



MONTEREY COUNTY AREA SERVICE COMMITTEE GUIDELINES

Revised July 2010

I. BOUNDARIES: Monterey County, California. We shall have the option of including meetings located in neighboring counties per group conscience.

II. PURPOSE: The purpose of this body will be the coordination of Narcotics Anonymous activities common to the various groups comprising its membership in accordance with the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.

Our purpose is to further the unity of the Fellowship within the Area and on the inter-group level by existing as a channel of communication between the groups representing the Monterey County Area, the Northern California Region, and Narcotics Anonymous as a whole.

Further, our purpose is to communicate with one another on all matters pertaining to our common welfare and common purpose, which is to carry the message of Narcotics Anonymous to the addict who still suffers, with the spirit of unity and recovery. We are here to respond to the needs and service of our area as they arise, and to maintain the Twelve Traditions and the Twelve Concepts in all our functions.

Administrative Committee (AC) shall refer to the panel members (Chairperson, Vice Chairperson, Treasurer, Vice Treasurer, Secretary, Regional Committee Member, Regional Committee Alternate, Literature Chairperson, and Vice Literature Chairperson), and Area Service Committee (ASC) shall refer to the panel members and Subcommittees.

III. FUNCTIONS:

- A. To hold regular monthly service meetings on the first Sunday of each month, unless otherwise scheduled per group conscience or more often if needed.
- B. To record and distribute minutes of the regular Area Service Committee (ASC) meetings to Administrative Committee (AC) members, all GSRs, or any other member of Narcotics Anonymous who requests them.
- C. To maintain P.O. Box 381, Monterey, CA 93942.
- D. To maintain a bank account with a prudent reserve of ¼ of our annual ASC expenses and no less than \$3,000 for the AC with a hold on any donations over \$500.00 for up to 60 days to assess the needs of the Area.
- E. To obtain annual budgets every May from all active Subcommittees for review.
- F. For the purpose of the ASC prudent reserve, the ASC annual budget is comprised of all operating costs excluding Subcommittee budgets. The subcommittee annual budgets are as follows:

H & I	\$ 1,000.00
PI	\$ 1,000.00
Activities	\$2,000.00

- G. To maintain a literature reserve of conference-approved literature and a petty cash fund totaling \$3,000.00 with excess being passed on to Area in literature at face value.
- H. To maintain a checking account.
- I. To distribute a current schedule of all meetings in the Area in accordance with the Twelve Traditions.
- J. To contribute to the growth of Narcotics Anonymous as a whole by supporting the Northern California Regional Service Committee and serving as a link between the Area and Region.
- K. To create Subcommittees to respond to the needs of the Area as they arise.
- L. To schedule and conduct Service Workshops for all service commitments as requested.

IV. STRUCTURE OF ADMINISTRATIVE COMMITTEE MEMBERS:

- A. Administrative Committee (AC) consists of: Area Chairperson, Area Vice Chairperson, Area Treasurer, Area Vice Treasurer, Area Secretary, Regional Committee Member, Regional Committee Member Alternate, Literature Chairperson, and Literature Vice Chairperson.
- B. Participants: This committee is comprised of the AC, Subcommittee Representatives, and Group Service Representatives (GSRs) or GSR Alternates from established groups.
- C. Eligible Voters: All GSRs or GSR Alternates and Subcommittee Chairpersons or Vice Chairpersons.
- D. AC members cannot concurrently hold positions as GSRs or GSR Alternates or elected Sub-Committee Chairperson or Vice Chairperson.
- E. As needs arise, the AC and all interested members will come together to form an Ad-Hoc Committee. Ad-Hoc Committees shall be comprised of a minimum of two Subcommittee Chairpersons or Vice Chairpersons, two GSRs or GSR Alternates and the maker of the motion to form the Ad-Hoc Committee. The purpose of the Ad-Hoc Committee is to research and collect information only. After research and the collection of information, a report of the findings and recommendations of the Ad-Hoc Committee is then to be given to the ASC.

V. ELECTIONS:

- A. Annual Elections:

1. Nominations for AC and Subcommittee Chairpersons will be presented at the March ASC meeting.
2. Elections for AC and Subcommittee Chairpersons will be held at the April ASC meeting.
3. Elected members of the ASC will take office at the May ASC meeting.
4. AC alternate elected officers (Vice Chairperson, Vice Treasurer, RCM Alternate, Literature Vice Chairperson) do not automatically assume the vacated position. They must be affirmed by the ASC.
5. Term Limits: All elected servants will serve one-year terms, but not more than two consecutive one-year terms.

B. Interim Elections:

Interim elections will be held to fill seats or positions that remain vacant following regular elections or that become vacant mid-term. Interim elections are held only by the ASC and are to fill a specific “unexpired” term only. Positions remain vacant until the ASC finds a member that meets the approval of the ASC.

1. Upon vacancy, nominations and elections will be held at the next ASC meeting.
2. The elected member will take office immediately.

VI. QUALIFICATIONS AND DUTIES OF ADMINISTRATIVE COMMITTEE MEMBERS:

A. CHAIRPERSON:

1. Requirements:
 - a. Three years of continuous abstinence from all drugs and a minimum of one year of active participation with the Monterey County ASC.
 - b. A working knowledge of the Twelve Traditions and the Twelve Concepts, and an understanding of the service structure of Narcotics Anonymous .
 - c. Attends as many of the Area’s local meetings as possible.
2. Duties:
 - a. Opens facility at least one hour prior to ASC meeting start time.
 - b. Conducts orientation for new GSRs thirty minutes prior to ASC meeting and furnishes them with a copy of the Monterey County Guidelines and Guide to Local Service.
 - c. Brings before ASC meetings such matters that should be acted upon by furnishing an agenda.
 - d. Carries out policies and orders of the ASC.
 - e. Maintains business-like discipline in the meetings, but remains objective and impartial.
 - f. Cosigns the ASC bank account.

- g. Is responsible for correspondence and maintaining archives.
- h. Attends all ASC and ASC Ad-Hoc Committee meetings.
- i. To maintain Storage Facility in accordance to the Storage Facility Guidelines.
- j. The term of the position is one year.

B. VICE CHAIRPERSON:

1. Requirements:

- a. Two years of continuous abstinence from all drugs and a minimum of one year of active participation with the Monterey County Area Service Committee.
- b. Willingness to become Chairperson.
- c. The Vice Chairperson should have a working knowledge of the Twelve Traditions and the Twelve Concepts, and an understanding of the service structure of Narcotics Anonymous..
- d. Attends as many of the Area’s local meetings as possible.

2. Duties:

- a. In the absence of the Chairperson, the Vice Chairperson will perform the duties of the Chairperson.
- b. Cosigns the ASC bank account.
- c. Takes care of correspondence (i.e. roll call, reading of motions, tallying of group conscience) during the ASC meeting.
- d. Is responsible for making all deposits to the ASC bank account no later than the next banking day..
- e. Reviews the bank statement of the prior month at the ASC meeting.
- f. Attends all ASC and ASC Ad-Hoc Committee meetings.
- g. The term of this position is one year.

C.TREASURER

1.Requirements:

- a. Three years of continuous abstinence from all drugs and a minimum of one year of active participation with the Monterey County ASC.
- b. The Treasurer should have a working knowledge of the Twelve Traditions and the Twelve Concepts, and an understanding of the service structure of Narcotics Anonymous.
- c. Attends as many of the Area’s local meetings as possible.
- d. The Treasurer should be a careful guardian of ASC funds.

2.Duties:

- a. The Treasurer will distribute all funds collected. All checks for distributed funds are to be verified in writing by the Chairperson or ViceChairperson.

- b. Serves as a custodian of ASC account and is responsible for the prompt payment of bills.
- c. Keeps and maintains all receipts, the financial ledger, and the ASC checkbook, all of which will be made available at all ASC meetings.
- d. Co-signs the ASC bank account.
- e. Is responsible for the reporting of all contributions and expenditures at each general business meeting including monthly bank reconciliations.
- f. Is responsible for making an annual statement at the end of each fiscal year, which ends in April or when the position is terminated.
- g. Trains the Vice Treasurer.
- h. Attends all ASC and ASC Ad-Hoc Committee meetings.
- i. The term of this position is one year.

D. VICE TREASURER: This is a new position voted in at ASC meeting.

1. Requirements:

- a. Two years of continuous abstinence from all drugs and a minimum of one year of active participation with the Monterey County ASC
- b. The Vice Treasurer should have a working knowledge of the Twelve Traditions and the Twelve Concepts, and an understanding of the service structure of Narcotics Anonymous .
- c. Attends as many of the Area’s local meetings as possible.
- d. The Vice Treasurer should be a careful guardian of Area funds.
- e. Willingness to become Treasurer.

The Vice Treasurer will be trained by the Treasurer and assist the Treasurer with the monthly duties as described above with the exception of cosigning the ASC bank account. In the absence of the Treasurer the Vice Treasurer will perform the duties of the Treasurer.

D. SECRETARY

1. Requirements:

- a. Two years of continuous abstinence from all drugs and six months of active participation with the Monterey County ASC.
- b. The Secretary should have a working knowledge of the Twelve Traditions and Twelve Concepts, and an understanding of the service structure of Narcotics Anonymous.
- c. The secretary should have knowledge and experience with word processing, access to a computer and an active email account.
- d. Attends as many of the Area’s local meetings as possible.

2. Duties:

- a. Records the minutes of all ASC meetings.
- b. Copies the minutes from the previous month’s ASC meetings and distributes them via email to AC members and provides hard copies at least 20 minutes prior to ASC meetings.

- c. Keeps updated contact information of all AC and ASC members; including addresses, telephone numbers, and e-mail addresses and attaches this list to the minutes.
- d. Retains all Area Guidelines and makes them available to the ASC.
- e. Is responsible for ensuring all new meetings and changes to existing meetings are documented in the minutes.
- f. Is responsible for retaining minutes of ASC meetings.
- g. Attends all ASC and ASC Ad-Hoc Committee meetings.
- h. The term of this position is one year.

F. REGIONAL COMMITTEE MEMBER:

The RCM is to the ASC what the GSR is to the group. As the representative of the area, s/he represents the group conscience of the ASC at the regional level and takes part in any decisions that affect the region as a whole.

1. Requirements:

- a. Three years of continuous abstinence from all drugs and one year of experience at the Area level. Experience within the last two years as an RCM Alternate or a Subcommittee Representative at the Regional level is suggested.
- b. The RCM should have a working knowledge of the Twelve Traditions and the Twelve Concepts, and an understanding of the service structure of Narcotics Anonymous.
- c. Attends as many of the Area's local meetings as possible.

2. Duties:

- a. The primary purpose of the RCM is to work for the good of Narcotics Anonymous and provide a two-way communication between the Monterey County Area and Narcotics Anonymous as a whole. The RCM will represent the group conscience of Monterey County Area at the Regional level, and will make every effort to keep the Area informed of the agenda of the Regional Service Committee.
- b. Attends all regular ASC, ASC Ad-Hoc and RSC meetings.
- c. Provides a written report from the RSC meetings to the ASC.
- d. Works closely with the AC and ASC members, and is a source of information regarding the one or more ASC or RSC Subcommittees.
- e. Prior to RSC meetings, the RCM will obtain a vote of confidence when practical from the ASC to vote on items on the agenda.
- f. Trains the RCM Alternate.
- g. The term of this position is one year.

F. REGIONAL COMMITTEE MEMBER ALTERNATE:

1. Requirements:

- a. Two years of continuous abstinence from all drugs and one year of active participation with the Monterey County ASC.

- b. The RCM Alternate should have a working knowledge of the Twelve Traditions and the Twelve Concepts, and an understanding of the service structure of Narcotics Anonymous.
- c. Attends as many of the Area's local meetings as possible.
- c. Willingness to serve as RCM.

2. Duties:

- a. In the absence of the RCM the RCM Alternate will perform the duties of the RCM.
- b. Attends the RSC meetings with the RCM.
- c. Attends all regular ASC and ASC Ad-Hoc Committee meetings.
- d. The term of this position is one year.

G. LITERATURE CHAIRPERSON:

1. Requirements:

- a. Two years of continuous abstinence from all drugs, and a minimum of one year of active participation with the Monterey County ASC.
- b. Attends as many of the Area's local meetings as possible.

2. Duties:

- a. Is responsible for maintaining adequate supplies of books and literature for all meetings in the Monterey County Area and keeps accurate records of all transactions.
- b. Attends all regular ASC meetings and ASC Ad-Hoc Committee meetings.
- c. The term of this position is one year.

H. LITERATURE VICE-CHAIRPERSON:

1. Requirements:

- a. Two years of continuous abstinence from all drugs, and a minimum of one year of active participation with the Monterey County Area Service Committee.
- b. Attends as many of the Area's local meetings as possible.
- c. Willingness to become Literature Chair.

2. Duties:

- a. Assists the Literature Chairperson.
- b. Attends all regular ASC meetings and ASC Ad-Hoc Committee meetings.
- c. The term of this position is one year.

VII. SUBCOMMITTEES:

Subcommittees will be established to serve any specific needs, which arise, within the Area. The basic purpose will be to carry out the direction of Area membership as defined by the ASC via group conscience. Subcommittees will elect their own officers with the

exception of Subcommittee Chairpersons. The recommendations of Subcommittees for the election of Subcommittee Chairpersons will be considered at ASC elections. All ASC Subcommittees will submit a written report to the ASC Secretary and all GSRs at the regular monthly ASC meeting. Subcommittees that have their own bank accounts will provide bank statements and other financial reports at every ASC meeting. All Subcommittees are established to carry the message to the addict who still suffers.

- A. **Hospitals & Institutions (H & I):** The purpose of H&I is to carry the Narcotics Anonymous message of recovery into hospitals, institutions, and other facilities whose residents have limited access to regular NA meetings. The H&I Subcommittee will coordinate with the Public Information Subcommittee to provide presentations to any facility that expresses a need for our services.
- B. **Public Information (PI):** The purpose of PI is to inform addicts, the general public, and specific agencies about the availability of recovery from the disease of addiction in the fellowship of Narcotics Anonymous. This Subcommittee will provide accurate information about our fellowship and meeting times. This in turn will be made available to and distributed to the public. These activities will be carried out in accordance with the Twelve Traditions and the Twelve Concepts.
- C. **Activities:** The purpose of the Activities Subcommittee is to provide events and activities to generate fellowship and unity among the area membership, and to provide for the social needs of individuals learning to live clean. The Activities Subcommittee will observe and maintain strict adherence to the Twelve Traditions and the Twelve Concepts.
- D. **Literature Review:** When needed a Literature Review Subcommittee will be formed and conduct regular meetings to review literature for approval. Upon completion of the review a report from the Subcommittee will be made to the ASC.

VIII. OPERATIONAL GUIDELINES

A. Voting Procedures:

1. For all guideline changes, a quorum is necessary. A quorum is two-thirds of the voting members present at first roll call. A simple majority vote will suffice in all other matters.
2. All proposed Guideline changes shall be referred back to the Groups for a Group Conscience, then vote on at the next ASC.
3. All participants of the ASC can submit motions, with the exception of the Chairperson.
4. Members of the AC can be removed from office by a two-thirds majority vote.
5. GSRs and Subcommittees hold only one vote.
6. Discussion on motions shall be limited to three pros and three cons; however, discussion may be extended at the discretion of the Chair. The motion must be seconded. If the motion is seconded, the maker shall speak to the motion.

If there are no cons, there shall be a vote. If there is one con, one pro shall be presented by a GSR or Subcommittee Chair or Chairperson (excluding the maker), etc.

7. The maker of any motion must include his or her name on the Motion Form and must be present to speak to the motion. Tabled motions belong to the ASC and motion-maker need not be present.
8. A group shall be represented at two consecutive ASC meetings to have voting privileges.

B. Attendance:

1. AC members will attend all required meetings of their respective positions. In the event that an AC member cannot attend, the Chairperson will be notified. If a member of the AC is absent for two consecutive meetings, the Chairperson will bring the matter before the ASC for review.
2. A GSR or GSR Alternate will represent each group at all ASC meetings. If a group is not represented for two consecutive meetings, contact will be made to that group by the Vice-Chairperson, and voting privileges shall be suspended for two consecutive ASC meetings.
3. Subcommittee Chairpersons will represent their Subcommittee at all ASC meetings. When a Subcommittee Chairperson is unable to attend an ASC meeting the respective Subcommittee is to be represented by the Vice Chairperson. When a Sub-committee is not represented for two consecutive meetings, the ASC Vice Chairperson will contact the Subcommittee to review guidelines regarding attendance and voting privileges shall be suspended for two consecutive ASC meetings
4. All members of Narcotics Anonymous are welcome to attend ASC meetings as visitors. Visitors will use their representative as a channel by which to communicate. At the discretion of the Chairperson, a visitor may be called on to speak.
5. Any AC members, GSRs, or Subcommittee representatives who fail to stay for the entire meeting may be considered absent from the meeting.

IX. GENERAL GUIDELINES:

A. Policies:

1. Approval literature may be displayed at meetings provided it is kept separate from Approved Literature and the Fellowship is informed it is available for review and input only.

2. RCM, RCM Alternate, and Literature Review Representative will be issued \$.31 per mile and \$15.00 for food to reimburse expenses related to travel to the monthly RSC meetings and to Regional meetings of their respective Subcommittee. RCM & RCM Alternate are encouraged to carpool to RSC, otherwise reimbursement will be split. Any other reimbursements must be submitted to the ASC. H & I and PI Representatives choosing to attend any RSC meetings will be reimbursed from their respective annual budget.
3. The ASC will donate a minimum amount of \$4.26 per scheduled meetings each month to Northern California Region of Narcotics Anonymous.
4. Approval of Subcommittee Guidelines and Subcommittee Guideline changes must be approved by the ASC.
5. All Subcommittee guidelines and guideline changes must be approved by the ASC by the motion submittal process. All guidelines must be electronically submitted to the AC to be retained by the ASC Secretary.
6. All flyers must be approved by the PI Subcommittee and the ASC prior to distribution. The Monterey County NA logo is required on all flyers, but additional graphics and logos may also be used. Flyers must be presented to the ASC no later than sixty days prior to an event.
7. Theft Policy

The Eleventh Concept for NA Service establishes the sole absolute priority for the use of NA funds: to carry the message. The Twelve Concepts give the Monterey County ASC a mandate from the NA Groups that calls for total financial accountability. With this in mind, any misuse of funds by Area Trusted Servants cannot be tolerated.

Should an ASC Participant, ASC member, Subcommittee Chair or Vice Chair, or Subcommittee member be found to have misappropriated or misused ASC funds, the presiding officer of the ASC, immediately upon calling the ASC meeting to order, must fully disclose the alleged misuse of funds and the individual (s) involved. Any member accused of misuse of funds may exercise their Tenth Concept right to redress at this time.

- a) **ASC ACTION:** The ASC, once informed of the alleged misuse of funds, may remove the individual (s) involved “with cause” by a two-thirds vote. Should

the ASC remove a member with cause, participation of the said individual (s) within the ASC is immediately terminated. Additionally, any member removed by the ASC or misappropriation of funds may not hold an elected seat on the ASC or its Subcommittees for a period of two years.

- b) Restitution: Individuals removed for misappropriation of funds are expected to make full restitution of all ASC funds. The amount of repayment shall be set up by the ASC. Should a member removed for misuse of funds fail to make full restitution, said member may be subject to criminal and/or civil prosecution by the ASC.

7. Addendum and Guideline Review Procedure:

- a) Any future guideline changes made shall be included at the end of this document as an Addendum.
- b) The ASC Chairperson will distribute copies of the Addendum at the ASC meeting. The GSRs and Subcommittee members will be responsible for attaching the Addendum to their guideline copy.
- c) A guideline review shall be conducted by a formation of an Ad-Hoc Committee a minimum of every four years or when more than seven Addendums have been added.

Monterey County Area of Narcotics Anonymous Storage Facility Guidelines

The following AC panel members will have access to the storage combination: Chairperson, Vice Chairperson, Treasurer, Vice Treasurer, Secretary, Literature Chairperson, and Literature Vice-Chairperson.

The combination will be changed every cycle (May), and/or at the AC Chairpersons discretion. In addition to the above-listed AC panel members, only Subcommittee Chairpersons will have the combination to the storage unit. The Subcommittee Chairpersons will be responsible for obtaining items needed by their Subcommittees. In the event that a Chairperson will be unavailable for retrieval of needed items, the Subcommittee member (s) should contact the ASC Chairperson no less than 24 hours in advance.

Under no circumstances is the combo to be given to anyone who is not a Subcommittee Chairperson or an AC panel member.

Each Subcommittee will be assigned a designated, labeled shelf or shelves. Items must be kept in heavy-duty plastic, stackable storage containers. The containers should be labeled with the Subcommittee name.

Subcommittee Chairpersons are encouraged to share items such as canopies, buckets used to hold beverages, coffee makers, tables, etc. These items must be “checked out” according to the Subcommittees’ guidelines or preference and are not to be borrowed without express consent of the various Subcommittees. In the event of loss or damage to any borrowed items, the

responsible Subcommittee must replace said items within 10 days and the cost will be deducted from that Subcommittee's budget.

The Monterey County ASC must obtain 3 prices for rental fees each time the rent is up for renewal on the current storage unit. The ASC will then discuss and vote on which facility to use. No personal items are to be stored in the unit.

Archives from each Subcommittee, including the ASC, are to be stored in the unit. The Subcommittees are encouraged to maintain archives electronically in the interest of space savings.