for at least one year
 - 3. Accounting experience encouraged
 - 4. Excel experience recommended

5. Has not embezzled or misappropriated any funds, NA or otherwise, for at least two times the length of the clean time requirement

ii. Duties

1. Custodian of the AREA bank account.
2. Ensures all bank account signature cards are changed before the next AREA meeting after election.
3. Gives verbal financial report that is current for the AREA's income, expenses, and balance - the report will be requested towards the end of every AREA meeting; this report should include the AREA's prudent reserve and the AREA's Special Projects/Ad Hoc Funds, if any.
4. Provide AREA Secretary with the written financial report that was provided verbally at AREA no later than 14 days after that AREA so the Secretary may include in the AREA minutes.
5. Calculates and prepares donations to the RSC and NA World Service as defined in the AREA guidelines.
6. Make the last 3 years of financial records available by request of the AREA.
7. Co-signer on the AREA bank account.
8. Participates in the annual audit.
9. Must make all AREA deposits within 4 business days.
10. Accepts AREA group donations.
11. Shall be responsible for collection of proceeds from literature sales.
12. Must count all AREA funds in the presence of at least one other AREA member. In the event of online donations, must provide documentation of funds to the AREA.
13. Receive literature orders from Literature Chair and distribute to GSRs after payment received.
14. Shall send via regular mail or electronic transfer the AREA monthly donation to the NA World Service office and the RSC

15. Goes to the bank with Chair, Vice-Chair and Co-Treasurer at the beginning of the new term of Executive Committee members to adjust the AREA bank account signers and provide Secretary Minutes and letter.

iii. Term

1. One year

F. ALTERNATE -TREASURER

i. Requirements

1. Three years clean
2. Service at the AREA level for at least one year
3. Accounting experience is encouraged
4. Excel experience recommended
5. Willingness to serve as Treasurer the following term, if nominated/elected
6. Co-signer on the AREA bank account
7. Has not embezzled or misappropriated any funds, NA or otherwise, for at least two times the length of the clean time requirement

ii. Duties

1. Assists Treasurer in all duties as per AREA Guidelines.
2. Keep a 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.
5. Go to the bank with Chair, Vice-Chair and Treasurer at the beginning of the new term of Executive Committee members to adjust the AREA bank account signers and provide Secretary Minutes and letter.

iii. Term

1. One year

G. PARLIAMENTARIAN

i. 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

ii. 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 Chair of the AREA on parliamentary procedure.
6. Advise the membership of the AREA on parliamentary procedure.
7. Assist the members of the AREA with formulating motions.
8. Helps facilitate the conduct of the AREA meeting.
9. Offers interpretations of the Guidelines, Twelve Traditions of NA, The Twelve Concepts of NA Service and A Guide to Local Service in NA.
- 10. Organize and hold an AREA BI-ANNUAL guidelines review in November. For the review, bring for comments and changes the current year guidelines with a REDLINE of the changes approved by the AREA in the term of service prior to the review. Serve as the Chair of this AREA BI-annual guideline review. The proposed AREA guidelines from this BI-annual review shall be presented at December's AREA meeting to be voted on at January's AREA meeting and becomes the AREA BI-annual guidelines for the following TWO-years**

10. ~~Organize and hold AREA annual guidelines review in November. For the review, bring any changes from the current year guidelines with a REDLINE of the changes approved by the AREA in the term of service prior to the review.~~ Revised & Adopted 1/26/2025
11. Serve as the Chair of this AREA annual guideline review. The proposed AREA guidelines from this annual review shall be presented at December's AREA meeting to be voted on at January's AREA meeting and becomes the AREA annual guidelines for the following year.
12. Incorporate approved AREA guidelines changes into the existing guidelines before the next AREA.
13. Documents and keeps records of all the AREA guideline changes and submits a final copy to the changes approved by the AREA during the term of service to the AREA Vice Chair at the end of the term.
14. Does not carry a vote at AREA.

iii. Term

1. One year

H. LITERATURE DISTRIBUTION

i. Requirements

1. Two years clean
2. Service at the AREA level for at least one year

ii. Duties

1. Order literature as needed based upon previous experience and shortages.
2. Bring literature to AREA meeting.
3. Distribute literature purchases to the Treasurer for distribution to GSRs.
4. Check inventory at end of every monthly meeting and keep on hand all the high selling items.
5. Gives verbal literature financial report that is current for the AREA's Literature purchases, expenses and balance - the report will be requested towards the end of every AREA meeting; this report should include the AREA's Literature inventory count.

6. Provide AREA Secretary with the written Literature financial report that was provided verbally at AREA no later than 14 days after that AREA so the Secretary may include in the AREA minutes.
7. When needed, schedule literature distribution meetings and create an agenda.
8. At the conclusion of the commitment, the literature distribution person will participate in conducting an actual inventory count of the literature with the Co-Literature Distribution person.
9. As a member of the Executive Body, doesn't carry a vote.

iii. Term

1. One year

I. ALTERNATE LITERATURE DISTRIBUTION

i. Requirements

1. One year clean
2. Service at the group level for at least six months
3. Willingness to serve as Literature Distribution person the following term if nominated/elected.

ii. Duties

1. Assist Chair with distribution and duties at AREA meeting.
2. Perform the Chair's duties in the absence of the Chair.

iii. Term

1. One year

J. REGIONAL COMMITTEE MEMBER

i. Requirements

1. Three 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 at least two times the length of the clean time requirement

ii. Duties

1. Represent the AREA at the RSC.

2. When requested by Literature Distribution, picks up the AREA literature from the RSO or designate one of the participants listed in Section IV, A through D, G, H, J, M or N to pick up the AREA literature.
3. Must evaluate each item he or she votes on at RSC with the needs of the AREA and its members in mind.
4. Providing two-way communication between the AREA and the RSC.
5. Attend all AREA meetings and stay through the end of AREA business.
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 RSC.
11. Provides monthly written and/or email reports of RSC business to AREA.
12. Maintains an electronic record of all RSC minutes and treasurer reports for a minimum of three years.
13. Provides and coordinates 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 AREA.
15. Shall carry the AREA vote to the RSC.

iii. Term

1. One year

K. ALTERNATE REGIONAL COMMITTEE MEMBER

i. Requirements

1. Two years clean

2. Service at the AREA level for at least one year
 3. Willingness to serve as RCM the following term if nominated/elected
 4. Has not embezzled or misappropriated any funds, NA or otherwise, for at least two times the length of the clean time requirement
- ii. Duties
1. Performs duties of the RCM in the absence of the RCM.
 2. Has one vote at the Area in the absence of the RCM.
 3. Attends RSC meetings with the RCM.
 4. Attends the AREA meeting and helps the RCM maintain communication with AREA.
 5. Prepares for RCM duties by working closely with the RCM.
- iii. Term
1. One year

VI. VOTING MEMBERS OF THE AREA

1. GSR's
 2. Alt. GSR's
 3. Sub-Committee Chairs
 4. RCM / Alt. RCM
 5. Chair/Vice-Chair (tiebreaker)
- A. General Requirements of Voting Members of the AREA
- i. All participants are encouraged to attend all AREA meetings
 - ii. All participants are encouraged to stay until the close of business
 - iii. Must use NA language in their position
 - iv. Alternate positions do not automatically assume the vacated position; nomination/election is required
 - v. Must meet the specific requirements of the position
- B. General Duties of Voting Members of the AREA

- i. Attend the AREA meeting.
- ii. Help train the next member who will hold the position.
- iii. Cooperate in maintaining an atmosphere of respect for other members.

C. Types of Voting Members of the AREA:

- i. Group Service Representatives (GSR) Requirements
 - 1. Elected by an NA Group in the South Coast AREA.
 - 2. Carry the conscience of the Group that elected them.
 - 3. Absence at three consecutive AREA meetings will cause their group to go inactive; the group will be considered inactive after the third missed AREA.
 - 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 AREA meeting
 - c. Three consecutive absences from the AREA may result in removal from the AREA Directory. After the third consecutive absence, a member of the Executive Body will get in contact with someone from the meeting in order to verify whether the meeting is still active and if support is needed.

A. Group Service Representative (GSR)

- i. Requirements
 - 1. Elected by a NA Group in the South Coast AREA
 - 2. Carry the conscience of the Group that elected them
- ii. Duties
 - 1. New GSRs to attend AREA GSR training
 - 2. Bring to the AREA all matters of concern from their Group
 - 3. Bring to their Group all matters of concern from AREA, RSC and NA World Services (NAWS)
 - 4. Help inform their group
 - 5. Has one vote in all matters
 - 6. Term:

- a. Determined by their Group

B. Alternate Group Service Representatives (Alt. GSR)

i. Requirements

- 1. Elected by an NA Group in the South Coast AREA
- 2. Carry the conscience of the Group that elected them

ii. Duties

- 1. New GSRs to attend AREA GSR training
- 2. Bring to the AREA all matters of concern from their Group
- 3. Bring to their Group all matters of concern from AREA, RSC, and NA World Services (NAWS)
- 4. Help inform their group
- 5. Has one vote in all matters 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. Term:
 - a. Determined by their Group

C. Approved AREA Sub-Committees

- i. Hospitals and Institutions
- ii. Activities
- iii. Public Relations
- iv. Webmaster

1. Sub-Committee Chairs

- i. General Requirements of Sub-Committee Chairs
 - 1. Willingness to serve.
 - 2. Continued clean time during term of office.
 - 3. Has not embezzled or misappropriated any funds, NA or otherwise, for at least two times the length of the clean time requirement.

4. Has not been convicted within the last two years of any monetary crimes (i.e., felony or misdemeanor).
 5. Has not misappropriated any NA funds at least for the length of the position's clean time requirement unless otherwise specified in the requirements of that position.
 6. Does not hold any other voting position at AREA.
 7. Attend each monthly AREA and stay until the end of AREA business.
 8. Must be active in the fellowship of NA.
 9. Must be present physically/virtually at the time of confirmation of position.
 10. All Sub-Committees are directly responsible to the AREA.
 11. Keep and have receipt books available for review by AREA
 12. Keep minutes of the Sub-Committee meetings
 13. Shall not create any guidelines which conflicts with the AREA guidelines
- ii. General Duties of Sub-Committee Chairs
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.
 5. Has one vote at AREA in matters called for by the AREA Chair requiring Sub-Committee Chairs to vote.
 6. Submit Sub-Committee guidelines to AREA for voting and approval by the AREA. Guidelines should include but are not limited to the following:
 - a. Name
 - b. Purpose
 - c. Function
 - d. Sub-Committee Voting procedures
 7. Information related to Sub-Committee Chairs and Vice-Chairs elections see **Sub-Committee Guidelines SECTION X C 4**

8. All nominees must be present at the time of confirmation by AREA.
9. Submit a quarterly written report of all financials and synopsis of the Sub-Committee's activities in the months of September, December, March, and June.
10. After the election of the new officers within a Sub-Committee, the new Chair, former Chair and Vice-Chair of the AREA must perform an audit of all assets and have the report ready within 30-days.
11. AREA will reimburse your driving expenses up to a maximum of \$85.00 per month for attendance at business meetings outside of the South Coast Area. Submit each month to the Treasurer, a Google Map detailing and verifying your travel mileage; mileage is reimbursed at the current federal rate per mile.

VII. NON-VOTING MEMBERS OF THE AREA

- a. General Requirements of Non-Voting Members of the AREA
 1. Elected by the AREA
 2. Must use NA language in the position.
 3. Has not been convicted within the last two years of any monetary crimes (i.e., felony or misdemeanor).
 4. Has not misappropriated any NA funds at least for the length of the position's clean time requirement unless otherwise specified in the requirements of that position.
 5. Must meet specific requirements of the position.
- b. General Duties of Non-Voting Members of the AREA
 1. Attend the AREA meeting and stay until close of business
 2. Absence at two or more consecutive AREA meetings may be cause for removal
 3. Help train the next member who will hold the position
 4. Cooperate in maintaining an atmosphere of respect for other members

VIII. Types of Non-Voting Members of the AREA

A. LGBTQ COMMITTEE LIAISON

- i. Requirements
 1. 9 months clean

2. Previous service experience
 3. Ability to attend LGBTQ Committee meeting and other appropriate monthly meetings
- ii. Duties
1. Serves as LGBTQ Committee liaison to appropriate sub-committees.
 2. Coordinates any LGBTQ Committee projects related to those sub-committees.
 3. PR: Distribute LGBTQ Committee meeting lists and phone lists, and participate in workshops, presentations, booth sittings and Service Work.
 4. H&I: Distribute LGBTQ Committee meeting lists and phone lists, participate in H&I Learning Day and update the LGBTQ Committee about LGBTQ friendly panels in SCRCNA. To invite other LGBTQ members to serve on H&I panels to hopefully reach the community inside the walls, jails and institutions.
 5. SCRCNA: Adhere to the SCRCNA guidelines.
 6. Cruise: Assist in locating LGBTQ friendly meetings to fellowship in other countries, if requested.
- iii. Term
1. One year

B. ALTERNATE LGBTQ COMMITTEE LIAISON

- i. Requirements
1. 6 months clean.
 2. Previous service experience.
 3. Ability to attend LGBTQ Committee meeting and other appropriate Committee monthly meetings.
- ii. Duties
1. Assist LGBTQ Committee Liaison in all duties.
 2. Perform the duties of the LGBTQ Committee Liaison in their absence.
- iii. Term
1. One year

C. AD HOC COMMITTEES AND AD HOC COMMITTEE CHAIR

- i. Requirements of AD HOC Committees
 1. Created by a majority vote of the GSRs present at the AREA when the AD HOC Committee is created.
 2. Area Vice-Chair will oversee all AD HOC committees.
- ii. Requirements of AD HOC Committee Chair:
 1. Responsible for submitting all committee reports to the AREA
 2. May not make motions regarding the committee at AREA
 3. Cannot vote on the Committee's motions
 4. Cannot second the Committee's motions
 5. Non-Voting Member of AREA
- iii. Duties of Ad Hoc Committees and Chair
 1. Perform the specific task(s) assigned.
 2. Report to the AREA at the monthly business meeting, on progress of committee.
 3. Report to the AREA when task is completed.
- iv. Term of Ad Hoc Committees
 1. Until task is complete, or
 2. Until termination of the Ad Hoc Committee by the AREA.

D. CLEAN SHEETS LIAISON

- i. Requirements
 1. 1 year clean
 2. Previous service experience
 3. Access to a computer or means to design monthly Clean Sheets
 4. Access to or means to print monthly Clean Sheets
- ii. Duties
 1. Gather and arrange AREA and sub-committee information
 2. Gather and arrange member's written submissions including those submitted to the NA Clean Sheets email address

3. Gather and arrange member clean time birthday celebration information
4. Submit draft to the Executive Committee for review prior to finalizing for printing
5. Adheres to NA Traditions, refrains from any political, religious or secular symbols
6. Only NA related submissions will be approved
7. Design, have printed and bring to AREA the monthly Clean Sheets to be distributed to each group and sub-committee
8. Design, update, print & bring to AREA the monthly SCANA Meeting Directory
9. Maintain copies and records of the Clean Sheets produced during their term.
10. Provide to the next member serving this position the records from their term of service

iii. Term

1. One year

E. YOUTH COMMITTEE LIAISON

i. Requirements

1. 1 year clean
2. Previous service experience
3. Ability to attend the Youth Committee meetings

ii. Duties

1. Submit reports for the Youth Committee meetings
2. When needed, serve as Youth Committee liaison to other appropriate sub-committees.
3. Coordinate any Youth Committee projects related to those sub-committees.

iii. Term

1. One year

F. WEBMASTER LIAISON

i. Requirements

1. 1 year clean
 2. Previous service experience
 3. Having the necessary resources to fulfill the position (i.e., internet access, availability to a computer and have programs to maintain website)
- ii. Duties
1. Regularly update the Area Meeting Directory as well as posting any activities on the website
 2. Bring before the general meeting of the AREA any issues or concerns relating to the website and information contained therein
 3. Attend the quarterly Regional Website Meetings. Monthly meetings (via Skype) are encouraged but not required
 4. Must maintain email address on website with webhost
- iii. Term
1. One year

IX. New Group Requesting Membership in AREA

- i. Requirements
1. Send a GSR to the AREA 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. Location
 - c. Day(s)
 - d. Time(s)
 - e. GSR contact information
 - f. The Group agrees to be bound to:
 - i. The Twelve Steps of NA
 - ii. The Twelve Traditions of NA
 - iii. Keep all Group meeting information updated with the AREA

4. Recognition as a member of the AREA starts with attendance at the second consecutive AREA meeting.
5. Suggest that the new group request a “New Meeting Literature Packet” from NA World Service.

X. SCASCNA AREA GUIDELINE CHANGES AND GENERAL MOTIONS AND VOTING PROCEDURES

i. General Motion and Voting Procedures

1. Each group has one vote through either the GSR or the Alt. GSR, if the GSR is not present. A member may only represent and vote for one group but may “report” for more than one group.
2. Each Sub-Committee chair has one vote or Sub-Committee co-chair if the Sub-Committee chair is not present. In matters when they have a vote.
3. Each of the following Executive Committee Members have one vote, Regional Committee Member (RCM) or Alternate Regional Committee Member (in the absence of the RCM).
4. Each of the following Executive Committee Members do not have a vote: Chair, Vice-Chair, Parliamentarian, Literature Distribution and Alt.-Literature Distribution. Secretary or Alternate Secretary, Treasurer, or Alternate Treasurer. However, Chair (and Vice-Chair when fulfilling the duties of the Chair) shall have a vote at AREA as tiebreaker.
5. AREA Liaison positions and any other member of NA not addressed in this section do not have a vote at AREA.
6. All motions must be submitted in writing to the AREA Chair or Secretary.
7. Any member other than an Executive Committee Member may make a motion; the motion requires a second by a GSR.
8. All motions at AREA will be considered in AREA New Business; the AREA Chair will call for pros, cons, and abstentions.
9. For each motion, the motion maker may give a brief description or explanation (if desired) and then the AREA Chair will permit a brief discussion generally limited to 2 pros and 2 cons.
10. Before voting on any motion, AREA Chair will announce for clarification who is eligible to vote on that particular motion:
 - a. GSRs only;

- b. All voting members - which is GSRs, Executive Committee Members that vote RCM/ALT.RCM and Sub-Committee Chairs;
 - c. GSRs and Sub-Committee Chair
- 11. Voting Quorum is determined as follows: Sub-Committee Chairs and RCM/ALT. RCM present at AREA plus GSRs in attendance at AREA so long as at least 51% of active meetings' GSRs are present.
- 12. Quorum to conduct AREA business is determined by the number of GSRs present so long as at least 51% of active meetings' GSRs are in attendance.
- 13. By submitting a written motion, any GSR may request that a motion to be voted on at AREA be sent back to the groups for further consideration and to be voted on at the next AREA with a GSRs only vote.
- 14. Any motion where the number of abstentions exceeds either the yeas or nays shall be tabled so the GSRs may take the motion back to their groups for discussion with a subsequent vote at the next AREA.
- 15. Any motion where the number of yeas or nays are identical and the number of abstentions is less than the yeas or nays then the AREA Chair shall act as the tiebreaking vote or the Vice-Chair in the Chair's absence.
- 16. See attached 2024 Motion Chart
- ii. Voting Procedures for SCANA Guideline Changes
 - 1. Procedure One – Regular Guideline Changes.
 - a. Any motion to change AREA guidelines are to be included in the AREA minutes and voted on at the next AREA meeting by a GSRs only vote.
 - b. Guideline change motions require a two-thirds vote of GSRs in attendance at AREA; but shall never be less than 51% of active meetings' GSRs (GSRs only vote).
 - 2. Procedure Two – Emergency Guideline Changes
 - a. In order to vote on a Guideline change at the AREA when the motion is submitted, a motion must be made to not send the motion back to the groups. This motion requires a two-thirds vote of Sub-Committee Chairs,

RCM/ALT. RCM and two-thirds vote of GSRs in attendance so long as at least 51% of active meetings' GSRs are present.

- b. When voting on a motion for a Guideline change at the AREA when submitted, the guideline change motion requires a two-thirds vote of GSRs in attendance so long as at least 51% of active meetings' GSRs are present.

iii. Voting Procedures for Election and/or Removal of AREA Participants

1. Election of an Executive Committee Member requires a simple majority of Sub-Committee Chairs along with a simple majority of all present GSRs so long as at least 51% of active meetings' GSRs are present.
2. Election of any AREA position other than an Executive Committee Member requires a simple majority vote of Sub-Committee Chairs, RCM/ALT. RCM along with a simple majority of all present GSRs so long as at least 51% of active meetings' GSRs are present.
3. Removal of any Executive Committee Member or any other elected AREA position requires a two-thirds vote of Sub-Committee Chairs and two-thirds vote of GSRs in attendance so long as at least 51% of active meetings' GSRs are present.
4. In June, Sub-Committees elect a Chair and Vice-Chair to be confirmed by the AREA at the July AREA meeting confirmation of Sub-Committee Chairs and Vice-Chairs requires only a simple majority vote of Sub-Committee Chairs, excluding nominee, RCM/ALT. RCM along with a simple majority of all GSRs present so long as at least 51% of active meetings' GSRs are present.

iv. Voting Procedures for Specific Motions (Financial & Guideline Changes)

1. Any motion pertaining to financial matters shall be voted on by GSRs and requires a two-thirds vote of GSRs in attendance so long as at least 51% of active meetings' GSRs are present (GSRs only vote). Before discussion and consideration of financial motions, AREA Chair shall ask Treasurer for clarification on AREA's current financial status.
2. Any motion from a Sub-Committee Chair to affirm that Sub-Committee's annual guidelines shall require a simple majority of Sub-Committee Chairs, RCM / ALT. RCM along with a simple majority of all GSRs present so long as at least 51% of active meetings' GSRs are present.

3. Any motion not addressed elsewhere in these Guidelines shall require a simple majority vote of Sub-Committee Chairs, RCM/Alt. RRCM along with a simple majority of all GSRs present so long as at least 51% of active meetings' GSRs are present.
4. Any motions to be submitted to RSC by AREA requires a two-thirds vote of Sub-Committee Chairs, RCM/Alt. RCM and two-thirds vote of GSRs in attendance so long as at least 51% of active meetings' GSRs are present.

XI. AREA FINANCES

a. Banking

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

XII. Misappropriation of AREA Funds

- a. Principles
 - 1. The Eleventh Concept for NA Service is the guiding principle for the use of AREA funds.
 - 2. The Twelve Concepts of NA give the AREA a mandate from the NA Groups that calls for total financial accountability.
 - 3. In accordance with the above, any misuse of funds by AREA trusted servants will not be tolerated.
- b. Definitions
 - 1. “Misuse of Funds” includes, but is not limited to:
 - a. Theft
 - b. Embezzlement
 - c. The use of funds for purposes not expressly authorized by an AREA committee or Sub-Committee
- c. 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.)
- d. Interim Action – Suspension
 - 1. Suspicion
 - i. Suspicion is defined as any AREA Executive Committee member or Sub-committees’ member who has been suspected of misappropriating or misusing AREA funds.
 - ii. The AREA Executive Committee will determine if the information presented has an air of reality or reasonable suspicion before taking action.
 - iii. If the executive body determines that an air of reality does exist then the member(s) will be immediately suspended from further AREA services.
 - iv. Suspension in this instance is not disciplinary action; it is simply a pause in active service to allow time for investigation of the incident

- v. Restrictions during non-disciplinary suspension:
 - a. May no longer represent themselves to the Fellowship or service boards or committees as an officer or member of the ASC or Subcommittee.
 - b. May not be reimbursed for any service-related expenses incurred during the course of their suspension.

- e. 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
 - e. Any member suspected of misappropriation or misuse of the AREA funds may exercise their Tenth Concept right to redress at this time

- f. 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 recommended further action.
 - ii. The AREA must immediately vote on the recommendation of the executive body.
 - iii. To remove the individual(s) involved from office and/or committee “with cause”
 - a. Individual’s participation within the ASC 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 its Sub-Committees for a period of five (5) years.
- c. After five (5) years, they will be eligible to participate at the AREA level.
- v. AREA Action – Restitution
 - 1. 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.
 - 2. Members removed from office for the misappropriation or misuse of AREA funds may, at the discretion of the AREA, be asked to sign a promissory note and make restitution

XIII. Travel

- A. All elected positions and Sub-Committee Chairs and alternates that are required to attend business meetings outside of the South Coast AREA and any Public Relations Committee members distributing information within the South Coast AREA shall be required to submit expense reports with receipts and Google Map (to verify mileage) for reimbursement.
- B. Driving expenses will be reimbursed at the current federal rate per mile up to the maximum specified in the guidelines for Sub-Committee Chairs, Alternates, Public Relations Committee members and Elected Positions.
- C. Any additional travel expenses, including meal costs, shall be required to submit, for approval, an expense report to the AREA Treasurer for:
 - 1. Meal reimbursement for meeting attendance for periods exceeding five (5) hours
 - 2. Meal cost not to exceed \$20.00 per person
- D. Treasurer or AREA Secretary will provide an expense report

XIV. Prudent Reserve

- A. Estimated Monthly Expenses
 - 1. Activities Travel \$85.00
 - 2. AREA Phone Bill (Approx.) \$15.00
 - 3. AREA Meeting Rent \$60.00
 - 4. AREA Representative Travel (RCM or Alt. RCM) \$85.00

5.	AREA Representative & Alt. Expenses (RCM)	\$20.00
6.	H&I Administrative Travel	\$85.00
7.	H&I Literature Buy & Expenses	\$325.00
8.	H&I Rent	\$25.00
9.	PR Administrative Travel	\$85.00
10.	Directory Creation Expenses	\$100.00
11.	Public Relations	\$100.00
12.	Website	\$25.00
13.	Clean Sheets	\$110.00
14.	AREA Administration	\$100.00
15.	Storage Facility(Approx.)	\$110.00
16.	LGBTQC Liaison Travel	\$85.00
17.	Youth Committee Liaison travel	\$85.00

TOTAL: \$1,500.00

B. Activities Sub-committees shall have operating funds of \$2000.00

1. These are AREA funds to be kept by Activities for upcoming events
2. These funds shall be audited by the executive body:
 - a. Annually
 - b. 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.
2. Using the AREA's prudent reserve formula, the AREA working prudent reserve is $\$1,500.00 \times 2 = \$3,000.00$.

XV. Expenses that exceed approved budget incurred in the course of service to the AREA

A. Committees

1. Submit anticipated costs via a motion
2. Obtain approval by the AREA motion voted by GSRs
3. Submit receipts for funds post event

B. Individual

1. Submit anticipated costs via a motion
2. Obtain approval by the AREA motion voted
3. Submit receipts for funds post event

XVI. Donations

- A. 15% of all monies above the prudent reserve each month shall be donated to the RSC. NOTE: the calculation of all monies above prudent reserve for RSC donation purposes shall include monies in the Special Project/Ad Hoc funds, if any.
- B. 10% of all monies above the prudent reserve after the RSC donation each month shall be donated to NAWS. NOTE: the calculation of all monies above prudent reserve for NAWS donation purposes shall include monies in the Special Project/Ad Hoc funds, if any.
- C. 5% of all monies above the prudent reserve after the RSC & NAWS donation each month shall be set aside for any Special Projects / Ad Hoc funds. The calculation of all monies above prudent reserve shall include monies in the Special Project/Ad Hoc funds, if any.
- D. Any funds exceeding the prudent reserve in each month (excluding monies donated to RSC, NAWS and monies already in the Special Projects/Ad Hoc funds) shall be placed into and/or added to the Special Projects/Ad Hoc funds.
 - 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
 - 2. This fund will be reviewed by the Treasurer every month and the Treasurer will then report to the AREA on the status of this fund.
 - 3. The AREA will then review this report and then may elect by motion to allocate this fund in one or more of the following ways:
 - a) Retain all or part of the fund for an upcoming special project
 - b) Donate all or part of the fund to the AREA up to the prudent reserve
 - c) Donate all or part of the fund to the RSC and/or NA World Service

XVII. Payment/Reimbursement of Expenses and Travel

- 1. Treasurer may reimburse receipts or pay travel expenses either via check or by cash as requested by the individual submitting the expense for reimbursement.

2. If the Treasurer pays expenses in cash, the Treasurer will note the AREA cash payment to balance deposit with cash received.

XVIII. SCANA Storage Facility

1. Will house the following items:
 - a. Activities Assets
 1. Coffee Maker
 2. Tools & Equipment
 3. Surplus supplies
 4. Other Activities materials
 - b. AREA Archives
 - c. Other relevant items directly related to service to the AREA
2. The two keys to the storage facility will be given to:
 - a. Vice-Chair
 - b. Activities Chair

The Guidelines were reviewed on

Date: 12/29/2024

Approved on Date: 1/26/2025