



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26

Central California Narcotics Anonymous Area Service Committee Guidelines

ASC Guidelines

Hospitals and Institutions Guidelines

Public Information Guidelines

Website Guidelines

Activities Guidelines

ASC Policy Log

Table of Contents

1		
2		
3	KEY TO ABBREVIATIONS	3
4	HISTORY OF UPDATES	3
5	INTRODUCTION	4
6	I. BOUNDARIES.....	4
7	II. PURPOSE.....	4
8	III. FUNCTIONS.....	4
9	IV. PARTICIPANTS	5
10	Chairperson.....	6
11	Vice-Chairperson.....	6
12	Literature Chairperson.....	7
13	Treasurer.....	7
14	Assistant Treasurer	8
15	Secretary.....	9
16	Regional Committee member (RCM)	10
17	Regional Committee member Alternate (RCMA)	10
18	Communications.....	10
19	V. SUBCOMMITTEES.....	11
20	Hospitals and Institutions	12
21	Public Information	12
22	Activities	12
23	Literature	12
24	Audit Committee	13
25	Ad Hoc Subcommittee	13
26	VI. OPERATIONAL GUIDELINES	13
27	VII. ATTENDANCE	15
28	VIII. FISCAL PROCEDURES	16
29	IX. HOSPITALS AND INSTITUTIONS GUIDELINES	17
30	X. PUBLIC INFORMATION GUIDELINES	21
31	XI. WEBSITE GUIDELINES.....	23
32	XII. ACTIVITIES GUIDELINES	25
33	XIII. ASC POLICY LOG.....	30
34		
35		

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35

KEY TO ABBREVIATIONS

ASC	Area Service Committee
GSR	Group Service Representative
H&I	Hospitals and Institutions
P.I.	Public Information
RCM	Regional Committee Member
RCMA	Regional Committee Member Alternate
RSC	Regional Service Committee
WSC	World Service Conference
NAWS Inc.	Narcotics Anonymous World Service Incorporated (formally the WSO - World Service Office)

HISTORY OF UPDATES

CCNA Area Service Committee Guidelines History

- Revised June 6, 1998: Ratified September 12, 1998
- Revised February 7, 2004: Ratified March 6, 2004
- Revised May 15, 2005: Ratified October 1, 2005
- Update's ratified May 3, 2008
- Revised January 3, 2009: Ratified April 4, 2009.
- Revised June 3, 2023: Ratified December 2, 2023

1 CENTRAL CALIFORNIA NARCOTICS ANONYMOUS
2 AREA SERVICE COMMITTEE
3 GUIDELINES

4
5 Introduction

6
7 It is the individual member at the group level that is the most important person within the
8 Fellowship of Narcotics Anonymous (NA).

9
10 The individual member of NA must be afforded the opportunity to make their opinion
11 known to and through his or her respective trusted servant.

12
13 The trusted servant representing the individual member, known as the Group Service
14 Representative (GSR) or alternate GSR, is serving the individual members of his or her
15 respective group.

16 For the purpose of carrying out the will of the individual member as expressed through
17 the Group Conscience, it is recognized that an Area Service Committee (ASC) must be
18 created to effectively and efficiently administer the collective Group Conscience of this
19 Area.

20
21 The individual members of the Central California Narcotics Anonymous (CCNA) Area of
22 the California Mid-State Region of Narcotics Anonymous have established this ASC to
23 function within the following guidelines:

24
25 **I. BOUNDARIES:**

26 The ASC shall serve that portion of California to include Fresno, Madera, and Mariposa
27 counties. The Area shall also include those portions of Fresno, Madera, Mariposa and
28 Tuolumne Counties known as Yosemite National Park.

29
30 **II. PURPOSE:**

31 This Area Service Committee (ASC) is the primary means by which the services of the
32 local NA community are administered. The ASC is comprised of group service
33 representatives, administrative officers, subcommittee chairpersons, and the area's
34 regional committee members. We are committed to furthering the unity of the
35 Fellowship by encouraging cooperation and providing a channel of communication
36 between the GSRs and the groups they represent; between the CCNA ASC, the
37 California Mid-State Region, and Narcotics Anonymous as a whole. We are here to
38 respond to the needs of our Area as they arise, to follow and maintain the Twelve
39 Traditions in all our functions and to act with the guidance of the Twelve Concepts of NA
40 Service.

41
42 **III. FUNCTIONS:**

- 43 1) Hold regular monthly service meetings on the first Saturday of each month
44 unless the date falls on a legal government holiday weekend or an agreed upon
45 NA event then the meeting date shall be moved to the next available Saturday.

1 An alternate meeting date may be selected by a majority vote of the GSRs. If the
2 ASC meeting facility is not available on the first Saturday of the month, the
3 meeting will be moved to the next available Saturday.

4 2) Record and distribute minutes of the regular ASC meeting to all Area GSRs, the
5 Administrative Committee, and the ASC Subcommittee Chairpersons.

- 6 • The ASC RCM will report ASC business to the RSC (Regional Service
7 Committee).

8 3) The minutes shall be mailed or emailed to the GSRs within ten days
9 following a meeting.

10 4) Maintain a mailing address at a P.O. Box.

11 5) Maintain a bank account requiring two signatures.

12 6) Maintain a stock of literature to be made available only at the regular ASC
13 meeting.

14 7) Publish a schedule of all meetings within the CCNA Area, at least quarterly, in
15 accordance with the Twelve Traditions.

16 8) Encourage and support a Hospitals and Institutions Subcommittee to carry the
17 NA message of recovery to addicts who do not have full access to regular NA
18 meetings.

19 9) Encourage and support an Activities Sub-committee to encourage a sense of
20 community within the CCNA Fellowship and provide a safe environment for
21 members to experience recovery while participating in events such as dances,
22 picnics, campouts, and special speaker meetings.

23 10) Encourage and support a Public Information Subcommittee to ensure that
24 information about our fellowship is accurate and is available to the public.

25 11) Contribute to the growth of NA as a whole.

26 12) Maintain archives for the CCNA Area.

27 13) Encourage and support the California Mid-State Regional Convention.
28

29 **IV. PARTICIPANTS:**

30 This committee shall be comprised of:

31 1) The Group Service Representatives (GSRs) and Alternate Group Service
32 Representatives (GSRs) from the established groups that are formed within the
33 boundaries set forth above.

- 34 • GSR's speak for their Group at ASC meetings. They take part in the
35 planning and implementation of any functions and actions which affect
36 the members of their Group. As a result of their participation, they are
37 responsible for keeping their Group informed about what is happening
38 in NA. Members of a Group should always be able to approach their
39 GSR to find out about activities, other Groups, how the NA Service
40 Structure works, the Twelve Traditions, the Twelve Concepts for NA
41 Service and how they personally can become more involved. Each
42 Group is entitled to one voting representative at the ASC meeting.

43 2) The Subcommittee Chairpersons or their designated representative.

44 The Administrative Committee- The administrative committee shall be
45 comprised of the Chairperson, Vice-Chairperson, Treasurer, Secretary,

1 Literature Chairperson, Regional Committee Member and Regional
2 Committee Member Alternate, all of whom shall be elected by the CCNA ASC
3 according to the Operational Guidelines.
4

5 **NOTE:** An ASC Administrative Officer or Subcommittee Chairperson may
6 represent a group as a GSR

7 **CHAIRPERSON:**

8 **Requirements:**

- 9 a) Service experience at the area level.
10 b) Suggested minimum five (5) years continuous abstinence from all drugs.
11 c) Suggested requirement of previous experience as an active participant of
12 the ASC who has demonstrated a commitment and willingness to serve, the
13 resources to do the job, and a working knowledge of the Twelve Steps, the
14 Twelve Traditions, and the Twelve Concepts for NA Service.
15 d) Sign a financial responsibility form upon taking an ASC position.

16 **Duties:**

- 17 a) Arrange ASC monthly agenda.
18 b) Preside over regular ASC meetings, in a fair and equitable manner.
19 c) Co-signer on the Area bank account.
20 d) Holder of the area P.O. box key and holder of the ASC storage key. Insures
21 after service term is complete that key and gate code gets passed along to
22 successor.
23 e) Ensure a suitable place to meet.
24 f) Caretaker of the stored ASC archives
25 g) Provide a written monthly report prior to the deadline for the ASC meeting
26 agenda packet.

27 **VICE-CHAIRPERSON:**

28 **Requirements:**

- 29 a) Service experience at the area level.
30 b) Suggested minimum of three (3) continuous abstinence from all drugs.
31 c) Willingness to become Area Chairperson upon approval.
32 d) Suggested requirement of previous experience as an active participant of
33 the ASC who has demonstrated a commitment and willingness to serve, the
34 resources to do the job and a working knowledge of the Twelve Steps, the
35 Twelve Traditions, and the Twelve Concepts for NA Service.

36 **Duties:**

- 37 a) In the absence of the chairperson, to perform the duties of the
38 chairperson. In the event that the chairperson must resign office or is
39 removed, the vice-chair will fill the vacancy for the remainder of the term.
40 b) Parliamentarian of the ASC, specifically, monitor and assist in maintaining
41 parliamentary procedure during ASC meetings, in accordance with CCNA
42 Area guidelines.
43 c) May appoint a parliamentarian to preside over the ASC meeting in their

1 absence.

2 d) Co-signer on the ASC bank account.

3 e) Caretaker of the ASC archives and will also bring the past two years ASC
4 business records to each ASC meeting.

5 f) Shall conduct an annual review of the Area's-Guidelines and make
6 recommendations to the ASC as to whether or not a guideline committee
7 should be established and shall serve as chairperson of said committee.

8 g) Shall attend each subcommittee meeting once quarterly (every three
9 months) and attend ad hoc/special committee meetings.

10 h) Maintain a current policy log.

11 i) Holder of ASC storage key and gate code. Insures after service that key
12 and gate code gets passed along to successor. (April 2021)

13 j) Provide a written monthly report prior to the deadline for the ASC
14 meeting agenda packet.

15
16 **LITERATURE CHAIRPERSON:**

17 **Requirements:**

18 a) Service experience at the area service committee level.

19 b) Suggested minimum of two years (2) continuous abstinence from all drugs.

20 c) Suggested requirement of previous experience as an active participant of
21 the ASC who has demonstrated a commitment to service and willingness to
22 serve, the resources to do the job, and a working knowledge of the Twelve Steps,
23 the Twelve Traditions, and the Twelve Concepts for NA Service.

24 d) Must sign a financial responsibility form.

25 **Duties:**

26 a) Chairs the Literature Ad Hoc Sub-committee.

27 b) Maintains a stock of literature

28 c) Makes available the stock of literature for sale only at each ASC meeting.

29 d) Orders additional material as directed by the ASC. stock as necessary.

30 e) Provides a written monthly report at each ASC meeting, which includes
31 reporting the prior months beginning inventory, total sales, the invoice from order
32 received, and that month's ending total inventory value.

33 f) Review and submit an update of item costs on the Literature Order Form
34 3 months prior to end of service term.

35
36 **TREASURER:**

37 **Requirements:**

38 a) Service Experience at the area level.

39 b) Suggested minimum of three (3) years continuous abstinence from all drugs.

40 c) Suggested requirement of previous experience as an active participant of
41 the ASC who has demonstrated a commitment and willingness to serve, the
42 resources to do the job, and a working knowledge of the Twelve Steps, the
43 Twelve Traditions, and the Twelve Concepts for NA Service.

44 d) Must sign a financial responsibility form.

1 e) Must have proper identification and be qualified to open a checking account.

2 **Duties:**

3 a) Custodian of the CCNA Area bank account.

4 b) Keep an accurate and up to date financial ledger available for examination
5 at all regular ASC meetings.

6 c) Pay regular expenses in a timely manner. This includes (but is not limited to)
7 the ASC meeting rent, telephone expenses, and meetings schedules.

8 d) Deposit all monies immediately following the monthly ASC meeting with
9 another member of the administrative body.

10 e) Provide a written monthly financial report to the ASC Secretary prior to the
11 deadline for the ASC meeting agenda packet.

12 f) Prepare an annual statement at the end of each calendar year and at the
13 end of service term as evidence of financial responsibility, to be presented
14 at the April ASC election meeting.

15 g) Co-signer on the ASC bank account.

16 h) Holder of ASC P.O. Box key. Picks up mail prior to the ASC meeting.

17 i) Shall open books to any NA member at the request of the ASC. To be
18 fulfilled within 72 hours of request.

19 j) Assess the need to prepare a tax return for the I.R.S. and file a return if
20 warranted.

21 k) Act as administrator of the Area's Unified General Fund and maintain
22 accurate records of the Area Service Committee's financial transactions;
23 including records of all sub-committee income, expenses and reserves allowed
24 by the ASC.

25 l) Chair the ASC Budget Sub-committee, which meets immediately following
26 the ASC meeting in March.

27 m) The Area Treasurer shall serve as the primary cashier for all ASC entities.

28
29 **ASSISTANT TREASURER:**

30 **Requirements:**

31 a) Service Experience at the area level.

32 b) Suggested minimum of three (3) years continuous abstinence
33 from all drugs.

34 c) Suggested requirement of previous experience as an active participant
35 of the ASC who has demonstrated a commitment and willingness to serve, the
36 resources to do the job, and a working knowledge of the Twelve
37 Steps, the Twelve Traditions, and the Twelve Concepts for NA Service.

38 d) Willingness to become Treasurer upon approval the following year.

39 e) Must sign a financial responsibility form.

40 f) Must have proper identification and be qualified to open a checking
41 account.

42 **Duties:**

- 1 a) Assist the Area Service Committee Treasurer.
- 2 b) Co-Signer on the ASC bank account.
- 3 c) Perform the duties of the Treasurer in the absence of the Treasurer.

4
5 **SECRETARY:**

6 **Requirements:**

- 7 a) Service experience at area level.
- 8 b) Suggested minimum of one year continuous abstinence from all drugs.
- 9 c) Suggested requirement of previous experience as an active participant of
- 10 the ASC who has demonstrated a commitment and willingness to serve, the
- 11 resources to do the job, and a working knowledge of the Twelve Steps, the
- 12 Twelve Traditions, and the Twelve Concepts for NA Service.

13 **Duties:**

- 14 a) Keeps accurate minutes of each regular ASC meeting.
- 15 b) Prints and emails minutes of regular ASC meetings to the ASC
- 16 body within ten days of the ASC meeting and have adequate copies available at
- 17 ASC meetings, according to ASC policy
- 18 twenty (20).
- 19 c) Keeps records on hand at each ASC meeting of current and previous
- 20 year's meetings, passes previous year's minutes to the Chairperson at the
- 21 end of the term for ASC archives, and passes the current year's minutes
- 22 to the incoming Secretary.
- 23
- 24 d) Maintains an up-to-date contact list of CCNA ASC participants, including
- 25 their telephone numbers.
- 26 e) Responsible for maintaining secretarial supplies as necessary.
- 27 f) Compiles agenda packet for ASC monthly meeting.

28
29 **REGIONAL COMMITTEE MEMBER (RCM):**

30 **Requirements:**

- 31 a) Previous experience at the Area Service Committee Level.
- 32 b) Suggested minimum of three (3) years continuous abstinence from all
- 33 drugs.
- 34 c) Suggested requirement of previous experience as an active participant of
- 35 the ASC who has demonstrated a commitment and willingness to serve, the
- 36 resources to do the job, and a working knowledge of the Twelve Steps, the
- 37 Twelve Traditions, and the Twelve Concepts for NA Service.

38 **Duties:**

- 39 a) Primary responsibility is to work for the good of NA providing two-way
- 40 communication between CCNA ASC and the California Mid-State RSC.
- 41 Represents the ASC at the Regional level and will make every effort to keep the
- 42 Area fully informed of the actions of the RSC.
- 43 b) Attends all regular meetings of the ASC and all RSC meetings.

1 c) Attends all of the area's inactive meetings encouraging them to attend the
2 ASC meeting.

3 d) Works closely and communicates effectively with the GSR's, Area
4 Administrative Committee, and Sub-Committee representatives.

5 e) Distributes minutes of the RSC meetings to ASC Administrative Committee,
6 GSR's and interested members of NA upon reasonable request.

7 f) Provides monthly Area report to the RSC.

8 g) Provides current Regional NA Announcements to the ASC.

9
10 **REGIONAL COMMITTEE MEMBER ALTERNATE (RCMA)**

11 **Requirements:**

12 a) Previous experience at the Area Level.

13 b) Suggested minimum of two (2) years continuous abstinence from all drugs.

14 c) Suggested requirement of previous experience as an active participant of
15 the ASC who has demonstrated a commitment and willingness to serve, the
16 resources to do the job, and a working knowledge of the Twelve Steps, the
17 Twelve Traditions, and the Twelve Concepts for NA Service.

18 d) Willingness to become RCM upon election the following year or when the
19 position becomes available.

20
21 **Duties:**

22 a) In the absence of the RCM the RCMA will perform the duties of the RCM as
23 previously listed.

24 b) Attends all regular meetings of the ASC, all RSC meetings and as many of
25 the Area's local meetings, as possible, including in-active meetings.

26 c) Works closely with the GSR's, Area Administrative Committee, and
27 Sub-Committee representatives.

28
29 **COMMUNICATIONS:**

30 **Requirements:**

31 1) Service experience at the area service committee level.

32 2) Suggested minimum of two years continuous abstinence from all drugs.

33 3) Suggested requirement of previous experience as an active participant of the
34 ASC who has demonstrated a commitment to service, a willingness to serve, the
35 resources to do the job, and a working knowledge of the Twelve Steps, the
36 Twelve Traditions, and the Twelve Concepts of NA Service.

37 4) Must sign a financial responsibility form.

38 5) Understanding of the online meeting format and ability to facilitate a hybrid
39 meeting.

40
41
42
43

Duties:

- 1) Maintains the ASC Zoom account through ASC email ccnadonations@gmail.com as the logon. Password to be set by the ASC committee and payment to be made by ASC Treasurer.
- 2) Holder of the ASC electronic equipment; computer, wireless mouse, wireless microphone/camera, backpack containing these items as purchased by the ASC body.
 - a) Notifies ASC timely when Communication items may need repair or replacement.
- 3) Arrives at each ASC meeting by 8am, with the ASC Chairperson, to ensure all electronic equipment is in working to facilitate the Zoom meeting can begin at the same time as the face-to-face ASC meeting at 8:30am.
- 4) Sits next to ASC Vice Chair and monitors “hands up” on Zoom, notifying the Vice Chair who tracks all raised hands of ASC participants who wish to speak.
- 5) Coordinating with sub-committee chairs for scheduling and logging on to Zoom for their meetings.

V. SUBCOMMITTEES:

Sub-Committees will be established to service any specific need which arises within the Area. Sub-Committee will be created by a two-thirds (2/3) vote of the voting pool. Their basic purpose will be to carry out the directive of Area membership as defined by the ASC via group conscience.

All newly elected or re-elected sub-committee chairpersons and treasurers shall be presented to the ASC for a vote of confirmation by a simple majority of the ASC voting pool.

Duties:

1. Elect their own officers and be responsible for holding regular business meetings at a neutral location.
2. Send a representative to the monthly ASC meeting.
3. Provide a written monthly report to the area secretary for the compilation of the agenda packet, including financial statement, if applicable.
4. Operate under the guidelines in accordance with the Twelve Traditions and the Twelve Concepts for NA Service.
5. Propose a tentative calendar and budget of activities to GSR's at ASC meetings for approval, if applicable.
6. To review and revise guidelines, as necessary. Sub-committees must obtain ASC approval of their Guidelines before operating with them. These guidelines shall be attached to ASC guidelines upon approval by ASC.
7. Propose a budget and present it at the ACS Budget Committee meetings as called for under FISCAL PROCEDURES.

1 **Standing and Ad hoc Sub-committees:**

2

3 **HOSPITALS AND INSTITUTIONS:**

4 The purpose of an H&I meeting is to carry the NA message of recovery to addicts who
5 do not have full access to regular Narcotics Anonymous meetings. H&I
6 meetings/presentations, except for those in longer-term facilities, are intended to simply
7 introduce those attending to some of the basics of the NA program.

8

9 **PUBLIC INFORMATION:**

10 The purpose of Public Information work in Narcotics Anonymous is to inform the public
11 that NA exists and offers recovery from the disease of addiction. A Public Information
12 Committee helps to ensure that information about our fellowship is available and is
13 accurate for the public. PI provides information by making contact with the media, such
14 as radio, television and press, and by providing speakers for Area institutions as
15 requested (i.e., schools, hospitals, community agencies, etc.). In addition, PI is to
16 provide phone line functions, website access and meeting schedules.

17

18 **ACTIVITIES:**

19 The Activities Sub-Committee will serve to provide functions to generate fellowship
20 and friendship among the membership. Annually, as a minimum, they will provide
21 two events- Unity Day and New Year's Event. And, as needed, they will create
22 merchandise to support CCNA ASC in its duty to carry the message.

23

24 **Financial Duties:**

- 25 1) Submit to the ASC annually a tentative event schedule and budget for ASC
26 approval.
- 27 2) Any event that will exceed the budget allowance must be approved by the ASC.
- 28
- 29 1. Maintain a checking account for the purpose of paying authorized expenses.
- 30 a) The signatures of two authorized members of the Activities Sub-Committee shall
31 be required on all checks drawn from the account.
- 32 b) The ASC Treasurer will be a signer on the Activities Sub-Committee checking
33 account.
- 34 c) Maintain \$800.00 as Operating Expenses.
- 35 d) Copies of the Activities Sub-Committee bank account statements and a financial
36 report shall be submitted to the ASC each month.

37

38 2. At the completion of each event, and no later than the following regular ASC
39 meeting, The Activities Sub-Committee shall:

- 40 1) Transfer to the ASC General Fund any monies produced by that event
41 above the Operating Expenses approved by the ASC.
- 42 2) Submit to the ASC a financial report of that function along with copies of all
43 the financial records of that function.

44 **LITERATURE:**

45 The Literature Chairperson maintains a supply of NA literature and makes it available as
46 directed by the ASC. The chairperson works in close support of the Area Treasurer to

1 maintain accountability for Area funds. When fellowship literature is being developed the
2 Literature chairperson may assemble a committee to work on the project, unless
3 directed otherwise by the ASC.

4 5 AUDIT COMMITTEE

- 6 1) The ASC Audit Sub-committee shall consist of three GSR's elected by the
7 ASC.

8 Under no circumstance shall any member subject to audit be a member of the ASC
9 Audit Committee.

- 10 2) Members of the ASC Audit Committee shall serve for a term of one year, not
11 to exceed two years, and may continue any unfinished term following the
12 completion of their term as GSR.

13 14 AD HOC SUB-COMMITTEE:

15 From time to time, a sub-committee may be formed to carry out some short-term goals.
16 These sub-committees shall report to the ASC, although they shall not have a
17 representative vote at the ASC meeting. These committees will operate under the ASC
18 Guidelines and under their Guidelines as approved by the ASC.

- 19 a) ASC Chairperson to appoint Ad Hoc Chairperson.
20 b) Ad Hoc chairperson will submit a monthly written report to the
21 ASC, until the committee has met its goal and/or is dissolved.
22 c) Any Ad Hoc chairperson who has not attended the ASC for two (2)
23 consecutive meetings will be removed from their position and: replaced or the Ad Hoc
24 committee will be dissolved.

26 VI. OPERATIONAL GUIDELINES:

27 Definitions:

28 1) An **Active GSR** represents a group that has continuously been present at
29 the ASC meeting.

30 2) An **Inactive GSR** represents a group who has missed two consecutive
31 ASC meetings. Also see Section VII / Attendance.

32 3) A **Voting Participant** is an Active GSR present and voting at the current
33 ASC meeting.

34 4) The **Voting Pool** is all Active GSR's present at the current ASC meeting.

35 5) A **Quorum** of this body is the minimum number of Active GSR's present in
36 order to do business. The Quorum shall be comprised of a simple majority
37 of the Active GSR's.

38 6) A **Motion** can be made to consider or resolve any business. Motions can be
39 made by any participant and seconded only by Active GSR's.

40 7) The **Rules of Order** for ASC meetings shall be the rules of order published in the
41 NA guide entitled "A Guide to Local Services in NA". Anything not addressed in the
42 *Guide to Local Services* will be further clarified in Robert's Rules of Order.

1 8) This body has made a distinction between votes affecting the ASC meeting only,
2 ASC elections, matters affecting the RSC / WSC, and matters affecting CCNA as a
3 whole.

4 a) Matters affecting the **ASC meeting only** (policy changes) will be decided by a
5 simple majority vote of the ASC committee; excluding the chairperson except in cases
6 of a tie where the chairperson will cast the deciding vote. Note: The ASC policy log is
7 located elsewhere in these documents. See Table of Contents

8 b) Matters affecting **ASC Elections** (Administrative Committee, Subcommittee
9 Chairpersons, Ad Hoc Subcommittee Chairperson OR special subcommittee
10 chairpersons) will be decided by a simple majority vote of the Voting Pool.

11 1) The ASC Committee as previously defined, shall exclude the Chairperson
12 except in cases of a tie where the Chairperson shall cast the deciding vote.

13 c) Matters affecting the **RSC / WSC** will be decided by a two-thirds (2/3) vote of
14 the Voting Pool.

15 d) Matters affecting **CCNA as a whole** will be decided by a two-thirds (2/3) vote
16 of the Voting Pool.

17
18 9) Abstentions will not be counted. They will be used to lower the Voting Pool as per
19 Robert's Rules of Order.

20 a) EXAMPLE: 28 Active GSR's make up the Voting Pool. During the vote, 7 of
21 these GSR's abstain; this lowers the Voting Pool to 21. At this point, two thirds (2/3) of
22 the Voting Pool are 14, which means 14 Active GSR's must vote for the motion to allow
23 it to pass.

24
25 10) All guidelines' changes:

26 a) Require a two-thirds (2/3) vote of the Voting Pool.

27 b) Will be voted on as Unfinished Business.

28
29 11) The ASC Sub-committee on the Guidelines shall conduct a review of the Area's
30 Guidelines when a new Vice Chair takes office and make recommendations to the ASC.
31 The Guidelines Sub-committee shall be Chaired by the ASC Vice-chair and any other
32 interested members.

33 a) The ASC shall adopt proposed changes to the Area Guidelines by a two-thirds
34 vote of the active GSR's and then submit them to the individual Groups for ratification
35 by a vote of two-thirds of the active Area Groups. The individual Groups shall vote on
36 the proposed guideline changes and report the results of that vote to the ASC at the
37 ASC's meeting following submission to the Group.

38 b) Ratification of new ASC Guidelines only relates to recommendations by the
39 Guideline subcommittee. Suggestions for changes not made by this subcommittee
40 shall be considered as a separate motion outside of the ratification.

41 12) Special Instructions for waiving the clean-time requirements for service

42 a) The suggested clean-time requirement can only be waived by a two-thirds
43 (2/3) roll call vote of the Voting Pool.

44 b) All other election requirements must be met.

45 13) A member of the Administrative Committee of this ASC can be removed from
46 office by a two-thirds (2/3) roll call vote of the ASC Committee

1 14) The agenda for the ASC meeting shall follow the example published in “A Guide
2 to Local Services in Narcotics Anonymous” except as amended by a two-thirds (2/3)
3 vote of the Voting Pool.

4 15) ASC meetings may be held on-line - ZOOM, etc.
5

6 **VII. ATTENDANCE:**

7 A) Administrative Committee Members shall attend all regular ASC meetings. In the
8 event that a member of the administrative committee cannot attend an ASC
9 meeting, the Chairperson shall be notified in advance.

10 A) If two consecutive ASC meetings are missed, the Chairperson shall bring
11 this matter before the ASC for review.

12 B) A sub-committee shall be represented by its designated representative at all
13 regular ASC meetings. If a sub-committee is not represented the Area Vice-
14 chairperson shall notify that sub-committee of its obligations to the ASC.

15 C) A group shall be represented by its GSR or Alternate GSR at all regular ASC
16 meetings.

17 a. Attendance of the ASC meeting requires the GSR or alternate GSR to be
18 present at both roll calls. A GSR's or alternate GSR's absence for either roll call
19 are to be considered absent from the ASC meeting. a) If a group is not
20 represented at two consecutive ASC meetings the group becomes inactive.

21 i) The RCM is to attend the Group's business meeting to encourage the
22 group's GSR or Alternate GSR to attend the monthly ASC meeting and notify the
23 group that it will be considered inactive at the Area level until reinstated by GSR
24 or Alternate GSR representation at two consecutive ASC meetings to be
25 considered an active group at their third ASC meeting.

26 D) All new groups shall attend two consecutive ASC meetings to be considered an
27 active group at their third ASC meeting.

28 5) If a group is not represented at two consecutive ASC meetings the group
29 becomes inactive.

30 a) The RCM is to attend the Group's business meeting to encourage
31 the group's GSR or Alternate GSR to attend the monthly ASC meeting and
32 notify the group that it will be considered inactive at the Area level until
33 reinstated by GSR or Alternate GSR representation at two consecutive ASC
34 meetings to be considered an active group at their third ASC meeting.

35 6) One (1) individual equals one (1) vote representing one (1) group at
36 one (1) meeting.

37 a. Attendance of the ASC meeting requires the GSR or alternate GSR to be present
38 at both roll calls. A GSR's or alternate GSR's absence for either roll call are to be
39 considered absent from the ASC meeting.

40 7) All members of NA are welcome to attend regular ASC meetings as
41 non-participant observers, using their representative as a channel by
42 which to communicate. The Chairperson, at his/her discretion, may call on
43 a non-participant to speak.
44

1 **VIII. FISCAL PROCEDURES:**
2

- 3 A) The prudent reserve for the ASC shall be the equivalent of two month's expenses
4 for the ASC and shall include all prudent reserves for the ASC sub-committees
5 and special/Ad Hoc sub-committees.
6
- 7 B) Proposed annual ASC Budget shall be submitted to the ASC by the ASC Budget
8 Committee. The ASC Budget Committee shall be chaired by the Area Service
9 Committee Treasurer and all Area Service Committee Officers and Sub-
10 committee Chairpersons shall be members and participate in the preparation of
11 the proposed ASC Budget. Budget Committee meetings shall be open to any
12 member. The Area sub-committees shall submit to the ASC Budget Committee a
13 proposed annual activities plan and proposed expense budget.
14
- 15 C) ASC Budget subcommittee will meet immediately following the March ASC
16 meeting. Proposed budget changes will be voted on at the April ASC meeting
17 and will be implemented in May with the newly elected ASC committee.
18
- 19 D) The ASC has full access to all subcommittee bank accounts and can, if
20 necessary, remove funds from these accounts at any time.
21
- 22 E) The ASC Treasurer will maintain a petty cash fund of \$50.00.
23
- 24 F) The RCM is to be reimbursed at the IRS mileage reimbursement rate for travel
25 expenses to and from the monthly RSC meetings and other travel directed by the
26 ASC.
27
- 28 G) Donations to the RSC will be considered by the ASC on a monthly basis.
29 H) All unbudgeted expenses shall be reimbursed only upon a two-thirds (2/3rds)
30 vote of the voting pool under new business.
31
- 32 I) The ASC shall maintain a Unified General Fund with the Area Treasurer acting
33 as the administrator. All Area financial transactions shall be administered by the
34 Area Treasurer. The Area Treasurer shall maintain accurate records of the
35 financial transactions of the Area including all sub-committee income, expenses
36 and reserves allowed by the ASC.
37
- 38 J) All Area Service Committee Trusted Servants who are responsible for any money
39 or other assets of the ASC's shall sign an agreement accepting financial
40 responsibility.
41
- 42 K) Audits of all Area Service Committee financial activities and assets shall be
43 conducted by the ASC Audit Sub-committee.
44 L) Audits shall be conducted as directed by the ASC and at any time that there is a
45 change of trusted servants in a service position that has a responsibility for
46 money or any other asset.

1 **IX. HOSPITALS AND INSTITUTIONS GUIDELINES**

2
3 Central California Narcotics Anonymous
4 Hospitals & Institutions Subcommittee
5 Guidelines and Procedures
6

7 **A. Definitions**

8 The Central California Narcotics Anonymous (CCNA) Hospitals and Institutions (H&I)
9 subcommittee is made up of members from Narcotics Anonymous (NA) groups in the
10 area.

11
12 **B. Purpose**

13 The H&I subcommittee exists to carry the message of recovery from addiction to
14 residents of facilities who are restricted from full access to regular NA meetings. H&I
15 does not assume responsibility for any meeting in a facility when that meeting is
16 conducted by anyone other than the H&I subcommittee.
17

18 **C. Literature**

19 Meeting schedules may be taken into facilities. Only conference-approved literature
20 should be used in meetings or presentations.
21

22 **D. Business meetings**

23 Business meetings shall be held not less than once monthly at a time and place
24 designated by the membership. No business meeting shall last for more than one and
25 one-half hours except by the vote to extend this time limit by the members present.
26

27 **E. Membership**

28 Any member of Narcotics Anonymous may become a member of the H&I subcommittee
29 by attending an H&I subcommittee meeting with the desire and willingness to serve.
30 All members are required to comply with the clean time requirements of six months for
31 H&I service eligibility. Clean time for the purpose of this subcommittee shall be defined
32 as complete abstinence from all drugs.
33

34 **F. Voting**

35 Any member having attended two (2) consecutive business meetings prior to voting is
36 eligible to vote at business meetings.
37

38 **G. Elections**

39 Elections of officers shall be held once each year in October with the officers elected
40 taking over in November. This subcommittee elects all positions. The Facility
41 Coordinator is elected as needed by the H&I subcommittee. Prospective Facility
42 Coordinators will first review the H&I volunteer orientation package and H&I Guidelines
43 before accepting the position.
44

45 **H. Elected Officers**

46 Members of H&I subcommittees shall be elected each year to fill the following positions.

- 47 1. Chairperson

1 2.Vice-chairperson

2 3.Secretary

3 In all cases, the term of office is one (1) year. All candidates for elected office must
4 meet the qualifications stipulated in these guidelines.

- 5 • Officers may serve two (2) consecutive terms.
- 6 • All elected officers shall attend regular monthly business meetings of
7 the H&I subcommittee.
- 8 • Elected officers and those serving in appointed positions missing two
9 (2) consecutive meetings without notifying the Chairperson will be
10 resigned.

11
12 **I.Administrative Committee**

13 The administrative committee consists of the Chairperson, Vice-chairperson, and
14 Secretary. It is the responsibility of the administrative committee to oversee the
15 operation of the H&I subcommittee. This administrative committee serves within the
16 spirit of Tradition Two. This administrative committee shall meet as necessary. The
17 time and place shall be at the discretion of the chairperson.

18
19 **J.H & I Facility Coordinator: 2 years clean time (6 months active service in H&I)
20 and must have a sponsor and are working, or have worked, the 12 steps.**

21 Each facility shall have an elected Facility Coordinator who coordinates individual
22 meetings through Panel Leaders and will be responsible for all meetings in that facility.
23 It is the Facility Coordinator's responsibility to see that the meetings or presentations
24 are conducted in accordance with the policies of the H&I subcommittee and the rules of
25 the facility.

26 The responsibilities of each Facility Coordinator are:

- 27 1.Shall keep in close contact and work with H&I elected officers and the Panel
28 Leaders for the meetings or presentations for which he or she is the coordinator.
- 29 2.Shall work with administrators of the facility to maintain a regular and ongoing link
30 of communication with the H&I subcommittee.
- 31 3.Shall make sure that panels are filled for scheduled meetings for which s/he
32 is the coordinator.
- 33 4.Shall keep all Panel Leaders informed of the rules of the facility and any rule
34 changes and requirements of the H&I subcommittee.
- 35 5.Shall select, approve, and orient Panel Leaders for their facility.

36
37 **K.H&I panel**

38 The purpose of an H&I meeting or presentation is to carry the NA message of recovery
39 to addicts who do not have full access to regular NA meetings. This is accomplished
40 through the operation of panels, which visit facilities on a regular basis. These panels
41 are usually made up of one Panel Leader and one or two NA panel members. In
42 facilities which house men and women separately only same sex NA members shall
43 participate.

- 44 1. Panel Leader: One year clean time required-and must have a sponsor an are
45 working, or have worked, the 12 Steps.
 - 46 a. Term is six months.

1 b. Panel Leaders are selected, approved, and oriented by the H&I Facility
 2 Coordinator. The panel leader can decide what type of meeting to have by
 3 using one of the meeting formats from the H&I Handbook or approved by the
 4 H&I subcommittee.

5 c. The Panel Leader selects and orients members of the fellowship to be
 6 panel members. The Panel Leader is responsible to ensure that the meeting
 7 starts and ends on time. Any problems shall be reported to the Facility
 8 coordinator and then included in the regular report to the H&I subcommittee.
 9

10 **2.Panel Member: Six months clean time and must have a sponsor and are working, or**
 11 **have worked, the 12 Steps.**

12 a. A willingness to share their experience, strength, and hope as a clear NA
 13 message.

14 b. Some basic requirements for members who are to carry the message in
 15 H&I: A good understanding of the fellowship and the policies relevant to this
 16 H&I meeting is essential. A packet may be developed that will outline what is
 17 expected of the panel members. Orientation of inexperienced members is
 18 recommended. Have a new panel member attend the meeting to listen and
 19 observe the panel to make them more aware of what their role on the panel
 20 will be.

21 c. A clean time requirement is important to ensure it is truly a message of
 22 recovery we are carrying and not just the disease. Six months continuous
 23 abstinence is a good minimum requirement. Some facilities will not have any
 24 clean time requirements, but we should still place this standard upon
 25 ourselves to ensure consistency or the recovery message. Some facilities
 26 require more clean time than six months; we should try to accommodate their
 27 clean time requirement if the area has a sufficient number of members with
 28 the clean time who are willing to make the commitment.
 29

30 **L.Recovery requirements**

31 Any H&I member of NA who wishes to participate in a meeting or presentation in an
 32 institution must have at least six (6) months clean time to qualify under the requirements
 33 of this subcommittee and the facility in which the meeting is conducted. Relapse results
 34 in automatic removal from panel participation.
 35

36 **M.Responsibilities and Duties**

37 The responsibilities of each officer of the CCNA H&I subcommittee are:
 38

39 **1.Chairperson: Four years clean time and must have a sponsor and are working,**
 40 **or have worked, the 12 Steps.**

41 a. Effectively facilitates all H&I activities and all regular, special, and general
 42 subcommittee meetings.

43 b. Handles all public relations contacts involving policy matters and/or
 44 interpretations at the public level that pertain to H&I. This will be done with
 45 the direct cooperation of the PI subcommittee.

46 c. Is responsible for the correspondence at the public level.

- 1 d. Makes regular reports to the H&I subcommittee on the status of all
- 2 ongoing and completed projects.
- 3 e. May at any time visit any meeting or presentation at any facility for a
- 4 purpose beneficial to H&I including offering assistance to the panel
- 5 participants.
- 6 f. Shall represent the CCNA H&I subcommittee at the regular meetings of
- 7 the ASC.
- 8

9 **2.Vice-Chairperson: Three years clean time and must have a sponsor and are**
10 **working, or have worked, the 12 Steps.**

- 11 a. the absence of the Chairperson or in the event the Chairperson is unable
- 12 to perform his or her role to perform or upon the resignation of the
- 13 Chairperson, the Vice Chairperson assumes all the responsibilities normally
- 14 carried out by the chairperson until the committee has an election for the
- 15 position.
- 16 b. Works closely with the Chairperson.
- 17 c. May at anytime visit any meeting or presentation at any facility for any
- 18 purpose beneficial to H&I including offering assistance to panels.
- 19 d. Attends all regular meeting, special, and general meetings of the CCNA H &
- 20 I subcommittee.
- 21

22 **3.Secretary: 6 months clean time and must have a sponsor and are working, or**
23 **have worked, the 12 Steps.**

- 24 a. Maintains all necessary stationary supplies and prepares correspondence as
- 25 needed.
- 26 b. Keeps an accurate set of minutes of every H&I subcommittee meeting.
- 27 c. Keeps a complete record and updated list with names and telephone
- 28 numbers of all current H&I members.
- 29 d. Attends all regular, special, and general meetings of the CCNA H&I
- 30 subcommittee.
- 31

32

33 Revised: September 27, 2006; approved by the CCNA ASC 10/7/06.

34 Revised: May25, 2016; approved by the CCNA ASC 08/06/16

35 Revised: February 22, 2023; approved by the CCNA ASC 3/4/23

36 Revised: November 4, 2023; approved by the CCNA ASC 11/4/23

37

1 **X. PUBLIC INFORMATION GUIDELINES**

2
3 Guidelines for the
4 Central California Narcotics Anonymous
5 Area Service Committee
6 Public Information Sub-Committee
7

8 Purpose: The purpose of the Central California Narcotics Anonymous Area Service
9 Committee Public Information Sub-Committee is to inform addicts and others in the
10 community of the availability of recovery in Narcotics Anonymous within the ASC
11 boundaries. It offers information about Narcotics Anonymous; how it works and where to
12 find it. All activities directed to that end shall be carried out in accordance with the
13 Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service.
14

15 **Functions/Responsibilities:**

16
17 The basic functions of the Central California Narcotics Anonymous ASC Public
18 Information Sub-Committee are:

- 19 1. To open and maintain lines of communication
20 a. Between Narcotics Anonymous and the public
21 b. Between the Central California Narcotics Anonymous ASC/California Mid-State
22 Regional Service Committee and World Service Conference/Narcotics Anonymous
23 World Service Incorporated.
24 2. To respond to all requests for information in a timely and effective manner.
25 3. To maintain a 24-hour phone line.
26 4. To maintain a current meeting schedule for the Area.
27 5. To be sure that those requests are handled at the appropriate level of service.
28 Remembering that our Ninth Tradition states subcommittees are "directly responsible to
29 those they serve."
30

31 **Meetings/Membership:**

32
33 The Public Information Sub-Committee will post its business meeting information in the
34 current meeting schedule. We encourage all members to attend.
35

36 Membership shall be defined as:

- 37 1. Administrative Officers elected by the Sub-Committee (terms to run
38 simultaneously with ASC elections)
39 a. Chairperson
40 b. Vice-Chairperson
41 c. Secretary
42 d. Phone line Coordinator
43 e. Web servant and Alternate Web servant
44
45 2. Voting members in good standing:
46 a. Those who have read the Guide to Public Information

1 b. Those that make a commitment to regularly participate in Public
2 Information Subcommittee meetings.

3 3. Non-voting members are those willing to head and help on various projects as
4 needed (i.e., Phone Line Service, et al).

5
6 Voting Participants and Procedures

7 a. Vice-Chair, Secretary, Phone Line coordinator, Web Servant and Alternate
8 Web Servant, and voting members in good standing have votes and Chair only votes in
9 case of a tie.

10 b. Members voting for the first time will attend one meeting prior to their first
11 vote.

12 c. Voting privileges will be restricted if two consecutive meetings are missed.

13 d. Voting privileges will be restored upon attendance at the second
14 consecutive meeting.

15 e. A quorum will be two of the voting participants.

16
17 **Requirements and Duties of Administrative Officers:**

18
19 Chair and Vice-Chair:

20 a. Personal time and abilities to perform their duties.

21 b. Willingness to serve in the position.

22 c. Two- Years (2) clean time and six (6) months as a member of the PI
23 Subcommittee

24 d. Understanding and practical experience of the Twelve Steps of Narcotics
25 Anonymous, the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts
26 for NA Service.

27 e. Maintenance of clean time throughout term of office or participation.

28 f. Regular attendance at Narcotics Anonymous recovery meetings.

29
30 g. Chairperson – Holder of ASC storage key and gate code. Ensures after
31 service term is complete that key and gate code gets passed along to successor.

32
33 Secretary:

34 a. Personal time and abilities to perform their duties.

35 b. Willingness to serve in the position.

36 c. Six (6) months clean time.

37 d. Understanding and practical experience of the Twelve Steps of Narcotics
38 Anonymous, the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts
39 for NA Service.

40 e. Maintenance of clean time throughout term of office or participation.

41 f. Regular attendance at Narcotics Anonymous recovery meetings.

42
43 Telephone Coordinator:

44 a. Personal time and abilities to perform their duties.

45 b. Willingness to serve in the position.

46 c. Two (2) years clean time.

1 d. Understanding and practical experience of the Twelve Steps of Narcotics
2 Anonymous, the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts
3 for NA Service.

4 e. Maintenance of clean time throughout term of office or participation.

5 f. Regular attendance at Narcotics Anonymous recovery meetings.

6
7 Web servant and Alternate Web servant:

8 a. Personal time and abilities to perform their duties.

9 b. Willingness to serve in the position.

10 c. Two (2) years clean time.

11 d. Understanding and practical experience of the Twelve Steps of Narcotics
12 Anonymous, the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts
13 for NA Service.

14 e. Maintenance of clean time throughout term of office or participation.

15 f. Regular attendance at Narcotics Anonymous recovery meetings.

16 g. Resources necessary to perform the duties as assigned.

17 h. The Alternate Web servant will be willing and able to assume the duties
18 assigned by the Web servant if necessary.

19
20 **CCNA Area Web Site:**

21
22 The PI subcommittee will operate and maintain a web site. The committee will adopt
23 and maintain policies necessary for the operation of the web site.

24
25 **Task Force Committees:**

26
27 Task force Committees will be established as the need arises to work on specific
28 projects.

29
30
31 **History of Updates**

32 Previous revision: November 14, 1998 - Date of ASC approval: May 1, 1999

33 Date of revision: September 29, 2004 - Date of ASC approval: November 6, 2004

34 Date of revision: October 26, 2005 – Date of ASC approval: November 5, 2005

35
36 **XI. Web Site Guidelines**

37
38
39 **Central California Narcotics Anonymous**
40 **Web Site Guidelines and Policies**

41
42 **Purpose:**

43 The purpose of the Central California Narcotics Anonymous Area Service
44 Committee's (CCNA ASC) web site is to further the Narcotics Anonymous® (NA)

1 groups' primary purpose of carrying the message to the addict that still suffers by
2 providing easily accessible information about NA.

3 **Finances and Ownership:**

- 4 1) Expenses for web site hosting and domain registration are the responsibility of the
5 Central California Narcotics Anonymous Area Service Committee. The cost for
6 Internet access, computer equipment and software, training, etc. are the
7 responsibilities of the Web servant.
- 8 2) The web servant is responsible for communicating all financial needs and
9 consequences to the Central California Narcotics Anonymous Area PI
10 Subcommittee.
- 11 3) The CCNA ASC is the owner of the domain name. The Web servant is responsible
12 for maintaining the ownership of the domain name for the CCNA ASC.
- 13 4) The Web servant is responsible for investigating and choosing a vendor for hosting
14 the web site. The final decision rests with the Central California Narcotics
15 Anonymous Area PI Subcommittee.

16
17 Web Servant Reporting and Communications

- 18 • The Web servant will submit a written report to the Central California Narcotics
19 Anonymous Area PI Subcommittee at each regular meeting. This report will detail all
20 pertinent financial and technical status and developments related to the operation of
21 the web site. The report will also include any relevant correspondence received, sent
22 and forwarded. The Web servant is required to attend all regular Central California
23 Narcotics Anonymous Area PI Subcommittee meetings.

24
25 **General Guidelines:**

- 26 1) There will be only one email account serviced by the web servant in accordance
27 with current CCNA PI policies.
- 28 2) Personal e-mail addresses are not to be posted on this web site.
- 29 3) External hyperlinks will be approved by the CCNA PI subcommittee.
- 30 4) Meeting directory pages should be checked for updates at least every 30 days.
- 31 5) Any NA group or committee may request to post information concerning
32 upcoming events or service functions. Requests will be approved based on current
33 CCNA PI policy.
- 34 6) Chats, forums, discussions, and other similar content concerning personal
35 recovery issues are not posted on the web site since the site is open to the public.
- 36 7) Images of any identifiable person, whether a NA member or not, are never used.
- 37 8) Sales of merchandise will not be made on the web site.
- 38 9) If a group within the CCNA Area has its own web site, the site may be linked to
39 the CCNA web site with approval from the CCNA PI subcommittee.
- 40 10) Copyrighted material will not be used on the web site without specific permission
41 from the owner.
- 42 11) The Web Servant is responsible for updating the meeting list on the WSO web
43 site whenever the CCNA ASC meeting list is updated.

44 **Privacy Policy:**

- 45 1. The PI subcommittee will establish and maintain a privacy policy.

1 **XII. ACTIVITIES GUIDELINES**

2
3 **Central California Narcotics Anonymous Area**
4 **Activities Sub-committee Guidelines**

5
6 **Article One**
7 **NAME**

8 The name of this sub-committee shall be the Central California Narcotics Anonymous
9 Area Activities Sub-committee (hereinafter referred to as the Sub-committee)

10
11 **Article Two**
12 **PURPOSE**

- 13
14 Section 1 To provide and maintain a safe atmosphere for recovery and unity
15 throughout the fellowship of NA within the Central California Narcotics
16 Anonymous (CCNA) Area.
17 Section 2 To donate all financial proceeds to CCNA Area Service Committee (ASC)
18 as required by the ASC guidelines.
19 Section 3 To provide the fellowship of NA with celebration of recovery within the
20 CCNA area.
21 Section 4 To coordinate the scheduling of activities within the CCNA area.
22

23 **Article Three**
24 **Duties**

- 25
26 Section 1 To obtain a vote of confidence from the CCNA area.
27 Section 2 To coordinate at least one activity per month.
28 Section 3 To coordinate the scheduling of Area and Multi-Area activities.
29

30 **Article Four**
31 **MEMBERS**

- 32
33 Section 1 General membership in the Sub-committee shall be open to all individuals
34 who share the stated purpose of the sub-committee.
35 Section 2 A voting member within CCNA area Activities sub-committee will:
36 a) Attend two previous and consecutive monthly meetings.
37 b) Voting privileges will be restricted if two consecutive meetings are missed.
38 1) Voting privileges will be restored upon attendance at the second consecutive
39 meeting.
40

41 **Article Five**
42 **ADMINISTRATIVE COMMITTEE**

43
44 The Administrative committee of the sub-committee will be the Chairperson, Vice
45 Chairperson, Secretary, Treasurer, Food and Beverage Chairperson.
46

1 Section 1 Chairperson

2

3 Requirements:

- 4 a) Personal time and abilities to perform their duties.
- 5 b) Willingness and desire to serve in the position.
- 6 c) One year clean time.
- 7 d) Regular attendance at recovery meetings of NA.
- 8 e) Understanding and practical experience of the Twelve Steps of NA, the Twelve
- 9 Traditions of NA and the Twelve Concepts for NA service.
- 10 f) Maintenance of clean time throughout the term of office or participation.

11

12 Duties:

- 13 a) Arrange agenda for regular monthly Activities sub-committee meetings.
- 14 b) Preside over monthly Activities Sub-committee meetings
- 15 c) Co-signer on Activities bank account.
- 16 d) Holder of Activities storage key.
- 17 e) Support and encourage sub-committee members in carrying out commitments.
- 18 f) Holder of ASC storage key and gate code. Ensures after service term is complete
- 19 that key and gate code gets passed along to successor.

20

21 Section 2 Vice Chairperson

22

23 Requirements:

- 24 a) Personal time and abilities to perform their duties.
- 25 a. Willingness and desire to serve in the position.
- 26 b. Nine months clean time.
- 27 c. Regular attendance at recovery meetings of NA.
- 28 d. Understanding and practical experience of the Twelve Steps of NA, the Twelve
- 29 Traditions of NA and the Twelve Concepts for NA service.
- 30 e. Maintenance of clean time throughout the term of office or participation.

31

32 Duties:

- 33 a) In absence of Activities Chairperson, to perform the duties of the chair.
- 34 b) Preside over monthly Activities Sub-committee meetings
- 35 c) Co-signer on Activities bank account.
- 36 d) Holder of Activities storage key.
- 37 e) Maintains Archives of all proceedings.

38

39 Section 3 Treasurer

40

41 Requirements:

- 42 8. Personal time and abilities to perform their duties.
- 43 9. Willingness and desire to serve in the position.
- 44 10. Two (2) years clean time
- 45 11. Regular attendance at recovery meetings of NA

1 12. Understanding and practical experience of the Twelve Steps of NA, the Twelve
2 Traditions of NA and the Twelve Concepts for NA service.

3 f) Maintenance of clean time throughout term of office or participation

4 Duties:

5 Custodian of Activities bank account.

6 Maintain petty cash fund.

7 Co-signer on Activities bank account.

8 Keep an accurate and up to date financial ledger available for
9 examination at all regular monthly activities sub-committee meetings
10 and at regular ASC meetings.

11 Prepare a monthly statement at the end of each regular Activities sub-
12 committee meeting for presentation at ASC.

13 Pay all regular expenses and financial disbursements for Activities
14 Sub-committee.

15
16 Section 4 Secretary

17
18 Requirements:

19 a. Personal time and abilities to perform their duties.

20 f. Willingness and desire to serve in the position.

21 g. Six months clean time.

22 h. Regular attendance at recovery meetings of NA.

23 i. Understanding and practical experience of the Twelve Steps of NA, the Twelve
24 Traditions of NA and the Twelve Concepts for NA service.

25 j. Maintenance of clean time throughout the term of office or participation.

26
27 Duties:

28 a) Keep accurate minutes of each regular Activities sub-committee meeting.

29 b) Cosigner on Activities bank account.

30 c) Prints and distributes minutes to members at consecutive regular Activities sub-
31 committee meetings and a copy for ASC.

32 d) Develops and maintains Chronological archives for year of service.

33 e) Maintain current telephone numbers and addresses of all Activities sub-
34 committee members

35 f) Responsible for maintaining secretarial supplies as needed.

36
37 Section 5 Food and Beverage Chairperson

38
39 Requirements:

40 a. Personal time and abilities to perform their duties.

41 k. Willingness and desire to serve in the position.

42 l. One year clean time.

43 m. Regular attendance at recovery meetings of NA.

44 n. Understanding and practical experience of the Twelve Steps of NA, the Twelve
45 Traditions of NA and the Twelve Concepts for NA service.

46 o. Maintenance of clean time throughout the term of office or participation.

1 Duties:

- 2 a) Responsible for maintaining supply of sodas for events.
- 3 b) Responsible for keeping accurate written accounting of expenditures and assist
- 4 at monthly meetings.
- 5 c) Responsible for providing sodas for sale at CCNA area events and coordinating
- 6 assistance to sell sodas at same.
- 7 d) Responsible for obtaining supplies for events upon the direction of the sub-
- 8 committee
- 9 e) Holder of Activities storage key.
- 10 f) Responsible for inventory of all supplies in Activities storage area and provide a
- 11 written report at Activities sub-committee meetings.

12

13 Section 6 Greeters

14

15 Requirements:

- 16 a) Personal time and abilities to perform their duties.
- 17 b) Willingness and desire to serve in the position.
- 18 c) One year clean time.
- 19 d) Regular attendance at recovery meetings of NA.
- 20 e) Understanding and practical experience of the Twelve Steps of NA, the Twelve
- 21 Traditions of NA and the Twelve Concepts for NA service.
- 22 f) Maintenance of clean time throughout the term of office or participation.

23

24 Duties:

- 25 a) Welcomes all participants attending events and functions.

26

27 Section 7 Merchandise

28

29 Requirements:

- 30 a) Willingness and the desire to serve in the office for at least (1) year.
- 31 b) Working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of
- 32 service for NA.
- 33 c) A minimum of three (3) years of clean time

34

35 Duties:

- 36 a) Merchandise and special projects under consideration will be researched and a
- 37 written report, including their projected cost will be submitted to the ASC for
- 38 approval before being initiated.

39

40

41

42

**Article Six
Election of Administrative Committee**

43 Section 1 Any member is eligible for nomination to an Administrative committee

44 position provided they meet the minimum qualifications.

45 Section 2 Clean time requirements may be waived with a two-thirds majority vote of

46 the Activities sub-committee.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45

Section 3 Any member of the Activities sub-committee may nominate an individual for a position.

Section 4 A simple majority is required to elect the members of the Administrative Committee.

Section 5 Upon relapse by any Administrative Committee member, they relinquish their elected position.

**Article Seven
Meeting**

Section 1 The sub-committee will meet the third Sunday of each month at designated meeting place and time.

Section 2 Special meetings may be called by the chairperson in response to the group.

**Article Eight
Voting**

Section 1 Voting on all sub-committee motions and elections will be done on a one-person one-vote system.

Section 2 The voting members will be:

All members of the Activities sub-committee, with the exception of the chairperson or the vice-chairperson, when acting as Chairperson, except in the event of a tie vote.

Voting members described in Article 4 Section 2

Section 3 Any member of NA may make a motion or participate in meetings discussions. Motions must be seconded by a voting member.

Section 4 Motions may be amended by any member or withdrawn by the maker any time prior to voting. An amended motion must be re-seconded.

Section 5 In case of a tie vote on any motion or election, the Chairperson must case a vote to decide the issue.

**Article Nine
Spiritual Guidance**

Section 1 The sub-committee will adhere to the principles embodied in the Twelve Traditions of NA.

Section 2 We will rely upon God’s Will for us as expressed through the group conscience.

[Redacted text block]

1
2
3
4
5
6
7
8

[Redacted text]

NOTE: The following “Merchandise Guidelines” (formerly of the Merchandising Committee) are attached for consideration by the Activities Committee as they update / revise their own guidelines regarding merchandising....as their group conscience determines.

DRAFT

1 **XIII. ASC POLICY LOG**

2 1) CCNA ASC and any ASC subcommittees or ASC ad hoc committees
3 shall not use 50/50 raffles to raise funds for the CCNA Area.

4 2) If the ASC meeting facility is not available on the first Saturday of the
5 month, the meeting will be moved to the next Saturday if the facility is
6 available.

7 3) All flyers for the ASC will include the NA symbol, the Area name CCNA,
8 and the name of the city in which the function is being held.

9 4) All sub/ad hoc committee chairpersons and the administrative
10 committee will bring 40 copies of their written reports to the monthly ASC
11 meeting.

12 5) Literature will be distributed at the point of sale.

13 6) If the RCM and RCMA cannot attend Region, the ASC Chairperson will
14 appoint a qualified GSR to attend.

15

16

17

18

19

20

21

22

23

24

25

26

27