

Guidelines of the Central Coast Area Service Committee

Submitted and Approved 6/7/2015

ARTICLE I

Name

The name of this committee shall be the Central Coast Area Service Committee of Narcotics Anonymous (CCASC).

ARTICLE II

Service Area

The service area shall include that geographical area which has the following boundaries: from Gaviota State Beach, North on Highway 101 to Zaca Station Road, including the Santa Ynez Valley. Zaca Station Road to Foxen Canyon Road to Tepusquet Road to Highway 166 to the San Luis Obispo-Kern County line. North and then west following the San Luis Obispo County Line to the Pacific Ocean.

ARTICLE III

Purpose

The purpose of this committee shall be to administer and coordinate the activities common to the welfare of the Narcotics Anonymous groups within the boundaries of the Central Coast Area, to support the needs of these groups, to serve as a link between these groups and the Central California Regional Service Committee of Narcotics Anonymous, and to foster unity. For the purpose of these guidelines, the term Narcotics Anonymous Group shall be defined as stated in the Guide to Local Service

ARTICLE IV

Participants

Section 1

This committee shall have two (2) groups of participants; voting and non-voting. No person shall hold more than one voting right.

Section 2

The participants of the committee shall be the GSRs (or GSR Alternates in their absence), all Subcommittee Chairpersons and Administration (Secretary, Treasurer, Vice Treasurer, Vice Chairperson and both Regional Committee Members. The above positions shall be defined as stated in the Guide to Local Service.

Section 3

For the purpose of establishing a quorum:

- a. GSRs or their alternates representing a newly formed group or attending CCASC meetings for the first time will be considered voting participants.
- b. A quorum shall be 66% of active GSR participants.

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- c. If no GSR or Alternate GSR attends ASC for 2 or more meetings consecutively then that group is no longer eligible in finding a quorum. Once that GSR or Alternate GSR attends an ASC meeting, that group is added to quorum.
- d. A quorum must be established for new proposals to be considered or for nominations to take place.
- e. Proposals that are introduced at a CCASC meeting, at which no quorum has been established, shall be considered at the following CCASC meeting, regardless of the number of voting participants.

ARTICLE V

Nomination of Officers

Section 1

The officers of the committee shall be a Chairperson, Vice-Chairperson, Secretary, Treasurer and two (2) Regional Committee Members.

Section 2

All officers shall be nominated to service for one year except for the Regional Committee Members who shall serve two year terms, one being in odd-numbered years and the other in even-numbered years.

Section 3

- a. All officers of the Area Service Committee shall be nominated at the regular meeting in the month of November.
- b. Terms of office shall begin at the start of the regular meeting of the CCASC in January.

Section 4

- a. No officer shall hold more than one position at a time.
- b. No officer shall be eligible to serve more than two (2) full terms consecutively in the same office.
- c. Upon election to an Area Service Committee officer position, the NA member shall resign from any other area level service position.

Section 5

- a. A nomination to fill a vacancy of an officer shall occur within two regular meetings after the vacancy arises.
- b. A list of all positions will be distributed at the appropriate CCASC meeting.
- c. Notice of intent to fill a vacancy shall be provided to the fellowship immediately.
- d. In the case of a vacancy in the position of Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson, until a new chairperson is elected.
- e. In the case of a vacancy in the position of a Regional Committee Member the other Regional Committee Member will assume all the duties of the Region Committee Member until a new RCM is selected. Newly selected officers shall assume the duties of their position at the beginning of the next regular meeting of the CCASC.

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Section 6

Process of Nominations of Officers:

6.1 Nominations

- a. Nominations for all open positions will be sought at the appropriate meeting of the CCASC.
- b. Any member of the Central Coast Area of Narcotics Anonymous may nominate a qualified individual for a CCASC position.
- c. All officers who have not served two (2) consecutive terms will automatically be considered for nomination to their position.
- d. All nominees must be present to be considered.
- e. All nominations must be seconded by a voting member of the CCASC.
- f. At the time of the nominations, each nominee will state their qualifications for service. The nominees will then leave the room.
- g. If any person present has a grievance with a nominee's qualifications, it will be brought to the Chairperson's attention.
- h. The nominees will re-enter and address the grievance with the entire CCASC, then regular voting procedure will continue.

6.2 Consensus

In the case of only one (1) nomination for a position, the nominee must be selected by a simple consensus of the CCASC membership.

ARTICLE VII **Removal of Officers**

Section 1

A trusted servant automatically resigns their position with loss of clean time.

Section 2

A trusted servant may be removed from their position for noncompliance. Noncompliance includes, but is not limited to:

- a. Non-fulfillment of the duties of their position.
- b. Absence at two (2) consecutive meetings of the CCASC without prior notification to the Chairperson or an officer of CCASC.

Section 3

A consensus is required for removal.

Section 4

An officer of this committee may resign by providing notice to the CCASC.

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ARTICLE VIII

Duties and Qualifications of CCASC Officers

Section 1

Area Chairperson

1.1 Qualifications

- a. Three (3) years continuous clean time, recommend no waving of clean time.
- b. Working knowledge of CBDM, 12 Steps, 12 Traditions and 12 Concepts for Service in Narcotic Anonymous.
- c. Willingness to serve.
- d. One (1) year of previous service at CCASC.
- e. Sign addendum for financial accountability.

1.2 Duties

- a. Open the meeting at the appointed time and announces whether a quorum is present or not.
- b. Announce, in proper sequence, the business that comes before the CCASC.
- c. Recognize members or observers who are entitled to the floor.
- d. State and put to a consensus all questions that come before the CCASC, except questions that relate to the Chairperson.
- e. Announce the results.
- f. Enforce the rules relating to discussion, order, and decorum within the CCASC.
- g. Expedite business.
- h. Respond to inquiries of members relating to consensus based decision making process on the business of the CCASC.
- i. Authenticate by signature, when necessary, all proceedings of the CCASC.
- j. Declare the meeting adjourned when the CCASC so motions, or at the time prescribed.
- k. Prepare the agenda for each meeting.
- l. Conduct the general correspondence of the CCASC.
- m. Be a co-signatory of the CCASCs bank accounts.
- n. Sign all certified copies of acts of the committee.
- o. Make a report of the year's work at the annual meeting in November.
- p. Conduct the meeting with impartiality and fairness.
- q. Appoint all ad-hoc committees.
- r. Fill vacant positions as needed on a pro-tem (temporary) basis.

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Section 2

Area Vice-Chairperson

2.1 Qualifications

- a. Three (3) years continuous clean time, recommend no waving of clean time.
- b. Working knowledge of CBDM, 12 Steps, 12 Traditions, and 12 Concepts for service in Narcotics Anonymous.
- c. Willingness to serve.
- d. One (1) year of previous service at CCASC.

2.2 Duties

- a. In the absence of any officer the vice chair will fulfill their duties
- b. Coordinate the functions of the subcommittees.
- c. Manage the registration of groups.
- d. Act as ex-officio at all subcommittees.
- e. Takes role and establishes quorum.
- f. Chairs all ADHOC committees

Section 3

Regional Committee Member

3.1 Qualifications

- a. Three (3) years continuous clean time, recommend no waving of clean time.
- b. Working knowledge of CBDM, 12 Steps, 12 Traditions, and 12 Concepts of Service to Narcotics Anonymous.
- c. Ability and resources necessary to fulfill the duties of the position.
- d. One (1) year of previous service at CCASC.

3.2 Duties

- a. In the absence of the Chairperson and Vice Chairperson, to serve as Chairperson of the CCASC.
- b. Represent the committee at each Central California Regional Service Committee meeting.
- c. Provide the Chairperson, prior to the CCASC meeting, with additional agenda items that need action before the next regular meeting of the Central California RSC.
- d. Make a report to the CCASC at each regular meeting covering the business of the previous Central California RSC meeting.
- e. Coordinate the scheduling of multiple workshops, prior to the regional assembly, on the issues to be presented at the regional assembly.

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Section 4

Area Secretary

4.1 Qualifications

- a. One (1) year continuous clean time.
- b. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for Service in Narcotics Anonymous.
- c. Willingness to serve
- d. One (1) year of previous service at CCASC.

4.2 Duties

- a. In the absence of the Chairperson, the Vice-Chairperson, and both RCMs, to call the meeting to order and preside until the immediate election of a Chairperson pro-tem.
- b. Keep on file all committee reports.
- c. Maintain the committee's files.
- d. Make the minutes and records available to NA members upon request, and in the manner prescribed by the committee.
- e. Furnish committees with whatever documents are required for the performance of their duties.
- f. Sign all certified copies of acts of the committee.
- g. Maintain record book(s) in which the guidelines and minutes are entered, with any amendments to these documents.
- h. Notify the participants of each special meeting, utilizing such method of notification as is agreed upon by the Chairperson and/or committee.
- i. Type and mail the correspondence of the committee that is not a function proper to other officers or to subcommittees.
- j. Make available copies of the minutes to each officer and member no later than one (1) week prior to ASC meeting.
- k. Receives monthly financial report from subcommittees.

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Section 5

Area Treasurer

5.1 Qualifications

- a. Three (3) years continuous clean time, recommend no waving of clean time.
- b. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service to Narcotics Anonymous.
- c. Willingness to serve.
- d. One (1) year of previous service at CCASC.
- e. Working knowledge of accounting practices.

5.2 Duties

- a. Act as the custodian of the committee's bank account.
- b. To be the primary signatory of the committee's bank account.
- c. Make a report of receipts and disbursements at each regular meeting.
- d. Make a full financial report at the annual meeting to be audited by an appointed committee.
- e. Disburse funds as necessary in accordance with committee decisions when the funds are available.
- f. Make records available to NA members upon request and in the manner prescribed by the committee.
- g. Be available to disburse funds during the month, attending necessary subcommittee meetings.
- h. Receives monthly financial reports from sub committees.

Section 6

Area Vice Treasurer

6.1 Qualifications

- a. Three (3) years continuous clean time, recommend no waving of clean time.
- b. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service to Narcotics Anonymous.
- c. Willingness to serve.
- d. One (1) year of previous service at CCASC.
- e. Working knowledge of accounting practices.

6.2 Duties

- a. To attend all CCASC meetings and functions.
- b. To assist in all matters of the CCASC treasury.
- c. In the absence of the Treasurer, to act as the Treasurer.
- d. To be a signer on the CCASC bank account

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Section 7

Area Literature Chairperson

7.1 Qualifications

- a. Three (3) years of continuous clean time, recommend no waving of clean time.
- b. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for service in Narcotics Anonymous.
- c. Willingness to serve.
- d. One (1) year of previous service at CCASC.
- e. Financially responsible.

7.2 Duties

- a. Keep and maintain the literature supplies of the CCASC.
- b. Receive literature orders from the groups and subcommittees and to fill those orders.
- c. Distribute literature orders at the monthly CCASC meeting and collect money for those orders at the same time.
- d. Keep and maintain accurate financial records pertaining to literature supplies and give a written financial report of same at the monthly CCASC meetings, with copies for secretary and treasurer.

Area Literature Vice Chairperson

7.3 Qualifications

- a. Three (3) years of continuous clean time, recommend no waving of clean time.
- b. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for service in Narcotics Anonymous.
- c. Willingness to serve.
- d. One (1) year of previous service at CCASC.
- e. Financially responsible.

7.4 Duties

- a. Assist the Literature Chairperson with their duties.
- b. Act as the Literature Chair in their absence.

Section 8

Public Relations Chairperson

8.1 Qualifications

- a. Three (3) years continuous clean time, recommend no waving of clean time.
- b. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for Service in Narcotics Anonymous.
- c. Willingness to serve
- d. Previous experience at the CCASC.

Section 9

Area Activities Chairperson

9.1 Qualifications

- a. Three (3) years continuous clean time, recommend no waving of clean time.
- b. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for Service in Narcotics Anonymous.
- c. Willingness to serve.
- d. Previous experience at CCASC.

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ARTICLE IX Decision Making Process

- Consensus Based Decision Making is a process for doing business that allows for the greatest participation in forming a conscience about the matter at hand. In addition, any proposal can be easily changed or modified as discussion progresses. Trusted servants become a single point of decision-making and thus accountable to their Service Bodies.
 - Bring proposals to the Service Body. Formulate clear proposals in advance with as much communication and collaboration as possible to facilitate the consensus-decision process. Facilitator presents the proposal to the Body. Maker of the proposal speaks first to the intent.
 - Open up the floor first for clarifying questions about the proposal (not a debate on the merits but a brief session to be sure everyone understands the proposal).
 - Facilitator asks whether anyone has reservations about the proposal. These are heard and they may be answered or the proposal may be tweaked.
 - Once all reservations have been heard and answered in this way, Facilitator asks, "Do we have consensus?" Participants respond in one of four ways.
1. **Assent.** This means that the addict supports the proposal, all things considered. It may not mean that the addict is in agreement with every aspect, that the addict has heard the discussion and has had a chance to participate in the process of finalizing the proposal, and is prepared to support the final proposal. Assent is signified by remaining silent.
 2. **Assent with Reservations.** This option is not materially different from the Assent option but is included as a way of giving addicts a place to stand when they do not want to object more strongly, but they do want to note that they have reservations. Assent with Reservations is done by the addict raising their hand and simply saying when the facilitator calls on them, "Assent with Reservations". The assumption is that the reservations have been heard already, and the addict is simply noting that they can support the proposal and continue to have these reservations.
 3. **Stand Aside.** A common misconception about the Stand Aside option is that it is similar to an abstention. It is not. It is more accurate to say it is similar to a "no" vote. It is a statement that the addict does not support the proposal, but the addict's objection is not of the nature or the severity to warrant a block. Should the number of addicts opting to be Stand Asides reach a substantial number; this will then indicate a consensus too weak to adopt the proposal. The proposal is then either dropped or delegated to the Maker of the proposal or an Ad Hoc Committee for reworking.
 4. **Block.** This option is also commonly misunderstood. Given that a proposal can be defeated by a sufficient number of Stand Asides, the Block should be an extremely rare step taken only when a participant honestly believes that one of the Traditions or Concepts is directly violated by this proposal, or some very fundamental moral position of the participant is violated. An addict who blocks must be able to articulate which Tradition or Concept or Spiritual principle fundamental to NA is violated by the proposal."

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ARTICLE X **Meetings**

Section 1

The regular meeting of the CCASC shall be held on the first Sunday of every month

- a. Upon request, all subcommittees shall provide all associated records, receipts and contracts to the Area Treasurer

Section 2

The regular meeting in the month of November shall be known as the nomination meeting and shall be for the purpose of nominations of officers and of subcommittee chairpersons.

Section 3: Emergency Meeting

Special meetings may be called by the Chairperson of the committee and committee members. The purpose of the meeting shall be stated. No business other than that stated shall be conducted. At least a seven (7) day notice shall be given via phone or email.

ARTICLE XI **Standing Subcommittees**

Section 1

- a. The CCASC may establish subcommittees as necessary to perform certain duties by approval of the members of the CCASC.
- b. Standing subcommittees may include, but are not limited to: Public Relations, Literature, Activities and/or any other standing subcommittee which shall be deemed necessary to carry on the work of the CCASC.
- c. Standing subcommittees must keep a copy of the 12 Concepts of NA Service and a copy of these guidelines on hand for reference.

Officers and Elections

Section 2

- a. At the inception of these standing subcommittees, a Chairperson will be appointed by the Chairperson of the CCASC or be appointed by members of the CCASC.
- b. Subsequently all officers of each standing subcommittee will be appointed by a subcommittee membership, provided the subcommittee in question has a membership of three (3) or more members.
- c. The Chairperson and other officer of a subcommittee not having a membership of three (3) or more shall be appointed by voting members of the CCASC.
- d. Subcommittees shall notify the CCASC of upcoming elections at the CCASC meeting preceding such elections.
- e. No subcommittee chairperson shall be eligible to serve more than two (2) full terms consecutively in the same office.

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Guidelines

Section 3

- a. All standing subcommittees of the CCASC shall create and adopt guidelines; these will include the duties of each chairperson, which are consistent with the Guide to Local Service, The 12 Traditions of Narcotics Anonymous, the 12 Concepts for NA Service and the best information available from the World Service Office (WSO) in the form of WSC approved handbooks and guidelines.
- b. The guidelines of each standing subcommittee shall be subject to review and approval by the CCASC as a whole.

ARTICLE XII Ad-Hoc Committees

Section 1

- a. The Chairperson of the CCASC shall have the authority to appoint Ad-Hoc
- b. Committees for such special purposes as may, from time to time, be deemed necessary to fulfill a specific function.
- c. The purpose, membership, and duration of existence of any Ad-Hoc committee shall be Specifically designated by the Chairperson at the time of the appointment.
- d. An Ad-Hoc committee will be formed annually and as needed for the purpose of auditing financial records of the CCASC and subcommittees that report to it.

ARTICLE XIII Amendment of Guidelines

These guidelines are subject to amendment by a consensus of all the participants present, providing that the proposed amendment is submitted in written form to the CCASC chairperson.

ARTICLE XIV Expenditures/Prudent Reserve

1.1 Purpose

The purposes of the Prudent Reserve shall be to assure that one (1) month of CCASC annual expenses can be met. A prudent Reserve shall be established and maintained.

1.2 Mandatory Expenses

Mandatory expenses include but are not limited to:

- a. Rent for CCASC meeting facility.
- b. CCASC Chair officers budget of \$40.00 per month.
- c. Public Relations budget of \$475 per month.
- d. Contribution to CCRSC (Region) \$75.00 and NAWS (World) \$25.00
- e. RCM budget for mileage at .26 cents/per mile as per Region. The amount to be budgeted shall be \$46.50 per month, to be accumulated until the RCM attends the Regional meeting.

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1.3 Amount

The amount of the Prudent Reserve shall be set at \$700.00.

1.4 Funds Below Prudent Reserve

Whenever all CCASC funds, both cash on hand and in the Area checking account reaches or falls below the established Prudent Reserve dollar amount, only mandatory expenses shall be met.

1.5 Discretionary Spending

No discretionary spending shall occur until all mandatory expenses have been met and the Prudent Reserve has been restored.

1.6 Funds Above Prudent Reserve

Any funds remaining in the CCASC general fund, both cash on hand and funds in the Area checking account, after all mandatory and discretionary spending has occurred, and the integrity of the Prudent Reserve has been assured, shall be moved on to the next level of Narcotics Anonymous service as follows:

- a. 75% (seventy-five percent) to the Central California Regional Service Committee.
- b. 25% (twenty-five percent) to NAWS

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Addendum I Funds Accountability Statement

The Eleventh Concept of NA Service establishes the sole priority for the use of NA funds, to carry the NA message. The Twelfth Concept of NA Service gives the CCASC a mandate from the NA groups calling for total financial accountability. With this in mind, any misuse of funds by any Trusted Servant will not be tolerated.

Should Any CCASC participant or other Area Trusted Servant be found to have misappropriated or misused CCASC funds, the presiding officer of the CCASC, immediately upon calling the CCASC meeting to order, must fully disclose the alleged misuse of funds and the individuals involved. Any Trusted Servant/Member accused of misappropriation or misuse of funds may exercise their Tenth Concept right to redress at that time. This statement shall remain in effect for the Term of Service to CCASC of the undersigned Trusted Servant. A signed and dated copy of this document shall be filed in the CCASC archives.

Misappropriation of funds procedures

- a) All funds received by the CCASC and sub-committees are NOT authorized to be used by any participant of that committee or sub-committee for personal use not related to NA service.
- b) Action to be taken in case of misappropriation of funds may include:
 - 1) Confront the Individual
 - a. If the Individual acknowledges the misappropriation and the CCASC agrees to the terms of reimbursement, then the situation is resolved. If not, CCASC may go to the authorities.
 - b. If the matter is not resolved to CCASC satisfaction within a reasonable time period, the CCASC will take appropriate legal action in pursuit of restitution.
 - 2) Request that the individual return any and all CCASC property currently in their possession, such as records, ledgers, books, checks, merchandise
 - 3) Verify the removal of the Individual from All CCASC bank signature cards.

I, _____ have read and understand the Funds Accountability Statement and agree to all of its terms.

Name: _____ Position: _____

Valid ID: _____ Number: _____ Expires: _____

Signature _____