

GUIDELINES FOR AMERICAN RIVER AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

I. BOUNDARIES:

This body shall be known as the American River Area Service Committee (ASC) of Narcotics Anonymous. This committee shall serve the area known as American River. This area includes Sacramento and Yolo Counties.

II. PURPOSE:

Our purpose is to further the unity of the fellowship within the American River Area by serving the specific needs of its member groups and maintaining a channel of communication between the American River Area and the rest of NA as a whole; to communicate with one another on all matters pertaining to our common welfare (unity) and our common purpose (to carry the message to the addict who still suffers) in the spirit of strengthening the fellowship as they arise, and to abide by the Twelve Traditions and Twelve Concepts in all our affairs. This body shall coordinate NA functions common to the various area subcommittees in accordance with the Twelve Traditions and Twelve Concepts of NA. In addition this body shall be available for coordination of group functions or activities.

III. FUNCTIONS:

A. To hold:

1. Regular monthly Area Service Committee meetings, or as needed.
2. ASC Inventory Meetings each April.
3. GSR Workshops before each ASC meeting in order to help the GSRs carry out their duties.
4. An Area Conscience Meeting once a year prior to the World Service Conference Meeting.

B. To record and distribute minutes of the regular ASC meetings to the ASC Administrative Committee, GSRs or their Alternates, the Regional Service Committee, and specified others if requested.

C. To maintain a post office box with the ASC Chairperson, Secretary, and one other Administrative Committee member as key holders. The third key holder will be appointed by the Chairperson.

D. To maintain a general checking account:

1. With Chair, Vice-Chair, Treasurer, and Secretary as signatories and two signatures required for withdrawal.
2. With a prudent reserve equal to (one) times the monthly budgeted amount, which will be maintained in a separate savings account with the ASC Chairperson, Vice-Chair, Treasurer, and Secretary as signatories and two signatures required for withdrawal. (Also, to keep a running reserve in the checking account equal to one times the monthly budgeted amount. To remain in the checking account after all obligations have been made. (changed 0n 06/05)
3. After all ASC financial obligations are paid each month (Except for the one month ASC Prudent Reserve in savings the one month running reserve in checking and ASC literature subcommittee funds) all remaining funds will be donated to the Northern California Regional Service Committee (NCRSC). The ARANA shall donate a minimum of \$50.00 each month to the NCRSC. (Changed 0n 06/05)
- 4.

E. To encourage and support all Subcommittees in their effort to carry the message of NA in strict accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

- F. To contribute to the growth of NA as a whole by cooperating with the RSO and by supporting the RSC and the Fellowship of Narcotics Anonymous as a whole. The ASC will provide funding for the RCM, the Alternate RCM, and subcommittee representatives who are required to attend monthly RSC meetings, to be reimbursed at the rate

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of \$.20 per mile. (Date changed 08/04)

- G. Admin members who drive over 100 miles per month in the performance of their duties to the fellowship may be reimbursed for mileage at the rate of \$.20 per mile. Reimbursement for travel to and from ASC not allowed (changed 06-05-05)

IV. MEMBERS OF THE ASC:

- A. Participants of the ASC - comprised of the Administrative Committee and the GSRs or Alternates from the established groups within the American River Area.
- B. Representatives of Ad Hoc (Special) Committees.
- C. Observers - comprised of any NA members who are not attending the ASC meeting as Participants or Ad Hoc Committee Representatives.

V. PARTICIPANTS:

A. Administrative Committee: This committee shall be comprised of the ASC Chairperson, Vice Chairperson, Secretary, Secretary's Assistant, Treasurer, Alternate Treasurer, Events Treasurer, Alternate Events Treasurer, Regional Committee Member (RCM), Alternate Regional Committee Member (Alt. RCM), Outreach Subcommittee Chairperson, Campout Subcommittee Chairperson, Dance Subcommittee Chairperson, Hospitals and Institutions (H & I) Subcommittee Chairperson, Literature Subcommittee Chairperson, Newsletter Subcommittee Chairperson, Public Information Subcommittee Chairperson, and Unity Day Subcommittee Chairperson who shall be elected by a simple majority vote. It is suggested that they be elected from active members of the ASC. Members of the Administrative Committee should have a strong commitment to the ASC. Members of the Administrative Committee should have a strong commitment to service, previous service experience, the willingness and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of NA Service.

1. Term of office shall be one year.
2. No member shall hold the same office more than two consecutive terms.
3. No member of this committee shall hold more than one voting position in the ASC. Further requirements / considerations are stipulated under each category.
4. Motions made by the Administrative Committee are to be placed on the upcoming ASC agenda as seconded motions.
5. To annually review the guidelines for American River Area Service Committee of Narcotics Anonymous.
6. Elections for the following offices shall be held at the regular ASC meetings during the month specified:
 - a. ASC Chairperson and Vice Chairperson: July
 - b. Treasurer and Alternate Treasurer: December
 - c. Secretary and Assistant Secretary: May
 - d. RCM and Alternate RCM: June

If, for any reason an election is required other than as scheduled for any of the offices specified in this subparagraph, the person elected shall serve only the unexpired portion of the term remaining until the next scheduled election for that office.

7. Specific member requirements & Duties:

a) Chairperson:

Requirements:

1. It is suggested that the Chairperson be elected from the active members of the ASC. The

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Chairperson should have a strong commitment to service, the willingness and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.

2. Service experience at Area Level (i.e., Vice-Chair).
3. A minimum of four years clean time.
4. Pass bank screening pursuant to becoming signatory on ASC account.

Duties:

1. Arranges agenda with Administrative Committee.
2. Presides over regular meetings. (Must be capable of conducting a business meeting with a firm yet understanding hand.)
3. To assist as a source of information and guidance in matters concerning area guidelines and parliamentary procedures when not presiding over the meeting.
4. Responsible for correspondence, maintaining the ASC Archives, and all ASC funds.
5. Co-signer of ASC bank accounts.
6. Votes only in cases of a tie.
7. Announces facility rules and regulations at every ASC meeting.

b) Vice Chairperson:

Requirements:

1. It is suggested that the Vice-Chair be elected from active members of the ASC. The Vice-Chair should have a strong commitment to service, the willingness and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.
2. A minimum of three years clean time.
3. The willingness to become the Chairperson upon approval the following year.
4. Pass the bank screening pursuant to becoming signatory on the ASC account.

Duties:

1. In the absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chair.
2. To assist as a source of information and guidance in matters concerning area guidelines and parliamentary procedures when not presiding over the meeting.
3. Co-signer of the ASC bank accounts.
4. Coordinates all subcommittee functions and is a signatory on all subcommittee accounts.
5. Available for coordination of group functions or activities.
6. To facilitate a new GSR orientation prior to the ASC and provide a copy of the current Guidelines, Parliamentary Procedures, Standing Rules of Order, and the Twelve Concepts for NA Service.

c) Treasurer:

Requirements:

1. It is suggested that the Treasurer be elected from active members of the ASC. The Treasurer should have a strong commitment to service, the willingness and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service. The Treasurer must have a consistent source of income and/or employment.

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2. A minimum of three years clean time.
3. Pass bank screening pursuant to becoming signatory on ASC account.

Duties:

1. Custodian of the ASC checking and savings account.
2. Keeps an accurate financial ledger with all deposits audited and verified by Chair, Vice-Chair, or Alternate Treasurer.
3. Makes sure all approved expenses are paid.
4. Gives a written report, with a current bank statement, on the financial status of the Area, including appropriate subcommittees, at each regular meeting. A description of what each expense is will be included in all Treasurer reports.
5. Submits a written quarterly statement and a statement at the end of the Treasurers term of office.
6. Submits a written annual financial report to the (RCM) Regional Committee Member to present at the Regional Service Committee.
7. *Responsible for issuing receipts for all moneys received. (Changed 9/04)*
8. *Co-signer of the ASC bank account. (Changed 9/04)*

d) Alternate Treasurer:

Requirements:

1. It is suggested that the Alternate Treasurer be elected from active members of the ASC. The Alternate Treasurer should have a strong commitment to service, the willingness and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service. The Alternate Treasurer must have a consistent source of income and/or employment.
2. A minimum of two years clean time.
3. A willingness to become the Treasurer upon approval the following year.

Duties:

1. Assists Treasurer in duties as specified in (c 2-7). *(Changed 9/04)*

e) Events Treasurer:

Requirements:

1. It is suggested that the Events Treasurer be elected from active members of the ASC. The Events Treasurer should have a strong commitment to service, the willingness and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service. The Events Treasurer must have a consistent source of income and/or employment.
2. A minimum of three years clean time.

Duties:

1. Custodian of checking and savings accounts in which shall be held funds for Campout, Unity Day, and Dance Subcommittees.
2. Keeps an accurate financial ledger with deposits audited and verified by the ASC Chairperson, ASC Vice Chairperson, or Chairperson of the subcommittee whose event created the deposit.
3. Makes sure all approved expenses are paid.
4. Gives a written report, with a current bank statement, on the financial status of all Events

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Subcommittees at each regular ASC and Subcommittee meeting. A description of what each expense is will be included in all Events Treasurer Reports.

5. Submits a written quarterly statement and a statement at the end of the Events Treasurers term of office.
6. Submits a written annual financial report to the Area Service Committee.
7. *Shall be responsible for maintaining a balanced checkbook. (Orig.#7 omitted 11/04)*
8. Responsible for insuring that all moneys from any event are deposited in the bank within 24 hours of that event.
9. Responsible for providing a deposit slip from the Events Subcommittees checking account at every event to facilitate the deposit of funds by other subcommittee members.
10. To reconcile the account with the monthly bank statement.
11. To attend all Events Subcommittee *events* as a working participant.
12. *Must qualify to be signatory on the Events Savings and checking account with the following committee members as cosigners: ASC Chair, ASC Vice Chair, and ASC Treasurer. (Date added 11/04)*
13. *To maintain a prudent reserve for the following committees: Dance Subcommittee \$2000, Unity Day Subcommittee \$1000, Campout Subcommittee \$5000. All other funds will be transferred to the ASC account after the event and event bills have been completed. (Date added 11/04)*

f) Alternate Events Treasurer:

Requirements:

1. It is suggested that the Alternate Events Treasurer be elected from active members of the ASC. He/She should have a strong commitment to service, the willingness and the resources to do the job, and the working knowledge of the Twelve Steps, Traditions, & concepts of NA service. The alternate Events Treasurer must have a consistent source of income and/or employment.
2. A minimum of two years clean time.
3. The willingness to become the Events Treasurer upon approval the following year.
4. *(Omitted 11/04)*

Duties:

1. Assist the Events Treasurer in the duties specified in *(e1-11)*. *(Changed 11/04)*

g) Secretary:

Requirements:

1. It is suggested that the Secretary be elected from active members of the ASC. The Secretary should have a strong commitment to service, the willingness and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.
2. A minimum of three years clean time.
3. Pass bank screening pursuant to becoming signatory on ASC account.

Duties:

1. Prints and distributes an agenda package no later than 1/2 hour before each regular ASC meeting (as specified by III B - page 1). The Agenda package includes a copy of the ASC agenda, the minutes of the last ASC meeting, written reports from each member of the Administrative Committee, and a Subcommittee sign-up sheet.

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2. Counts votes on all motions and insures that the counts are recorded in the minutes.
3. Keeps records of previous years minutes, passing them on to the Chairperson for the archives at the end of the Secretary's term.
4. The ASC Guidelines are to be updated to include the changes from the motion log, and redrafted; the updated Guidelines are then distributed to all ASC participants for approval at the ASC in March of each year.
5. Updates Participant Roll Call and Phone List on a monthly basis.
6. Co-signer on ASC bank account.

h) Assistant Secretary Requirements:

1. It is suggested that the Assistant Secretary be elected from active members of the ASC. The Assistant Secretary should have a strong commitment to service, the willingness and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.
2. A minimum of two years clean time.
3. A willingness to become the Secretary upon approval the following year.

Duties:

1. Assists Secretary in duties as specified in (f 1-5). *(Changed 11/04)*

i) Regional Committee Member:

Requirements:

1. It is suggested that the (RCM) Regional Committee Member be elected from active members of the ASC. The (RCM) Regional Committee Member should have a strong commitment to service, the willingness and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.
2. A minimum of three years clean time.
3. Previous experience at Regional Level (i.e., Alternate RCM).

Duties:

1. The primary responsibility of the RCM is to work for the good of NA as a whole by providing communication between the area and the rest of NA. An RCM is the fellowships link with the Regional Service Committee. An RCM provides communication between these service levels and the various areas within our region and other regions.
2. Attends all regular ASC meetings and all regular RSC meetings.
3. Works closely with the Administrative Committee representatives and is a source of information and guidance in matters concerning the Twelve Traditions.
4. Participates at the RSC as the voice of the Areas group conscience.
5. Makes minutes of the RSC meeting available to the ASC.
6. Includes a copy of the RCM's report in the ASC agenda package.

j) Alternate Regional Committee Member:

Requirements:

1. It is suggested that the Alternate (RCM) Regional Committee Member be elected from active members of the ASC. The Alternate (RCM) Regional Committee Member should have a strong

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commitment to service, the willingness and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.

2. A minimum of two years clean time.
3. A willingness to become the RCM (Regional Committee Member) upon approval the following year.
4. Previous experience at the Area Level.

Duties:

1. To assist in the performance of the RCM's duties as needed.
2. Attends all regular ASC meetings and all regular RSC meetings.

k.) Set up/Clean up coordinator (*change 8/05*)

Requirements:

1. Six month commitment.
2. Six month clean time.
3. Ability to arrive 1 hour prior to start of ASC.

Duties:

1. To set up tables and chairs per diagram.
2. To clean up after ASC, including mopping and garbage removal.
3. This will be a non-voting position that could be held simultaneously with other positions.

B. Subcommittees: Subcommittees are standing committees of the ASC established to serve any specific needs that exist within the Area. The basic purposes of the subcommittees are to collect, clarify, define, and state the recommendations of the Fellowship within these specific areas of concern, and to initiate and coordinate actions based on these decisions.

1. Subcommittees shall nominate their Chairperson and Vice Chairperson to the ASC. The ASC shall elect all subcommittee Chairpersons and Vice Chairpersons. Subcommittee Chairpersons are members of the Administrative Committee and attend all Administrative Committee meetings.
2. All events subcommittees will submit to the ASC a proposed Budget at the start of the event planning. B0All event subcommittees will submit to the ASC a final budget to actual at the ending of the event and closing of the books. (*changed 11-04-01*)
3. Subcommittees that maintain checking accounts shall have accounts, which require two signatures for withdrawal. The ASC Vice-Chair shall be one of the co-signers on all subcommittee checking accounts. Checks will be used for all transactions so that all funds can be accounted for.
4. All subcommittees are required to submit written monthly, quarterly, and annual financial reports to the ASC Secretary. Before each ASC meeting adjourns, the meeting will be informed whether each subcommittee has or has not turned in their financial report.
5. The amount of each subcommittees requested reimbursement will be announced during the subcommittee's oral report.
6. All subcommittees except Literature shall make deposits within 24 hours after receipt of funds.
7. All area subcommittees are directly responsible to the ASC.
8. Standing subcommittees of the ASC:

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a) HOSPITALS AND INSTITUTIONS:

Purpose: Acts as a resource to the groups and individual members in their efforts to carry the message of NA into institutions such as jails, prisons, hospitals, detox centers, and recovery houses as outlined in the H&I Guidelines from the World Service Office. Its primary purpose is to provide and maintain H&I meetings where needed and accepted and to fulfill literature requirements in accordance with inventory available.

Duties:

1. The H&I Subcommittee will submit written monthly, quarterly, and annual financial reports to the ASC at the monthly ASC meeting. H&I literature needs are replenished on an as-used basis according to a literature inventory budget as approved by the ASC. H&I's request for replenishment of its inventory shall be a report showing beginning inventory, inventory disbursed by meeting, and ending inventory. H&I funds are administered by the ASC Treasurer.
2. To maintain and update a list of all H&I meetings in the American River Area.
3. To provide a representative to the Regional H&I Service Committee.
4. The H&I Subcommittee may support the meeting at C.M.F. at Vacaville one Sunday a month in cooperation with the Napa-Solano Area H&I.
5. To use funds collected in the H&I can to purchase literature for H&I meetings. The literature intended for Parole and Probation offices will be funded and distributed by the PI Subcommittee.

Trusted Servants:

1. The Chair requires a minimum of two years clean time.
2. The Vice-Chair requires a minimum of one-year clean time.

b) PUBLIC INFORMATION:

Purpose:

1. To open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to all addicts.
2. To open and maintain lines of communication between the ARA PI Subcommittee and the NCRSC PI Subcommittee, WSO Public Information Coordinators, and WSC PI.

Duties:

1. To maintain, update, and distribute current meeting schedules as directed by the ASC.
2. To inform the public about NA through various services (i.e., radio/TV public service announcements, posters, speaker engagements, etc.).
3. To hold meetings for special interest groups in the community as needed.
4. To maintain a Hotline Service for the American River Area. The purpose of the Hotline shall be to provide a phone service, which accepts calls in order to give out NA related information and to be of assistance to the addict who still suffers. To accomplish the above, PI shall maintain a 24-hour Hotline Service. The Hotline phone number will be listed in the phone directory, as Narcotics Anonymous the PI Subcommittee shall also provide an Information and Event Hotline. It shall be PIs obligations to educate and inform new Hotline volunteers. Groups with Hotlines outside the Sacramento area will send representatives to the Hotline Subcommittee to coordinate Hotline activities. All Hotline bills within the ARA are paid by the ASC.
5. All PI Subcommittee funds are administered by the ASC Treasurer.
6. Fund and distribute literature to Parole and Probation offices.

Trusted Servants:

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1. The Chair requires a minimum of two years clean time.
2. The Vice-Chair requires a minimum of one-year clean time.

c) DANCE:

Purpose: To carry the message of recovery by providing Clean dances for the fellowship of NA in the American River Area of Narcotics Anonymous.

Duties:

1. To be responsible for the coordination of various area Dances.
2. *The Dance Chair and the Events Treasurer will keep dance funds records. (Changed 11/04)*
3. To distribute a monthly flyer, which will contain information on upcoming events in the Area. Groups will submit information to the Dance Subcommittee for inclusion on the monthly dance flyer.
4. The Dance Subcommittee shall maintain an area storage facility and will be responsible for all fellowship property stored there.

Trusted Servants:

1. The Chair requires a minimum of three years clean time.
2. The Vice-Chair requires a minimum of two years clean time.

d) NEWSLETTER:

Purpose: To publish and distribute a monthly newsletter, The Inside Connection for the purpose of increasing unity and carrying the message of recovery.

Duties:

1. To organize, draft, and refine each issue of the newsletter by encouraging input and participation from members of the fellowship.
2. To distribute the newsletter at Area Service Committee meetings to group representatives. Copies will be available to groups and individuals at the cost of \$.50 each or 3 for \$1.00.
3. The newsletter may raise funds through the Buck of the Month and by selling subscriptions.
4. All Newsletter funds are administered by the ASC Treasurer.

Trusted Servants:

1. The Chair requires a minimum of two years clean time.
2. The Vice-Chair requires a minimum of one-year clean time.

e) LITERATURE:

Purpose: To provide Narcotics Anonymous literature and merchandise to the groups and the subcommittees in the American River Area.

Duties:

1. Keeps an accurate financial ledger and inventory of all literature funds and materials.
2. Sells literature at each regular ASC meeting. When an item ordered is not available, the group or subcommittee ordering the item will receive a credit voucher to be used as cash to order items from the Literature Subcommittee.
3. Maintains a literature fund with a balance of **\$11,000** which will include the inventory of literature. The literature will be maintained at a level that can support the literature needs of the groups and

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subcommittees within the Area. *The ASC Treasurer will administer literature funds. (Changed 11/04)*

4. Distributes literature orders after the close of the ASC meeting.

Trusted Servants:

1. The Chair requires a minimum of two years clean time.
2. The Vice-Chair requires a minimum of one-year clean time.

f) UNITY DAY:

Purpose: The purpose of the American River Area Unity Day Subcommittee is to plan and carry out the annual Unity Day.

Duties:

1. To be responsible for the coordination of the American River Areas annual Unity Day.
2. *Unity Day funds records will be kept by the Unity Day chairperson and the Events Treasurer. (Changed 11/04)*

Trusted Servants:

1. The Chair requires a minimum of two years clean time.
2. The Vice-Chair requires a minimum of *two-years* clean time. *(Changed 1/05)*

g) CAMPOUT:

Purpose: The purpose of the American River Area Campout Subcommittee is to plan and carry out the Annual Campout.

Duties:

1. To be responsible for the coordination of the American River Areas Annual Campout.
2. *The campout Chairperson and the Events Treasurer will keep Campout fund records. (Changed 11/04)*

Trusted Servants:

1. Chairperson Requirements:

- a. It is suggested that he/she be elected from active participants of the ASC. The chairperson of the Campout Subcommittee must have a commitment to service, willingness to serve, and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service, must have attended two consecutive Campout Subcommittee meetings and qualify as a voting member..
- b. A minimum of three years clean time.
- c. Term is to be held for one year.
- d. No more than two consecutive terms may be served.

Duties:

- a. To preside over the regular business meetings of the Campout Subcommittee.
- b. *"b" OMITTED (Changed 11/04)*

2. Vice – Chairperson Requirements:

- a. It is suggested that he or she be elected from active participants of the ASC. The Vice-Chairperson must have a commitment to service, willingness to serve, and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service, must have attended two consecutive Campout Subcommittee meetings and qualify

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as a voting member.

- b. A minimum of two years clean time.
- c. Term is to be held for one year.
- d. No more than two consecutive terms may be served.

Duties:

To assume any duties of the Chairperson in the absence of the chairperson.

h) OUTREACH:

Purpose: The purpose of the American River Area Outreach Subcommittee is to strengthen unity of the American River Areas groups and service structure.

Duties:

1. To assist groups needing support.
2. To work in conjunction with existing service committees that need support through a spirit of cooperation.
3. To conduct quarterly Trusted Servants Workshops to provide guidance and assistance to members of the fellowship.

Trusted Servants:

1. The Chair requires a minimum of two years clean time.
2. The Vice-Chair requires a minimum of one-year clean time.

i) SOFTBALL*(added 8/05)*

Purpose: The purpose of the American River Area Softball Subcommittee to plan and carry out the Annual Softball Tournament.

Duties

1. To locate a place to hold committee meetings at least once a month
2. Organize elections for committee members in the areas of food sales, shirt sales, umpires, score keepers, cooks and meeting secretary.
3. Locate fields where tournament will be held.
4. Attend area service with a report of the committee's activities. Also attend admin.
5. Must be at the event and able to handle any problems that may arise

Trusted Servants:

6. The Chair requires a minimum of two years clean time. It is suggested that new chairs come from committee members or a person that has attended at least six softball meetings.

Guidelines for shirt sales and food sales Members must have two years clean if they are going to be handling money. All members of the ARANA softball sub committee must be NA members

VI. AD HOC (SPECIAL) COMMITTEES:

- A. An Ad Hoc (or Special Committee) is a committee appointed by the ASC, as the need arises, to carry out a specific task, the completion of which, that is, on presentation of its final report to the ASC, it automatically ceases to exist. An Ad Hoc Committee should not be appointed to perform a task that falls within the assigned function of an existing standing committee. The Chairperson of an Ad Hoc Committee is appointed by the ASC Chairperson.

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- B. Representatives of Ad Hoc Committees submit a written and give oral reports at the ASC, but do not vote as a representative of an Ad Hoc committee.
- C. *The Chair of Ad Hoc Committees are required to attend and give report at all Administrative Committee Meeting. (Date changed 6/04)*

VII. OBSERVERS:

All members of NA are welcome to attend all regular ASC meetings as observers using their representatives as a channel by which to communicate. An observer does not vote or make motions by may be called on to speak at the Chairpersons discretion.

VIII. OPERATIONAL GUIDELINES:

A. Parliamentary Procedures:

As amended by Policy Subcommittee, in accordance with The Guide to Service adopted by the ASC in July 1992. Robert's Rules of Order is adopted by the ASC in matters not specified or superseded in these Guidelines or Parliamentary Procedure. ASC Guidelines shall be brought up for input and review annually in April.

B. Voting Procedures:

1. A quorum is the minimum number of participants that must be present in order to vote on any business. The quorum of the ASC shall be a simple majority of its participants.
2. There will be one Quorum Call, immediately following Administrative Reports, which will count for attendance.
3. Once a quorum is determined to exist, it is presumed to still be present unless a Point Of Order is raised. Then, if a quorum is no longer found to exist, no further business may be voted upon. But any action prior to the Point Of Order will stand.
4. Precise results of each nominees vote count in elections, but will not be printed in the following month's minutes.

C. Voting Eligibility:

All ASC participants vote on matters affecting the operation of the ASC and on matters concerning the Fellowship within the Area.

D. Motions:

1. Motions can only be made by participants of this body other than the Chairperson. However, motions may be entertained by any member of the ASC.
2. Motions to change the ASC Guidelines will automatically be tabled, after discussion, for one month and will automatically appear on the following month's agenda under Old Business. Motions to change guidelines shall include exact location and wording of such change. Motions to change the ASC Guidelines require a two-thirds majority to pass. (2/3)

E. Attendance:

1. An Administrative Committee member shall attend all regular ASC and Administrative Committee meetings. In the event that an Administrative Committee member cannot attend, the Chairperson shall be notified. If two consecutive meetings are missed, the Chairperson shall bring the matter up before this body for review.
2. Each group should be represented by its GSR or Alternate GSR at all regular meetings. If a group is not represented at two consecutive ASC meetings, a representative shall be sent to ensure that the group is, in fact, active.
3. A subcommittee shall be represented by its elected representative or Chairperson at all regular ASC

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and Administrative Committee meetings. If a subcommittee is not represented at two consecutive meetings, a representative will be elected at Area for the inactive subcommittee.

4. Because of the tedious nature of Area business, it is strongly suggested that children under the age of 12 not be brought to Area meetings.

F. GSR Reports:

Each GSR may give a monthly verbal report to the ASC at its monthly meeting.

G. General Financial:

1. The ASC will operate according to a budget, which is reviewed and updated at a meeting of the Administrative Committee every six months. The proposed budget is then submitted to the ASC for approval.
2. All ASC Trusted Servants who handle ARA moneys will deposit any money belonging to ARA directly after the meeting except literature who may stamp checks upon receipt and deposit at a later date not to exceed five (5) working days, and upon deposit will notify ASC Treasurer of deposit date and total amount.
3. Only checks or money orders will be accepted from the groups, except in emergency situations when cash will be accepted with the ASC Chair or Vice-Chair approval. Personal checks for literature will not exceed \$40. Any group whose check is returned twice in a 12-month period will be put on a Money order only status for the next 12-month period. The NA trademark and registration mark will be included on all NA literature and flyers distributed by this Area.
4. No ASC event or function shall have a raffle outside of the local and state laws.