

# EASTERN INLAND EMPIRE COMMITTEE AREA SERVICE GUIDELINES

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.”

## CONTENTS

	Page	Page
I. Definition	2	
II. Purpose	2	
III. Functions	2	
IV. Participants	3	
A. GSR and GSR Alternates	3	
B. Officers	4-3	
	Qualifications	Duties
1. Chair	4	5
2. Vice-Chair	4	5
3. Secretary	4	5
4. Treasurer	4	5
5. Vice-Treasurer	4	6
6. RCM	4	6
7. RCM Alternate	4	6
8. Auditors	4	6-7
C. Regional Subcommittee Representatives/Liaisons/Chairs		
1. Convention Representative	7	8
2. Youth Subcommittee Liaison	7	8
3. LGBTQ Liaisons	7	8
4. Area Subcommittee Chairs		
i. Activities	7	
ii. Day of the Dinosaurs	7	
iii. Hospitals and Institutions	7	
iv. Literature Distribution	7	
v. Public Relations	7	
vi. Sponsorship Behind the Walls	8	
vii. Virtual Meetings	8	
V. Operational Guidelines	8-9	
VI. Voting Procedure	9-10	
VII. Fiscal Accountability	10-11	
VIII. Misappropriation of EIEASC funds	11-12	
IX. EIEASC Auditing Policy and Procedure	12	
X. Amending Guidelines	12	
Appendix A – Area Service Inventory	13	
Appendix B – Subcommittees	14	
Appendix C –GSR Handbook	15-22	
Enclosure 1. “Trusted Servants Financial Services Acknowledgement”	24	

**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.”

**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 Traditions and Twelve Concepts of Narcotics Anonymous, “That no addict seeking recovery need die.”

**NOTE:** Specifically excluded from the objectives of the EIEASC is the operation of any club, club house, detox center, and such related facilities, and 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 a monthly EIEASC meeting and at special meetings (see operational guidelines). In addition, many of the functions of the EIEASC shall be carried out by a system of subcommittees and representatives including but not limited to:

Subcommittees:	Representative(s)
Activities Subcommittee	Sponsorship Behind the Walls
Day of the Dinosaurs Subcommittee	Subcommittee Regional Convention
Hospitals and Institutions Subcommittee	Representative
Literature Distribution Subcommittee	Regional Youth Subcommittee Liaison
Public Relations Subcommittee	Regional LGBTQ Committee
Virtual Subcommittee	

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 and liaisons shall carry out their responsibilities according to the area guidelines. These subcommittee guidelines are available on request from the area or the respective subcommittee and are available online at [www.eietodayna.org](http://www.eietodayna.org).

**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 (GSRs).
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 Phone line (helpline), that is able to answer basic questions regarding NA, coordinate 12-step phone calls, and refer other callers to the NA group or Subcommittee that can best meet their needs.
- 4 Virtual Committee function
5. To provide a post office box and storage for archiving ASC and ASCs subcommittee archives and supplies to receive correspondence to the EIEASC.
6. To support the group of the EIEASC NA groups, to carry the NA message and to ensure that any NA member, group or meeting can participate in the NA Service Structure.
7. To carry the NA message to addicts in Hospitals and Institutions (H&I). Refer to H&I Handbook.

8. To distribute NA literature through our Literature Distribution Subcommittee.
9. To review and update EIEASC guidelines beginning in February of every other year and to assist Subcommittees in this function.
10. To support the regional SBTW Committee by providing a Sponsor to work the steps of NA to those People who are incarcerated in an Institution through EIE SBTW.
11. To carry the NA message to the community through Public Relations subcommittee. Refer to PR Handbook.

#### **IV. PARTICIPANTS**

The Area Service Committee is comprised of GSRs from the groups in its area, Officers, Subcommittee and Ad-Hoc Chairpersons, and other trusted servants elected by the GSRs. Officers of the EIEASC shall be limited to NA members only. Elections to the committee shall be as follows:

##### **A. GSR and GSR Alternates**

A new group's GSR attends 2 consecutive ASC meetings and becomes eligible to vote at the second 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 commitment. 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.

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 commitment and taking over in case of the GSRs 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 "mentoring 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 an effective 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 effective GSRs 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 ASC suggests the following guidelines for GSR are as follows:

1. The willingness and desire to serve.
2. One year of 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. Should serve on an Area Subcommittee.
7. **A commitment to attend the entire ASC meeting.**
8. A commitment to attend the bi-annual Regional Assembly Workshop (SCRAW).

The suggested guidelines for the GSR Alternate are the same as those for GSR, including attendance at all ASC meetings and suggested participation in Subcommittees. The GSR and Alternate as we have described them are your link to the fellowship of NA as a whole.

When holding elections for GSR and Alternate, the description of the duties and qualifications for nominees should be read from the suggested ASC guidelines and 4<sup>th</sup> 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 Subcommittee Rep, and LGBTQ Rep. All elected officers will assume their duties effective the first meeting of January of each year. All subcommittees in the ASC will present their nominees for Chair, Vice Chair and Treasurer to ASC for affirmation no later than one month following their elections. **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 EXECUTIVE OFFICERS:**

Please bear in mind that the following 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 these positions. **We must make sure that we have exhausted all possible candidates before we waive these requirements.**

#### **1. The Chairperson shall have:**

- a. Three (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. One (1) year service experience at a Narcotics Anonymous Area or Region level (ASC/RSC executive officer, ASC/RSC subcommittee officer, ASC GSR) within the last 3 years
- e. Knowledge of Business Meeting OPERATIONAL Guidelines (eg. Robert Rules of Order).

#### **2. The Vice-Chairperson shall have:**

- a. Two (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. One (1) year service experience at a Narcotics Anonymous Area or Region level (ASC/RSC executive officer, ASC/RSC subcommittee officer, ASC GSR) within the last 3 years
- e. Willingness to learn Business Meeting Operational Guidelines (eg. Robert Rules of Order).

#### **3. The Secretary shall have:**

- a. Eighteen months (18) 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. Six (6) months service experience at a NA Area, Regional, level.
- e. Willingness to learn Business Meeting Operational Guidelines (eg. Robert Rules of Order).
- f. The ways and means to fulfill the duties (access to computer).

#### **4. The Treasurer shall have:**

- a. Three (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. One (1) year service experience at a NA Area, Regional, level within the last 3 years.
- e. The ways and means to fulfill the duties (laptop with excel).

#### **5. The Vice-Treasurer shall have:**

- a. The same qualifications as Treasurer, except have a minimal of two (2) years clean time.

#### **6. The Regional Committee Member (RCM) shall have:**

- a. Three (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. One (1) year service experience at a NA Area, Regional, level within the last 3 years.
- d. A commitment to give the time and resources necessary for the position (reliable transportation, access to a computer, devoted time to attended ASC and RSC.)

7. **The Regional Committee Member (RCM) Alternate shall have:**
  - A. The same qualifications as RCM, except have a minimal of two (2) years clean time.
  - B. Knowledge and ability to manage and maintain a checking account.
8. **The two (2) Auditors shall have:**
  - a. Minimum of one (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. The willingness to adhere within the EIEASC AREA guidelines and fiscal policies, a willingness to serve within the EIEASC guidelines.
  - d. Knowledge and ability to manage and maintain a checking account.

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.

## **DUTIES OF EXECUTIVE 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. Coordinate all correspondence at the Area level.
  - d. Uphold the Area Business Meeting Operational guidelines.
  - e. May call an emergency meeting of all ASC executive officers at any time, as needed.
  - f. Vote in case of a tie.
  - g. Be co-signer of the ASC bank account.
  - h. Be co-signer of all money handling subcommittee bank accounts.
  - i. Be responsible for setting up the location of the ASC meetings.
  - j. Be holder of one of two area post office box and one of three storage keys.
  - k. Update post office box card information annually with EIEASC treasurer after elections.
  - l. Shall provide an oral report of the years' activities yearly at the end of their term, in December, using the information from the Area Service Inventory (Appendix A)
2. **The Vice-Chairperson shall:**
  - a. Perform the duties of the chair in their absence.
  - b. Work with all EIEASC subcommittees as needed per 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 the duties of the chairperson.
  - e. Assist the chair in their duties.
  - f. Have access to the post office box and storage key in an emergency.
  - g. Shall chair the guideline review Ad-Hoc meeting.
3. **The Secretary shall:**
  - a. Record, type, and distribute minutes and agenda of the ASC meeting to ASC participants, in writing and electronically.
  - b. Take roll of the executive body and subcommittee reps at the start and end of the ASC meeting.
  - c. Have access to the PO Box and storage key in an emergency.
  - d. Keep and maintain the EIEASC officer's contact information (email address and phone numbers) list current and provide copies to other officers as needed.
  - e. Maintain minutes and amendment to minutes and have them on hand at ASC meetings for current and one previous calendar year records.
  - f. Serve as custodian for the ASC files and archives.
  - g. Keep and maintain electronic archive of all past minutes, agendas, and guidelines.
4. **The Treasurer shall:**
  - a. Be custodian of the ASC bank account.
  - b. Keep written and electronic financial ledgers.
  - c. Make written, verbal, and electronic report of all income and expenses at each ASC meeting to be included in the minutes.
  - d. Make and provide a quarterly group donation report.
  - e. Comply with requirements of fiscal accountability.

- f. Be a holder of the area post office box and storage key.
  - g. Obtain and copy, for archiving, all subcommittee bank account statements prior to distributing them to the subcommittees at the ASC meeting.
  - h. Be responsible for having ledgers ready for audits, as called for by ASC participants, as well as quarterly audits.
  - i. Be 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 immediately upon the end of any members term on such card; immediately removing any member from such card.
  - k. In the event the treasurer is suspected of violating the Fiscal Accountability Guidelines, the treasurer authorizes the above action to be taken against him or herself by one or more of the authorized signers on the account, and will immediately surrender any and all financial records and instruments.
5. **The Vice-Treasurer shall:**
- a. Assist the treasurer in all duties except:
    - i. Does not hold the post office box and storage key
    - ii. Is not a signer on any of the ASC bank accounts.
  - b. Assumes the duties of the treasurer upon resignation of treasurer with affirmation of the ASC.
6. **The Regional Committee Member shall:**
- a. Provide two-way communication between this area and the Southern California Regional Service Committee (SCRSC) and the rest of NA as a whole.
  - b. Have input regarding the group conscience of the Area at the monthly RSC meeting.
  - c. Work with the RCM Alternate.
  - d. Attend the monthly RSC meetings.
  - e. Organize and put together an updated welcome packet for GSRs, to include Group report form, Roles and Responsibilities service pamphlet, and a copy of the GSR Handbook (Appendix C) in a manila folder.
  - f. With the help of the RCM Alternate, participate in facilitating training of GSRs.
  - g. When the World Service Conference Agenda Report is available inform all groups of all agenda items in the form of a workshop.
  - h. Prepare a written and electronic report for each RSC meeting, to be discussed at each ASC meeting.
  - i. Shall provide an oral report of the years' activities yearly at the end of their term, in December, using the information from the Area Service Inventory (Appendix A)
  - j. In the absence of the RCM or the RCM Alternate, the ASC Chair may delegate these responsibilities to any Executive body member.
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~~ all RSC meetings with the RCM
  - c. Help in providing GSRs with a welcome packet and keeping them up to date.
  - d. Provide an open discussion Q&A forum for new GSRs before each ASC meeting.
  - e. If both Auditors positions cannot be fulfilled at the time of the first scheduled audit then the RCM alternate will help and assist as needed.
8. **The Auditors shall:**
- a. Not have a vote at the ASC 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 treasurer's term. An additional audit will be required if the current treasurer resigns or is removed from service prior to their term ending.
  - d. Assist, if needed, in the creation and implementation of an annual budget for a committee in accordance with the EIEASC guidelines.
  - e. Report to the Area monthly on the status and outcomes of the audits.
  - f. If needed, make recommendations to the Area on its current fiscal practices.
  - g. 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 a discrepancy found in this audit then the audit will need to be reviewed by the second Auditor at a later date to ensure proper accounting.

- h. If both Auditor positions cannot be filled by the time of the first scheduled audit, then the RCM Alternate will help and assist as needed. This will help ensure that a person conducting the audit is not a signer on the account and making sure no conflict of interest exists in this matter.
- i. Attend a formal turn over meeting at the end of their term.

### C. SUBCOMMITTEE REPRESENTITIVES/LIAISONS/CHAIRS

- 1. The Regional Convention Representative shall have:
  - a. 90 days clean
  - b. One-year commitment to the position.
  - c. No prior service experience necessary.

The Regional Convention Representative Shall:

- a. Attend all regional Convention meetings.
- b. Attend all ASC meetings.
- c. Submit a written, verbal, and electronic report monthly ASC meeting.

- 2. The Regional Youth Committee Liaison shall have:
  - a. 90 days clean
  - b. One-year commitment to the position.
  - c. No prior service experience necessary.

The Regional Youth Committee Liaison shall:

- a. Attend all Regional youth committee meetings.
- b. Attend all ASC meetings.
- c. Submit a written, verbal, and electronic report monthly ASC meeting.

- 3. The Regional LGBTQ Committee Liaison shall have:
  - a. 90 days clean
  - b. One-year commitment to the position
  - c. No prior service experience necessary.

The Regional LGBTQ Committee Liaison shall:

- a. Attend all Regional LGBTQ committee meetings.
- b. Attend all ASC meetings.
- c. Submit a written, verbal, and electronic report monthly ASC meeting.

#### 4. Area Subcommittee Chairs:

- i. **Activities subcommittee chair shall have:**
  - a. Three (3) years continuous clean time.
  - b. An understanding of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
  - c. Attend and submit a written, verbal, and electronic report monthly for the ASC meeting.
- ii. **Day of Dinosaurs Chair shall have:**
  - a. Three (3) years clean time.
  - b. A commitment to service, willingness to serve, resources to do the job and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.
  - c. Attend and submit a written, verbal, and electronic report monthly for the ASC meeting.
- iii. **The Hospitals & Institutions Chair shall have:**
  - a. Three (3) years continuous clean time.
  - b. Have a working knowledge of the 12 steps, 12 traditions, and 12 concepts.
  - c. Attend and submit a written, verbal, and electronic report monthly for the ASC meeting.
- iv. **The Literature Distribution Chair shall have:**
  - a. Two (2) years clean time.
  - b. A Working knowledge of the 12 steps, 12 traditions, and 12 concepts of Narcotics Anonymous.
  - c. Attend and submit a written, verbal, and electronic report monthly for the ASC meeting.
- v. **The Public Relations Chair shall have:**
  - a. Two (2) years clean time

- b. A Working knowledge of the 12 steps, 12 traditions, and 12 concepts of Narcotics Anonymous.
- c. Attend and submit a written, verbal, and electronic report monthly for the ASC meeting.

**vi The Sponsorship Behind the Walls Chair shall have:**

- a. Three (3) years clean time.
- b. A Working knowledge of the 12 steps, 12 traditions, and 12 concepts of Narcotics Anonymous.
- c. Attend and submit a written, verbal, and electronic report monthly for the ASC meeting.

**vi. Virtual Meeting Committee**

- a. Two (2) years clean time.
- b. A Working knowledge of the 12 steps, 12 traditions, and 12 concepts of Narcotics Anonymous.
- c. Attend and submit a written, verbal, and electronic report monthly for the ASC meeting.

## **V. OPERATIONAL GUIDELINES**

1. All subcommittees and committees of the ASC should operate using Robert's Rules of Order as their decision making process
2. 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. A term is defined as 6 months or greater of the term year.
3. If a newly-elected Executive officer currently holds a service position which conflicts with their duties at the time of their election, they shall resign their position.
4. 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 majority vote of the ASC is needed. A designated person shall be given the 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 within 10 days prior to the next consecutive ASC meeting. If at that time the person states, they have not been so notified this will be taken under consideration.
5. The Subcommittees shall present for affirmation to the ASC, individuals for Subcommittee Chairperson, Vice-Chairperson and Treasurer, in accordance with the appropriate Subcommittee guidelines.
6. Each Subcommittee Chair or Vice-Chairperson will be responsible to ensure they are present for the entire ASC meeting. Attendance will be marked as "absent" if chairperson or vice chairperson is not present during both roll calls. Each Subcommittee will be responsible to be sure their Subcommittee is represented and attending regional Subcommittee meetings.
7. No EIEASC Subcommittee shall create a guideline which conflicts with the guidelines of the EIEASC.
8. 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 GSRs, their alternates, Area Officers, Subcommittee Chairperson and 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 shall 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 will 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.
9. The ASC shall hold regular monthly meetings. Special meetings of the ASC may be called by: 1) A 2/3rd majority vote of the ASC voting participants, or 2) By the Subcommittee Chairperson being apprised of a matter of special and major importance, such as major policy changes or large and unusual expenditures. Notice of Special meetings, ASC Secretary and all Subcommittee Reports must be given and posted at least 7 days prior to all special meetings and/or ASC meeting through EIEASC google group.
10. 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 Meeting directory person (PR Subcommittee) of their inactive status. An inactive group is ineligible to vote. Attending two consecutive scheduled ASC meeting reactivates a group and makes them eligible to vote at the second consecutive ASC.

11. These 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.
12. The area meeting will start promptly at its scheduled time, the second Sunday of every month, unless the meeting date is changed by a 2/3<sup>rd</sup> majority vote of members present. Literature Distribution will set up one hour prior. GSRs are to be checked **in prior to establishment of quorum. Once quorum is established, no GSR will be allowed to be checked in. The GSR will not have a vote during that ASC meeting.** New GSR Orientation will begin 30 minutes prior to the ASC meeting.
13. The Area Chair of the ASC can call an emergency meeting of the ASC executive body which includes the ASC Chair, Vice Chair, Secretary, Treasurer, Alt Treasurer, RCM, Alt RCM, and subcommittee chairs, to address emergency matters that may arise in support of continuing, and maintaining operational matters affecting the ASC, Region, and NA as a whole. The area chair will report any findings, or recommendations, at the next scheduled ASC meeting

## **VI. VOTING PROCEDURE**

1. A quorum of more than half of the active groups in existence must be present in order to conduct business. The quorum taken at the beginning of the ASC meeting will be used to conduct business for the entire meeting. Thereafter, 51% of the establishing quorum is needed to conduct business.
  - a. A 2/3 majority of the established quorum, as further set forth in these guidelines, is required for the following:
    - i. To amend the 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 the Area guidelines
    - v. To spend more than a \$150.00 per spending request.
    - vi. To approve any request for funds that is not already budgeted.
    - vii. To submit a motion to the Region or its committees.
  - b. All matters shall be a simple majority vote of the established quorum, 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 elected-GSR is entitled to one vote. In the event of a GSRs absence, the GSR Alternate, or the group’s secretary shall have the GSRs vote.
5. Officers and each subcommittee Chair shall have a vote only in elections, with the exception of the ASC chair.
6. The Chair shall have a vote only 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 at least 51% of the established quorum.
8. A 2/3 majority of the voting quorum shall be required for the removal of any elected member of the ASC and its subcommittees.

9. Election of officers is by a majority of the established quorum.
10. There will be 2 pros and 2 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. All voting will follow Roberts Rules of Order (see Addendum).
12. Any 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 EIEASC shall maintain a working prudent reserve equal to 1/6 of the annual expense budget rounded up to the nearest hundred.
2. The EIEASC shall maintain a mailing address for EIEASC business, a PO Box, a helpline, storage, virtual platform, and a bank account reflecting the EIEASC treasurer and prudent reserve.
3. The EIEASC shall donate to the SCRSC at least quarterly any funds above the prudent reserve, except for earmarked funds.
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, or removal of office, are to be completed within 1 month of taking office. Failure to follow this guideline could result in the ASC assuming the bank account until this guideline can be met.
6. There will be a bank account for the EIEASC, maintained by the Area Treasurer on which the Area Treasurer, Vice-Chair, and Chair shall be co-signers.
7. There will be a bank account maintained by the Literature Distribution Subcommittee Chair, on which the Literature Distribution Chair and Vice-Chair, Area Chair and Area Treasurer shall be co-signers.
8. There will be a bank account maintained by the Activities Subcommittee Treasurer, on which the Activities Chair, Vice-Chair, Treasurer, and Area Chair 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 Dinosaurs Chair, Vice-Chair, Treasurer, and Area Chair and Area Treasurer shall be co-signers.
10. All checks shall require two signatures whenever physically possible.
11. All checking accounts shall reflect the EIEASC mailing address (PO Box) and the bank statements shall be mailed to the Address (PO Box). It is the responsibility of the Area Treasurer to distribute subcommittee bank statements to the subcommittees at the ASC meeting, and maintain a copies in the treasurer archives.
12. 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, this guideline shall be added to all subcommittee guidelines.
13. If two different officers live at the same residence, then only one may be a signer on a checking account.
14. No funds shall be maintained in personal bank accounts.
15. Area Treasurer and Literature Distribution Chair will leave the ASC meeting **together** to purchase a money order, which will be deposited at the bank the next business day following the ASC meeting.
16. All checks written at the ASC meeting should be deposited within ~~14~~7 days following the ASC meeting.

17. It is the responsibility of the Area to support our subcommittees. Disbursements to these subcommittees shall be automatic when the funds requested are within the subcommittee's budget.
18. The Area shall pay mailing and copying costs of the non-money handling subcommittees and officers.
  - a. There will be a spending limit of \$30.00 dollars per month per non- money handling subcommittee without ASC approval.
  - b. Receipts must be presented to receive payment.
19. Disbursements by the ASC exceeding \$30.00 will be paid by check.
20. All subcommittees with bank accounts shall provide a written financial report to all ASC participants quarterly.
21. All trusted servants desiring to perform a money-handling service position shall be apprised of the EIEASC Guidelines, and shall have completed and signed Enclosure 1, the "Trusted Servant Financial Services Acknowledgement," prior to performing such service.
22. All non-money handling subcommittees should submit budgets to the ASC Treasurer no later than the ASC meeting in December, so that the ASC Treasurer can prepare and submit the annual budget and prudent reserve for approval in January to the ASC participants.

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

The 11<sup>th</sup> concept of NA service establishes the sole priority for the use of NA funds: to carry the message to the addict that still suffers. The 12<sup>th</sup> concept of NA service gives the EIEASC the mandate from NA groups that call for total fiscal accountability. With this in mind, any misappropriation of funds by any trusted servant(s) or NA member(s) cannot be tolerated.

### **A. THE DEFINITION**

"Misappropriation of funds" includes, but is not limited to, theft, embezzlement, or use of NA funds for purposes not expressly authorized by the ASC, subcommittee or Ad-Hoc. This includes the theft of cash, check, any financial instrument (i.e. refunds, royalties, or rebates from vendors to the NA fellowship), or assets (i.e. equipment, supplies, or physical inventory).

### **B. MISCONDUCT**

Misconduct is defined as any action contrary to the 12 Traditions of NA, the 12 Concepts of NA Service, the guidelines of the EIEASC, the guidelines of an EIEASC subcommittee or ad-hoc (if applicable), or violation of California state or US federal law to the extent that such misconduct is detrimental to the NA fellowship. This includes conduct that creates a benefit to a member or outside enterprise to the detriment of the NA fellowship.

### **C. INTERM ACTION-SUSPENSION**

Should any EIEASC executive committee member, subcommittee member, or any non-elected NA member be suspected to have misappropriated EIEASC funds or have been involved in misconduct, the EIEASC executive committee duly elected officers will vote, in person or by phone, to immediately "suspend" the member(s) involved from further service. Suspension in this instance is not disciplinary action; it is the pause in active service to allow time for investigation of an incident.

- I. A suspended officer or member may no longer represent themselves to the fellowship or service boards/committees as an officer or member of the EIEASC, its subcommittees, and its ad-hoc. Additionally, a member, upon notification of being suspended, by phone or letter from the ASC Chair, may not be reimbursed for any service related expenses incurred during the course of their suspension.
- II. Upon suspension of any member(s), the EIEASC Executive committee duly elected officers must make a full and timely investigation of the matter and report the findings at the next EIEASC meeting.
- III. Any member who participates in or who had knowledge of the suspected misappropriation of EIEASC funds or misconduct shall be subject to the same action taken against the suspected member(s) and are required to be present at the EIEASC meeting.
- IV. The presiding officer of the EIEASC, immediately upon calling the following EIEASC to order, must report all interim actions/decisions made by the executive committee elected officers, fully disclosing the alleged misappropriation of EIEASC funds or misconduct and

the individual(s) involved. Any member suspected of misappropriation of EIEASC funds or misconduct may exercise the 10<sup>th</sup> Concept of NA Service to redress the issue at this time.

#### **D. EIEASC ACTION – REMOVAL AND REINSTATEMENT**

Once the EIEASC Executive committee duly elected officers investigate and report to the EIEASC its findings of the suspected violation of this section, the EIEASC GSRs must immediately vote on a motion to remove the individual(s) from office and/or the committee “with cause”, to reinstate, or to extend the investigation. The Chair will notify said member(s) by phone or certified.

- I. Should the EIEASC remove an officer(s) or member (s) with cause, the said individual(s) participation within the EIEASC is immediately terminated.
  - a. Any member removed from office and/or committee by the EIEASC for misappropriation may no longer represent themselves to the fellowship or service boards/committees as an officer or member of the EIEASC, its subcommittees, or its ad-hoc for a period of 5 years from date of interim suspension.
  - b. Any member removed from office and/or committee by the EIEASC for misconduct may no longer represent themselves to the fellowship or service boards/committees as an officer or member of the EIEASC, its subcommittees, or ad-hoc, for a period of 2 to 5 years, at the discretion of the EIEASC, on a case by case basis. This period of time will be voted on and determined at the time of removal.
  - c. If a trusted servant resigns from office or a committee prior to the EIEASC having taken the aforementioned action and reaching a final resolution, the EIEASC shall precede to suspend the trusted servant. The EIEASC shall investigate the matter and follow the aforementioned process to its conclusion.
- II. Upon reinstatement, by 2/3 vote of the EIEASC, said member’s suspension will be lifted and the member will resume their role as a full participant of the EIEASC, its subcommittees, or ad-hoc as applicable.

#### **E. RESTITUTION**

- I. A member removed from office for the misappropriation of EIEASC funds might be subject to criminal and/or civil legal proceedings. A 2/3 majority vote of the EIEASC established quorum shall be required to file charges with local law enforcement authorities, inclusive of the local police and DA’s office.
- II. Members removed from office for the misappropriation of EIEASC funds will be asked to sign a promissory note and make restitution in full of all misappropriated EIEASC funds.

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

1. The EIEASC Auditors shall conduct an audit, comparing bank statements against treasurer records, at least quarterly on all 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, 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 upon request of Auditors.

### **X. AMENDING GUIDELINES**

Any portion of these guidelines may be amended by a 2/3 majority vote of the ASC established quorum. 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 participants. The new guideline shall remain as an addendum until the bi-annual guideline review (ref. sec III Functions) when the Ad-Hoc Guideline review committee meets every even year to

review and update the current Guideline and Policies of the Area Service Committee or as directed by the ASC. Ad-Hoc subcommittees, unlike standing subcommittees, are assigned specific jobs to do and the subcommittee dissolves when the job is done.

## APPENDIX A

### AREA SERVICE INVENTORY

“NA as such 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?

2) Do the EIEASC subcommittees serve the needs of your group?

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

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

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**

### **DESCRIPTION OF AREA SUBCOMMITTEES**

**1. Activities:** The purpose of the activities subcommittee is to supervise activities for the Eastern Inland Empire NA fellowship and to provide and promote a clean and safe environment for the fellowship of addicts within the Eastern Inland Empire Area (EIEA).

**2. Hospital & institutions:** 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 another NA member on H&I panels once a month. Clean time required varies depending on the institution. This subcommittee meets once a month.

**3. Literature Distribution:** To fulfill our primary purpose by purchasing and distributing Narcotics Anonymous literature to members and groups to the EIEA

**4. Public Relations:** The Public Relations subcommittee of the Eastern Inland Empire Area is a group of members of Narcotics Anonymous who believe in the concept “To assure that NO ADDICT seeking recovery need die without having had a chance to find a better way of life. From this day forward may we provide the necessary services.” The purpose of the subcommittee is to inform the public that Narcotics Anonymous exists. It offers recovery from active addiction and information about how and where to find it. All activities directed to that end shall be carried out according to the Twelve Steps and Twelve Traditions, as well as the Twelve Concepts and the PR Handbook.

**5. Day of the Dinosaurs:** This subcommittee holds one fundraiser 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.

**6. Sponsorship Behind the Walls:** The primary purpose to support the regional SBTW committee by providing a sponsor to work the 12 steps of Narcotics Anonymous, those people who are incarcerated in an institution who are unable to meet a potential sponsor at a meeting.

## **APPENDIX C**

### **GSR HANDBOOK**

A group service representative (GSR) is the first line of communication between their group and Narcotics Anonymous as a whole. They are the links that bind the groups together in the performance of our primary purpose. Electing GSRs who will take an active part in the business of N.A is one of the most important things we can do to improve the unity of the fellowship. Active representation, more than any other thing can strengthen the ties that bind us together and be the unifying force in our fellowship. "Our common welfare should come first; personal recovery depends on N.A. Unity." Participation in the Area Service Committee (ASC) will enable you to keep your group informed about what is happening in N.A. Members of a group should always be able to go to their representative and find out about activities, other groups, how our service structure works, the Twelve Traditions, or how they can become more involved.

#### **GSR RESPONSIBILITIES TO THE GROUP**

Provides information about what is happening in the rest of N.A. Inform the group of what happens at the ASC. Inform the group of the needs of the Area. Inform the group of any activities or subcommittees that have been started or are in need of support.

#### **GSR RESPONSIBILITIES TO THE AREA**

Inform about activities, strengths and problems of the group. Express group conscience of his/her group. Discuss the progress and needs of his/her group.

#### **GROUP CONSCIENCE**

It is essential to understand the concept of group conscience as a fundamental guide for conduct and procedures within Narcotics Anonymous. Our recovery and our service efforts are dependent upon this concept. In fact, rejection of this principle of group conscience and/or the process would undermine and damage the Fellowship upon which our very lives depend.

#### **DEVELOPING A GROUP CONSCIENCE**

One of the miracles of Narcotics Anonymous is that we can get a large number of addicts to work together, individuals with differing personalities and opinions that may conflict. This tends to set forth a rocky ground over which we must travel to achieve the goals of the Fellowship at group, area, regional, and world services. By applying the spiritual principles of Narcotics Anonymous, we learn how to disagree without being disagreeable. We learn that

when we act with fear, anger or resentment, our motives are usually based in ego. However, when we suppress our individual wants and self-obsession in the interest of the Fellowship, our decisions are based on love. To make these decisions based on love at times when we may not feel very loving is a gift of our recovery.

The primary purpose, as stated in our Traditions, calls for us to provide an atmosphere of recovery in our meetings in order to carry the message of recovery to other addicts. Unrestrained or uncoordinated efforts by all of our members to accomplish this primary purpose would lead to mass confusion and duplicated efforts. We must avoid this and move toward coordinated activities as a unified Fellowship. The starting place for this is in the decision-making process we call group conscience.

Group conscience is a difficult term to define and a process that has many variations in its implementation. Group conscience cannot be defined in clear authoritative terms (although our need for clear and specific direction might call out for an authoritative definition) but is rather described as a process.

There are many different interpretations of what group conscience is, how it is derived, and what it means. Nearly every member has his or her own understanding and when we explain our own version it is a little different from the next member's interpretation. This is understandable since Narcotics Anonymous does not require regimentation or conformity in personal beliefs. We are concerned about **unity**, and our decision-making process should make provision to strengthen **unity**, even when there is little regimentation of thought or conformity of practice.

To understand group conscience, we can examine some traditions that relate to the purpose and practice of group conscience. "Our common welfare" and "N.A. unity," as they are presented in the First Tradition, clearly declare that a decision-making process is involved. We could not arrive at a practical understanding of what our "common welfare" is unless we went through a decision-making process. The same is true for "N.A. Unity". The determination of what detracts from our unity or promotes unity implies a decision-making process. We must remember that once a group conscience decision is reached, it is time for us to put aside our personal differences and work together in the spirit of N.A. unity to accomplish the task at hand. If the decision is opposed to our personal point of view, we should do our best to surrender to the group conscience. By refusing to participate, quitting the group, or acting negatively towards the group conscience decision, we are stating that it is only a "good" group conscience if it coincides with our opinion. This resistance weakens the unity upon which our common welfare depends. Even if we disagree we can work with the group and trust a loving God with the results.

The second Tradition clarifies this process by telling us that our efforts to arrive at a group conscience are a manifestation of the authority of our Fellowship which comes from a loving God. This should tell us that group conscience should include guidance from our Higher Power rather than the strong personalities or preferences of our members. If a loving God is involved in our exercise of group conscience, we should be instruments of His expression rather than bullhorns demanding our way.



“For our group purpose, there is but one ultimate authority – a loving God as He may express Himself in our Group conscience, our leaders are but trusted servants, they do not govern.” This should be more of a heartfelt search for a common understanding of the issue, rather than for a demand that one view is right while another is wrong. A loving God is not expressed by fearful, punitive, or resentful actions. Group conscience decisions should not be made to punish individuals or place restricting directives on the Fellowship it serves. Group conscience actions should be made in light of our primary purpose and reflect the spiritual principles of N.A. The importance of this simplistic approach cannot be overemphasized and, if we do this, many unnecessary problems can be avoided. This spiritual process of inviting a loving God to be expressed through our group conscience, as stated in Tradition Two, is closely related to the concept of spiritual anonymity which is set forth in our Twelfth Tradition.

Addicts tend to be very sensitive people. This should imply a sensitivity to others but more often it means we are easily hurt. Our personality, self image and self worth may be right on the surface of things we do. If we understand this and apply the spiritual principle of anonymity that is stated in our Twelfth Tradition to our participation in group conscience, we are less likely to become defensive or aggressive, and God is more likely to be expressed. This principle teaches us to quell our egos in the interest of the Fellowship and to place principles before personalities.

Two of the stumbling blocks to a spiritually-based group conscience process are: (1) The issue becomes identified with people who propose or oppose them, and (2) We become emotionally involved. For group conscience as a process, it should not make a difference who is involved in the discussion nor who or what is the subject of the discussion. We must deal with the principle, not the personality. This sounds so simple, but in fact is very difficult. It may take years for us as individuals to mature enough to leave our emotions out of our discussions of issues. This can be especially true when the issue is related to money, power, the Traditions, or N.A. as a whole. These must be overcome, especially by those who are most trusted in the group conscience process. It is hard for some of us who are heavily involved to let someone else have the last word in a discussion, but it may be that we should speak less and have faith that a loving God can express His will through others too.

Group conscience is a process which facilitates a group decision. Group conscience requires the group’s awareness of the principles involved in their motives and actions. The group should closely evaluate its decision-making process to insure it is acting in harmony with the spiritual principles of Narcotics Anonymous, the Twelve Steps and the Twelve Traditions. The awareness of each member of a group will vary according to that member’s personal circumstances in recovery. Therefore, the awareness of the group as a whole will represent a combined mixture of the spiritual recovery of each of its members. This general notion of awareness is only the beginning of understanding group conscience.

Group conscience is the method by which we process the mixture of factual information, personal opinions and experiences. All of these are ingredients which exist in varying proportions in every group. The built-in catalyst and safeguard is the loving God who is referred to in Tradition Two. Without this spiritual ingredient, the group conscience becomes an expression of our will rather than the will of a loving God.

The most crucial part of the group conscience process is involving a loving God in our decision making. Most of us have experienced group conscience situations where a loving God was expressed despite our clumsiest efforts. We have also experienced situations where group conscience was forced, and subsequent disharmony resulted. Usually, in these painful situations, we have somehow blocked the expression of a loving God by our own actions. Powerful personalities, rushed actions, misinformation, and/or lack of information are underlying causes of our problems. These underlying causes can result in a group conscience that is not the best course of action and may even be destructive. Our group conscience will usually hinge uncomfortably as result of these mistakes. When this occurs, it is the responsibility of the group is to take stock of itself, focus once again on our primary purpose and N.A. principles, and then make the necessary group conscience decision to correct the mishap.

We can avoid unnecessary struggles by allowing a loving God to be expressed through our group conscience. This can be enhanced by providing full information, allowing ample discussion of all sides of the issue, keeping an open mind, and inviting God into the proceedings via a group prayer and/or moment of silence. Striving for substantial unanimity can enhance discussion, however this ideal cannot always be attained and our goal is to gain a mutual understanding of the issue. Our group conscience is a collective conscience of our individual consciences. This necessarily entails the efforts of each individual to set aside his/her ego, personal wants, and prejudices in an effort to reach what is best for the represented Fellowship. Clearing this clutter from our minds allows the spirit of a loving God to be expressed through the channel of our collective group conscience. This allows us the joyous experience of humbly putting aside our individual wants and differences to work together in unity. While each member is an individual and each group is autonomous, it is important during the group conscience process to ascertain if our actions will possibly affect other people, groups, or even N.A. as a whole. This application of our Fourth Tradition allows us to experience the spiritual principle of rising above our own wants in the interest of others.

The more we develop and practice spiritual principles and apply the Steps and Traditions in our lives, the better our capability of inviting a loving God into our group conscience to provide the best possible direction. This spiritual component is essential to group conscience both as a concept and as a process. Because of this stabilizing ingredient, group conscience provides a process which can eliminate decisions based upon fear, self-will, resentment, retaliation and other character defects. While no member of a group will be free of character defects at any given time, the group as a whole need not be guided by them as long as each member employs his or her personal Higher Power. In this process, the group takes on a collective Higher Power.

## **GROUP CONSCIENCE AND THE TRUSTED SERVANT**

The Second Tradition states that for our group purpose our ultimate authority is a loving God who may be expressed through our group conscience. It goes on to state that our leaders are but trusted servants; they do not govern. Obviously, these trusted servants have something to do with our Second Tradition.

The word **ULTIMATE** means final; this authority rest within the N.A. groups, they have the right to delegate certain responsibilities and the corresponding authority to get the work done.

There are some decisions the N.A. groups will always want to participate in directly such as, changes in the Twelve Steps and Twelve Traditions, new literature approval, or any change in the nature of our Fellowship. Otherwise, the N.A. groups have delegated much of the active responsibility for N.A. services to their trusted servants through the adoption of the N.A. Service Structure.

The words **LEADERS** and **AUTHORITY** may have negative overtones when we first arrive in Narcotics Anonymous. However, as we gain new insight into their meaning and relationship to our spiritual Fellowship, we view them as they are stated in our Second Tradition. The word **AUTHORITY** is defined as the **RIGHT TO ACT**. In Narcotics Anonymous **AUTHORITY** does not represent government, but the capability to perform the necessary functions that allow our Fellowship to grow and provide its services. This **AUTHORITY** enables the trusted servant to perform his/her delegated responsibilities within the confines of those responsibilities. N.A. leaders are not the conventional types of leaders most of us have been accustomed to. N.A. leaders are trusted servants; they do not govern. N.A. leaders lead by example, not by directives. They maintain a mutual respect with the Fellowship they serve. Their example prompts us to support their efforts as they have developed our trust.

In choosing a trusted servant it is important to select a member who is an example of N.A. recovery. The member should have the necessary skills and/or spiritual attributes that suit the position. It is important that we select the best possible choice and not base our decision on popularity or availability. Effective trusted servants will have experience in working the steps, for only through and application of the steps in our lives can we begin to understand the spiritual principles underlying the traditions. They will have demonstrated in their service experience the ability to fulfill their terms, commitments, and responsibilities. They must be able to put principles before personalities in conducting their service responsibilities and themselves. They should be resources for guidance in areas concerning their responsibilities and yet be able to say, "I don't know" when they are unsure and then research to locate the source of the answer. The trusted servant should be willing to bring about compromises, yet always adhere to N.A. principles. Most importantly, N.A. trusted servants must be open-minded, even to their critics, since they must always be looking for the most effective way to serve the Fellowship.

The reason N.A. Leaders are called trusted servants is because they are placed in a position of trust by the group conscience of the Fellowship they serve. By trust we mean that we are placing with them the authority to act responsibly within their best judgment. The reason we place trusted servants in these positions is so they can perform the general administrative and related personal services that are necessary to the ongoing needs of Narcotics Anonymous. This insures that the message of recovery will continue to be available not only to the present members but to the addicts who are, and will be, stumbling blindly through the darkness and horrors of drug addiction. These services that are handled by the trusted servants free the N.A. groups to focus on the primary purpose and provide the personal service that is the trademark of Narcotics Anonymous.

Trusted servants have decisions to make in performing their duties. Part of our trust is allowing them to make these decisions. They are usually the ones with the most hands-on experience and information regarding the needs of the particular situations they are handling. If we insisted that they return to us with every decision, they would not be trusted servants at all,

Revised 2020

they would simply be messengers. If we made every decision for them, it would quickly demoralize them and take away their effectiveness. However, it is very important that the trusted servant keep the Fellowship informed of the actions they have taken in conducting their responsibilities.

Another part of our trust is giving them the right to decide which issues they should handle, and which need wider consultation and subsequent direction. We must remember that we elected them to a position of trust and that they will use their best discretion and report to us on their actions. We should not expect them to bring every issue back to us for us to decide if we should handle it. This would make N.A. just another red tape bureaucracy which most addicts tend to revile. We must remember that any action that the trusted servant may make in error can be corrected by the Fellowship they serve, and we can be quite sure that the trusted servant will be promptly notified of our concerns. Though the trusted servant has been delegated these responsibilities and the right to make decisions, if there is any uncertainty with the decision, he/she should seek the experience and counsel of members, groups, or service committees, prior to the decision and its implementation. The Fellowship that is being served should receive a report on all actions taken by the trusted servant. Nothing can change the fact that some members are simply not interested in what they may see as “politics”. We cannot force people to get involved or informed. Even when the members appear disinterested, the trusted servants have an obligation to inform and provide the opportunity for group conscience to take place. Reporting to the Fellowship on actions taken removes the potential for distrust and accompanies actions not reported on or explained.

Responsibility and trust is the beautiful balance within Tradition Two that captures the spirit of mutual respect that is necessary to effectively operate our services. Trusted servants, living examples of the principles of our Steps and Traditions, necessarily have been delegated to the immediate responsibility of conducting our service affairs. In order to reasonably carry out these responsibilities, a certain amount of authority has to be delegated. If this were not the case, we would have one group with all the responsibility (trusted servants) and another with all the authority (the N.A. groups). Back and forth we would go, accomplishing very little in actual services. As a Fellowship, we have a principal obligation to the addict who still suffers. If our services are ineffective and unable to respond, addicts will not recover. Granting our trusted servants, the ability to act in accordance with our principles is how we can best serve our needs as a Fellowship.

This delegated authority and responsibility does not come without checks and balances. To insure the right relationship between delegated and ultimate authority, the N.A. groups should give careful consideration when choosing members to represent them. If their choice proves to be unacceptable they can always recall them, or, in cases of great importance or urgency, they may withdraw all support of the service structure. If the groups don't support the service structure it will crumble. This is ultimate authority and shouldn't be used unwisely or in haste, but always exists if the N.A. groups feel it necessary to correct unacceptable actions of its servants. This is the full implications of Tradition Two, a right balance, providing our trusted servants with the ability to actively respond, keeping in mind to whom they must **ULTIMATELY** be responsible.

Our program is a set of principles that when applied provide a constant source of guidance for us all. Individuals as well as groups know too well the consequences of intolerance or

Revised 2020

indifference to them. Addicts will die, and groups may dissolve. We must have faith that these principles will guide our trusted servants' actions according to the will of a loving God who guides us all. Mutual trust and respect between servant and group, and group and servant, will insure that N.A. services always remain responsible to those they serve.

Much confusion arises over the carrying of group conscience. Trusted servants frequently face challenging group conscience situations. A group conscience issue can be voted on by the Fellowship which is being represented and later, additional information may be available which sheds new light on the issue. At the service meeting, the issue could be amended to a point where it is quite different from the issue that was originally presented to that representatives' fellowship. This is where the right of decision takes place. Their representatives must decide whether these changes are significant enough to be returned to those they serve. If not, the representatives utilize the trust bestowed upon them to make a decision based on the best possible understanding of the issue. In essence, we instill our confidence in our trusted servants as a matter of course when they assume the duties and responsibilities of the position to which they have been entrusted.

As we can see, there are difficult situations that may arise requiring informed choices and our trusted servants need to know that they have our loving support, confidence, and trust when handling these challenges. One of the ways the trusted servant earns and facilitates this trust is by regular communication. Presentation of information should be objective and fair with adequate explanation.

Realizing that these trusted servants are entrusted with the right of decision in handling and voting our group conscience issues places a new light on group conscience. Since we trust them to handle these responsibilities, it becomes apparent that group conscience is not only formed by the N.A. groups, but also by the service boards and committees that serve the N.A. Fellowship. Committees and boards are also given the right to decide which issues to handle and which to return to the service body to which they are responsible. This entrusts the most informed and experienced members to make decisions affecting their area of service expertise. It is important that we recognize the right of these committees and service boards to handle their responsibilities. They are made up of trusted servants and have correspondingly been delegated the responsibility and related rights of decision by the N.A. group via the adoption of the N.A. Service Structure. Further, it is the responsibility of the Fellowship which created this Service Structure to support it financially, emotionally, and with the human resources – the trusted servants themselves.

Over the years, service committees have adopted a variety of procedures to conduct their business. In many places around the Fellowship, the question of who participates as a voting member or a particular service body has stirred a great deal of discussion. Many arguments in our groups, area or regional committees and even the WSC have centered on who has the right to vote, based on who does or does not “truly” represent a group conscience. It is not our desire to decide or dictate to our service committees how they should answer these questions. Each service body in N.A. should decide for itself its voting participants.

The Traditions exist in order to keep the N.A. Fellowship true to its purpose, recovery. In this way, the philosophy of N.A. is not changed. Adherence to principles of the Twelve Traditions ensures the growth and continuation of the Fellowship. When problems arise, we apply the

Revised 2020

Twelve Traditions exactly as they are written – not the way we think they ought to read, If we faithfully follow these principles, the N.A. Fellowship grows in an atmosphere of love and acceptance; we are able to assist other addicts in recovery. We therefore avoid chaos, controversy and disruption, which could threaten the recovery of addicts everywhere.

When any of the Twelve Traditions are violated, tact and diplomacy must be utilized in addressing these sensitive matters. Most addicts have been wrong so many times in the past that we become self-righteous, and thrill at the opportunity when we are right for once. We may be tempted to rush into a discussion, hurling accusation, demanding judgment. However, this attitude is self-defeating, and frequently can do more harm than good. If we have applied the Twelve Steps in our lives, we have begun to develop a basic understanding and compassion for ourselves and others. We have seen that the need to always be right rarely leads to contentment or beneficial solutions. We now draw on our rudimentary ability to be tactful in approaching difficult situations. While we acknowledge the need to protect our Fellowship through application of the Twelve Traditions, it is also important that this vigilance be balanced with diplomacy and understanding.

In resolving actions which violate the Twelve Traditions, we keep in mind that no member ever intends to harm the Fellowship. Since our very lives depend on the program, imperiling N.A. is, in effect, imperiling our own existence. Most realize this on an intuitive level, and may react violently or fearfully to the events which we perceive as threats to the welfare of N.A. It is very helpful to remember this concern when we see mistakes. Just as we did not choose to live miserably in active addiction, we understand that no recovering addict consciously chooses to disrupt the N.A. Fellowship. With this perspective, we approach the person or people involved in a spirit of helpfulness and cooperation. We avoid antagonistic confrontations, striving instead for cooperative efforts in solving our common problems. We allow them time to think over our suggestions, being careful always to treat them with respect and dignity.

If we are unable to solve the problems using sincere tact and diplomacy, we look to the experience of other members in questions of the Twelve Traditions. We may prepare a factually objective letter for our area service committee or region if necessary. However, it is always best to resolve problems before this level if possible, keeping foremost in mind the welfare of the group and N.A. as a whole.

### **THE SPIRITUAL PRINCIPLES OF THE TWELVE STEPS AND TWELVE TRADITIONS ARE NOT SUBJECT TO NEGOTIATION.**

The principles of the N.A. program are the keys to freedom from addiction and experience has shown that there are no boundaries on that freedom as long as we refrain from using.

Each duly elected trusted servant is representative of the collective conscience of the members who so elected him/her, whether they be a group Secretary, Area Subcommittee Chairperson, Regional Treasurer, or Trustee.

As we can see, group conscience is not always a cut-and-dried issue. However, its spiritual basis in trusting a loving God will always adequately guide us as members and as trusted servants. Group conscience will continue to work as long as we let it.

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)

(Witness)



# SAMPLE RULES OF ORDER

On the following pages, you'll find a simple set of rules of order. They have been adapted from Robert's Rules of Order, Newly Revised, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some details from Robert's Rules; to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative. In countries where Robert's Rules of Order are not in common use and where some other body of parliamentary rules is more commonly used by deliberative assemblies, service committees may want to consider adapting these rules so that they conform to those commonly in use in their own lands.

## DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the Chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

## DEBATE, LIMITS

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motions). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

## MOTIONS

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are **main motions** and **parliamentary motions**.

## MAIN MOTIONS

A motion is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why her/she feels the idea is important; this is called

speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions.

Every motion requires a second – the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chair, says, “I second that.” If nobody seconds a motion, the chair will say, “The motion dies for lack of a second.” This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the Chairperson may rule it out of order. A motion may be ruled **out of order** for any one of a number of reasons: The motion goes against the committee’s standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA service, or is inappropriate at the particular point in the meeting at which it is made. **Robert’s Rules of Order** can be consulted for more specific examples of motions which are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the Chairperson may appeal that ruling, as described below. If no appeal is made, or if the decision of the Chair is upheld, the committee moves on to other business.

## **PARLIAMENTARY MOTIONS**

**Parliamentary motions** can be best understood as “sub-motions” made during debate on a main motion that affect that motion in some way. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed below.

### **1. Motion to AMEND** **SIMPLE majority required** **Is DEBATABLE**

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, “**I move to amend the motion...**” and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken, and the body moves on to the next item of business.

If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended. This is called making a **friendly amendment**.

**2. Motion to TABLE**  
**SIMPLE majority required**  
**Is NOT DEBATABLE**

One way of disposing of a motion that is not ready for a vote is to table it. This is done by saying, **“I move we table this motion until such-and-such a date/meeting.”** This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

**4. Motion to REMOVE FROM THE TABLE**  
**SIMPLE majority required**  
**Is NOT DEBATABLE**

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, **“I move to remove from the table the motion to such-and-such.”** If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

**5. Motion to REFER**  
**SIMPLE majority required**  
**Is DEBATABLE**

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, **“I move to refer the motion to the such-and-such subcommittee.”** If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business, if the motion to refer does not pass, the committee either continues debating the main motion or votes on it.

The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

**6. Motions to RECONSIDER or RESCIND**  
**MAJORITY required varies**  
**IS DEBATABLE**

Sometime a member feels that a motion the committee has passed will prove harmful. That member can move to either **reconsider** (reopen for debate and voting) or **rescind** (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind:

- The motion must have been passed in either the last months or the current meeting.
- The member making the motion must have information on the issue that was not available in the original debate on the motion.

- The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine a potentially harmful situation it has created inadvertently. If any of these requirements are not met, the Chairperson will declare the motion out of order. **The motion to reconsider requires a simple majority.**

**The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.**

**7. Request to WITHDRAW A MOTION  
UNANIMOUS CONSENT required  
Is NOT DEBATABLE**

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn, and the body moves on.

**8. Offering a SUBSTITUTE MOTION  
SIMPLE majority required  
Is DEBATABLE**

A **substitute motion** is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

**9. Motion to ADJOURN  
SIMPLE majority required  
Is NOT DEBATABLE**

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

## **OTHER PROCEDURES**

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

### **Order of the day**

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, **“I call for the order of the day.”** This means, “I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda.” This does not require a second, is not debatable, and does not even require a vote – the Chairperson is obligated to enforce the request unless two-thirds of the body tell the chair otherwise.

### **Point of Information**

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, **“Point of information.”** This means, **“I have a question to ask,”** not, **“I have information to offer.”** One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the Chairperson or another member of the body.

### **Point of order**

If it appears to a committee member that something is happening in violation of the rules of order, and if the Chairperson has not yet done anything about it, the member can ask the Chairperson for clarification of the rules at any time. The member may simply say out loud, **“Point of order.”** The chairperson then says, “What is your point of order?” The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says, “Your point is well taken” and restates the appropriate rule, if the chair does not agree, the chair says, “Overruled.” This decision, as all others, can be appealed.

### **Point of appeal**

Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, “I appeal the decision of the chair.” If the appeal is seconded, the chair then asks, “On what ground do you appeal my decision?” The member states the reasons. The Chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chair.

### **Parliamentary inquiry**

If a committee member wants to do something but doesn’t know how it fits in with the rules of order. All that member has to do is ask. At any time, a member may simply say out loud, “Point of parliamentary inquiry.” The Chairperson must immediately recognize the member so that person may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

### **Point of personal privilege**

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, “Point of personal privilege.” If the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the chair must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chair will accommodate you.

## VOTING PROCEDURES

There are several ways that votes can be taken. The most commonly used method is the **show of hands**. With rare exceptions, votes will be taken by a request from the chair to see the hand of all in favor, then all opposed, then all abstaining on each issue. The chair should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

These are only brief notes on rules of order for business meetings. For further information, see Roberts Rules of Order – Newly Revised.

### MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion.	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it; while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information.	Yes	No	No	None
Main motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track.	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order.	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No	Two-thirds
Privilege, personal	To make a personal request of the chair or the committee.	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote.	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous



# AGENDA January 2021

Welcome to the monthly A.S.C. Written reports and minutes are available on the table with the Directory Person. GSR report forms go to the Outreach Chair and area donations go to the Treasurer.

1. Opening prayer
2. Roll Call
3. Area purpose
4. 12 Traditions, 12 Concepts
5. Reading of the 6<sup>th</sup> Concept
6. Vice-Chair reads the Decorum Statement
7. Welcome new ASC members
8. GSRs Please review Minutes (Approve #17)
9. Birthdays
10. Challenges & Innovations
11. Chair's remarks
12. Vice-Chair's remarks
13. Treasurer's remarks
14. Secretary's remarks
15. RCM report
16. Meeting Directory person
17. Approval of last month's minutes
18. Subcommittee reports
  - a) Day of the Dinosaurs
  - b) Youth
  - c) Public Relations
  - d) Convention Rep
  - e) LGBTQ
  - f) Sponsorship Behind the Walls
  - g) Activities
  - h) Hospitals & Institutions
  - i) Virtual Meeting
  - j) Literature Distribution
  - k) Auditors
19. OLD BUSINESS
  - A)
  - B)
20. NEW BUSINESS
  - A)
  - B)
23. Treasurers report
24. Request for funds
  - A) Starter kits
  - B) Regional Donation
25. Roll Call
26. Announcements
27. Adjournment