



Humboldt-Del Norte Narcotics Anonymous Area Service Committee Guidelines

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I. Sample Agenda:

- A.** Call meeting to order;
- B.** Serenity Prayer;
- C.** Reading of the 12 Traditions and the 12 Concepts;
- D.** Reading of the ASC Purpose;
- E.** Roll call: ASC Chairperson, Vice Chairperson, Treasurer, Secretary, Regional Committee Member, Literature Coordinator, Archives Coordinator, Schedule Coordinator, Alternate Treasurer, Alternate Secretary, Alternate Regional Committee Member, Alternate Literature Coordinator, Activities Representative, PRHI Representative, Twisted Sisters, Alternate Schedule Coordinator, Group Service Representatives or Alternate Group Service Representatives;
- F.** Call for new meetings and welcome new Group Service Representatives;
- G.** Call for birthdays celebrated for the month;
- H.** Ratification of minutes and Secretary's report;
- I.** Chairperson's report;
- J.** Vice Chairperson's report;
- K.** Opening Treasurer's report;
- L.** Regional Committee Member's report;
- M.** Literature Coordinator's report;
- N.** Archives Coordinator's report;
- O.** Schedule Coordinator's report;
- P.** Subcommittee reports, Ad Hoc Subcommittees (if any);
- Q.** Seventh Tradition;
- R.** Old business;
- S.** Open forum;
- T.** New business;
- U.** GSR reports;
- V.** Treasurer's closing report;
- W.** Adjourn.



II. Definition and Purpose:

- A. The Humboldt-Del Norte Area Service Committee is a volunteer Group of men and women from the Fellowship of Narcotics Anonymous, existing for the purpose of communicating with one another on all matters pertaining to our common welfare (unity), and our common purpose (to carry the message to the addict who still suffers), in the spirit of strengthening (serving) our fellowship.
- B. We are here to provide services, respond to the needs of our area, and maintain the 12 Traditions and 12 concepts in all of our affairs.
- C. Our area encompasses the Oregon Border (to the north), the Mendocino County Line (to the south), and the Trinity County Line (to the east).
- D. In order to be effectively helpful to the addict who still suffers, we must necessarily be governed by the Groups we serve and further impose certain standards on ourselves.
- E. This committee is autonomous but does maintain effective liaison and cooperation with the Northern California Regional Service Committee of Narcotics Anonymous.
- F. Regular business meetings are held each month in Eureka, California.

III. Legend of Common Abbreviations:

- 1. ALT- Alternate
- 2. ASC- Area Service Committee
- 3. GSR- Group Service Representative
- 4. H/DN- Humboldt-Del Norte
- 5. NAWS- Narcotics Anonymous World Services
- 6. PRHI- Public Relations and Hospitals & Institutions Subcommittee
- 7. RCM- Regional Committee Member
- 8. RSC- Regional Service Committee
- 9. RSO- Regional Service Office
- 10. WSC- World Service Conference

IV. Functions of the ASC:

- Communicate and disburse all information to and from all Groups through their GSRs
- Maintain steady distribution levels of all Narcotics Anonymous Literature
- Conduct monthly business meetings
- Elect Officers other than Subcommittee Representatives, GSRs, and Alternate GSRs
- Provide an RCM for active participation at the Northern California RSC meeting
- Set up subcommittees for completion of services, activities, and fund-raisers
- Provide only NA Fellowship Approved Literature for all Groups and subcommittees;



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- Provide updated meeting schedules on a timely basis
- Encourage and support Narcotics Anonymous Groups and their representatives
- Maintain a mailing address to be used by the subcommittees and the RCM.

V. Officers:

- Officers are regular participants of the ASC business meetings. The ASC is comprised of the Administrative Committee, the Administrative Alternates, the Subcommittee Representatives, and the Group Service Representatives or Alternate Group Service Representatives from Narcotics Anonymous meetings established within the boundaries of the Humboldt-Del Norte Area.
- Administrative Committee; Chairperson, Vice Chairperson, Treasurer, Secretary, Regional Committee Member, Literature Coordinator, Archives Coordinator, Schedule Coordinator, PRHI Representative, Activities Representative, Twisted Sisters, TAC Liaison and Merchandise Coordinator.
- Administrative Alternates: Alternate Treasurer, Alternate Secretary, Alternate Regional Committee Member, Alternate Literature Coordinator, and Alternate Schedule Coordinator.
- Group Service Representatives and Alternate Group Service Representatives.

VI. Administrative Committee Position Descriptions:

Requirements:

1. Must be elected by the ASC and **serve no more than two consecutive terms, followed by two years of ineligibility for that position.** This is in keeping with the spiritual principle of rotation to encourage all to serve. Nominees must qualify briefly prior to ASC vote. Requirements and duties for each office are listed under each description.
2. All admin positions to stay on for one month after new committee nominations to help transition new trusted servants.

B. Chairperson

1. Requirements:

- a) One year service experience at Area level.
- b) A suggested minimum three years clean time.
- c) Have an understanding of the 12 steps, and **developing** a working knowledge of the 12 Traditions, 12 Concepts of Service, and **the service structure of Narcotics Anonymous**
- d) **Have a working knowledge of Local Guide to NA Service**
- e) Cannot be Chairperson of any other committee.

2. Duties:

- a) Maintain and follow policies and guidelines for the ASC.



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- b) Maintain a business-like atmosphere in the meeting by remaining objective and impartial.
- c) Co-signer of the ASC bank account and the Literature bank account.
- d) Hold a key to the ASC P.O. Box.
- e) Submit a monthly written report.

C. Vice Chairperson

1. Requirements:

- a) A suggested minimum two years clean time.
- b) Have an understanding of the 12 steps, and **developing a working knowledge of the 12 Traditions, 12 Concepts of Service, and the Service Structure of Narcotics Anonymous**
- c) **Have a working knowledge of a Local Guide to NA Service**

2. Duties:

- a) Co-signer on the ASC bank account and the Literature bank account.
- b) Coordinate with ASC and subcommittees by frequent attendance of subcommittee meetings and communication with their chairpersons.
- c) Assume the ASC Chairperson's duties in his or her absence.
- d) Maintain current log of motions and policies during the ASC business meeting. Keep a separate list of the handwritten motions given by the members. The handwritten motions then should go to the Secretary to keep.
- e) Conduct an orientation for new members ½ hour before the start of the ASC meeting and hand out GSR packets.
- f) Bringing for review by the ASC: Issues effecting the Fellowship of Narcotics Anonymous locally and world-wide, and matters effecting the ASC, i.e. attendance problems, subcommittee concerns, problems with the ASC's ability to conduct business.
- g) Personally contact any group missing two consecutive ASC business meetings and return with current meeting status.
- h) Submit a monthly written report.

D. Treasurer

1. Requirements:

- a) Must be a financially responsible person.
- b) A suggested minimum three years clean time.



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- c) Have an understanding of the 12 steps, and **developing** a working knowledge of the 12 Traditions, 12 Concepts of Service, and **service structure of Narcotics Anonymous.**

2. Duties:

- a) Custodian and co-signer of the ASC bank account.
- b) Careful guardian of the ASC funds advising against foolish or extravagant expenditures.
- c) Pay all approved expenses, including sales tax.
- d) Keep and maintain the financial ledger including all receipts necessary for verification.
- e) Report all contributions, donations, and expenditures to the ASC at every business meeting.
- f) Report annual statement at the end of each term of office.
- g) Issue receipts for donations received.
- h) Maintain a checking account and create a Contingency Fund for conducting regular business.
- i) Hold a key to the ASC P.O. Box.
- j) Submit a monthly written report.

E. Secretary

1. Requirements:

- a) A suggested minimum of one year clean time.
- b) Have or be willing to learn the necessary clerical skills to accomplish duties.
- c) Have an understanding of the 12 steps, and **developing** a working knowledge of the 12 Traditions, 12 Concepts of Service, and **service structure of Narcotics Anonymous.**

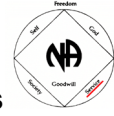
2. Duties:

- a) Record accurate minutes of the ASC business meetings and include the name of person making a motion, name of person seconding a motion, and an accurate count of vote. i.e., in favor of, opposed to, **abstentions in the monthly minutes**
- b) Distribute the minutes no later than 15 days to the RCM following the ASC meeting and make sure that a copy is archived at the next ASC business meeting.
- c) Keep telephone numbers of all committee members.
- d) Provide all new GSRs with a copy of the ASC Guidelines.
- e) Document all new meeting changes in the minutes.
- f) Submit a monthly written report.

F. Regional Committee Member

1. Requirements:

- a) One year experience at the ASC level.



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- b) A suggested minimum of two years clean.
- c) Have an understanding of the 12 steps, and **developing** a working knowledge of the 12 Traditions, 12 Concepts of Service, and **service structure of Narcotics Anonymous.**
- d) Reliable transportation.
- e) **Have sufficient computer skills to attend virtual meetings**
- f) Have an interest in the welfare of the Fellowship of Narcotics Anonymous in the Humboldt-Del Norte Area.

2. Duties:

- a) Provide two-way communication between the ASC and the RSC.
- b) Attend all regular ASC and RSC business meetings.
- c) Report to the ASC the events and issues discussed at the RSC.
- d) May serve on one or more of the RSC or ASC subcommittees but not as the Chairperson.
- e) Attend and/or arrange World Service Conference Agenda **Report** Workshops.
- f) RCM will receive reimbursement of reasonable travel expenses in an amount approved by the ASC.
- g) Submit a monthly written report.

G. Literature Coordinator

1. Requirements:

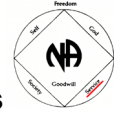
- a) A suggested minimum of three years clean time.
- b) Have a working knowledge of literature ordering and distribution procedures.
- c) Have an understanding of the 12 steps, and **developing** a working knowledge of the 12 Traditions, 12 Concepts of Service, and **service structure of Narcotics Anonymous.**

2. Duties:

- a) Attend all monthly ASC business meetings.
- b) Maintain supplies to ensure distribution to the Groups through the GSRs.
- c) Maintain a two-signature checking account in conjunction with the ASC.
- d) Report to the ASC a monthly accounting of literature, supplies, and expenses.
- e) Insure that Literature order is placed with Region
- f) Submit a monthly written report.
- g) Maintain a current inventory on literature in storage.

H. Archives Coordinator

1. Requirements:



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- a) A suggested minimum of one year clean time.
- b) Have an understanding of the 12 steps, and developing a working knowledge of the 12 Traditions and 12 Concepts of Service

2. Duties:

- a) Attend all ASC business meetings.
- b) Maintain ASC files and Archive in an orderly manner **in the archive filing cabinet in the ASC storage unit.**
- c) Submit a monthly written report.

I. Schedule Coordinator

1. Requirements:

- a) Suggested minimum of 18 months clean time.
- b) Have the skills necessary to do the job.
- c) Have an understanding of the 12 steps, and **developing** a working knowledge of the 12 Traditions, 12 Concepts of Service, and **service structure of Narcotics Anonymous.**

2. Duties:

- a) Attend all monthly ASC business meetings.
- b) **Train on BMLT database basic meeting template and BMLT meeting list generator.**
- c) Produce and maintain an accurate and updated schedule of all meetings **and events** within the Humboldt-Del Norte Area boundaries.
- d) Organize **and supply** schedules for distribution at ASC business meeting.
- e) Submit a monthly written report.

J. TAC Committee Liaison

1. Requirements:

- a) One year experience at the ASC level.
- b) A suggested minimum of two years clean.
- c) Have an understanding of the 12 steps, and **developing** a working knowledge of the 12 Traditions, 12 Concepts of Service, and **service structure of Narcotics Anonymous.**
- d) Reliable transportation.
- e) Have an interest in the welfare of the Fellowship of Narcotics Anonymous in the Humboldt/Del Norte Area.

2. Duties:

- a) Provide two-way communication between the ASC and TAC Committee.
- b) Attend all regular ASC and TAC Committee meetings.



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- c) Report to the ASC the events and issues discussed at the TAC Committee meetings.
- d) May serve on one or more TAC sub-committees, but not as a Chairperson.
- e) Submit a monthly written report.

3. Position Term:

- a) Tac Liaison gets voted in at the ASC level in **January**
- b) **Term determined by the current TAC committee.**

K. Merchandise Coordinator

1. Requirements:

- a) **One year experience at the ASC level**
- b) A suggested minimum three years clean time.
- c) Have an understanding of the 12 steps, and **developing** a working knowledge of the 12 Traditions, 12 Concepts of Service, and **service structure of Narcotics Anonymous.**

2. Duties:

- a) Have all merchandise approved at the ASC Meeting.
- b) Obtain bids for approving merchandise
- c) Members who volunteer to sell merchandise are required to sign a theft policy. List of members is then given to the ASC Secretary.
- d) Give a monthly inventory at ASC Meeting.
- e) **Be a financially responsible person.**

Alternate Administrative Committee Position Descriptions:

L. Alternate Treasurer

1. Requirements:

- a) Suggested minimum of two years clean time.
- b) Willingness to assume the responsibilities of the Treasurer if voted in to position the following year.
- c) Have an understanding of the 12 steps, and **developing** a working knowledge of the 12 Traditions, 12 Concepts of Service, and **service structure of Narcotics Anonymous.**

2. Duties:

- a) Attend all ASC business meetings.
- b) Assume the responsibilities of the ASC Treasurer in his or her absence.
- c) Share the responsibilities of the ASC Treasurer.
- d) Co-signer on the ASC bank account.

M. Alternate Secretary

1. Requirements:



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- a) Suggested minimum of six months¹ clean time.
- b) Willingness to assume the responsibilities of the Secretary if voted into position the following year.
- c) Have an understanding of the 12 steps, and be **developing** a working knowledge of the 12 Traditions, 12 Concepts of Service, and **service structure of Narcotics Anonymous.**
- d) Attend all ASC meetings.
- e) Assume the responsibilities of the ASC Secretary in his or her absence.
- f) Share the responsibilities of the ASC Secretary.

N. Alternate Regional Committee Member

1. Requirements:

- a) Willingness to become the RCM the following year if voted into position.
- b) Suggested minimum of one year clean time.
- c) Have an understanding of the 12 steps, and **developing** a working knowledge of the 12 Traditions, 12 Concepts of Service, or **service structure of Narcotics Anonymous.**

2. Duties:

- a) Assist the RCM in his or her duties as needed.
- b) Attend all ASC and RSC business meetings¹.
- c) Attend and/or arrange World Service Conference Agenda **Report** Workshops with the RCM.

O. Alternate Literature Coordinator

1. Requirements:

- a) Suggested minimum of two years clean time.
- b) Willingness to assume the responsibilities of the Literature Coordinator if voted into position the following year.
- c) Have an understanding of the 12 steps, and **developing** a working knowledge of the 12 Traditions, 12 Concepts of Service, and **service structure Narcotics Anonymous.**

2. Duties:

- a) Attend all ASC business meetings.
- b) Assume the responsibilities of the Literature Coordinator in his or her absence.
- c) Share the responsibilities of the Literature Coordinator.
- d) Assists Literature Coordinator in making literature orders.
- e) Co-signer on the Literature bank account.

P. Alternate Merchandise Coordinator

1. Requirements:

- a) A suggested minimum of two years clean time.



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- b) Willingness to assume the responsibilities of the Merchandise Coordinator if voted into position the following year.
- c) Have an understanding of the 12 steps, and **developing** a working knowledge of the 12 Traditions, 12 Concepts of Service, and **service structure of Narcotics Anonymous.**
- d) Must be a financially responsible person.

2. Duties:

- a) Have input for merchandise to be ordered
- b) Help obtain bids for merchandise
- c) Help maintain a list of members willing to volunteer to sell merchandise.
- d) Help with monthly inventory

Q. Alternate TAC Liaison

1. Requirements:

- a) Suggested minimum one year clean time.
- b) Willingness to assume the position of TAC Liaison the following year if voted into position.
- c) Have an understanding of the 12 steps, and **developing** a working knowledge of the 12 Traditions, 12 Concepts of Service, and **service structure of Narcotics Anonymous.**
- d) Willingness to attend the TAC Committee meetings with TAC Liaison
- e) Have an interest in the welfare of the Fellowship of Narcotics Anonymous in the Humboldt Del Norte Area

2. Duties:

- a) Attend all ASC and TAC Meetings.
- b) Provide 2 way communication between the ASC and TAC Committees in the absence of the TAC Liaison
- c) Has reliable transportation if TAC Liaison is unable to attend TAC Meeting.

3. Position Term:

- a) Alternate TAC Liaison gets voted in at the ASC level in January
- b) Determined by the current TAC Committee.

R. Alternate Schedule Coordinator

1. Requirements:

- a) Suggested minimum of six month clean time.
- b) Willingness to assume the responsibilities of the Schedule Coordinator the following year if voted into position.



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- c) Have an understanding of the 12 steps, and **developing** a working knowledge of the 12 Traditions, 12 Concepts of Service, and **service structure of Narcotics Anonymous.**

2. Duties:

- a) Attend all monthly ASC business meetings.
- b) Assume the responsibilities of the Schedule Coordinator in his or her absence.
- c) Share the responsibilities of the Schedule Coordinator.

VII. Group Service Representative/Alternative Group Service Rep

A. Description

1. **While GSRs are elected by and accountable to the group, they are not mere group messengers. They are selected by their groups to serve as active members of the area service committee. As such, they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own groups' priorities. (from The Group Booklet)**
2. **Alternative GSRs do not have a vote while in attendance with the GSR (from the Group Booklet)**

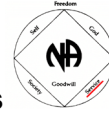
VIII. Subcommittees:

A. Description:

1. Activities, PRHI (Public Relations and Hospitals & Institutions), and the Twisted Sisters Retreat are the permanent existing subcommittees of the ASC. All other subcommittees are established on an Ad Hoc basis. Subcommittees are established to perform the necessary functions of the ASC, which arise within the Area.
2. Subcommittees are established by a 2/3 majority of active voting participants vote.

B. Duties:

1. Subcommittee Representatives and Officers are elected by the subcommittees.
2. Subcommittee Chairs or Coordinators² are confirmed at the ASC business meeting.
3. Attend all ASC business meetings by Subcommittee Representative.
4. Make recommendations to the Groups within each subcommittee's area of business.
5. Conduct a regular monthly business meeting at a time and place to be listed in the schedule.
6. Record minutes of the regular monthly business meeting.



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7. Report in writing to the ASC monthly financial status, concerns, needs, and business conducted at their regular monthly business meeting.
8. Carryout specified tasks pertaining to each area of business on behalf of the ASC.

IX. Operational Guidelines

A. Voting Procedures:

1. The voting participants are the members of the Administrative Committee and their Alternates, the Subcommittee Representatives, and one GSR or Alternate GSR from each Group.
2. A simple majority vote will do in all matters except matters of guidelines where a 2/3 majority of active voting participants is required.
3. A simple majority is defined as 50% of active voting participants plus one (yes, no and abstentions all count in this total).
4. The ASC Chairperson votes only in the event of a tie vote of the ASC.
5. Motions are made in writing only by voting participants of the ASC, other than the ASC Chairperson.
6. Elected Officers can be removed from office by 2/3 of active voting participants¹ or relapse.
7. Guideline changes must be tabled for thirty-days before being voted on.

B. Attendance:

1. Officers must attend all regular business meetings. When an Officer cannot attend, the ASC Chairperson must be notified.
2. If Officers miss two consecutive ASC business meetings, the ASC Chairperson will bring the matter to the ASC for review.
3. A meeting is represented by its GSR or GSR Alternate at all ASC business meetings. When a meeting is not represented at two consecutive ASC business meetings, the Vice Chairperson will contact the meeting in person and **offer assistance if needed to the meeting. The vice Chair will report back to ASC the status of the meeting.**
4. **If meeting attendance doesn't resume, the meeting will consider to be inactive.**
5. Inactive meetings are not considered as active voting participants but the meeting will remain in the schedule as long as the meeting is known to exist and follows the 12 Traditions.
6. Subcommittees are represented by an elected Officer at all ASC business meetings. When a subcommittee is not represented at



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two consecutive ASC business meetings a letter, approved by the ASC, will be sent by the ASC Vice-Chair notifying the subcommittee that it is considered inactive.

7. All members of Narcotics Anonymous are welcome to attend all regular ASC business meetings as non-participant observers using their GSRs as a communicator to the ASC. The ASC Chairperson may call on a non-participant to speak.

C. Group Conscience:

1. The Group conscience, as expressed in the Second Tradition, is a basic and powerful concept that makes it possible for people of diverse backgrounds and temperaments to rise above personal ambition and unite in one common purpose: To stay clean and help the still suffering addict to achieve recovery in the Fellowship of Narcotics Anonymous.

D. Budget: February of each year, incoming Admin. Are required to create a yearly budget for the Area Service Committee. Outgoing Admin. Are encouraged to participate in this process. The process will take into account all monthly expenses and income.

E. Inventory:

1. Each year, Humboldt/ Del Norte Area Service Committee will be required to conduct a yearly inventory. The inventory process, will begin in September and be completed before the end of the committee leaving positions term.

F. Elections

1. Nominations for Administrative Positions shall be held in November and December of every year.
2. Elections shall be held in December of every year.
3. Newly elected trusted servants shall take office in January of each year.
4. Outgoing members will stay in the month of January to help transition new trusted servants.

G. Theft Policy

1. The 11th Concept for NA Services establishes the sole, absolute priority for the use of NA funds: "to further our primary purpose". The 11th concept gives the HDNASC a mandate from the NA Groups that calls for total financial accountability. With this in mind any misuse of funds or property by ASC Trusted Servants will not be tolerated.



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2. Should any ASC participant or trusted servant be found to have misappropriated, or misused ASC funds **or property**, the Chairperson of the ASC shall, immediately upon calling the ASC meeting to order, fully disclose the alleged misuse of funds and the individual(s) involved?
 - a) Any member accused of misuse of funds **or property** may exercise their 10th Concept right to redress at this time.

H. ASC ACTION:

1. The ASC, once informed of an alleged misuse of funds, may remove the individual(s) involved "with cause" by a 2/3 vote.
2. Should the ASC remove a member with cause, said individual(s) participation within the ASC is immediately terminated.
3. Any member removed by the ASC for misappropriation, or misuse, of funds may not hold an elected position on the ASC or its subcommittees for a period of two (2) years.

I. RESTITUTION:

1. Individuals removed for misappropriation of funds **or property** are expected to make full restitution. Should a member removed for misuse of funds **or property** fail to make full restitution said member may be subject to civil prosecution by the ASC.