



EASTERN INLAND EMPIRE  
AREA SERVICE COMMITTEE



# Guidelines

Adopted 3/13/2011

The policies and procedures found in these guidelines have been taken from our shared experiences. We recognize that the Ultimate Authority of the Eastern Inland Empire Area Service Committee is, "A loving God as He may express himself in our Group Conscience."

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## **I. DEFINITION**

The Eastern Inland Empire Area Service Committee (EIEASC) is a group of elected representatives of Narcotics Anonymous Groups, whose aim is to service the specific needs of its Groups, and to facilitate a way of “Carrying the message to the addict who still suffers.”

At this time, the general area that is serviced by this Committee is: (See map on page 14).

## **II. PURPOSE**

The purpose of this Committee shall be the administration and coordination of Narcotics Anonymous business and activities common to the various groups comprising its membership. Its aim is the furthering of the Narcotics Anonymous message in accordance with the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous - “That no addict need die, seeking recovery.”

Note: Specifically excluded from the objectives of the EIEASC is the operation of any club, clubhouse, Detox Center, and such related facilities, and the endorsement of any public or private projects on addiction or drug abuse as outlined in Tradition 6.

## **III. FUNCTIONS**

The functions of the EIEASC shall be carried out at the monthly EIEASC meetings and at special meetings (See Operational Guidelines.) In addition, many of the functions of the Eastern Inland Empire Area shall be carried out by a system of Subcommittees and representatives including, but not limited to the following:

Activities Subcommittee	Outreach Subcommittee
Convention Representative	Phonelines Subcommittee
Day of the Dinosaurs Subcommittee	Public Information Subcommittee
Hospitals and Institutions Subcommittee	Sponsorship Behind the Walls Subcommittee
Literature Distribution Subcommittee	Unity Day Subcommittee
Literature Review Subcommittee	Youth Subcommittee Rep

These Subcommittees and representatives shall carry out their functions in accordance with the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous, as well as their own Guidelines (created by the Subcommittee and approved by the EIEASC). Representatives shall carry out their responsibilities according to the area guidelines These Subcommittee guidelines are available upon request from the area or the respective Subcommittee, and included in the GSR handbook.

A brief outline of the 12 Concepts are as follows:

1. To fulfill our fellowship’s primary purpose, the NA groups have joined together to create a structure which develops, coordinates and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body’s decisions and should be allowed to fully participate in its decision-making processes.

8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

**The functions of the EIEASC shall include, but are not limited to, the following:**

1. To provide a forum (the monthly EIEASC meeting) for NA meetings to resolve their common concerns through their Group Service Representatives (GSR's)\*.
2. To keep an open line of communication between the Groups, Area, Southern California Regional Service Conference (SCRSC)\*, and NA as a whole.
3. The administration and maintenance of a 24-hour Phonenumber, – that is able to answer basic questions regarding NA, coordinate 12-step calls, and refer other callers to the NA group or Subcommittee that can best meet their needs.
4. To provide a post office box to receive correspondence to the EIEASC.
5. To carry the NA message, in accordance with the 11<sup>th</sup> Tradition, to addicts and those serving addicts, through our Public Information Subcommittee (PI)\*.
6. To carry the NA message to addicts in Hospitals and Institutions (H&I)\*. Refer to H&I Handbook.
7. To distribute NA literature through our Literature Distribution Subcommittee.
8. To help create and review the NA newsletter through our Literature Review Subcommittee.
9. To provide entertainment, recreation, and social functions to increase NA unity, to raise funds, and to carry out other Area functions through our Activities Subcommittee, our Day of the Dinosaurs Sub-committee, and our Unity Day Subcommittee.
10. To ensure that any Narcotics Anonymous member, group, or meeting can participate in the NA Service Structure and receive services through our Outreach Subcommittee.
11. To review and update EIEASC guidelines beginning in February of even numbered years, and to assist Subcommittees in this function, by forming an Ad-Hoc guidelines Subcommittee. (Note: Refer to the Policy Subcommittee guidelines.)

**IV. PARTICIPANTS:**

The Area Service Committee is comprised of GSR's from the groups in its Area, Officers, Subcommittee and Ad-Hoc Chairpersons, and Trusted Servants elected by the GSR's. Officers of the EIEASC shall be limited to NA members only. Elections to the Committee shall be as follows:

**A. GSR AND GSR ALTERNATE:**

A new group's GSR attends 2 consecutive ASC meetings and becomes eligible to vote at the 2<sup>nd</sup> meeting. Each group should hold elections for 1 GSR and at least 1 GSR Alternate on a yearly basis. The GSR Alternate(s) shall attend all ASC meetings, and fill in for their GSR if the GSR is absent or if their GSR cannot complete their term of office. A group can have more than one GSR alternate. Each GSR shall represent and vote group conscience of no more than one group in this area at one time.

\* See appendix B for abbreviations.

The GSR speaks for their group conscience at ASC meetings. They take part in the planning and implementation of any functions, which affect the members of their group. As a result of their participation, they can keep their group informed about what is happening in NA. A group member should always be able to go to their GSR and find out about activities, other groups, how the Service Structure of NA works, the Traditions and Concepts, and how they can become more involved.

A GSR normally serves for a period of two years. The first year is spent as a GSR Alternate, working closely with the existing GSR in learning the duties of the office and taking over in case of the GSR's absence, or if they cannot for any reason continue to serve. The second year, they become the groups GSR, taking full responsibilities and functions of the office, and in turn is helped by a newly elected alternate. This "apprentice system" serves two purposes: First of all, it helps provide a continuity of service (as does multiple GSR-alternates) which never leaves a group unrepresented; and second, the year spent as an Alternate provides the training necessary for a good GSR. **As you can see, the role of the GSR is not a simple one, and not one to be taken lightly. The election of good GSR's and Alternates is probably the most important thing that you as an individual can do for the unity of NA.** In choosing your representative, remember that they are your voice and ears in NA. If you wish to be well represented and well informed, it is your responsibility to elect the best possible nominee. The guidelines for GSR are as follows:

1. The willingness and desire to serve.
2. One year continuous clean time.
3. Be an active participant in the group they are to serve, with regular attendance.
4. **A knowledge or willingness to gain a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.**
5. An understanding of the Service Structure of NA and the responsibilities of the GSR.
6. To serve on an Area Subcommittee.
7. A commitment to attend the entire ASC meeting.
8. A commitment to attend the annual Regional Assembly (SCRAW).

The requirements for the office of GSR Alternate are the same as those for GSR, including attendance at all ASC meetings, and participation in Subcommittees. The clean time requirement is as little as 6 months as long as the Alternate has the clean time requirement of GSR at time of their election. The GSR and Alter-nate as we have described them is your link to the rest of NA.

When holding elections for GSR and Alternate, the description of the duties and qualifications for nominees should be read from the guidelines and concepts in order that the nominees and the group as a whole fully appreciate the responsibilities of the office.

## **B. OFFICERS:**

At its regularly scheduled November Area meeting, as the last item of New Business, the Committee shall nominate and elect in that meeting, a Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice-Treasurer, RCM, RCM Alternate, Auditors, Convention Rep, Youth Committee Rep, and all applicable standing Subcommittee Chairpersons who will assume their duties effective the first meeting of January of each year. (Day of the Dinosaurs and Unity Day are elected one month after the main event.) Each individual Subcommittee, through its authorized representative, will present a candidate for election by the ASC. **Nominees will give an oral statement of qualifications, and currently held service positions in case of conflicts. In addition, they will be asked about any unfulfilled service commitments and other problems, such as money handling.**

## **QUALIFICATIONS OF THE OFFICERS:**

1. The Chairperson shall have:
  - a. 3 years clean time and be an active member of NA.
  - b. Have a working knowledge of the 12 Steps, 12 Traditions, and willingness to learn the 12 Concepts.
  - c. A willingness to serve within the EIEASC guidelines.
  - d. 1 year's service experience at an Area, Regional, or World level within the last 5 years.
2. The Vice-Chairperson shall have:
  - a. 2 years clean time and be an active member of NA.
  - b. Have a working knowledge of the 12 Steps, 12 Traditions, and willingness to learn the 12 Concepts.

- c. A willingness to serve within the EIEASC guidelines.
  - d. 1 year's service experience at an Area, Regional, or World level within the last 5 years.
3. The Secretary shall have:
- a. 1 year clean time and be an active member of NA.
  - b. Have a working knowledge of the 12 Steps, 12 Traditions, and willingness to learn the 12 Concepts.
  - c. A willingness to serve within the EIEASC guidelines.
  - d. 1 year's service experience at an Area, Regional, or World level. within the last 5 years
  - e. The ways and means to fulfill the duties.
4. The Treasurer shall have:
- a. 3 years clean time and be an active member of NA.
  - b. Have a working knowledge of the 12 Steps, 12 Traditions, and willingness to learn the 12 Concepts.
  - c. A willingness to serve within the EIEASC guidelines.
  - d. 1 year's service experience at an Area, Regional, or World level within the last 5 years.
  - e. 6 months experience as a Group Treasurer.
  - f. Be a responsible, productive member of society.
  - g. The ways and means to fulfill the duties.
5. The Vice-Treasurer shall have:
- a. The same qualifications as the Treasurer.
6. The Regional Committee Member shall have:
- a. 3 years clean time and be an active member of NA.
  - b. Have a working knowledge of the 12 Steps, 12 Traditions, and willingness to learn the 12 Concepts.
  - c. A willingness to serve within the EIEASC guidelines.
  - d. 1 year's service experience at the EIE Area level within the last 5 years.
  - e. A commitment to give the time and resources necessary for the position.
7. The Regional Committee Member Alternate shall have:
- a. The same as for the RCM, except for:
    - i. 2 years clean time and be an active member of NA.
8. The Auditors shall have:
- a. Minimum of 3 years clean time and be an active member of NA.
  - b. Have a working knowledge of the 12 steps, 12 traditions, and 12 concepts
  - c. Be familiar with the area guidelines and fiscal policies.
  - d. Work within the EIEASC guidelines.
  - e. Minimum 2 years experience at the EIEASC level and/or 1-year experience at the EIEASC level with 1-year previous experience at a Regional, World or other Area level.
  - f. Knowledge and ability to manage and maintain a checking account.
  - g. Minimum of 6 months experience as a Treasure for a group or Area, Regional or World subcommittee or body.

Please bear in mind that the above qualifications are a set of minimum qualifications, we should be careful in deviating from these qualifications as they would be necessary in fulfilling the duties and responsibilities we will be asking of this position. We must make sure that we have exhausted all possible candidates before we waive these requirements. Additional qualities that will aid but not required for this position:

- 1. Background in accounting, auditing and/or inventory control experience.
- 2. Strong math skills.
- 3. Attention to details.
- 4. Business or management skills.

**Intent of Position:**

This position is being formed to facilitate the area and its various subcommittee's in adhering to the fiscal accountability guidelines as set forth and approved by the area. This position will be designed and created to be an unbiased third party position that reviews and audits the subcommittees and executive body's bank accounts and inventory. It shall be made up of two people. The persons that hold this position shall provide reports and make recommendation to the body based on the information obtained through these audits and reviews.

**DUTIES OF THE OFFICERS:**

1. The Chairperson shall:
  - a. Preside at all EIEASC meetings.
  - b. Set an agenda for the ASC meeting in conjunction with the Secretary.
  - c. Take care of all correspondence at the Area level.
  - d. Enforce the Area Business Meeting Operational Guidelines.
  - e. Vote in case of a tie.
  - f. Be a co-signer of the ASC bank account.
  - g. Be a co-signer of all Money-handling Subcommittee bank accounts.
  - h. Be responsible for setting up the location of the ASC and JAC's meetings.
  - i. Be a holder of the area Post Office box key.
  - j. Chair the JAC meeting.
  - k. Update Post Office box card.
  - l. Submit a written report of the years' activities and attend a formal turnover meeting at the end of their term.
  
2. The Vice-Chairperson shall:
  - a. Perform the duties of the Chairperson in their absence.
  - b. Work with all EIEASC Subcommittees as needed per their guidelines.
  - c. Upon resignation of the Chair, may assume their duties with a vote of confidence from the quorum.
  - d. Have no vote except when exercising duties of the Chairperson.
  - e. Assist the Chair in their duties.
  - f. Be a holder of the area Post Office box key.
  - g. Submit a written report of the years' activities and attend a formal turnover meeting at the end of their term.
  
3. The Secretary shall:
  - a. Record, type, and distribute minutes and agenda of the ASC meeting to ASC participants.
  - b. Take roll of the Executive body and Subcommittee Reps at the end of the ASC meeting.
  - c. Have access to the P.O. box key in an emergency.
  - d. Keep the EIEASC confidential mailing list current and provide copies to other officers as needed.
  - e. Maintain minutes and amendments to minutes and have them on hand at ASC meetings.
  - f. Serve as custodian for the ASC files and Archives.
  - g. Keep and maintain electronic archive of all past minutes, agendas and guidelines.
  - h. Submit a written report of the years' activities and attend a formal turnover meeting at the end of their term.
  
4. The Treasurer shall:
  - a. Be custodian of the ASC bank account.
  - b. Keep the financial ledger.
  - c. Make a written and verbal report of all income and expenses at each ASC meeting to be included in the minutes.
  - d. Make a quarterly written financial statement, and as requested, one of which will be their term ending statement.
  - e. Comply with requirements of fiscal accountability.
  - f. Be a holder of the area post office box key.
  - g. Obtain, review and initial each check, and copy for archiving all Subcommittee bank account statements prior to distributing them to the Subcommittees at the JAC meeting.
  - h. Be responsible for having ledgers ready for audits as called for by the ASC participants.
  - i. Be a co-signer of the ASC bank account, and all money-handling Subcommittee bank accounts.
  - j. Be responsible for maintaining an updated signature card on file with the bank wherein the ASC and its' Subcommittees hold their accounts. This includes assisting a newly elected Treasurer with updating a new signature card upon the end of their term; updating card immediately upon the end of any members' term on such card; immediately removing any member from such card. In the event the Treasurer is suspected of violating the Fiscal Accountability Guidelines, the Treasurer authorizes the above action to be taken against him/herself by one or more of the other Authorized signers on the account, and will immediately surrender any and all financial records and instruments.
  - k. Submit a written report of the years' activities and attend a formal turnover meeting at the end of their term.
  
5. The Vice-Treasurer shall:
  - a. Assist the Treasurer in all duties except:

- i. Does not hold a Post Office Box Key.
  - ii. Is not a signer on any of the ASC's or it's Subcommittee's, bank accounts.
  - iii. Assumes Treasurer position upon resignation of Treasurer with affirmation of ASC.
  - iv. Submit a written report of the years' activities and attend a formal turnover meeting at the end of their term.
6. The Regional Committee Member shall:
- a. Provide two-way communication between this area and the SCRSC and the rest of NA as a whole.
  - b. Have input regarding the group conscience of the Area at the monthly RSC meetings.
  - c. Work with the RCM Alternate.
  - d. Attend the monthly RSC meetings.
  - e. Organize and put together a welcome packet for GSR's and with the help of the RCM Alternate and the Outreach Subcommittee, keep these packets updated.
  - f. When the World Service Conference Agenda Report is available, to inform all groups of all agenda items in the form of a workshop.
  - g. Prepare a written report for each ASC meeting, to be discussed at each ASC meeting.
  - h. Submit a written report of the years' activities and attend a formal turnover meeting at the end of their term.
7. The Regional Committee Member Alternate shall:
- a. Assume all the duties of the RCM in case of the RCM's absence.
  - b. Attend the RSC meeting with the RCM.
  - c. Help in providing GSR's with a welcome packet and keeping them updated.
  - d. Provide an open discussion Q&A forum for new GSR's in conjunction with the Outreach Subcommittee before each ASC meeting.
  - e. Submit a written report of the years' activities and attend a formal turnover meeting at the end of their term.
8. The Auditors shall:
- a. Not have a vote at the area meeting.
  - b. Be elected by the body annually during normal election periods.
  - c. Review and audit bank accounts maintained by the EIEASC and its subcommittees at least four times per year. This will include an audit at the end of a current treasures term. An additional audit will be required if the current treasure resigns or is removed from service prior to his/her term ending.
  - d. Review and audit the inventory held by a committee at least twice a year.
  - e. Assist, if needed, in the creation and implementation of an annual budget for a committee in accordance with the EIEASC guidelines.
  - f. Audit and review the signature cards for the various bank accounts maintained by the area, ensuring that persons are being added and removed timely and properly.
  - g. Report to the area at least quarterly, sooner if need be, on the status and outcomes of the audits.
  - h. If needed, make recommendations to the area on its current fiscal practices.
  - i. Conduct investigations into misconduct or misappropriation accusations, providing a written report of the status and conclusions of such investigations along with recommendations to the area as to the action to take in such matters.
  - j. Organize and conduct a training day for all new treasures to make sure that they are familiar with the fiscal accountability guidelines of the area along with the proper handling and maintenance of the accounts they will be responsible for.
  - k. If one of the two auditors is unable to attend the scheduled audit, the audit will continue as scheduled with only one auditor, however if there is any discrepancy found in this audit then this audit will need to be reviewed by the second auditor at a later date to ensure proper accounting.
  - l. If both auditors' positions cannot be fulfilled at the time of the first scheduled audit then the RCM Alt will help and assist as needed by the elected Auditor. This will help ensure that a person conducting the audit is not a signor on the account and making sure no conflict of interest exists in this matter.
  - m. Submit a written report of the years' activities and attend a formal turnover meeting at the end of their term.

## C: SUB-COMMITTEE REPRESENTATIVES

### A) Qualifications

1. The Regional Convention Rep shall have:
  - a. 90 days clean –one year commitment to the position.
  - b. No prior service experience necessary.
2. The Regional Youth Sub-committee Rep shall have:
  - a. 90 days clean – one year commitment to the position.
  - b. No prior service experience necessary.
  - c. Involved with youth in the area.

### B) Duties

1. The Regional Convention Rep Shall:
  - a) Attend all Regional Convention meetings.
  - b) Attend all area service meetings.
  - c) Submit a written and verbal report at the monthly area service meeting.
2. The Regional Youth Sub-committee Rep shall have:
  - a) Attend all Regional Youth Sub-committee meetings.
  - b) Attend all area service meetings.
  - c) Submit a written and verbal report at the monthly area service meeting.

## V. OPERATIONAL GUIDELINES

1. Committee officers shall serve for a term of one year. All committee officers may succeed themselves in office, but none may serve more than two consecutive terms in a particular office.
2. If a newly elected officer currently holds a service position which conflicts with their duties, at the time of their election, they shall resign their position, enabling their group or committee to elect a new Trusted Servant, thus ensuring all groups quality representation and non-conflicting officers, eliminating the appearance of impropriety.
3. Any Committee officer may be removed during their term of office for non-compliance of duties and/or failure to perform duties. A 2/3<sup>rd</sup> majority vote of the ASC is needed. A designated person shall be given responsibility to notify the office holder that they are being considered for removal. The Chairperson may do this if appropriate. The notification shall be delivered at least 10 days prior to the next consecutive ASC meeting. If at that time the person states they have not been so notified this shall be taken under consideration.
4. The Subcommittees shall present for affirmation to the ASC, individuals for Subcommittee Chairperson in accordance with the appropriate Subcommittee guidelines.
5. It is the Subcommittee Chairperson's responsibility to be sure they are present for the entire ASC meeting and JAC meeting. It is the Subcommittee Chairperson's responsibility to be sure their Subcommittee is represented and attending regional Subcommittee meetings.
6. No EIEASC Subcommittee shall create a guideline which conflicts with the guidelines of the EIEASC.
7. All ASC meetings shall be open to any NA member who wishes to attend as an observer, but shall be closed to the general public. Participants in the ASC shall consist of the GSR's, their alternates, Area Officers, Subcommittee Chairpersons or their Vice-Chairperson. If an NA member at large has an issue they want aired at the ASC, they must put it in writing and submit it to the ASC Chairperson in advance of the meeting and the Chairperson may put it on the agenda or be referred by the Chairperson to a Subcommittee where appropriate and the Chairperson may advise the NA member at large to attend that Subcommittee meeting to air their issue in that forum. The Subcommittee may then bring it up at the ASC meeting at its discretion. This procedure pertains to issues not motions. If put on the agenda by the Chairperson, it will go under New Business. **NA members' at large comments are not to exceed 3 minutes, subject to a majority vote on length of time after 3 minutes. Alternatively, if a member at large has an issue they want to air, a participant may ask for a 2/3<sup>rd</sup> majority vote of members present to allow the speaker to address the ASC. In motion and procedure on right to speak, a member at large is by definition an observer, and**

**must have a participant (ASC member) make the motion for them to speak at which time the vote will be asked for.**

8. The ASC shall hold regular monthly meetings. Special meetings may be called by: 1.) A 2/3<sup>rd</sup> majority vote of the ASC voting participants, or 2.) By the Committee Chairperson being apprised of a matter of special and major importance, such as major policy changes or large and unusual expenditures. Notice of at least 7 days prior to all special meetings must be given to all ASC members by the Chairperson or GSR's calling the special meeting.

9. For the purpose of conducting Area Business, a group failing to attend 3 consecutive EIEASC meetings will be considered "inactive". Inactive status is not meant to be punitive, but is meant to help the Area attain a quorum since inactive groups are not counted when determining whether or not there is a quorum at ASC meetings. The Secretary and/or Meeting Directory Person shall figure this at the start of each meeting at the time of roll taking. All inactive groups shall be notified by the Outreach Subcommittee of their inactive status. An inactive group is ineligible to vote. Attending the next scheduled ASC meeting reactivates a group. They may vote at the second consecutive meeting attended.

10. Operational Guidelines and Voting Procedure will be used as the foundation for facilitating the ASC meetings, and all discussion on topics and all motions made will use those guidelines as a format for issues at hand.

11. The area meeting will start promptly at 11:00 am, the second Sunday of every month, with the exception of May, which will be on the first Sunday for Mother's day, unless the meeting date is changed by a 2/3<sup>rd</sup> majority vote of members present. Literature Distribution will set up by 10:00 am. GSR's are to be checked in before 11:00. New GSR Orientation will begin at 10:30 am.

## **VI. VOTING PROCEDURE**

1. A quorum of more than half of the active groups in existence must be present in order to commence. The quorum taken at the beginning of the ASC meeting will be used to conduct business for the entire meeting. Thereafter, a quorum of more than half of the members present will be sufficient to transact business.

- a. A 2/3<sup>rd</sup> majority of voting members present, as further set forth in these guidelines, is required for the following:
  - i. To amend ASC or Subcommittee prudent reserves.
  - ii. Moving the date, time, and location of the ASC meeting.
  - iii. To forego an Operational Guideline.
  - iv. To amend or change Area guidelines.
  - v. To spend more than \$150.00 per spending request.
  - vi. To approve any Request for Funds that is not already budgeted.
- b. All other matters shall be by simple majority vote of voting members present, except as further set forth in these guidelines.

2. Motions may be made by any participant except the Chair.

3. All motions must be seconded by a GSR.

4. Each duly elected GSR is entitled to one vote. In the event of a GSR's absence, the GSR Alternate shall have the GSR's vote.

5. Each Subcommittee Chairperson shall have a vote only in elections.

6. The Area Chairperson shall have a vote in the event of a tie.

7. Unless otherwise stated in these guidelines, all matters before the ASC shall be decided by a majority vote. A majority vote is more than half of the voting members present.

8. A 2/3<sup>rd</sup> majority of all voting members shall be required for the removal of any officer.

9. Election of officers is by a majority of the voting body.

10. There will be two pros and two cons heard on each motion made. Each motion must be seconded before a vote is taken. Discussion may be extended by a majority vote.
11. GSR's are the only participants who may vote on action items. An action item is any matter that is referred to the groups of the area for direct input. A non-action item is voted on at the ASC without being taken back to the groups.
12. A 2/3<sup>rd</sup> majority of the GSR's shall be required to submit a motion from the area to the region or its committees.
13. Any voting member of the body may request a poll of the abstentions to a vote, if it could affect the outcome of the vote.

## **VII. FISCAL ACCOUNTABILITY**

1. The ASC shall maintain a working prudent reserve in the amount of \$ 2500.00.
2. The EIEASC shall maintain a mailing address for EIEASC business, (a P.O. Box), a Helpline as specified in "A Guide to Phoneline Service in NA", and bank account reflecting the EIEASC treasury and prudent reserve.
3. The EIEASC shall donate to the SCRSC at least quarterly any funds above the Prudent Reserve.
4. Receipts shall be required for all income and disbursements.
5. The EIEASC and its' Subcommittees shall establish all bank accounts at one centrally located bank. All signatory changes (additions and deletions) resulting from elections, are to be completed within 1 month of taking office.
6. There will be a bank account for the EIEASC, maintained by the Area Treasurer on which the Treasurer, Chairperson and the Area Vice-Chairperson shall be co-signers.
7. There will be a bank account maintained by the Literature Distribution Subcommittee Chairperson, on which the Literature Distribution Chairperson, Vice-Chairperson, Area Chairperson, and Area Treasurer shall be co-signers.
8. There will be a bank account maintained by the Activities Subcommittee Treasurer, on which the Activities Chairperson, Vice-Chairperson, Treasurer, Area Chairperson, and Area Treasurer shall be co-signers.
9. There will be a bank account maintained by the Day of the Dinosaurs Subcommittee Treasurer, on which the Day of the Dinosaurs Chairperson, Vice-Chairperson, Treasurer, Area Chairperson, and Area Treasurer shall be co-signers.
10. There will be a bank account maintained by the Unity Day Subcommittee Treasurer, on which the Unity Day Chairperson, Vice-Chairperson, Treasurer, Area Chairperson, and Area Treasurer shall be co-signers.
11. All accounts shall require two signatures.
12. All checking accounts shall reflect the EIEASC mailing address (P.O. Box) and the bank statements shall be mailed to that address (P.O. Box). It is the responsibility of the Area Treasurer to distribute Sub-committee bank statements to the Subcommittees, at the area meeting.
13. Monies donated by the groups shall initially go into the ASC bank account, and be distributed per Operational Guidelines and Voting Procedures. No funds will be accepted from any source outside of NA.
14. If two officers live at the same residence, then only one may be a signatory on a checking account.
15. All monies from fundraisers, except for the above-mentioned Subcommittees, will initially go through the Activities Subcommittee bank account.
16. No funds shall be maintained in personal bank accounts.

17. Area Treasurer, Literature Distribution Chair, and Area Chair will leave the area meeting **together** to purchase a money order, which will be deposited at the bank the next business day following the area meeting by the Treasurer.

18. All checks written at the ASC meeting shall not be deposited for payment till at least 3 business days following the ASC meeting.

19. It is the responsibility of the Area to support our **H&I, Phonedines, PI, Literature Distribution, Outreach, and Literature Review Subcommittees**. Disbursements to these Subcommittees shall be automatic (when the fund request is within the Subcommittees budget) up to the amount of established prudent reserve (of the ASC account) as long as funds are available. If funds are not available, then allocations shall be by a 2/3<sup>rd</sup> majority vote of voting members present.

20. Subcommittees may conduct fundraisers. If the Activities Subcommittee does not have the funds available they will work through the EIEASC to receive and repay working funds. The proceeds will be used by the Subcommittee to purchase materials for their functions. Excess profits will go through Activities Subcommittee to the Area Treasury.

21. The Area shall pay mailing and copying costs of the Subcommittees.

- a. There will be a spending limit of \$30.00 per month per non-money handling Subcommittee without Area approval.
- b. Receipts must be presented to receive payment.

22. Disbursements by the ASC exceeding \$20.00 will be paid by check.

23. All Subcommittees with bank accounts shall provide a written financial report to all ASC participants monthly.

24. All Trusted Servants desiring to perform a money-handling service position shall be apprised of EIEASC Guidelines, and shall have completed and signed Enclosure 1, the "Trusted Servants Financial Services Acknowledgement", prior to performing such service.

## **VIII. MISAPPROPRIATION OF EIEASC FUNDS**

The Eleventh Concept for NA Service establishes the sole absolute priority for the use of NA funds: to carry the message. The 12 Concepts give the EIEASC a mandate from the NA groups that call for total fiscal accountability. With this in mind, any misuse or funds by Area trusted servants cannot be tolerated.

**Definition:** "Misuse of funds" includes, but is not limited to, theft, embezzlement, or use of funds for purposes not expressly authorized by an Area Committee or Subcommittees. This includes theft of cash, checks, any financial instrument (i.e. refunds from vendors to the NA fellowship), or assets (i.e. equipment, supplies or inventory).

### **A. INTERIM ACTION - SUSPENSION**

Should any ASC Executive Committee member, Subcommittee member, or any non-elected NA member be suspected to have misappropriated or misused funds, the ASC Executive Committee will vote, in person or by phone, to immediately "suspend" the member(s) involved from further Area Service. Suspension in this instance is not disciplinary action; it is the pause in active service to allow time for the investigation of an incident.

Immediately upon suspending any member(s), the Executive Committee shall appoint (or elect) a delegate of said Committee to contact the suspended member(s) to notify them of their suspended status. Preference of this notification shall be 1<sup>st</sup>, in person; 2<sup>nd</sup>, by telephone, and lastly, by certified mail. All attempts to contact a suspended member will be fully documented by said delegate, and is imperative in the event of potential legal action. If live attempts (in-person and phone calls) fail to reach the suspended member(s) within three days of their suspension, then a certified, return receipt requested letter shall be written by said delegate, and mailed no more than 5 days from the date of the suspension. The return receipt shall be presented to the Executive

Committee for proper filing at the next meeting of said committee (ASC, JAC, or Special, whichever occurs first.)

1. A suspended officer or member may no longer represent themselves to the fellowship or service Boards or Committees as an officer or member of the Area or its Subcommittees. Additionally, a member, upon notification of being suspended, may not be reimbursed for any service-related expenses incurred during the course of their suspension.
2. Upon suspension of any member(s), the ASC Executive Committee must make a full and timely investigation of the matter and report the findings at the next ASC meeting.
3. Any member who participates in or who has knowledge of the suspected misappropriation or misuse of Area funds shall be subject to the same actions taken against the suspected misappropriator(s) of ASC funds and are required to be present at the ASC.
4. The presiding officer of the ASC, immediately upon calling the following ASC to order, must report all interim actions/decisions made by the Executive Committee, fully disclosing the alleged misappropriation or misuse of ASC funds and the individual(s) involved. Any member suspected of misappropriation or misuse of ASC funds may exercise their Tenth Concept right to redress at this time.

#### **B. ASC ACTION – REMOVAL/RESIGNATION/REINSTATEMENT**

Once the ASC Executive Committee investigates and reports to the ASC its findings of the suspected misappropriation or misuse of ASC funds, and providing that the individual(s) involved have not resigned, the ASC must immediately *vote on a motion* to remove the individual(s) involved from office and/or subcommittee “with cause,” to reinstate, or to extend the investigation.

1. Should the ASC remove an officer or member with cause, or should they resign for the misappropriation or misuse of ASC funds, said individual’s participation within the ASC is immediately terminated. Additionally, any member removed from office and/or subcommittee by the ASC, or who resigns for the misappropriation or misuse of ASC funds may not participate on an Area Subcommittee for a period of 3 years, and may not hold an area-elected seat or handle any NA funds of the ASC or its Subcommittees for a period of five years.
2. Upon reinstatement, said member’s suspension will be lifted and they will resume their role as a full participant of the ASC.

#### **C. RESTITUTION**

1. A member removed from office, or who resigns for the misappropriation or misuse of ASC funds might be subject to criminal and/or civil legal proceedings. A 2/3<sup>rd</sup> majority vote of the ASC shall be required to file charges with the local Law Enforcement Authorities, inclusive of the Local Police and DA’s Office.
2. A member removed from office, or who resigns for the misappropriation or misuse of ASC funds may, at the discretion of the EIEASC or SCRSC, be asked to sign a promissory note and make restitution in full of all misappropriated or misused ASC funds in lieu of filing charges. Should the terms and/or conditions of the promissory note be defaulted on, the Executive Committee may choose to re-examine the terms and/or conditions of said note to make an appropriate recommendation to the EIEASC or SCRSC. (This could range from rewriting the note to accommodate hardship for someone whom has demonstrated sincerity in repaying the note, up to and inclusive of pursuing legal avenues as described in Subsection (1)).

#### **IX. EIEASC AUDITING POLICY AND PROCEDURE**

To better help the Area manage its funds, and anticipate a reasonable budget for the upcoming year that meets the needs of the Area in carrying the message.

1. The EIEASC Auditors shall conduct an audit, comparing bank statements against Treasurer records, at least quarterly on all 5 accounts.

2. The Treasurer will prepare a financial report for distribution quarterly and as requested. It shall include Subcommittee income and expenses, and revenues received from the Groups.

3. Literature Distribution, Activities, Unity Day, and Day of the Dinosaurs Subcommittees will prepare a quarterly financial report of income and expenses to be turned in to the ASC Treasurer, and made available at request of auditors.

#### **X. GUIDELINES, AMENDING**

Any portion of these Guidelines may be amended by a 2/3<sup>rd</sup> majority vote of the ASC. The amended section shall be added to existing guidelines by the creation of an addendum. One month following ratification, the ASC Secretary will provide a contents page (showing the location and title of the addendum), and the addendum itself, to the ASC's participants. These 2 pages will also be supplied to Literature Distribution to update GSR Handbooks. The new Guideline shall remain as an addendum until the bi-annual Guideline review (ref. Sec. III FUNCTIONS, item 11, pg. 2.) when the Policy Subcommittee will convene and address the inclusion of addendums, and enclosures (forms).

#### **APPENDIX A**

#### **AREA SERVICE INVENTORY**

“NA ought never be organized but we may create service boards or committees directly responsible to those they serve.”

The following information/questionnaire has been designed by our ASC so that we may review our Area as a whole. This inventory should reflect our strengths and any weaknesses of our services, and our trusted servants, our growing pains, suggestions for improvement, and our adherence to the 12 Traditions of NA. Emphasis should be given to how the ASC is performing its responsibilities to the Area it serves.

As a GSR, you are a trusted servant of the specific group you represent. There are requirements and guidelines for your position. Do you know what you are supposed to do? Do you know where to look? Do you know whom to ask? If your answer is no, then you should get a copy of the EIEASC Guidelines, “*A Guide to Local Services in Narcotics Anonymous*”, or ask the person who had the position before you. The area RCM is also a person you can go to for assistance. The RCM Alternate conducts an orientation prior to each area meeting and welcomes any questions you may have. Do you know you are to show up monthly at our Area meeting? Did you know you represent your groups’ conscience? Did you know you are to keep your group informed about the Area, Region and World Services? Your ASC body is here to assist you in any way possible. Please answer the following questions so we can get your input on what we may improve upon, to facilitate your needs better.

1.) As a representative of a group or subcommittee do you feel confident that the EIEASC will help your group or subcommittee resolve any problems it may face?

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2.) Do the EIEASC Subcommittees serve the needs of your group?

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3.) Is your group’s conscience being sought and heard when matters arise that affect your group or NA as a whole?

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4.) Do you feel the EIEASC body is readily available to assist you as needed?

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Thank you in advance for completing this inventory. If you have any additional comments or questions please feel free to expand upon them.

**APPENDIX B**

**ABBREVIATIONS**

ASC	Area Service Committee.
EIEAASC	Eastern Inland Empire Area Activities Subcommittee.
EIEASC	Eastern Inland Empire Area Service Committee.
EIEAPLSC	Eastern Inland Empire Area Phone Lines Subcommittee.
FYI	For Your Information.
GSR	Group Service Representative.
GSR ALT	Group Service Representative Alternate.
H & I	Hospitals and Institutions Subcommittee.
IP	Information Pamphlet.
JAC	Joint Administrative Committee.
NAWS	Narcotics Anonymous World Services, inc.
PI	Public Information.
PSA	Public Service Announcement.
RCM	Regional Committee Member.
RCM ALT	Regional Committee Member Alternate.
RD	Regional Delegate.
RDA	Regional Delegate Alternate.
RSC	Regional Service Conference.
RSO	Regional Service Office.
SCRSC	Southern California Regional Service Conference.
WSC	World Service Conference.
WSB	World Service Board.
WSO	World Service Office.

**APPENDIX C**

**DESCRIPTION OF AREA SUBCOMMITTEES**

1. Activities Subcommittee: This Subcommittee meets at least once per month. They **may** meet more often just prior to functions. They organize dances, picnics, volleyball tournaments, etc., that serve two purposes. The first is providing good clean fun for recovering addicts. The second is that they raise funds that are necessary to support the EIEASC.
2. Hospitals & Institutions Subcommittee: This Subcommittee is on the front line of 12-Step work, carrying the message to the addict that is still suffering in hospitals and institutions. NA members can be of service on this Subcommittee by taking responsibility to take other NA members on H&I panels once a month. Clean time required varies depending on the institution. This Subcommittee meets once a month.
3. Literature Distribution Subcommittee: This Subcommittee purchases and sells literature at the area level.
4. Literature Review Subcommittee: This Subcommittee reviews and writes NA literature and publishes a local newsletter.
5. Phonelines Subcommittee: This Subcommittee's primary purpose is to carry the message to the addict that is still suffering. To establish, maintain, and coordinate an effective 24-hour, 7day a week Help line. Through this helpline we form a link between NA and the general public seeking help and/or information. The committee will also maintain a 12-step list to provide members available for 12 step calls. The Phonelines will also provide the appropriate referrals, if asked directly.
6. Public Information Subcommittee: This Subcommittee's primary purpose is to inform the public that NA exists, that it offers recovery from addiction and informs the fellowship about public information.
7. Outreach Subcommittee: This Subcommittee's primary purpose is to insure that any NA member, group or meeting can participate in the NA service structure and receive services if so desired. Also they assist groups in solving problems that impede their growth or threaten their survival.
8. Convention Representative: This person represents the Eastern Inland Empire Area at all Regional and World Convention Committee meetings.
9. Meeting Directory Person: This person has books for new meetings to sign, new GSR's and Alternates are in another book.
10. Unity Day Subcommittee: This Subcommittee's purpose is to carry out fund-raisers for the main event of Unity Day. The proceeds go to support area work in various ways. This Subcommittee meets once a month.
11. Day of the Dinosaurs Subcommittee: This Subcommittee holds one fund-raiser a year to promote unity in the fellowship. The proceeds go to support area work in various ways as decided by the Area Service Committee. This Subcommittee meets once a month.
12. Sponsorship Behind the Walls This Subcommittee represents the Eastern Inland Empire Area at all Regional Sponsorship behind the walls Sub-committee meetings
13. Ad Hoc Subcommittee: Ad Hoc Subcommittees, unlike standing Subcommittees, are assigned specific jobs to do and the Subcommittee dissolves when the job is done.
14. Standing Subcommittee: A standing Subcommittee is a Subcommittee that meets regularly to perform some aspect of area business.
15. Youth Sub-committee Rep: This person represents the Eastern Inland Empire Area at all Regional Youth Sub-committee meetings



# **GUIDELINES OF THE EASTERN INLAND EMPIRE AREA POLICY SUBCOMMITTEE**

## **Policy Statement:**

1. The Policy Subcommittee is a Subcommittee of the Eastern Inland Empire Area Service Committee.
2. The purpose of the Policy Subcommittee is to review and update the current guidelines and policies of the Area Service Committee and its Subcommittees only as directed by the Area Service Committee.

## **Functions & Responsibilities:**

1. Review existing guidelines and policies and recommend changes when directed to do so by the Eastern Inland Empire Area Service Committee.

NOTE: ANY AND ALL RECOMMENDED CHANGES NEED APPROVAL OF THE AREA SERVICE COMMITTEE.

2. Incorporate new policies and/or motions approved by ASC into EIEA guidelines or subsequent Subcommittee guidelines.
3. Report to ASC on any controversy, contradiction, or violations of ASC guidelines and policies of the 12 Traditions of Narcotics Anonymous and/or 12 concepts of Narcotics Anonymous of motions voted by ASC or other Subcommittees, when directed to do so by the ASC.
4. Report to ASC all activities of the Policy Subcommittee on a monthly basis.
5. Submit a written summary report to ASC at the end of the year.

## **Meetings & Membership:**

1. The Policy Subcommittee shall be comprised of interested members of NA who attend two consecutive meetings and the members of the Joint Administrative Committee and shall be chaired by the Area Vice Chair.
2. The Policy Subcommittee will meet on a regular basis at a designated time and place. This will be well publicized within local membership, inviting and encouraging all members to attend. Membership of the Policy Subcommittee shall be further defined to one or more of the following:
  - a. Those assigned to head specific projects as needed.
  - b. Those willing to help on various project as needed.
  - c. Voting members shall be members of the Joint Administrative Committee.

## **Voting Participants & Procedures:**

1. Who is eligible to vote in-group conscience decisions:
  - a. All members with the exception of the Chair.
  - b. Chair votes to break a tie.
  - c. Persons willing to serve and participate and must attend two consecutive JAC meetings and will be eligible to vote at second meeting.
  - d. Required quorum of more than half of eligible voting members.
  - e. Any voting participant who misses three consecutive Policy Subcommittee meetings loses voting privileges until requirements of "c" (above) are met.

## **Requirements and Duties of Voting Participants:**

1. Have an understanding and practical experience of 12 Steps, 12 Traditions, and 12 Concepts.
2. Maintain clean time throughout term of office or participation.
3. Have willingness and desire to serve.
4. Have personal time and ability to perform duties.

## **Terms of Office:**

1. Vice Chair of the Area is automatically the Chair of Policy Subcommittee.
2. Secretary shall be elected by the Policy subcommittee.

## **Chair Requirements:**

1. Two years clean time.
2. One year of service at an area level.
3. Need strong working knowledge of 12 Steps, 12 Traditions, and 12 Concepts.
4. Willingness to serve.

## **Secretary Requirements:**

1. Six months clean time.
2. Knowledge of 12 Steps.
3. Willingness to Serve.

## **Chair Duties:**

1. Arrange time and agenda for Policy Subcommittee meetings.
2. Initiate all necessary correspondence within group and area.
3. Keep Area Service Committee informed of all ongoing Policy Subcommittee activities.
4. Responsible for files, records, and overall functioning of committee
5. Is to attend all Area Service Committee meetings or designate an alternate.
6. Work closely with the Area Chair and Subcommittee Chairs on any and all ongoing projects.
7. Shall attend all Policy Subcommittee/JAC meetings.
8. In the event the Chair is unable to attend any Policy subcommittee meetings, s/he shall report to the ASC Chair and the ASC Chair will conduct the Policy Subcommittee meeting.

## **Secretary Duties:**

1. Records minutes at each Subcommittee meeting.
2. Distributes copies of minutes and notices of upcoming meetings.
3. Handles all correspondence as directed by Chair or Subcommittee.
4. Maintains files and records of communications and a list of activities and contacts to be passed on to subsequent Subcommittees.

Guidelines of the Eastern Inland Empire Area Service Committee  
of Narcotics Anonymous®

***Enclosure I***

***Trusted Servants Financial Services  
Acknowledgement***

I, \_\_\_\_\_  
have received, and read a current copy of the Guidelines of the Eastern Inland Empire. Area  
Service Committee of NA® (*henceforth EIEASCNA*).

It is my intent to accept a money-handling, volunteer position within the EIEASCNA.  
I understand that it is a requirement of the EIEASCNA that all Trusted Servants performing a  
money-handling service position sign this Acknowledgement prior to accepting such a position,  
and I do so of my own free will under no duress.

I understand that NA® funds are not to be used for any form of personal use, and that to  
do so constitutes misappropriation. I understand that should I be suspected of  
misappropriation of funds, the procedures outlined in the Guidelines of the EIEASCNA will  
be initiated, and adhered to through completion.

Should I be found to have misappropriated funds, I understand that the matter might  
be turned over to the local Law Enforcement Authorities, inclusive of the Local Police and  
DA's office, solely at the discretion of the EIEASCNA.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

*(Signature)*

*(Print name)*

