

**STANISLAUS VALLEY
GROUPS OF NARCOTICS
ANONYMOUS
AREA SERVICE COMMITTEE
GUIDELINES
WITH ATTACHMENTS A-D**



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Stanislaus Valley Groups of NA
Area Service Committee Guidelines
(Revised and approved Nov. 26, 2023)

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A. Memorandum of Financial Responsibility (MOFR); adopted June 2005

B. Area Inventory; adopted February 2015

C. Rules of Order and Motion Table; approved September 2005

D. Flyer Submission Process

44 **I. Definition:**
45 This body shall be known as the Stanislaus Valley Groups of Narcotics Anonymous Area Service
46 Committee (SVGNA ASC).

47 **II. Boundaries:**
48 This committee shall serve the Stanislaus and Merced County groups of NA, and any other NA
49 group that may choose to affiliate with this Area, subject to majority approval of this ASC. This
50 committee shall be a member of the California Mid-State Regional Service Committee
51 (CMSRSC).

52 **III. Decorum Statement:**
53 SVGNA ASC meetings will be conducted according to these rules of order, adapted from
54 “*Robert’s Rules of Order, Newly Revised*”. This time-honored system for conducting business is
55 the clearest way yet devised for getting a maximum amount of business done in a minimum
56 amount of time, regardless of the degree of disagreement among the participants. These rules are
57 meant to be used as tools to help us make orderly collective decisions in a cooperative respectful
58 way in the spirit of our *Twelve Concepts for NA Service*; please do not use them as weapons
59 against one another. We encourage all participants to become familiar with these rules of order
60 and conduct themselves accordingly.
61 Once the meeting begins, the committee will address one matter at any one time and no other
62 discussion is in order. Please allow the chair to facilitate the meeting in an orderly and efficient
63 manner to maximize use of our time.

64 **IV. Purpose:**
65 *To fulfill our fellowship’s primary purpose, the NA groups have joined together to create a*
66 *structure which develops, coordinates, and maintains services on behalf of NA as a whole. (1st*
67 *Concept for NA Service)*

68 **Section 1:**
69 The purpose of the SVGNA ASC is the cooperative effort of trusted servants, receiving guidance
70 from the Groups they serve, to help our Groups carry the message of recovery by facilitating
71 necessary services which cannot be provided easily by the individual Groups. The service
72 structure must always look to the Groups for support and direction. Additionally, the SVGNA
73 ASC provides a forum for the Groups to come together and discuss common challenges and
74 solutions.

75 **Section 2:**
76 This organization is a nonprofit public benefit organization and is not organized for the private
77 gain of any person.

78 **Section 3:**
79 No substantial part of the activities of this organization shall consist of carrying on propaganda or
80 otherwise attempting to influence legislation, and the organization shall not participate or
81 intervene in any political campaign (including the publishing or distribution of statements) on
82 behalf of any candidate for public office.

83 **V. Responsibilities of the SVGNA ASC:**
84 *The NA groups delegate to the service structure the authority necessary to fulfill the*
85 *responsibilities assigned to it. In day-to-day matters, the groups have given our service boards*
86 *and committees the practical authority necessary to do the jobs assigned to them. This is not a*
87 *blank check issued to the service structure; the groups still bear final authority. (3rd Concept for*
88 *NA Service)*

- 89 A. To hold monthly SVGNA ASC meetings, or more as determined by the SVGNA ASC.
- 90 Meetings shall take place in a public location, be open to all members of the public, and
- 91 meet the accessibility requirements of the Americans with Disability Act (ADA).
- 92 B. Record and provide minutes of the regular SVGNA ASC meetings to the SVGNA ASC
- 93 trusted servants and any member of NA who may request them.
- 94 C. Maintain a post office box.
- 95 D. Maintain a bank account. See Section X.
- 96 E. Maintain a literature inventory and reserve. (Literature will be distributed only at ASC
- 97 meetings.)
- 98 F. Publish, update, and provide Area meeting schedules.
- 99 G. Maintain a 24-hour phone line.
- 100 H. Contribute to the growth of NA as a whole by supporting the CMSRSC, Narcotics
- 101 Anonymous World Services (NAWS), serving as a link between the SVGNA ASC and
- 102 the CMSRSC.
- 103 I. Support Sub-committees and create ad-hoc committees to respond to the Area's needs.
- 104 J. Coordinate and support Learning Days. See Section IX H pg. 14. (Learning Day
- 105 Guidelines).
- 106 K. Coordinate an annual Area Inventory. Attachment B (Area Inventory).
- 107 L. Establish a bi-annual budget. See Section X. D. pg.17-18 (Financial Guidelines for
- 108 SVGNA ASC).
- 109 M. Establish a prudent reserve. See Section X. B. pg. 17 (Financial Guidelines for SVGNA
- 110 ASC).
- 111 N. Encourage Groups and require sub-committees to refer to SVGNA ASC Flyer
- 112 Submission Process Attachment D when creating flyers.
- 113 O. Be registered with NAWS.
- 114 P. Be responsible for forwarding information from the Groups to the CMSRSC for
- 115 insurance purposes. (Event details including date, time, location, estimated attendance).
- 116 Q. To provide a forum for the Groups to come together and discuss challenges and solutions
- 117 to help further our primary purpose. (The Group Reports will be a primary item on the
- 118 agenda).
- 119 R. Conducting all financial business at the regular SVGNA ASC meeting unless special
- 120 circumstances deem otherwise.
- 121 S. To ensure a Conference Agenda Report (CAR) Workshop is scheduled in the SVGNA
- 122 Area prior to every World Service Conference (WSC).
- 123 T. Clean time should not be waived for any administrative body positions.

124 **VI. Participants:**

- 125 A. Group Service Representative (GSR), the GSR Alternate (GSRA), or the Member
- 126 designated by their respective Group to represent the Group.
- 127 B. Members of the Administrative Body:
- 128 1. Chairperson
- 129 2. Vice-Chairperson
- 130 3. Regional Committee Member (RCM)
- 131 4. Regional Committee Member Alternate (RCMA)
- 132 5. Treasurer
- 133 6. Assistant Treasurer
- 7. Recording Secretary
- 8. Assistant Recording Secretary
- 9. Literature Chairperson
- 10. Literature Person 1st Alternate
- 11. Literature Person 2nd Alternate
- 12. Literature Helper

134
135

- 136 C. Subcommittee Chairpersons:
- 137 1. Activities 4. Phonenumber Coordinator
- 138 2. Public Information 5. Hospitals & Institutions
- 139 3. Outreach
- 140 D. Any designated Ad-Hoc Committee.
- 141 E. Any interested members of NA.

142 **VII. The GSR and GSRA:**

143 The SVGNA ASC REQUESTS THAT GSRs KEEP THE FOLLOWING INFORMATION IN MIND:

144 *The final responsibility and authority for NA services rests with the NA Groups.*

145 *The Groups have final responsibility for and the authority over the service structure they have*
 146 *created. By fulfilling their responsibility to provide their service structure with the conscience*
 147 *and ideas, people, and money it needs, the Groups also exercise their authority. Conversely, the service*
 148 *structure must always look to the Groups for support and direction. (2nd Concept for NA Service)*

149 GSRs form the foundation of our service structure. GSRs provide constant and active
 150 influence over the discussions being carried on within the service structure. They do this by participating
 151 in SVGNA ASC meetings, attending Area Service-Learning Days, forums, assemblies, and CAR
 152 Workshops at both the SVGNA ASC and the Regional levels, and sometimes joining in the work of an
 153 SVGNA ASC subcommittee. GSRs bear great responsibility. They are selected by their groups to serve
 154 by:

- 155 A. Being active members and participants at the ASC
- 156 B. Gathering information regarding decisions made and actions taken by the SVGNA ASC.
- 157 C. Reviewing reports from the SVGNA ASC Administrative Body, Subcommittee Chairpersons,
 158 and the current CAR.

159 **VIII. Qualifications & Duties of the Administrative Body:**

160 *Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully*
 161 *considered when selecting trusted servants. (4th Concept for NA Service)*

- 162 1. It is suggested that all trusted servants have:
 - 163 a. The willingness and the desire to serve.
 - 164 b. The minimum clean time required for the specific position.
 - 165 c. A good working knowledge of the 12 Steps, 12 Traditions, & 12 Concepts for NA
 166 Service.
 - 167 d. An understanding of the service structure of NA and the responsibilities of their
 168 position.
 - 169 e. The willingness to sign a *Memorandum of Financial Responsibility (MOFR;*
 170 *Attachment A).*
 - 171 f. The willingness to be available as a resource to assist the newly elected trusted
 172 servant.
- 173 2. Duties/Responsibilities/Requirements to all positions:
 - 174 a. All Admin Body and Subcommittee Chairpersons shall provide a monthly report
 175 to the SVGNA ASC Recording Secretary for inclusion in the report packet by the
 176 deadline established by the SVGNA ASC.
 - 177 b. All positions are a one-year term of service.
 - 178 c. No trusted servant may serve more than two consecutive terms unless waived by
 179 SVGNA ASC.
 - 180 d. Attend all SVGNA ASC meetings.
 - 181 e. All Admin Body trusted servants should be familiar with the SVGNA ASC
 182 Guidelines.

- 183 f. No trusted servants may represent more than one group at a time.
184 g. No trusted servant may hold more than one position at the SVGNA ASC. (Note:
185 coffee maker is exempted from this limitation).
186 h. Have the ability to schedule time needed to become a signer on bank account
187 after elections if position requires it.
- 188 A. Chairperson
- 189 1. Requirements:
- 190 a. A minimum of three years continuous clean time.
191 b. Prior service experience at the ASC and/or RSC level. Suggested six
192 months recent ASC service experience.
- 193 2. Duties:
- 194 a. Prepares and ensures copies of the agenda for the monthly ASC meeting
195 are available.
196 b. Facilitates the monthly SVGNA ASC meetings. Must be capable of
197 conducting a business meeting with a firm yet understanding hand within
198 the NA service structure and the Rules of Order.
199 c. Shall be an account manager/decision maker on the ASC bank account.
200 d. Responsible for SVGNA ASC correspondence, (includes PO Box, email,
201 and other forms of communication.
202 e. Maintains and coordinates distribution of SVGNA ASC PO Box and
203 storage unit keys.
204 f. Reserves facility for all SVGNA ASC meetings and ensures rent is paid.
205 g. Ensures a GSR orientation is presented 30 minutes prior to the regular
206 SVGNA ASC meeting.
207 h. Appoints the Chairperson for any ad-hoc committee necessary to fulfill
208 the needs of the SVGNA ASC, or at the request of the SVGNA ASC.
- 209 B. Vice Chairperson
- 210 1. Requirements:
- 211 a. A minimum of three years continuous clean time.
212 b. Prior service experience at the ASC and/or RSC level. Suggested six
213 months recent ASC service experience.
214 c. The willingness and ability to become Chairperson if elected and/or
215 necessary.
- 216 2. Duties:
- 217 a. In the absence of the Chairperson, the Vice Chair shall assume their
218 responsibilities.
219 b. Shall be an account manager/decision maker on the SVGNA ASC bank
220 account.
221 c. Stays informed of the subcommittees' projects and functions and are
222 available to assist with any problems that may arise.
223 d. Serves as the Parliamentarian of all SVGNA ASC meetings according to
224 the Rules of Order in accordance with the *Twelve Traditions* and the
225 *Twelve Concepts for NA Service*.
226 e. Takes roll call and establishes quorum.
227 f. Maintains attendance log of voting, nonvoting groups, and administrative
228 body.

- 229 g. In the absence of the subcommittee chair/vice chairperson, the SVGNA
 230 ASC vice chairperson shall assume responsibilities.
- 231 C. Regional Committee Member (RCM)
- 232 1. Requirements:
- 233 a. A minimum of three years continuous clean time.
- 234 b. Prior service experience at the ASC and/or RSC level. Suggested six
 235 months recent ASC service experience.
- 236 c. May not serve as a GSR or GSRA while serving as RCM.
- 237 2. Duties:
- 238 a. The primary responsibility of the RCM shall be to work for the good of
 239 NA as whole by providing communication and serving as the link
 240 between the SVGNA ASC and the CMSRSC.
- 241 b. In the event that the Vice-Chair is serving as the Chair, the RCM will act
 242 as parliamentarian.
- 243 c. Attend all regular SVGNA ASC meetings, all CMSRSC meetings, all
 244 SVGNA ASC/CMSRSC workshops & learning days.
- 245 d. The RCM is a resource of information regarding the *Twelve Traditions*,
 246 the *Twelve Concepts for NA Service* and the service structure of NA and
 247 may provide guidance in matters concerning them.
- 248 e. The RCM shall attend the Regional Assembly, Conference Agenda
 249 Report (CAR) workshops, ASC Learning Days and provides the SVGNA
 250 ASC with a written report of all pertinent information and business.
- 251 f. If the RCM is unable to represent the SVGNA ASC at the CMSRSC,
 252 they shall notify the RCMA and the SVGNA ASC Chair as soon as
 253 possible so a member of the SVGNA ASC body may fill in.
- 254 g. Provide a copy of each month's CMSRSC minutes, reports and other
 255 information gathered, to the SVGNA ASC Recording Secretary for
 256 information and compilation into the SVGNA ASC archive.
- 257 D. Regional Committee Member Alternate (RCMA)
- 258 1. Requirements:
- 259 a. A minimum of two years continuous clean time.
- 260 b. Prior service experience at the ASC and/or RSC level. Suggested six
 261 months recent ASC service experience.
- 262 c. The willingness to become the RCM, if elected and/or necessary.
- 263 d. May not serve as a GSR or GSRA while serving as the RCM.
- 264 e. May serve on one or more SVGNA ASC/CMSRSC subcommittees;
 265 however, not as the chairperson or Vice-Chair.
- 266 2. Duties:
- 267 a. In the absence of the RCM, the RCMA shall assume the responsibilities of
 268 the RCM.
- 269 b. The RCMA shall assist the RCM with the performance of their duties.
- 270 c. Attend all regular SVGNA ASC meetings, all CMSRSC meetings, all
 271 SVGNA ASC/CMSRSC workshops & learning days.
- 272 d. The RCM shall attend the Regional Assembly, Conference Agenda
 273 Report (CAR) workshops, ASC Learning Days and provides the SVGNA
 274 ASC with a written report of all pertinent information and business.

275 e. If the RCM is unable to represent the SVGNA ASC at the CMSRSC,
276 they shall notify the RCMA and the SVGNA ASC Chair as soon as
277 possible so a member of the SVGNA ASC body may fill in.

278 E. Treasurer

279 1. Requirements:

- 280 a. Three years continuous' clean time.
- 281 b. Prior service experience at the ASC and/or RSC level. Suggested six
282 months recent ASC service experience.
- 283 c. Willingness to learn accounting program in use by SVGNA ASC.

284 2. Duties:

- 285 a. Deposit and disburse all SVGNA ASC contributions
- 286 b. Make any financial disbursements over \$20.00 in written check form.
- 287 c. Serve as an account manager/decision maker on the SVGNA ASC bank
288 account.
- 289 d. Keep and maintain the financial ledger along with all the receipts of the
290 SVGNA ASC.
- 291 e. Make a general report of the financial status of the SVGNA ASC and
292 make the ledger available at every SVGNA ASC meeting.
- 293 f. Give a written financial statement at the end of their term. The final
294 report for the years should include but not limited to the following:
 - 295 1) A breakdown clearly showing every month's income, expenses,
296 and ending total.
 - 297 2) A year-to-date balance.
- 298 g. Holder of one of the SVGNA ASC Post Office Box keys.
- 299 h. Performs monthly reconciliations.
- 300 i. Keep track of Budgets monthly and provide Actual Vs. Budget at Budget
301 cycle time.
- 302 j. Provide electronic version of monthly report with redacted bank
303 statement to the SVGNA ASC Secretary.

304 F. Assistant Treasurer

305 1. Requirements:

- 306 a. Three years continuous clean time.
- 307 b. Prior service experience at the ASC and/or RSC level. Suggested six
308 months recent ASC service experience.
- 309 c. The willingness and ability to become the treasurer if elected and/or
310 necessary.
- 311 d. Willingness to learn accounting program in use by SVGNA ASC.

312 2. Duties:

- 313 a. In the absence of the treasurer, shall assume responsibilities of treasurer
314 for SVGNA ASC meeting.
- 315 b. Assist treasurer at SVGNA ASC meeting with money and paperwork.
- 316 c. Shall be a co-signer of the SVGNA ASC bank account.

317 G. Secretary

318 1. Requirements:

- 319 a. A minimum of two years continuous clean time.
- 320 b. Must be computer literate and able to send and receive email with
321 attachments.

- 322 c. Prior service experience at the ASC and/or RSC level. Suggested six
 323 months recent ASC service experience.
- 324 2. Duties:
- 325 a. Keeps a detailed record of the minutes from all SVGNA ASC meetings.
 326 b. Copy and distribute report packets at the next regular SVGNA ASC
 327 meetings. (Note: Report packet includes previous month's minutes,
 328 admin body reports, and treasurer spreadsheets. Also, any information
 329 received from the CMSRSC or NAWS).
- 330 c. Responsible for documenting all changes to the minutes.
 331 d. Maintains a log of motions (electronic and paper).
 332 e. Maintains SVGNA ASC archives of current and previous years on hand.
 333 f. Ensures past year's minutes, (older than 2 years), are placed in SVGNA
 334 ASC storage.
- 335 g. Will maintain a monthly stock of no less than 2 (two) GSR packets.
 336 h. Quantity of copies to be made for the monthly SVGNA ASC documents
 337 and forms will be: number of Groups (from the attendance sheet) plus
 338 10.
- 339 i. Maintain a log of storage unit key holders that shows: name, address, and
 340 phone number of trusted servants holding key, term of access to storage
 341 per motion at the ASC, when key was given to holder and when it was
 342 returned.
- 343 H. Assistant Secretary/Information Coordinator:
- 344 1. Requirements:
- 345 a. A minimum of one-year continuous clean time.
 346 b. Must be computer literate and able to send and receive email with
 347 attachments.
 348 c. Prior service experience at the ASC and/or RSC level. Suggested six
 349 months recent ASC service experience.
- 350 2. Duties:
- 351 a. Assist secretary with duties.
 352 b. Assume secretary responsibilities in the absence of secretary. Ensure the
 353 upcoming monthly event calendar from SVGNA's website is provided to
 354 the secretary for the upcoming SVGNA ASC meeting.
 355 d. Maintains and provides SVGNA ASC a confidential phone list of all
 356 ASC participants.
- 357 I. Literature Chairperson:
- 358 1. Requirements:
- 359 a. A minimum of three years continuous clean time.
 360 b. Prior service experience at the ASC and/or RSC level. Suggested six
 361 months recent ASC service experience.
 362 c. Willingness to learn the current NAWS literature ordering process.
- 363 2. Duties:
- 364 a. Maintain a predetermined, by SVGNA ASC, amount of literature
 365 inventory.
 366 b. Make literature available for sale at all regular SVGNA ASC meetings.
 367 c. Keep and maintain a financial record of all transactions, archived in
 368 treasurer@svgna.org, secretary@svgna.org and literature@svgna.org

- 369 (Including but not limited to: Group order forms and receipts, completed
 370 NAWS Literature Order Forms & Invoices)
- 371 d. Give a monthly report of financial transactions.
- 372 e. Give a written financial statement at the end of their term. The literature
 373 person's report should include but not limited to the following:
- 374 1) A breakdown clearly showing each month's literature sales and
 375 income.
- 376 2) A year-to-date literature balance.
- 377 3) A written inventory of all stock on hand.
- 378 4) Any credit balance remaining on NAWS account.
- 379 f. Maintain a monthly stock of no less than two (2) STARTER KITS and
 380 LITERATURE PACKETS for new groups. Contents of these includes a
 381 number of IPs. The literature servants, when filling out the KIT and the
 382 PACKET, will take care to not duplicate literature items in the KIT and
 383 the PACKET.
- 384 J. Literature Person 1st Alternate, 2nd Alternate and Helper:
- 385 1. Requirements:
- 386 a. Literature Person 1st Alternate* 18 months clean time.
 387 Literature Person 2nd Alternate* 1-year clean time.
 388 Literature Helper six (6) months clean time.
- 389 b. Prior service experience at the ASC and/or RSC level.
- 390 2. Duties:
- 391 a. All will assist the Literature person in duties as directed.
- 392 b. 1st Alternate Literature Person-be willing to become Literature person if
 393 elected and/or necessary.
- 394 c. 1st Alternate shall assume the responsibilities in the absence of the
 395 Literature Person.
- 396 d. The 2nd Alternate shall assume the responsibilities in the absence of the
 397 Literature Person and the 1st Alternate.
- 398 K. Webservant and Webservant Alternate
- 399 1. Requirements and Duties:
- 400 a. Personal time and abilities to perform the position.
- 401 b. Willingness to serve in the position.
- 402 c. Two (2) years clean time.
- 403 d. Understanding and practical experience of the Twelve Steps of Narcotics
 404 Anonymous, the Twelve Traditions of Narcotics Anonymous, and the
 405 Twelve Concepts for NA Service.
- 406 e. Maintenance of clean time throughout term of service or participation.
- 407 f. Resources necessary to perform the duties as assigned, i.e. access to a
 408 computer with internet connection.
- 409 g. The Alternate Webservant will be willing and able to assume the duties
 410 assigned the Webservant if necessary.
- 411 L. Subcommittees:
- 412 *The NA group delegates to the service structure the authority necessary to fulfill the*
 413 *responsibilities assigned to it. In day-to-day matters, the groups have given our service*
 414 *boards and committees the practical authority necessary to do the jobs assigned to them.*

415 *This is not a blank check issued to the service structure; the groups still bear final*
416 *authority. (3rd Concept for NA Service)*

- 417 1. Subcommittees shall be established by a majority vote of the SVGNA ASC
418 voting participants to serve a specific need. In the event that no Subcommittee is
419 established, the SVGNA ASC shall either establish one or assume the
420 responsibility.
- 421 2. The common basic purpose of a Subcommittee shall be to carry out the jobs
422 assigned to them by the SVGNA ASC group conscience. The SVGNA ASC shall
423 support each Subcommittee financially, and the members are encouraged to
424 support physically.
- 425 3. The SVGNA ASC shall elect all chairpersons (Activities in November).
- 426 4. Each Subcommittee shall operate under their own guidelines.
- 427 5. Each Subcommittee shall need at least three (3) members to conduct business.
- 428 6. In the absence of the Chairperson, the Subcommittee Vice-Chairperson shall
429 assume the responsibilities.
- 430 7. In the absence of the Subcommittee Vice-Chairperson, the SVGNA ASC Vice-
431 Chairperson shall assume the responsibilities.
- 432 8. Any revision of subcommittee guidelines are to be brought to the ASC for review
433 and approval.
- 434 9. Each Subcommittee shall provide a current electronic and hard copy of their
435 guidelines to the SVGNA ASC.
- 436 10. All standing Subcommittee meetings shall meet a minimum of once every month
437 with the time and place to be scheduled by the respective Subcommittee
438 Chairperson in cooperation with other group Subcommittee members.
- 439 11. Subcommittee meeting day/time/location shall be published on the SVGNA
440 website and in the SVGNA Area Meeting Schedule.
- 441 12. All standing Subcommittee meetings shall take place in a public location, be
442 open to all members of the public, and meet accessibility requirements of
443 Narcotics Anonymous and the Americans with Disabilities Act (ADA).

444 A. Subcommittee Chairperson:

445 *For each responsibility assigned to the service structure, a single point of decision and*
446 *accountability should be carefully defined. In defining a single point of decision for each*
447 *service assignment, we eliminate confusion about who has authority to do what. We also*
448 *clarify accountability for our services: whoever is given the authority for a particular*
449 *task will be held accountable for the fulfillment of that task. (5th Concept for NA Service)*

450 The ASC serves the following Subcommittees:

- 451 • Hospitals and Institutions (H&I)
- 452 • Public Information (PI)
- 453 • Outreach
- 454 • Activities

455 1.. Requirements:

- 456 a. A minimum of two years' continuous clean time.
- 457 b. Prior experience at the ASC and/or RSC level as well as on the
458 subcommittee itself.

- 462 2. Duties:
- 463 a. Schedule all Subcommittee meetings and prepare an agenda for those
- 464 meetings. Ensure that the *Twelve Traditions* and *Twelve Concepts for NA*
- 465 *Service are upheld.*
- 466 b. Perform the Subcommittee meetings administrative duties in accordance
- 467 with that Subcommittee’s guidelines.
- 468 c. Shall submit a written semiannual financial budget to the SVGNA ASC
- 469 in January and July
- 470 d. Submit a written financial and project summary at the end of their term
- 471 of service to the SVGNA ASC.
- 472 e. Attend all ASC meetings and SVGNA Learning Days.
- 473 f. Shall ensure Subcommittee meeting day/time/location shall be published
- 474 on the SVGNA website and in the SVGNA Area Meeting Schedule.
- 475 g. One year term of service; not to serve more than two (2) consecutive
- 476 terms.
- 477 h. Votes at the subcommittee level only if a tie.
- 478 3. Specific Duties for H&I Chairperson:
- 479 a. Draft all correspondence to facilities served by the Subcommittee
- 480 b. Ensure that monthly literature allotment is ordered and received at
- 481 SVGNA ASC.
- 482 c. To be the single point of accountability for all facility entrance
- 483 applicants.
- 484 4. Specific duties for Outreach Chairperson:
- 485 a. Conduct GSR Orientation at ASC
- 486 5. Specific duties for PI Chairperson:
- 487 6. Specific duties for Activities Chairperson:
- 488 a. Delegates tasks to other subcommittee members. Stays informed of other
- 489 committee members’ work and provides help and guidance when needed.
- 490 b. Helps resolve personality conflicts.
- 491 c. Monitors the subcommittee finances and overall activity costs and helps
- 492 compile the yearly budget.
- 493 d. Prevents important issues from being decided prematurely, in order to
- 494 foster understanding by the entire subcommittee prior to action.

495 **IX. Operational Guidelines**

- 496 A. Elections:
- 497 1. Nominees shall be present at the time of nomination and shall qualify themselves
- 498 for the position.
- 499 2. When a position becomes vacant at the SVGNA ASC level, it shall be announced
- 500 at the SVGNA ASC meeting. Elections for that position will be held at the
- 501 following SVGNA ASC meeting.
- 502 3. SVGNA ASC trusted servants may succeed themselves in their position, but no
- 503 trusted servant may serve in the same position for more than two consecutive
- 504 terms.
- 505 4. A trusted servant may resign from office by providing written notice to the
- 506 SVGNA ASC Chairperson.
- 507 5. Administrative body elections shall take place in June except for the Activities
- 508 Subcommittee Chairperson which shall take place in November.

509 6. If there is only one nominee, the process will still be followed, and a vote shall be
510 taken. (Note: Actual tally vote shall not be published in the Minutes, only election
511 results.)

512 7. SVGNA ASC trusted servants shall be elected by a majority result.

513 B. Questions for Admin Body Elections:

514 *The NA Groups Delegates To The Service Structure The Authority Necessary To Fulfill*
515 *The Responsibilities Assigned To It.*

516

517 *Delegating authority can be a risky business unless we do so responsibly. To make*
518 *Concept Three work, other concepts must also be applied consistently. Most importantly,*
519 *we must give careful attention to the selection of trusted servants. We cannot responsibly*
520 *delegate authority wither to those who are fundamentally incapable of administering that*
521 *authority or to those who are not willing to account fully for their actions. However, if we*
522 *select our leaders carefully, choosing those who can be trusted to responsibly exercise*
523 *delegated authority in fulfilling the tasks we've given them, we can feel much more*
524 *comfortable with the concept of delegation. (3rd Concept for NA Service)*

525

526 In the Twelve Concepts of NA in the Fourth Concept it says, "Our leaders must have the
527 integrity needed to hear other well, yet still be able to stand fast on sound principle; to
528 compromise, and to disagree without being disagreeable; to demonstrate the courage of
529 their convictions, and to surrender".

530

- 531 ▪ Do you feel that you are capable of doing this?
- 532 ▪ Are you currently using a sponsor to work the Steps?
- 533 ▪ Have you done enough step work to know your assets, defects, and limitations?
- 534 ▪ Do you have the willingness and ability to serve and fulfill this commitment for
535 the full term?
- 536 ▪ Please elaborate on your past service history and any skills you have that will be
537 aid you in this position?
- 538 ▪ Has there ever been a time when you have not fulfilled or completed any service
539 commitment? Please elaborate?
- 540 ▪ Can you ask for help, advice and direction on a regular basis?

541

542 For those who handle assets or are on SVGNA Bank Accounts:

- 543 ▪ Do you know and understand what total financial accountability to the
544 Fellowship means?
- 545 ▪ Have you ever misappropriated, stolen, or misused NA funds or assets? If so,
546 what have you done to correct the situation?
- 547 ▪ Have you ever committed or been arrested for theft, fraud, forgery or
548 embezzlement?
- 549 ▪ Are you currently subject to criminal and/or civil judgments of liens (e.g., child
550 support, civil liens, back taxes, or civil restitution)? Could NA funds be
551 compromised?
- 552 ▪ Do you have your own source of income?
- 553 ▪ Are you willing to go to the bank with admin body as needed?

554

C. Removal of a Trusted Servant:

555 A trusted servant may be removed from their position for non-compliance after due
556 verbal and written notification, (Note: Snail mail, Email, or text acceptable). A 2/3rds

557 vote is required for removal. Non-compliance includes, but is not limited to, the
558 following:

- 559 1. Loss of abstinence
- 560 2. Non-fulfillment of the duties of their position
- 561 3. Absent at two (2) SVGNA ASC meetings without prior notification to the
562 SVGNA ASC Chairperson.
- 563 4. Absent at three (3) SVGNA ASC meetings during term of service.
- 564 5. Theft of NA funds (also see Anti-Theft Procedures and Memorandum of
565 Financial Responsibility [MOFR]).

566 ****Note: A GSR may only be removed by the Group they represent.

567 D. Voting Procedures: also see Attachment C Rules of Order Pg. 13 #15

- 568 1. The voting participants at the ASC shall be voting GSRs or an alternate
569 representative as identified at roll call.
- 570 2. A new Group will obtain the right to vote upon their first ASC meeting.
- 571 3. A Group which is unrepresented at two (2) consecutive ASC meetings shall lose
572 their voting rights.
- 573 4. A Group that has lost its voting rights shall regain voting rights at the second
574 consecutive SVGNA ASC meeting attended by a Group representative.
- 575 5. The quorum shall be 2/3rds of all present voting GSRs or their alternate.
- 576 6. Any Group that is not represented in the second half of regular SVGNA ASC
577 meeting shall be considered absent for the entire SVGNA ASC meeting.
- 578 7. A simple majority vote is one half, (50%), plus one of all voting GSRs present.
- 579 8. A 2/3rds vote, (*aka "Super Majority"*), is 2/3rds of all voting GSRs present.
- 580 9. A motion can be made by any member of NA, however, it must be seconded by a
581 voting GSR and submitted in writing. The author of the motion must be given
582 time to state their intent before any discussion takes place.
- 583 10. Debate on any motion shall be limited to two pros and two cons. Discussion may
584 be broadened if deemed necessary either by the Chairperson or the SVGNA ASC.
585 If the discussion is broadened, a motion to table may be in order. The motion may
586 not be tabled more than once unless special circumstances deem it necessary.
- 587 11. The Chairperson may table any motion until the following month, provided there
588 is a voting reason for doing so.
- 589 12. If an issue arises that falls under the duty of an existing Subcommittee, the
590 Subcommittee Chairperson should be allowed to speak on that issue. If a motion
591 arises out of that discussion which affects the Subcommittee a request may be
592 made to table that motion until the Subcommittee has had a chance to discuss the
593 matter and provide Subcommittee input on the motion.
- 594 13. Money matters may be tables back to the Groups at the SVGNA ASC's
595 discretion.
- 596 14. Unbudgeted money matters require 2/3rds majority vote for approval.
- 597 15. If a motion receives substantial abstentions, it may be tabled or allowed further
598 discussion, at the SVGNA ASC or the Chairperson's discretion.
- 599 16. Any member may ask the Chair to poll the abstentions after a vote.
- 600 17. When a tie occurs, the SVGNA ASC Chairperson will cast a vote to break the tie.
- 601 18. Motion's must be submitted before roll call is taken. After lunch to verify present
602 voting GSRs.

603 E. Guideline Amendments:

- 604 1. SVGNA ASC and Subcommittee guidelines shall be presented to the GSRs for
605 approval showing the original guidelines with ~~striketroughs~~ and proposed
606 guidelines in ***bold and italics***.
607 2. The SVGNA ASC may, at any time, change any section of these guidelines, and
608 or any Subcommittee guidelines by a 2/3rds vote after first being tabled back to
609 the Groups for at least one month, or by 2/3rds majority vote at the time the
610 motion is presented; at the SVGNA ASC's discretion.
611 3. It is the SVGNA ASC Chairperson's responsibility to make sure that any motions
612 adopted that would affect these guidelines are incorporated into the hard copy of
613 these guidelines before the next SVGNA ASC Admin body elections. This can be
614 done personally or through the Recording Secretary.

615 F. Attendance:

- 616 1. All members of NA are welcomed and encouraged to attend the SVGNA ASC
617 meeting, however, it is asked that they use their GSR as a voice to the SVGNA
618 ASC. The Chairperson may at his/her discretion recognize anyone who wishes to
619 have the floor of the SVGNA ASC.
620 2. New Groups shall receive SVGNA guidelines, a GSR Handbook, starter kit, and
621 literature packet.
622 3. Any Group which is unrepresented at the SVGNA ASC for two consecutive
623 meetings shall be considered a non-voting participant.
624 4. When a Group becomes non-voting they shall be contacted by the Outreach
625 Subcommittee. The Outreach Subcommittee will report back to the SVGNA ASC
626 as to the status of the Group.
627 5. Any Group that is not represented in the second half of regular SVGNA ASC
628 meeting shall be considered absent for the entire ASC meeting.
629 6. All Subcommittees shall be represented by their Chairperson or designated
630 represented at all regular SVGNA ASC meetings for entire meeting.
631 7. Quorum formula is the total # of present voting participants divided by 3(X2),
632 voting participants present must be greater or equal to the quorum number.
633 Simple majority is $\frac{1}{2}$ (50%) plus 1, $\frac{2}{3}$ vote of voting present=voting present (x)
634 0.667.

635 G. Area Inventory: (Also see Attachment B Area Inventory)

- 636 1. Questionnaires will be distributed at the October SVGNA ASC and returned no
637 later than the December SVGNA ASC.
638 2. An Ad Hoc committee will be formed in December. The purpose will be to
639 collect and compile the information in the questionnaires and make a report
640 containing all of the information to be presented at the January SVGNA ASC.
641 This report will be the basis of the Area Inventory topics to be discussed.
642 3. The actual inventory is the responsibility of the SVGNA ASC and should be
643 recoded accurately.
644 4. The ASC Chairperson and Vice Chairperson are responsible for the follow-up to
645 ensure that the actions and decisions are applied.

646 H. Learning Day Guidelines:

- 647 1. Scheduling:
648 a) Care should be taken to avoid scheduling a learning day when any
649 nearby area in the region or neighboring region has a Unity Day or
650 convention scheduled that our members attend.

- 651 b) Learning days will not be scheduled during the California Mid-State
652 Regional Convention, SVGNA ASC meeting, CMSRSC meeting, or
653 World Convention of NA.
- 654 c) The timeline for frequency of learning days will be determined by the
655 SVGNA ASC.
- 656 2. Planning and Implementation:
- 657 a) There will NOT be any registration fee for any learning day. The area is
658 encouraged, but not required, to hold supporting events to help pay for
659 the learning day.
- 660 b) All learning days shall be a cooperative effort between all subcommittees
661 and the ASC with the balance of the workshops divided between the
662 subcommittees.
- 663 c) The learning day is intended to be a single day event.
- 664 d) Only one workshop should be scheduled at a time, preferably alternating
665 topics between the ASC, all subcommittees, as well as topics suggested
666 by GSRs or the Area inventory.
- 667 e) All aspects of planning and implementing the event are the responsibility
668 of the ASC admin body (or those selected by the ASC Chair). All
669 subcommittee chairs will be able to advise and assist in the event
670 planning and presentation.
- 671 f) Selection of topics and speakers are the decision of the planners. Care
672 should be taken to select speakers that are knowledgeable and have
673 current or previous experience on the topic of their workshop. Planners
674 should remember there is a wealth of experience at the regional level and
675 in surrounding areas.
- 676 g) Planners may want to refer to the PR Handbook or the H&I Handbook
677 for some additional ideas about planning the learning day.
- 678 h) Flyers should be distributed as soon as possible so Groups and other
679 areas know of the event.
- 680 3. Finances
- 681 a) The SVGNA ASC learning day is not a fundraiser.
- 682 b) Every effort should be made to not exceed the budgeted amount.
- 683 c) The approved expenditures are:
- 684 1) Rent for the facility.
- 685 2) Insurance for the event (see RCM for current requirements)
- 686 3) Copies for flyers, programs, and handouts for material covered at
687 the workshops.
- 688 4) Food and beverages (at the planner's discretion).
- 689 4. Planning (Step by Step)
- 690 a) Decision is made to hold a learning day and "planners" are assigned.
691 Budgeted funds are then held in the treasury.
- 692 b) At the following month SVGNA ASC meeting, the SVGNA ASC is
693 presented with the proposed budget for the learning day being planned.
- 694 c) Dispensing of funds for this event should not carry over into the next
695 budget cycle.
- 696 d) Selection of the learning day location should be made as soon as possible
697 to ensure the facility is secured.

- 698 e) Request SVGNA ASC participation input regarding topic(s) to be
 699 presented, date, location, to ensure maximum attendance.
 700 I. ASC Admin, Subcommittees and Groups:
 701 1. Provide insurance information to CMSRSC (number of members & calendar of
 702 events):
 703 a) Provide current estimated number of members to RCM by Jan. SVGNA
 704 ASC.
 705 b) Provide calendar of events to RCM by Jan SVGNA ASC.
 706 c) Information required:
 707 1) Date or projected date of event.
 708 2) Complete address.
 709 3) Contact person information (facility and NA member)
 710 4) How many people are expected to attend.
 711 5) Type of event: If it includes some kind of sporting activity,
 712 please specify so the CMSRSC insurance liaison can forward to
 713 the insurance company to help determine if a “rider” will be
 714 necessary (there may be additional costs).

715 **X. Financial Guidelines**

716 Section 1

717 The property of this organization is irrevocably dedicated to charitable purposes and no part of
 718 the net income or assets of this organization shall ever inure to the benefit of any director, officer,
 719 or private person.

720
 721 Section 2

722 Upon dissolution or winding up of the organization, its assets remaining after payment, or
 723 provision for payment, of all debts and liabilities of this organization shall be distributed to a
 724 nonprofit fund, foundation, or corporation, which is organized and operated exclusively for
 725 charitable purposes, and which has been established its tax-exempt status under IRC Section
 726 501(c)(3).

727 Section 3

728 Any member handling monies of SVGNA ASC shall sign a Memorandum of Financial
 729 Responsibility (MOFR)

730 A. Expenses

- 731 1. The priority list for SVGNA ASC expenditures is as follows:
 732 a) Payment of SVGNA ASC debts or expenses outside the fellowship of
 733 NA.
 734 b) Secretarial and administrative expenses, including bank fees.
 735 c) Payment of SVGNA ASC debts or expenses within the fellowship of NA.
 736 d) Approved budgets of SVGNA ASC subcommittees and officers
 737 e) Expenses approved by the SVGNA ASC for Regional committee
 738 members.
 739 f) All other expenses approved by the SVGNA ASC.
 740 2. Funds of the SVGNA ASC shall not be used for any personal reasons.
 741 3. Funds are not to be extended for any reason other than those items that are, or
 742 have been approved by the SVGNA ASC.
 743 4. Emergency expenditures by the SVGNA ASC may only be made with the
 744 notification of GSRs and a 2/3rds majority approval of the GSRs.

- 745 5. Requests for reimbursements of unbudgeted expenditures shall be brought before
746 the SVGNA ASC for its approval and require a 2/3rds majority approval of the
747 GSRs.
- 748 6. All expenditures must be verified with a receipt or proof of purchase by the next
749 SVGNA ASC meeting.
- 750 7. A three (3) bid process will be used for all purchases of equipment and materials
751 needed to support the services of the SVGNA ASC and subcommittees.
752 Exceptions are incidental purchases of stationary required for trusted servants to
753 carry out their monthly duties.
- 754 8. Annual bids for printing of meeting schedules and quotes from copy vendors will
755 be submitted in February and July during the budget approval process.
- 756 9. The SVGNA ASC will provide financial assistance to the RCM and the RCMA
757 for mileage, as established during budgets.
- 758 10. The SVGNA ASC shall be made aware in the event of a signer on the account
759 must sign a check with themselves as the payee.
- 760 B. Prudent Reserve
- 761 1. The prudent reserve shall only be used if the SVGNA ASC general fund is
762 depleted.
- 763 2. The SVGNA ASC prudent reserve is considered emergency funds and is to be
764 used for budgeted items only.
- 765 3. A prudent reserve of \$3000.00 shall be kept. All the amounts above this will be
766 sent to the CMSRSC every other month.
- 767 4. At the end of the fiscal year, the Activities Subcommittee may hold a prudent
768 reserve of \$1350.00 (or other amount as directed by SVGNA ASC). The
769 remainder will be sent to SVGNA ASC.
- 770 C. Receipts
- 771 1. Proper receipts: in order to be reimbursed, a receipt must be presented and
772 signed, dated, and an explanation of what the receipt is for put on the back. No
773 expenditure is paid without a receipt. A written piece of paper simply listing the
774 expenditure is not acceptable.
- 775 2. Reimbursement of auto travel must be supported by Mapquest, Google, Yahoo,
776 etc. showing point of departure and point of destination (i.e., such as for meals) is
777 not reimbursable. Reimbursement for auto travel will be based upon amount
778 approved during budgets. Mileage reimbursement is for pre-approved admin
779 body budgeted travel.
- 780 3. Subcommittee chairpersons or trusted servants receiving money for any purpose
781 from the SVGNA ASC must present a receipt to the SVGNA ASC treasurer
782 within two (2) months or they become responsible for returning the money.
- 783 4. The SVGNA ASC treasurer shall issue a receipt to all Groups for contributions
784 made to the SVGNA ASC, as well as monies received from subcommittees.
- 785 5. Receipts shall be sequentially numbered and dated with a duplicate retained by
786 the treasurer.
- 787 6. The treasurer should be careful to get proof of payment whenever they make a
788 payment. This proof of payments should be preserved in regular order, as they
789 are vouchers for the payments which must be examined during the audit.
- 790 D. Budgeting

- 791 1. Budgets submitted shall be due at SVGNA ASC following the elections of the
792 respective Admin body. They will cover operating cost for the next six (6)
793 months. Prior to the end of the six (6) months, a new budget shall be proposed for
794 the remaining six (6) months.
795 a) Budgets are submitted in January and July.
796 b) Content of proposed budget shall include but not limited to; copies/office
797 supplies, literature, rent, operating expenses with detailed explanation,
798 and mileage,
799 c) Approved budget expenditures may be disbursed in advance from the
800 treasury at the SVGNA ASC discretion.
801 d) Budgets shall be submitted by: ASC Chair, ASC Vice-Chair, Secretary,
802 Asst. Secretary, RCM, RCMA, Treasurer, Asst. Treasurer, H&I Chair,
803 Activities Chair, Public Information Chair, Outreach Chair, Webservant,
804 Webservant Alt.

805 E. Checking Accounts:

- 806 1. SVGNA ASC checking account shall have three (3) account managers/decision
807 makers: Chair, Vice-Chair, and Treasurer, the Assistant Treasurer shall be listed
808 as co-signer. Written checks require two (2) signature verification.
809 2. No SVGNA ASC checks will be issued in amounts exceeding the account
810 balance.
811 3. The SVGNA ASC shall be made aware in the event a signer on the account must
812 sign a check with themselves as the payee.
813 4. Under no circumstances are checks to be signed by any signer with the date,
814 payee, or amount left blank.
815 5. Bank statements are available online with password protected access. The
816 treasurer will access bank statements to complete bank reconciliation and submit
817 to ASC secretary with bank account number redacted with monthly report.
818 6. SVGNA ASC funds are to be deposited within three (3) days of receipt.
819 7. SVGNA ASC shall not accept personal checks; checks made by Groups are ok.

820 F. Subcommittees

- 821 1. Any subcommittee member cosigning on the bank account for that subcommittee
822 must be ratified at the SVGNA ASC before they are allowed to be on the
823 respective bank account.
824 2. All subcommittees requesting funds from SVGNA ASC must submit a written
825 budget or estimate of proposed expenses for such period of time.
826 3. It shall be the responsibility of the Subcommittee Chairperson to create and
827 maintain an itemized account of all SVGNA ASC property and assets for that
828 subcommittee.
829 4. It shall be the responsibility of the subcommittee chairperson to ensure all
830 subcommittee officers sign the Memorandum of Financial Responsibility
831 (Attachment A), having been witnessed by the approved admin body officers and
832 turned into the SVGNA ASC secretary.

833 G. Audit Task Group

834 An audit task group consisting of the outgoing and newly elected signers on the SVGNA
835 ASC bank account and the outgoing secretary as well as interested GSRs and members is
836 to be created at the time of election for the purposes of:

- 837 1. An audit of the SVGNA ASC's finances.

- 838 2. Updating the list of account managers/decision makers on the SVGNA ASC bank
839 account.
- 840 3. A report showing all financial transactions for the previous 12 months shall be
841 submitted to SVGNA ASC.
- 842 H. Reports
- 843 1. The SVGNA ASC treasurer shall make written financial reports on contributions
844 and expenditures at each regularly scheduled meeting of the ASC.
- 845 2. The treasurer will submit financial ledger monthly with a written report to the
846 SVGNA ASC secretary.
- 847 3. Every officer who receives money is to account for it in a report to the SVGNA
848 ASC.
- 849 4. The SVGNA ASC treasurer, at the end of his/her term, must submit to the
850 SVGNA ASC a complete and accurate financial report of all transactions
851 occurring during his or her term in office including the entire register for the
852 fiscal year and budget reports showing budget vs. actual expenditures. (Other
853 reports may be submitted at the discretion of the treasurer).
- 854 5. A copy of the bank statement will be required to be submitted to the secretary at
855 the next regular SVGNA ASC meeting.
- 856 I. SVGNA Treasury Operating Procedures
- 857 1. Bank account managers/decision makers: Chair, Vice-Chair, Treasurer
858 Signer only: Asst. Treasurer. Anyone on checking account must sign
859 MOFR.
- 860 2. For newly elected treasurer the following must occur:
- 861 a) The ASC Chair/Vice-Chair makes an appt at Chase Bank to add
862 new trusted servant(s) to the bank account. A current account
863 manager must attend this meeting. At this meeting the newly
864 elected trusted servant(s) must bring:
- 865 1) Two (2) valid forms of ID.
866 2) Minutes from ASC designating election of position.
- 867 3. Treasurer/Asst. Treasurer responsible for tracking bank debit cards. Only
868 two (2) cards are needed during any time. Treasurer/Asst. Treasurer and
869 Chair/Vice-chair are card holders. Current bank card holders (by title) will
870 be listed on the financial ledger and submitted to ASC every month.
- 871 4. Week before ASC
- 872 a. Complete bank reconciliation.
873 b. Update the financial ledger with any outstanding checks.
874 c. Go to Sylvan post office and get mail from PO Box 578551.
- 875 5. Day of ASC
- 876 a. Money must never be left unattended.
- 877 6. Group contributions:
- 878 a. Treasurer verifies that group contribution is in secured bag with
879 group contribution tag (group name & contribution amount).
880 b. Count money and verify against group contribution tag. If correct
881 enter into financial ledger spreadsheet and hand to asst. treasurer, if

- 882 incorrect give back to GSR (save group contribution tag for later
883 verification if needed).
- 884 c. Asst. treasurer does second count and if correct writes group
885 receipt. If incorrect, recount is required and match with group
886 contribution tag if necessary.
- 887 d. Check Paypal account for any group contributions and add to
888 financial ledger spreadsheet and make transfer (via Paypal) to bank
889 account.
- 890 e. Once all group contributions are verified and counted asst.
891 treasurer does total count and matches with treasurer financial
892 ledger spreadsheet. If correct, you are done with group
893 contributions! If incorrect, treasurer will count and match against
894 spreadsheet and group contribution tags. Typically, the error is a
895 count error or a transposition of numbers in spreadsheet.
- 896 7. Literature contributions:
- 897 a. Treasury counts the money received from literature chairperson
898 and verifies against the literature tally form. If correct, it is added
899 to the group contributions and the tally form is given to the
900 treasurer for entry into financial ledger spreadsheet. If incorrect,
901 the literature chair recounts the money and verifies it against the
902 tally form for resubmission to treasury.
- 903 8. Deposit preparation:
- 904 a. Final count of group and literature contributions must be
905 completed and deposit slip prepared before leaving ASC.
- 906 b. Bank will only accept rolled coins.
- 907 c. Loose coins will be placed in petty cash and entered into financial
908 ledger spreadsheet (actual coins will be kept in money bag). Make
909 sure each month to check for any loose coins that can be rolled and
910 deposited.
- 911 d. Ensure that deposit slip and financial ledger spreadsheet match.
- 912 e. Place money in money bag(s).
- 913 f. Place all documentation in binder under month tab in sheet
914 protector.
- 915 9. Expenditures:
- 916 a. Preferred method of payment is electronic payments (i.e., Zelle,
917 PayPal, etc.)
- 918 b. Members seeking reimbursements must fill out payment request
919 form and attach receipts.
- 920 c. Treasury will verify receipt(s) and make electronic payment.
- 921 d. Enter transaction number, amount, and description in financial
922 ledger spreadsheet.
- 923 e. Verify automatic debit charges are entered into the financial ledger
924 spreadsheet.

- 925 f. Update budget versus actual tab on financial ledger spreadsheet.
- 926 g. Calculations for mileage disbursements must be supported with
- 927 documentation (i.e., Google, MapQuest, etc.).
- 928 h. Literature chair will provide the treasury with a literature order
- 929 number when literature order is placed. Electronic payment will be
- 930 made within forty-eight (48) hours.
- 931 i. Cash payments for receipts under \$20 are allowed.
- 932 j. For any written checks disbursed a two-signature verification is
- 933 required.

934 10. Deposits

- 935 a. All deposits must be made within seventy-two (72) hours after the
- 936 ASC.
- 937 b. Extra security precautions should be adhered to when handling
- 938 SVGNA funds (i.e., lock car doors, ask for support as needed, etc.).
- 939 c. Print out financial ledger spreadsheet for the month, attach deposit
- 940 slip, and place in binder under month tab in sheet protector.

941 J. Anti-Theft Procedures

942 *NA funds are to be used to further our primary purpose, and must be managed responsibly.”*

943 *(11th Concept for NA Service)*

944 The Eleventh Concept establishes the sole absolute priority for the use of NA funds, which is to

945 carry the message. The Twelve Concepts for NA Service give SVGNA ASC a mandate from

946 the NA Groups that calls for total financial accountability. With this in mind, any misuse of

947 funds by SVGNA ASC trusted servants cannot be tolerated. Should any SVGNA ASC member

948 or subcommittee member have evidence presented showing misappropriated, theft, or misuse of

949 SVGNA ASC funds and/or other assets, the Chairperson of SVGNA ASC shall follow the

950 procedure below:

- 951 1. Immediately upon calling the SVGNA ASC meeting to order, fully disclose the
- 952 alleged misuse of funds and/or other assets and the individual(s) involved. For
- 953 the purpose of this document, the term misuse of funds will be defined as “using
- 954 funds and/or property in a manner clearly different than the inherent purpose or
- 955 function outlined in the budgeted expense or motion passed to appropriate them”.
- 956 2. SVGNA ASC Action:
- 957 a. The SVGNA ASC, once informed of the alleged misuse of funds and/or
- 958 other assets, may suspend the participation of the individual(s) involved
- 959 “with cause” by a two-thirds (2/3) majority vote, pending investigation
- 960 and resolution.
- 961 b. If found to have misappropriated or misused funds and/or other assets,
- 962 said individual(s) participation is immediately terminated, with cause, by
- 963 a two-thirds (2/3) majority vote.
- 964 c. Additionally, any member removed by SVGNA ASC for
- 965 misappropriation or misuse of funds and/or other assets may not hold an
- 966 elected seat on SVGNA ASC or it’s subcommittees for a period of two
- 967 (2) years, or until restitution and/or other amends are completed.

- 968 3. Restitution:
- 969 a. Individuals removed for misappropriation or misuse of funds and/or
- 970 other assets are expected to make full restitution of all SVGNA ASC
- 971 funds. Should a member removed for misuse of funds fail to make
- 972 restitution, said member may be subject to criminal and/or civil
- 973 prosecution by the SVGNA ASC.
- 974 b. Procedures for Restitution:
- 975 1) A thorough review of all books and financial records shall be
- 976 performed by the Treasurer, Chairperson, and one voting
- 977 member of SVGNA ASC to determine the magnitude of any
- 978 misappropriation of funds. If the Treasurer is the member
- 979 responsible for the issue, the Assistant Treasurer will perform the
- 980 duties of the Treasurer.
- 981 2) A meeting will be scheduled, assuring the individual(s) who
- 982 allegedly misappropriated or misused funds and/or other assets,
- 983 is/are informed of the meeting and given the opportunity to
- 984 present his/her point of view. After all sides have been heard, a
- 985 break in the meeting format shall take place to allow all present
- 986 time to get connected to their Higher Power and focus on
- 987 spiritual principles, before coming back to decide the best course
- 988 of action.
- 989 3) If the individual(s) admits to the theft and agrees to pay back the
- 990 funds and/or other assets, a restitution agreement can be
- 991 developed that will outline the repayment amount and timeframe
- 992 (i.e., \$xx per month for xx months). The individual(s) shall be
- 993 notified in said agreement that if the restitution agreement is not
- 994 adhered to, the intent is to take legal action based on the signed
- 995 and witnessed restitution agreement.
- 996 4) A report about the situation shall be published in the SVGNA
- 997 ASC minutes, and regular reports on the status of the restitution
- 998 agreement shall be published until the agreement is satisfied.
- 999 5) If the individual(s) refuses to repay the money, or agrees to a
- 1000 plan and does not follow through with the agreement, or if the
- 1001 person(s) has disappeared, it may be appropriate to take legal
- 1002 action. The decision to take legal action is an option that does
- 1003 not compromise Traditions or spiritual principles, but it should
- 1004 be our last resort, opted only when everything else has been
- 1005 tried. We strongly suggest that the decision to prosecute be
- 1006 thoroughly explored before going ahead, using the SVGNA ASC
- 1007 open forum session, and the California Mid State Regional
- 1008 Service Committee as resources
- 1009 c. If legal action is pursued one or all of the following may occur:
- 1010 1) A civil action may be filed against the individual(s) and a
- 1011 judgement for full restitution may be obtained.

- 1012 2) The SVGNA ASC may pursue a criminal prosecution of the
 1013 individual(s) through the proper authorities.
 1014 3) The SVGNA ASC Chairperson will preside over an Ad Hoc
 1015 Committee formed specifically to deal with the issues related to
 1016 the litigation. That Ad Hoc Committee will have discretion to
 1017 enlist the assistance of professionals if it deemed necessary and
 1018 funds are available.
 1019

XI. Abbreviations

Description	Acronym/Abbreviation
Administrative Body	Admin. Body
Alternate	ALT
Area Service Committee	ASC
Behind the Walls Sponsorship Program	BTW
California Mid-State Regional Service Committee	CMSRSC
California Mid-State Regional Convention	CMSRC
California Mid-State Regional Convention Committee	CMSRCC
Conference Agenda Report	CAR
Group Service Representative	GSR
Group Service Representative Alternate	GSRA
Hospitals and Institutions	H&I
Narcotics Anonymous World Services	NAWS
Public Information	PI
Public Relations	PR
Regional Committee Member	RCM
Regional Committee Member Alternate	RCMA
Regional Service Committee	RSC
Stanislaus Valley Groups of NA Area Service Committee	SVGNA ASC
World Service Office	WSO

- 1020
 1021 **XI. Attachments**
 1022 A. Memorandum of Financial Responsibility (MOFR), adopted June 2005
 1023 B. Area Inventory, adopted February 2015
 1024 C. Rules of Order and Motion Table, approved September 2005
 1025 D. Flyer Submission Process

**STANISLAUS VALLEY GROUP OF NARCOTICS ANONYMOUS
MEMORANDUM OF FINANCIAL RESPONSIBILITY
ATTACHMENT A**

Date: _____

I, _____, a trusted servant of the fellowship of the Stanislaus Valley Groups of Narcotics Anonymous agree to use properly and keep safe any money or other asset entrusted to me by the Fellowship of NA.

I understand I should avoid mixing Fellowship money with my own money or the money of anyone else.

I understand I should use Fellowship money or other assets only as directed by the Fellowship of NA.

I understand that if I misappropriate or misuse Fellowship money or other assets because of my personal negligence or dishonesty, I will accept full responsibility for their replacement.

I understand that as a trusted servant I will serve as a volunteer and will not be paid for my work. When I complete my term of service or if I am removed from service, I agree to promptly turn over any Fellowship money, assets, records, or any other Fellowship property.

I have agreed to follow and adhere to the SVGNA Memorandum of Financial Responsibility.

Signed,

Trusted Servant

OFFICER, SVGNA

Date

by: _____
Title Officer

Print Name: _____
Trusted Servant

by: _____
Title Trusted Servant

This Document was created to implement the SVGNA Memorandum of Financial Responsibility.

The Stanislaus Valley Groups Service Committee has adopted guidelines and operational procedures, which apply to and shall guide the conduct of NA Trusted Servants. Current copies of these documents are available on request.

This agreement shall be held in the (SVGNA) Stanislaus Valley Groups of Narcotics Anonymous Archives.



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ATTACHMENT B
AREA INVENTORY - ADOPTED FEBRUARY 2015

#1 What is the ASC doing well? _____

#2 Where does the ASC need improvement? _____

#3 What is the plan of action? _____



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ATTACHMENT C

RULES OF ORDER - APPROVED SEPT. 2005

On the following pages, you'll find a simple set of rules of order. They have been adapted from Robert's Rules of Order, Newly Revised, which in turn are based on the Rules of the US House of Representatives. These rules differ in some details from Robert's Rules. They are the SVGNA ASC adopted Rules of Order.

DEBATE, LIMITS

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

MOTIONS

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

1) MAIN MOTIONS

A motion is a statement of an idea a member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions. **Every motion requires a second by a GSR** —the backing of a GSR who either wants the idea put into practice or simply wants to see further discussion of the idea take place. Once a motion has been made, the chairperson may rule it out of order. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee's standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. Robert's Rules of Order can be consulted for more specific examples of motions, which are out of order at any given time. Any member of the committee who wishes to challenge a ruling made by the chairperson may appeal that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

PARLIAMENTARY MOTIONS

Parliamentary motions can be best understood as "sub-motions" made during debate on a main motion that affect that motion in some way.

2) MOTION TO AMEND.

SIMPLE majority required. Is DEBATABLE. This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, "I move to amend the motion..." and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business. **Making a Friendly amendment;** If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended.

3) MOTION TO CALL THE QUESTION.

TWO-THIRDS majority required. Is NOT DEBATABLE.

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, "call for the question," or "move the previous question." It is another way of saying, "I move that debate stop right now and that we vote immediately." This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on. One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote "no" to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.

4) MOTION TO TABLE.

SIMPLE majority required. Is NOT DEBATABLE.

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

5) MOTION TO REMOVE FROM THE TABLE.

SIMPLE majority required. Is NOT DEBATABLE.

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

6) MOTION TO REFER TO COMMITTEE.

SIMPLE majority required. Is DEBATABLE.

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, "I move to refer the motion to the such-and-such subcommittee." If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it. The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the ASC committee.

7) MOTIONS TO RECONSIDER OR RESCIND.

MAJORITY required varies. Is DEBATABLE.

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

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

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

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.

The motion to reconsider requires a simple majority.

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

8) REQUEST TO WITHDRAW A MOTION. UNANIMOUS CONSENT REQUIRED.

Is NOT DEBATABLE.

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

9) AMEND BY A SUBSTITUTE MOTION.

SIMPLE majority required. Is DEBATABLE.

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

10) SUSPEND THE RULES.

TWO-THIRDS majority required. Is NOT DEBATABLE.

A motion to suspend the rules is made when a member of the ASC would like to waive a certain ASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended.

OTHER PROCEDURES

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

11) ORDER OF THE DAY.

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

12) POINT OF INFORMATION

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

13) POINT OF ORDER

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

14) APPEAL RULING OF CHAIR

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

15) PARLIAMENTARY INQUIRY

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

VOTING PROCEDURES

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

UNANIMOUS CONSENT

This is a method that allows the ASC to move quickly through routine business or questions. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion, then he/she may proclaim that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for that motion.

These are only brief notes on rules of order for business meetings. For further information, see Robert's Rules of Order—Newly Revised.



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Attachment C – SVGNA Rules of Order Motion Table
 Approved in September 2005

Type of Motion	Purpose	Interrupt?	2nd?	Debatable?	Vote?
1) Main Motion	An idea a member wants the committee to put into practice.	NO	YES	YES, See Note	Varies
2) Amend	To change part of the language in a main motion.	NO	YES	YES, 2 Pro / 2 Con	Simple
3) Call the Question	To stop debate and vote right now on whatever motion is at hand.	NO	YES	NO	2/3^{rds}
4) Table	To put off further consideration of a motion until a later date and time.	NO	YES	NO	Simple
5) Remove from the Table	To resume consideration of a motion previously tabled before the time set.	NO	YES	NO	Simple
6) Refer to Committee	To halt debate, send motion to a subcommittee or ad Hoc Committee before vote.	NO	YES	YES, 2 Pro / 2 Con	Simple
7) Reconsider	To reopen for debate a motion previously passed.	NO	YES	YES, 2 Pro / 2 Con	Simple
8) Rescind, Repeal	To void the effect of a motion previously passed.	NO	YES	YES, 2 Pro / 2 Con	Simple
9) Withdraw a Motion	To allow a motion's maker to take back that motion after debate has begun.	YES	YES	NO	Unanimous
10) Amend by a Substitute Motion	To alter a main motion by completely rewriting it, while preserving it's intent.	NO	YES	YES, 2 Pro / 2 Con	Simple
11) Suspend the Rules	To waive a certain ASC procedure.	YES	NO	NO	2/3^{rds}
12) Order of the Day	To make the committee return to it's agenda if it gets off on another track.	YES	NO	NO	2/3^{rds}
13) Point of Information	To be allowed to ask a question about a motion being discussed, not to offer information.	YES	NO	NO	NONE
14) Point of Order	To request clarification of rules of order when it appears they are being broken.	YES	YES	NO	NONE
15) Appeal Ruling of the Chair	To challenge a decision the chair has made about the rules of order.	YES	NO	Yes, Chair is Con	Simple or Tie
16) Parliamentary Inquiry	To ask the chair about how to do something according to the rules of order.	YES	NO	NO	NONE

Note: Discussion May Be Broadened If Deemed Necessary



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Flyer *Submission Process* **(Attachment D)**

We have found this information to be helpful to our members when creating SVGNA flyers:

1. NA Logo with Trademark
2. Proper spelling and grammar
3. Event description
4. Location Address
5. Event date and time
6. Contact information
7. SVGNA website –svgna.org
8. Flyer submission date
9. Graphics should not include use or paraphernalia



Below are two methods of submitting your flyer for review posting on SVGA Website:

1. Submit to Webservant

Submit flyers to webservant.

Button Located on svgna.org Landing Page

- a. Utilize flyer submission button on svgna.org website to upload electronic version
- b. Acceptable file formats in order of preference (ease of use):
 - .pdf
 - .jpg
 - .png
- c. Review, input and receipt confirmation will be provided within 48 hours.
- d. If confirmation is not received, email webservant@svgna.org

2. Submit to ASC

- a. Deliver flyer to SVGNA ASC Chairperson
- b. Flyer will be circulated to ASC participants for review and input
- c. After review refer to item 1 for uploading instructions