

South Coast AREA  
Service Committee NA

# SCASCNA Guidelines 2022

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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
- C.
- D. The SCASCNA boundaries are: south of Sand Canyon Road, east to Riverside County line, and south to San Diego County line
- E. 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, hereinafter known as RSC

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 6:30pm 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. Treasurer
- D. Co-Treasurer
- E. Secretary
- F. Alternate Secretary
- G. Literature Distribution
- H. Co-Literature Distribution
- I. Regional Committee Member (RCM)
- J. Alternate Regional Committee Member (Alt. RCM)
- K. Group Service Representative (GSR)
- L. Groups Services Representatives Alternates (GSR Alt.)
- M. Sub-Committees Chairs

- N. Parliamentarian
- O. Member 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. Treasurer
- vi. Co-Treasurer
- vii. Parliamentarian
- viii. Literature Distribution
- ix. Co-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. Abridged version of Robert's Rules of Order
- 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 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
- 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. Attend AREA meeting and stay 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 physically, or on virtual meeting, at the time of nominations/elections

- xii. Alternate and Co positions do not automatically assume the vacated position; election is required
- xiii. Does not express opinions outside of what their official duties call for during the ASC
- xiv. Assist GSRs with developing and writing motions for presentation as 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

- i. CHAIR
  - a. Requirements
    - 1. Four years clean
    - 2. Service at the AREA level for at least two years
  - b. 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  $\pm$  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 AREA informational package (including AREA guidelines, A Guide to Local Service and the new GSR Orientation package) is issued 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. Files a pre-approval form before April securing access to the facility for the upcoming year of meetings
  12. Opens the AREA only with the Gratitude Prayer
  13. May recognize any member of Narcotics Anonymous for input at AREA
  14. Goes to 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
  15. Responsible to check AREA mailbox on monthly basis and manage the two AREA mailbox keys – typically held by Chair and Activities Chair.
- c. Term
1. One year
- ii. VICE-CHAIR
- a. 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 elected
- b. 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. Archives older AREA records
  5. Keeps previous years AREA records on hand
  6. Facilitates active Sub-Committees as needed under the direction of the AREA
  7. Collects all written reports from Sub-Committees
  8. Acts as Chair of any formed Ad-Hoc Committee
  9. Along with the Clean Sheets Liaison, have access to and check submissions sent to the NA Clean Sheets
  10. Goes to 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
- c. Term
1. One year
- iii. SECRETARY
- a. Requirements
1. One year clean
  2. Service for at least six months and has attended AREA
  3. Access to a computer
- b. Duties
1. Takes accurate minutes of each meeting and AREA
  2. Submits unapproved minutes to the Webmaster within two weeks of the previous AREA meeting distributes such minutes at the following ASC meeting
  3. Keeps the current list of AREA participants

4. Makes 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 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 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
  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 as provided by Literature Distribution
  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 the next year 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
- c. Term
1. One year
- iv. ALTERNATE SECRETARY
- a. Requirements
    1. One year clean
    2. Service for at least six months and has attended AREA
    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. TREASURER
- 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 at least two times the length of the clean time requirement

b. 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 7 days after that AREA so the Secretary may include in the AREA minutes
5. Calculates and prepares donation to the RSC and NA World Service as defined in the AREA guidelines
6. Submits a copy of monthly bank account statement to AREA Vice Chair at AREA
7. Makes all financial records available by request of the AREA
8. Co-signer on the AREA bank account
9. Participates in the annual audit
10. Must make all AREA deposits the next business day
11. Accepts AREA group donations
12. Shall be responsible for collection of proceeds from literature sales
13. 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
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 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

c. Term

1. One year

vi. CO-TREASURER

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, if 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



- 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
  5. Go to 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
- 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 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 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 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
  11. Incorporate approved AREA guidelines changes into the existing guidelines before the next AREA
  12. 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
  13. Does not vote at AREA
- c. Term
  1. One year

viii. LITERATURE DISTRIBUTION

- a. Requirements
  1. Two years clean
  2. Service at the AREA level for at least one year
- b. Duties
  1. Order literature as needed based upon previous experience and shortages
  2. Bring literature to AREA meeting
  3. Distribute literature purchases to GSRs
  4. Check inventory at end of every monthly meeting and keep on hand all the high selling items
  5. Give monthly report at AREA meeting
  6. When needed, schedule literature distribution meetings and create agenda
  7. 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
  8. Does not vote at AREA
- c. Term
  1. One year

ix. CO-LITERATURE DISTRIBUTION

- a. 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 elected
- b. Duties
  1. Assist Chair with distribution and duties at AREA meeting
  2. Perform the Chair's duties in the absence of the Chair
  3. Does not vote at AREA
- c. Term
  1. One year

x. REGIONAL COMMITTEE MEMBER

- a. 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
- b. Duties
  1. Represent the AREA at the RSC
  2. When requested by Literature Distribution, picks up the AREA literature from the SCRNA office 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 SCRCNA

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 a file of all RSC minutes and treasurer reports for a minimum of two 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 the AREA
  15. Shall carry the AREA vote to the RSC
- c. Term
1. One year
- xi. 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
  4. Has not embezzled or misappropriated any funds, NA or otherwise, for at least two times the length of the clean time requirement
- b. Duties
1. Performs duties of the RCM in the absence of the RCM
  2. Does not vote unless the RCM is absent
  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
- c. Term
1. One year

## VI. VOTING MEMBERS OF THE AREA

- 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; 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)
    - 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 AREA meetings will cause their group to go inactive; the group will be considered inactive after the second 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 shall result in removal from the AREA Directory. On the second 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. 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
      - 4. Help inform their group
      - 5. Has one vote in all matters
    - c. Term
      - 1. Determined by their Group
  - ii. Alternate Group Service Representatives (Alt. GSR)
    - a. Requirements of Alt. GSR
      - 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 Alt. GSR
      - 1. New Alt. 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. Acts as the GSR when their GSR is not present at AREA
      - 7. When acting as the GSR their presence will count to reactivate their group's status as an active Group of the AREA
    - c. Term
      - 1. Determined by their Group

- iii. New Group Requesting Membership in AREA
  - a. 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) The meeting:
        - I. Location
        - II. Day(s)
        - III. Time(s)
        - IV. GSR contact information
    - 4. The Group agrees to be bound to:
      - a) The Twelve Steps of NA
      - b) The Twelve Traditions of NA
      - c) Keep all Group meeting information updated with the AREA
  - b. Recognition as a member of the AREA starts with attendance at the second consecutive AREA meeting
  - c. Suggest that the new group request a “New Meeting Literature Packet” from NA World Service

iv. Sub-Committee Chairs

- a. General Requirements of Sub-Committee Chairs
  - 1. Willingness to serve
  - 2. Continued clean time during term of office
  - 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. Does not hold any other voting position at AREA
  - 6. Attend each monthly AREA and stay until the end of AREA business
  - 7. Must be active in the fellowship of NA
  - 8. Must be present physically at the time of confirmation of position
  - 9. All Sub-Committees are directly responsible to the AREA
  - 10. Keep and have receipt books available for review by AREA
  - 11. Keep minutes of the Sub-Committee meetings
  - 12. Shall not create any guidelines which conflicts with the AREA guidelines
- b. 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

- c. Specific Duties of Sub-Committee Chairs
  - 1. 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
  - 2. Information related to Sub-Committee Chairs and Vice-Chairs elections see Section
  - 3. All nominees must be present at the time of confirmation
  - 4. 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
  - 5. After the election of the new officers within a Sub-Committee, 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
  - 6. 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
  
- d. Approved AREA Sub-Committees
  - 1. Hospitals and Institutions
  - 2. Activities
  - 3. Public Information

## VII. NON-VOTING MEMBERS OF THE AREA

- A. General Requirements of Non-Voting Members of the AREA
  - a. Elected by the AREA
  - b. Must use NA language in the position
  - c. Has not been convicted within the last two years of any monetary crimes (i.e., felony or misdemeanor)
  - d. 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
  - e. Must meet specific requirements of the position
  
- B. General Duties of Non-Voting Members of the AREA
  - a. Attend the AREA meeting and stay until close of business
  - b. Absence at two or more consecutive AREA meetings may be cause for removal
  - c. Help train the next member who will hold the position
  - d. Cooperate in maintaining an atmosphere of respect for other members

## C. Types of Non-Voting Members of the AREA

### a. LGBTQ COMMITTEE LIAISON

1. Requirements
  - a) 9 months clean
  - b) Previous service experience
  - c) Ability to attend LGBTQC Committee meeting and other appropriate monthly meetings
2. Duties
  - a) Submit reports for both LGBTQ Committee and appropriate Sub-Committee meetings
  - b) Serves as LGBTQ Committee liaison to appropriate sub-committees
  - c) Coordinates any LGBTQ Committee projects related to those sub-committees
    - I. PI: Distribute LGBTQ Committee meeting lists and phone lists, and participate in workshops, presentations, booth sittings and Service Work
    - II. 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 SCRNA. To invite other LGBTQ members to serve on H&I panels to hopefully reach the community inside the walls, jails and institutions
    - III. RRCNA: See RRCNA guidelines
    - IV. Cruise: to also reach out to places traveling to find LGBTQ friendly meetings to fellowship in other countries
    - V. BOD: to serve on the committee to bring forth business knowledge and dedication to better serve Southern California
3. Term
  - a) One year

### b. ALTERNATE LGBTQ COMMITTEE LIAISON

1. Requirements
  - a) 6 months clean
  - b) Previous service experience
  - c) Ability to attend LGBTQC Committee meeting and other appropriate Committee monthly meetings
2. Duties
  - a) Assist LGBTQ Committee Liaison in all duties
  - b) Perform the duties of the LGBTQ Committee Liaison in his or her absence
3. Term
  - a) One year

### c. AD HOC COMMITTEES AND AD HOC COMMITTEE CHAIR

1. Requirements of Ad Hoc Committees
  - a) Created by a majority vote of the GSRs present at the AREA when the Ad Hoc Committee is created

2. Duties of Ad Hoc Committees
    - a) Perform the specific task(s) assigned for creation
    - b) Report to the AREA on progress of committee
    - c) Report to the AREA when task(s) is completed
  3. Term of Ad Hoc Committees
    - a) Until task(s) is complete
    - b) Until termination by the AREA
  4. Ad Hoc Committee's Chair:
    - a) Responsible for all reports from the committee
    - b) May not make motions regarding the committee at AREA
    - c) Cannot vote on the Committee's motions
    - d) Cannot second the Committee's motions
    - e) Non-Voting Member of AREA
- d. CLEAN SHEETS LIAISON
1. Requirements
    - a) 1 year clean
    - b) Previous service experience
    - c) Access to a computer or means to design monthly Clean Sheets
    - d) Access to or means to print monthly Clean Sheets
  2. Duties
    - a) Gather and arrange AREA and sub-committee information
    - b) Gather and arrange member's written submissions including those submitted to the NA Clean Sheets email address
    - c) Gather and arrange member clean time birthday celebration information
    - d) Design, have printed and bring to AREA the monthly Clean Sheets to be distributed to each group and sub-committee
    - e) Maintain copies and records of the Clean Sheets produced during your term
    - f) Provide to the next member serving this position the records from your term of service
  3. Term
    - a) One year
- e. YOUTH COMMITTEE LIAISON
1. Requirements
    - a) 1 year clean
    - b) Previous service experience
    - c) Ability to attend the Youth Committee meetings
  2. Duties
    - a) Submit reports for the Youth Committee meetings
    - b) When needed, serve as Youth Committee liaison to other appropriate sub-committees
    - c) Coordinate any Youth Committee projects related to those sub-committees
  3. Term
    - a) One year



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

## VIII. SCASCNA AREA GUIDELINE CHANGES AND GENERAL MOTIONS AND VOTING PROCEDURES

### A. General Motion and Voting Procedures

- i. AREA Participate Voting Status:
  - a. 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
  - b. Each Sub-Committee chair has one vote or Sub-Committee co-chair, if the Sub-Committee chair is not present.
  - c. Each of the following Executive Committee Members have one vote: Secretary or Alternate Secretary (in the absence of the Secretary), Treasurer or Co-Treasurer (in the absence of the Treasurer), and Regional Committee Member (RCM) or Alternate Regional Committee Member (in the absence of the RCM).
  - d. Each of the following Executive Committee Members do not have a vote: Chair, Vice-Chair, Parliamentarian, Literature Distribution and Co-Literature Distribution. However, Chair (and Vice-Chair when fulfilling the duties of the Chair) shall have a vote at AREA as tiebreaker
  - e. AREA Liaison positions and any other member of NA not addressed in this section do not have a vote at AREA
- ii. All motions must be submitted in writing to the AREA Chair or Secretary
- iii. Any member other than an Executive Committee Member may make a motion but the motion requires a second by a GSR
- iv. All motions at AREA will be considered in AREA New Business; the AREA Chair will call for cons, pros and abstentions
- v. 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
- vi. Before voting on any motion, AREA Chair will announce for clarification who is eligible to vote on that particular motion: (1) GSRs only, (2) all voting members (which is

- GSRs, Executive Committee Members that vote and Sub-Committee Chairs) or (3) GSRs and Sub-Committee Chairs
  - vii. Voting Quorum is determined as follows: Sub-Committee Chairs and Executive Committee Members present at AREA plus GSRs in attendance at AREA so long as at least 50% of active meetings' GSRs are present
  - viii. Quorum to conduct AREA business is determined by the number of GSRs present so long as at least 50% of active meetings' GSRs is in attendance
  - ix. 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. The GSR must make a motion to send the motion back to the groups and this requires a simple majority vote of GSRs (GSRs only vote)
  - x. Any motion where the number of abstentions exceeds either the yeas or nays shall be tabled so the GSRs may discuss with their groups with subsequent vote at the next AREA
  - xi. 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
  - xii. See attached 2021 Motion Chart
- B. Voting Procedures for SCASCNA AREA Guideline Changes
- i. 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 50% active meetings' GSRs (GSRs only vote)
  - ii. Procedure Two – Emergency Guideline Changes
    - a. In order to vote on a Guideline change at the AREA where 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, Executive Committee Members and two-thirds vote of GSRs in attendance so long as at least 50% of active meetings' GSRs are present
    - b. When voting on a motion for a Guideline change at the AREA where submitted, the guideline change motion requires a two-thirds vote of Sub-Committee Chairs, Executive Committee Members and two-thirds vote of GSRs in attendance so long as at least 50% of active meetings' GSRs are present
- C. Voting Procedures for Election and/or Removal of AREA Participants
- i. 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 50% of active meetings' GSRs are present
  - ii. Election of any AREA position other than an Executive Committee Member requires a simple majority vote of Sub-Committee Chairs, Executive Committee Members along with a simple majority of all present GSRs so long as at least 50% of active meetings' GSRs are present
  - iii. 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 50% of active meetings' GSRs are present

- iv. In June, Sub-Committees elect a Chair and Vice-Chair to be confirmed by the AREA at the July AREA meeting
- v. Confirmation of Sub-Committee Chairs and Vice-Chairs requires only a simple majority vote of Sub-Committee Chairs, Executive Committee Members along with a simple majority of all present GSRs so long as at least 50% of active meetings' GSRs are present

#### D. Voting Procedures for Specific Motions

- i. 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 50% 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 information
- ii. Any motion from a Sub-Committee Chair to affirm that Sub-Committee's annual guidelines shall require a simple majority of Sub-Committee Chairs, Executive Committee Members along with a simple majority of all present GSRs so long as at least 50% of active meetings' GSRs are present
- iii. Any motion not addressed elsewhere in these Guidelines shall require a simple majority vote of Sub-Committee Chairs, Executive Committee Members along with a simple majority of all present GSRs so long as at least 50% of active meetings' GSRs are present
- iv. Any motions to be submitted to RSC by AREA requires a two-thirds vote of Sub-Committee Chairs, Executive Committee Members and two-thirds vote of GSRs in attendance so long as at least 50% of active meetings' GSRs are present

### IX. 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 Chair
    - 2. The Vice-Chair
    - 3. The Treasurer
    - 4. The Co-Treasurer
  - b. Signers will complete the signature card and any other paperwork required to transfer signing privileges by the next AREA meeting following their election
    - 1. The parliamentarian and chair 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. Chair
    - 2. Vice-Chair
    - 3. Treasurer
    - 4. Co-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 AREA Funds

### i. Principles

- a. The Eleventh Concept for NA Service is the guiding principle for the use of AREA funds
- b. The Twelve Concepts of NA 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 is not limited to:
  1. Theft
  2. Embezzlement
  3. The use of funds for purposes not expressly authorized by an AREA committee or Sub-Committee
- 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 or Sub-Committee member who has been suspected of misappropriating or misusing AREA funds
2. The AREA Executive Committee will determine if the information presented has 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 Sub-Committee
    - II. May not be reimbursed for any service-related expenses incurred during the course of his/her suspension

#### iv. Reporting requirements after suspension

- a. The AREA Executive Committee must report its findings or its progress at the next AREA meeting
- b. 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
    - c. Any member suspected of misappropriation or misuse of the AREA funds may exercise their Tenth Concept right to redress at this time
  - v. AREA Action – Removal/Reinstatement
    - a. 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 it's recommended further action
    - b. The AREA must immediately vote on the recommendation of the executive body
      - 1. To remove the individual(s) involved from office and/or committee “with cause”
        - a) Effect of removal of an officer or member with cause:
          - I. Individual's participation within the AREA is immediately terminated
          - II. 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
          - III. After five (5) years, he/she will be eligible to participate at the AREA
      - 2. To reinstate the individual(s) involved to office and/or committee
      - 3. To extend the investigation
- vi. AREA Action – Restitution
  - a. 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
  - b. 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
- C. Travel
- i. 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 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 Sub-Committee Chairs, alternates, public information and elected positions
  - iii. Any additional travel expenses, including meal costs, 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

D. Prudent Reserve

i. Estimated Monthly Expenses

a. Activities Travel	\$ 85.00
b. AREA Phone Bill (Approx.)	\$ 11.00
c. AREA Meeting Rent	\$ 45.00
d. AREA Representative Travel (RCM or Alt. RCM)	\$ 85.00
e. AREA Representative & Alt. Expenses (RCM)	\$ 20.00
f. H&I Administrative Travel	\$ 85.00
g. H&I Literature Buy & Expenses	\$ 325.00
h. H&I Rent	\$ 25.00
i. PI Administrative Travel	\$ 85.00
j. Directory Creation Expenses	\$ 220.00
k. Public Information	\$ 100.00
l. Website	\$ 20.00
m. Clean Sheets	\$ 110.00
n. AREA Administration	\$ 80.00
o. Storage Facility (Approx.)	\$ 103.00
p. LGBTQ Liaison Travel	\$ 85.00
q. Youth Committee Liaison Travel	\$ 85.00
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TOTAL:	\$ 1569.00

ii. Activities Subcommittee shall have operating funds of \$2000.00

- 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

iii. The AREA's prudent reserve formula:

- a. Approximately twice the AREA's monthly expenses
- b. Using the AREA's prudent reserve formula
  1. The AREA working prudent reserve is \$3138.00 ( $\$1569.00 \times 2 = \$3138$ )

iv. 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

v. 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. Any funds exceeding the prudent reserve in each month (excluding monies donated to RSC 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
- vi. Payment/Reimbursement of Expenses and Travel
  - a. Treasurer may reimburse receipts or pay travel expenses either via check or by cash as requested by the individual submitting the expense for reimbursement
  - b. If Treasurer pays expenses in cash, the Treasurer will note the AREA cash payment to balance deposit with cash received

#### E. SCASCNA Storage Facility

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