GUIDELINES FOR AMERICAN RIVER AREA SERVICE COMMITTEE OF
NARCOTICS ANONYMOUS

1) 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, but is not limited to, the Eastern edge of Sacramento County at Highway 50, to the confluence at Hazel Ave. and the American River West to the Sacramento River, North to the Sacramento County line, East to the El Dorado County line, South to Highway 50. Also including the cities of Davis and West Sacramento.

2) 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.

3) FUNCTIONS:
   a) To hold:
      i) Regular monthly Area Service Committee meetings, or as needed.
      ii) ASC Inventory Meetings each April.
      iii) GSR Workshops before each ASC meeting in order to help the GSRs carry out their duties.
      iv) 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 and ASC Vice Chair as key holders.
   d) To maintain a general checking account:
      i) With Chair, Vice-Chair, Treasurer, Alternate Treasurer and Secretary as signatories and two signatures required for withdrawal. The Treasurer and Alternate Treasurer may not sign on the same check.
      ii) 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 two times the monthly budgeted amount. To remain in the checking account after all obligations have been made).
      iii) 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).

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) Admin members who drive over ~~100~~ 75 miles per month in the performance of their duties to the fellowship may be reimbursed for mileage at the rate of $~~0.35~~ $0.725 per mile. Reimbursement for travel to and from ASC is not allowed.

4) 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 and Liaisons that serve on shared services committees.
   c) Observers - comprised of any NA members who are not attending the ASC meeting as Participants or Ad Hoc Committee Representatives.
5) PARTICIPANTS:
   a) Administrative Committee: This committee shall be comprised of the ASC Chairperson, Vice Chairperson, Secretary, Treasurer, Events Treasurer, Regional Committee Members (2 ea. RCMs), Hospitals and Institutions (H & I) Subcommittee Chairperson, Public Relations Subcommittee Chairperson, Literature Subcommittee Chairperson, Campout Subcommittee Chairperson, Activities Subcommittee Chairperson and Softball 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, 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.
   b) Term of office, excluding RCMs, shall be one year. RCMs will be elected for two-year terms of service
   c) No member shall hold the same office more than two consecutive terms. Partial terms shall not count towards the two-term limit.
   d) Members of this committee shall only hold one service position at the ASC at a time. Further requirements / considerations are stipulated under each category.
   e) Motions made by the Administrative Committee are to be placed on the upcoming ASC agenda as seconded motions.
   f) To annually review the guidelines for American River Area Service Committee of Narcotics Anonymous in March.
   g) Elections for the following offices shall be held at the regular ASC meetings during the month specified:
      i) Softball Chair/ Vice Chair – January
      ii) PR Chair/Vice Chair – February
      iii) Activities Chair/Vice Chair – April
      iv) H&I Chair/Vice Chair – May
      v) Secretary and Assistant Secretary - May
      vi) RCMs - June (RCM I even years RCM II Odd years)
      vii) Literature Chair/Vice Chair - July

viii) ASC Chairperson and Vice Chairperson: July
ix) Campout Chair/Vice Chair - July
x) Treasurer and Alternate Treasurer - December
xi) Events Treasurer and Alternate Events Treasurer - December
xii) Shared Services / ~~Multi Area Event Committee Liaisons~~ – August

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

6) ASC Chairperson, ASC Vice Chairperson & all Subcommittee Chairpersons must complete PR (Public Relations) Presentation Training.
   a) No ASC subcommittee member shall negotiate with facilities without someone who has completed PR Presentation training.
   b) portion of the term remaining until the next scheduled election for that office.
   c) Specific member requirements & Duties:
7) Chairperson:
   a) Requirements:
      i) It is suggested that the Chairperson be elected from the active members of the ASC. The 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.
      ii) Service experience at Area Level (i.e., Vice-Chair).
      iii) A minimum of four years clean time.
      iv) Pass bank screening pursuant to becoming signatory on ASC account.
   b) Duties:
      i) Arranges agenda with Administrative Committee.
      ii) Presides over regular meetings. (Must be capable of conducting a business meeting with a firm yet understanding hand.)
      iii) To assist as a source of information and guidance in matters concerning area guidelines and parliamentary procedures when not presiding over the meeting.
      iv) Responsible for correspondence, maintaining the ASC Archives, and all ASC funds.
      v) Co-signer of ASC bank accounts.
      vi) Votes only in cases of a tie.
      vii) Announces facility rules and regulations at every ASC meeting.
      viii) Sign ARANA ASC Articles of Association as soon as elected and whenever other signatories are elected.
      ix) Send copies of new fully signed Articles to the Accountant to be properly processed by them.
      x) Gather the accounting data from the Treasurer and Events Treasurer and forward it to the Accountant annually in ~~March~~ January.
      xi) Sign Facility Contracts for events hosted by the ARANA subcommittees

8) Vice Chairperson:
   a) Requirements:
      i) 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.
      ii) A minimum of three years clean time.
      iii) The willingness to become the Chairperson upon approval the following year.
      iv) Pass the bank screening pursuant to becoming signatory on the ASC account.
   b) Duties:
      i) In the absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chair.
      ii) To assist as a source of information and guidance in matters concerning area guidelines and parliamentary procedures when not presiding over the meeting.
      iii) Co-signer of the ASC bank accounts.
      iv) Coordinates all subcommittee functions and is a signatory on all subcommittee accounts.
      v) Available for coordination of group functions or activities.
      vi) Sign ARANA ASC Articles of Association as soon as elected and whenever other signatories are elected.
      vii) Responsible for the Area Insurance Policy (overseeing the payment of premiums, updating policy, requesting, and issuing, COI request, etc)
      viii) Sign Facility Contracts for events hosted by the ARANA subcommittees

9) Secretary:
   a) Requirements:
      i) 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.
      ii) A minimum of three years clean time.
      iii) Pass bank screening pursuant to becoming signatory on ASC account.
      iv) The ASC Guidelines are to be updated to include the changes from the motion log. The updated guidelines are then made available to all members via the Area website.
   b) Duties:
      i) Prints and distributes an agenda package no later than 1/2 hour before each regular ASC meeting (as specified by III B). 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.
      ii) Counts votes on all motions and ensures that the counts are recorded in the minutes.
      iii) Keeps records of previous years minutes, passing them on to the Chairperson for the archives at the end of the Secretary's term.

iv) 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.
v) Updates Participant Roll Call and Phone List on a monthly basis.
vi) Co-signer on ASC bank account.
vii) Sign ARANA ASC Articles of Association as soon as elected and whenever other signatories are elected.
viii) Sign Facility Contracts for events hosted by the ARANA subcommittees

10) Assistant Secretary
    a) Requirements:
    i) 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.
    ii) A minimum of two years clean time.
    iii) A willingness to become the Secretary upon approval the following year.
  b) Duties:
    i) Assists Secretary in duties as specified in (b 1-5).
11) Treasurer:
  a) Requirements:
    i) 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.
    ii) The Treasurer must have a consistent source of income and/or employment.
    iii) A minimum of three years clean time.
    iv) Pass bank screening pursuant to becoming signatory on ASC account.
  b) Duties:
    i) Custodian of the ASC checking and savings account.
    ii) Keeps an accurate financial ledger with all deposits audited and verified by Chair, Vice-Chair, or Alternate Treasurer.
    iii) Makes sure all approved expenses are paid.
    iv) Gives a written report, with a current bank statement, on the financial status of the Area, including appropriate subcommittees, at each regular meeting.
    v) A description of what each expense is will be included in all Treasurer reports.
    vi) Submits a written annual financial report to the ASC.
    vii) Responsible for issuing receipts for all moneys received.
    viii) Co-signer of the ASC bank account.
    ix) Sign ARANA ASC Articles of Association as soon as elected and whenever other signatories are elected.
    x) Sign Facility Contracts for events hosted by the ARANA subcommittees

12) Alternate Treasurer:
  a) Requirements:

i) 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.
ii) The Alternate Treasurer must have a consistent source of income and/or employment.
iii) A minimum of two years clean time.
iv) A willingness to become the Treasurer upon approval the following year.

b) Duties:
i) Assists Treasurer in duties as specified in (5 b 2-7)

13) Events Treasurer:
a) Requirements:
i) 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.
ii) The Events Treasurer must have a consistent source of income and/or employment.
iii) A minimum of three years clean time.
iv) Pass bank screening pursuant to becoming signatory on ASC Events account.

b) Duties:
i) Custodian of checking and savings accounts in which shall be held funds for Campout, Unity Day, Activities Subcommittee and Softball Subcommittee.
ii) 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.
iii) Makes sure all approved expenses are paid.
iv) Gives a written report, with a current bank statement, on the financial status of all Events Subcommittees at each regular ASC and Subcommittee meeting.
v) A description of what each expense is will be included in all Events Treasurer Reports.
vi) Submits a written annual financial report to the Area Service Committee.
vii) Responsible for ensuring that all moneys from any event are deposited in the bank within 24 hours of that event.
viii) 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.
ix) To reconcile the account with the monthly bank statement.
x) To attend all Events Subcommittee events as a working participant.
(1) Must qualify to be signatory on the Events Savings and checking account with the following committee members as cosigners: ASC Chair, ASC ViceChair, ASC Treasurer and Alternate Events Treasurer. The Events Treasurer & Alternate Events Treasurer shall not sign on the same check.
xi) To maintain a prudent reserve for the following committees: Activities Subcommittee $4000, Unity Day Subcommittee $2000, Campout Subcommittee $7,000, Softball Subcommittee $1,500, $4000 for New Year's ~~and $1500 for monthly events (budget not required if kept under 1,500).~~ All other funds will be transferred to the ASC

account after the event and event bills have been completed.

xii) Sign ARANA ASC Articles of Association as soon as elected and whenever other signatories are elected.

xiii) Sign Facility Contracts for events hosted by the ARANA subcommittees

14) Alternate Events Treasurer:
    a) Requirements:
        i) 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
        ii) Have a consistent source of income and/or employment.
        iii) A minimum of two years clean time.
        iv) The willingness to become the Events Treasurer upon approval the following year.
    b) Duties:
        i) Assist the Events Treasurer in the duties specified in (b 2-11).
15) Regional Committee Member:
    a) Requirements:
        i) It is suggested that the (RCMs) Regional Committee Members be elected from active members of the ASC. The (RCMs) Regional Committee Members 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.
        ii) A minimum of four (4) years clean time.
        iii) Prior experience at the ARANA ASC and/or ARANA ASC Subcommittees is recommended.
    b) Duties:
        i) The RCMs are this area's representatives to the Regional Service Committee and represent this area's conscience. The RCMs provide communication between these service levels and the various areas within our region and other regions.
        ii) Includes a copy of the RCM's report in the ASC agenda package. The RCMs will work together to ensure that information is not duplicated in the RCMs reports to the ASC. Reports on all motions made at the RSC and how they voted on each.
        iii) In January of each year, initiate a discussion with GSR's as to the willingness to submit for a bid for NCCNA Sub-committee for the up-coming year.
16) 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.
    a) 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.
    b) ~~All events subcommittees will submit to the ASC a proposed Budget at the start of the event planning. All event subcommittees will submit to the ASC a final budget to actual at the~~

~~ending of the event and closing of the books~~. All events subcommittees will submit to the ASC a proposed Budget for any event exceeding $1,500 at the start of the event planning. All event subcommittees will submit to the ASC a final budget to actual at the ending of the event and closing of the books. All subcommittees are required to submit a copy of their budget monthly.

c) All subcommittees are required to submit a copy of their budget monthly.

d) 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.

e) 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.

f) The amount of each subcommittees requested reimbursement will be announced during the subcommittee's oral report.

g) All subcommittees except Literature shall make deposits within 24 hours after receipt of funds.

h) All area subcommittees are directly responsible to the ASC.

i) Standing subcommittees of the ASC: Hospitals and Institutions (H & I) Subcommittee, Public Relations Subcommittee (PR), Literature Subcommittee, Campout Subcommittee, Activities Subcommittee, and Softball Subcommittee.

j) For any event (Softball, Campout or any particular dance), if the corresponding subcommittee does not fill at least 2/3 of its service positions by the time that a deposit for the latest of three due dates for three possible venues of said event is due, the corresponding subcommittee may choose to either postpone or cancel the event. However, if such a subcommittee pays a deposit for a venue for its event, that subcommittee then forfeits the option of postponing or canceling its event regardless of how many service positions that subcommittee has filled.

i) HOSPITALS AND INSTITUTIONS:

(1) Purpose:

(a) 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.

(2) Duties:

(a) 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.

(b) To maintain and update a list of all H&I meetings in the American River Area.

(c) To provide a representative to the Regional H&I Service Committee.
(d) 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 H&I Subcommittee.
(e) To send a representative from the Hospitals and Institutions subcommittee to attend Western Service-Learning Days (WSLD). The designated representative will submit a written report and present the report to the ASC within 2 months after attending WSLD.

(3) Trusted Servants:
(a) The Chair requires a minimum of three years clean time.
(b) The Vice-Chair requires a minimum of two years clean time. b)

ii) PUBLIC RELATIONS:
(1) Purpose:
(a) 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.
(b) To open and maintain lines of communication between the ARANA PR Subcommittee and the NCRSC PR Subcommittee, WSO Public Relations Coordinators, and WSC PR.
(c) To assist groups needing support

(2) Duties:
(a) To maintain, update, and distribute current meeting schedules as directed by the ASC.
(b) To inform the public about NA through various services (i.e., radio/TV public service announcements, posters, speaker engagements, etc.).
(c) To hold meetings for special interest groups in the community as needed.
(d) To maintain a Helpline 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, PR shall maintain a 24-hour Hotline Service. The Hotline phone number will be listed in the phone directory, as Narcotics Anonymous. It shall be PRs obligations to educate and inform new Hotline volunteers. All Helpline bills within the ARA are paid by the ASC.
(e) All PR Subcommittee funds are administered by the ASC Treasurer.
(f) Fund and distribute schedules to Parole and Probation offices.
(g) To work in conjunction with existing service committees that need support through a spirit of cooperation.
(h) To conduct Trusted Servants Workshops to provide guidance and assistance to members of the fellowship.
(i) To facilitate a new GSR orientation prior to the ASC and provide a copy of the current Agenda, Parliamentary Procedures, and Standing Rules of Order.
(j) To send a representative from the Public Relations subcommittee to attend Western Service-Learning Days (WSLD). The designated representative will submit a written report to the ASC within 2 months after attending WSLD.

(3) Trusted Servants:

(a) The Chair requires a minimum of three years clean time.
(b) The Vice-Chair requires a minimum of two years clean time.

iii) LITERATURE:
(1) Purpose:
(a) The primary purpose of the Literature Subcommittee is to further coordinate unity within the American River Area of Narcotics Anonymous by carrying the message of recovery, in the written form, to still suffering addicts. The subcommittee accomplishes this by ordering, maintaining an inventory and by distributing literature to all groups in the Area.
(2) Duties:
(a) Keeps an accurate financial ledger and inventory of all literature funds and materials.
(b) 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.
(c) Maintains a literature fund with a balance of $8,000, 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 subcommittees within the Area. The ASC Treasurer will administer literature funds.
(d) Distributes literature orders after the close of the ASC meeting.
(e) It is highly suggested that the Chair and Vice-Chair be able to carry up to 50 lbs., have access to a vehicle large enough to transport the literature and have access to a laptop with Microsoft Office.
(3) Trusted Servants:
(a) The Chair requires a minimum of four years clean time.
(b) The Vice-Chair requires a minimum of three years clean time.

iv) CAMPOUT:
(1) Purpose: The purpose of the American River Area Campout Subcommittee is to plan and coordinate the annual American River Campout which carries a strong message of recovery, fellowship and unity throughout the American River Area.
(2) Duties:
(a) To be responsible for the coordination of the American River Areas Annual Campout.
(b) The campout Chairperson, the Treasurer and the Events Treasurer will keep Campout fund records.

(3) Trusted Servants:
(a) Chairperson
(i) Requirements:
1. 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,
2. must have attended two consecutive Campout Subcommittee meetings and qualify as a voting member.

3. A minimum of five years clean time.
4. Term is to be held for one year.
5. No more than two consecutive terms may be served.

(ii) Duties:

1. To preside over the regular business meetings of the Campout Subcommittee.

(b) Vice – Chairperson

(i) Requirements:

1. 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,
2. must have attended two consecutive Campout Subcommittee meetings and qualify as a voting member.
3. A minimum of four years clean time.
4. Term is to be held for one year.
5. No more than two consecutive terms may be served.

(ii) Duties: To assume any duties of the Chairperson in the absence of the chairperson.

v) ACTIVITIES:

(1) Purpose:

(a) The purpose of the Activities Subcommittee is to carry the message of recovery by providing clean activities for the fellowship of Narcotics Anonymous in the American River Area.

(2) Duties:

(a) To be responsible for the coordination of various area activities.

(b) The Activities Chair, Activities Treasurer and the Events Treasurer will keep activities funds records.

(c) To distribute a monthly flyer, this will contain information on upcoming events in the Area. Groups will submit information to the Activities Subcommittee for inclusion on the monthly dance flyer.

(d) The Activities Subcommittee shall maintain an area storage facility and will be responsible for all fellowship property stored there.

(i) Trusted Servants:

1. Chairperson
   a. Requirements
      i. It is suggested that he/she be elected from active participants of the ASC. The chairperson of the Activities 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,
      ii. must have attended two consecutive Activities Subcommittee meetings and qualify as a voting member

iii. A minimum of 3 years continuous clean time.
iv. Willingness to serve for a term of 1 year no more than 2 consecutive terms.
v. Gainful employment and/or verifiable income.

b. Duties
i. Presides over the business meetings of the Activities Subcommittee.
ii. Provides a written report at each Activities Subcommittee meeting.
iii. Maintains order and facilitates the flow of business.
iv. Does not make motions.
v. Votes only in the case of a tie.
vi. Oversees all Activities Subcommittee functions, attending all functions as a working participant.
vii. Will work closely with ASC Chair/Vice chair for the needs of the Activities subcommittee with regards to special events.
viii. Delegates the duties of absent committee members.
ix. Verifies Activities Subcommittee Treasurer's ledger.
x. Coordinates with the ASC Chair/Vice in securing facilities for Activities Subcommittee events.
xi. Reports on all Activities Subcommittee functions to the monthly ARASC meeting; delivers flyers for upcoming Activities Subcommittee events, picks up literature and schedules.
xii. Attends the monthly ASC agenda and semi-annual budget meeting.
xiii. Facilitates access to Storage (holds key). The Activities subcommittee shall maintain an area storage facility and will be responsible for all fellowship property stored there (As per ASC Guidelines).

2. Vice Chairperson
a. Requirement:
i. It is suggested that he/she be elected from active participants of the ASC. The chairperson of the Activities 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 Activities Subcommittee meetings and qualify as a voting member, commitment to service, resources to do the job, a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
ii. A minimum of 2 years continuous clean time.
iii. Willingness to serve for a term of 1 year no more than 2 consecutive terms.
iv. Willingness to become Chairperson upon the approval of the Activities Subcommittee and the ARANA ASC following his/her term as Vice Chair.

v. Gainful employment and/or verifiable income.

b. Duties
   i. Assumes any duties of the Chairperson in his/her absence and assists the Chairperson with his/her duties.
   ii. Attends all Activities Subcommittee functions as a working participant.
   iii. Provides assistance and support to all other members of the Activities Subcommittee.
   iv. Serves as secretary and selects speakers for meetings with approval from subcommittee-- typically 2: One for 20 minutes and another for 40 minutes. Gains written approval from speakers to be recorded for library.
   v. Responsible for labeling and maintaining Speaker Meeting tapes/discs for library: including name, date, and area contact number. To be kept by vice chair and turned over to newly elected vice-chair at the end of their term.
   vi. The Vice Chairperson serves as the Program Person for special events. They develop an agenda for special events with recommended, speakers, workshops, secretaries and readers to be brought back to subcommittee for approval.
   vii. Potential speakers or program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts and attend Narcotics Anonymous meetings to sustain their recovery. It is important to keep in touch with speakers as the Activities Event draws near to follow up with them to ensure their attendance.
   viii. Main meeting speakers are required to have a minimum of 5 years clean time and should be informed that this is a family event and it is highly suggested that foul language should not be used.
   ix. When contracting with someone to record meetings, it should be remembered that the ASC will provide the contract and set the terms for the taping company.
   x. Sometimes travel expenses and lodging are provided to Main Meeting Speakers as a way of deferring their expenses. Any proposed expenses of this nature must be approved by the Activities Subcommittee. These financial considerations should be taken into account when the budget is being drawn up in order to provide the Vice Chairperson with an idea of available funds for securing speakers.
   xi. Will form an ad hoc committee comprised of members of the Activities Subcommittee to listen to speaker tapes and make recommendations for proposed speakers.

vi) SOFTBALL:
   (1) Purpose:

(a) The purpose of the American River Area Softball Subcommittee is to carry the message of recovery by coordinating fellowship and unity within the American River Area by planning and carrying out the Annual Softball Tournament and Meeting.

(2) Duties:
  (a) To locate a place to hold Subcommittee meetings at least once a month
  (b) Organize elections for Subcommittee members.
  (c) Locate fields where tournament will be held. Trusted Servants: The Chairperson and Vice-Chairperson will be elected at the January ASC meeting.

(3) Trusted Servants
  (a) Chairperson
    (i) Requirements
      1. Two years clean time requirement.
      2. One-year term.
      3. It is suggested that the new Chairperson come from the Softball Subcommittee voting members.
    (ii) Duties:
      1. Attend the monthly Area Service Committee (ASC) meeting with a report of the subcommittee's activities as the voting member of the Softball Subcommittee.
      2. Attend the monthly Administration Meeting.
      3. Must attend the event and be able to handle any problems that may arise.
      4. Maintain the archives of the Subcommittee reports.
  (b) Vice-Chairperson
    (i) Requirements
      1. One-year clean time requirement.
      2. One-year term.
      3. It is suggested that the new Vice-Chairperson come from the Softball Subcommittee voting members.
    (ii) Duties:
      1. Assume any duties of the Chairperson in the absence of the Chairperson.
      2. Assist the Chairperson or other Subcommittee members as needed.

17) 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
    i) standing committee. The Chairperson of an Ad Hoc Committee is appointed by the ASC Chairperson.
  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 an Ad Hoc Committee is required to attend and give reports at all

Administrative Committee Meetings.

18) SHARED SERVICES / ~~MULTI AREA EVENT (MAE) COMMITTEE LIAISON(S~~)
    a) Qualifications:
        i) It is suggested that he/she be elected from active participants of the ASC. The liaison must have a commitment to service, a willingness to serve and learn, and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.
        ii) 1 year continuous clean time.
        iii) Willingness to be accountable to the ARANA ASC.
        iv) Willingness to serve for a term of 1 year, with no more than 2 consecutive terms.
    b) Responsibilities:
        i) Attend all Shared Service / MAE Committee Meetings, and monthly ASC meetings.
        ii) Liaisons submit written and give oral reports at the ASC, but do not vote as a representative of a shared Services Committee.
        iii) Serve as a conduit of information between Shared Services / MAE Committee(s) and ARANA.
        iv) Submit a written report at all in person MAEC meetings.
        v) Submit a final financial report after the annual wrap up meeting.
        vi) Attend ASC Admin Committee Meetings.
19) 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.
20) 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 March.
    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 conducted prior to elections, old and new business, 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.
        (5) If no one nominee receives at least a simple majority of those eligible to vote, a run-off election will be conducted between the two individuals receiving the most votes.
    c) Voting Eligibility: Only the GSR's vote on matters affecting the operation of the ASC, and on matters concerning the fellowship within the Area. The ASC chair votes only in the case of a tie.
    d) Motions:
        i) 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.

ii) 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:
   i) 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.
   ii) 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.
   iii) A subcommittee shall be represented by its elected representative or Chairperson at all regular ASC 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.
   iv) 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:
   i) The ASC will operate according to a budget, which is reviewed and updated at a meeting of the Administrative Committee every six months. The review and updating will happen two months prior to being presented to the ASC body for a vote to pass the budget. The next ASC that the Administrative Committee will present the budget to the ASC body and immediately tabled to refer to groups. After the groups have reviewed the budget, it will be voted into implementation.
   ii) 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.
   iii) 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
   iv) 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.
   v) No ASC event or function shall have a raffle outside of the local and state laws.
   vi) The 501C3 filing status must be vigilantly maintained to allow the ASC to be a non-profit organization. The ASC will operate according to the attached "Articles of Association" as long as no operational guidelines are in a conflict with such articles. The ASC Administrative Committee will work with an accounting firm to assure tax forms are filed annually.
   vii) No ARANA event shall sell NA logo merchandise or have a vendor sell NA logo

merchandise without authorization or a license from “World/WSO”.

viii) The American River Area Service Committee of Narcotics Anonymous is organized exclusively for charitable, religious, education, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. #8 Upon the dissolution of The American River Area Service Committee, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

h) ARANA Theft Policy

21) The Eleventh (11th) Concept for NA Service establishes the sole absolute priority for the use of NA funds, “to carry the message”. The Twelve (12) Concepts give the ARANA (American River Area Narcotics anonymous) a mandate from groups that call for total financial accountability, with this in mind; any misuse of funds by ASC (Area Service Committee) Trusted Servants cannot be tolerated.

22) Should any ARANA participants, administrative committee member, sub-committee member, be found to have misappropriated or misused ARANA funds, the presiding officer of the ARANA, immediately upon calling the meeting to order must fully disclose the alleged misuse of and the individual(s) involved. Any member accused of misuse of funds may exercise their Tenth (10th) Concept right to redress at this time.

i) ARANA Action:

b) The ASC, once informed of the alleged misuse of funds, may remove the individual(s) involved “with cause” by a simple majority vote. Should the ASC remove the member with cause, said individual(s) participation GUIDELINES FOR AMERICAN RIVER AREA SERVICE within the ARANA ASC is immediately terminated. Additionally, any member removed by ARANA ASC for misappropriation of funds may not hold an elected seat on the ASC or its

c) sub-committees, until such time as the matter at hand is resolved to the satisfaction of the ARANA A.S.C.

i) Restitution:

d) Individual(s) removed for misappropriation of funds are expected to make full restitution of all ARANA funds. Full restitution is to be completed within a period of six (6) months of the offense. Should a member determined by the A.S.C to have misused funds fail to make full restitution, said member may be subject to civil or criminal action as determined by the ARANA Administrative Service Committee to recover the funds.

23) Criminal Action: The Administrative Service Committee may refer the matter to criminal investigations at its discretion, or as directed by the A.S.C. service body