

GUIDELINES FOR EASTERN COUNTIES

AREA SERVICE COMMITTEE

(Revised 07/09/18 and 07/19/18)

I. ARTICLE 1: NAME

This body shall be known as the Eastern Counties Area Service Committee of Narcotics Anonymous, hereafter referred to as E.C.A.S.C.N.A.

II. ARTICLE 2: PURPOSE

Our purpose is to service and assist the groups of NA within the Eastern Counties Area, and within the framework of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous. To ensure that our group purpose is carried out, the E.C.A.S.C.N.A. shall have committees and subcommittees directly accountable and responsible to those they serve.

III. ARTICLE 3: MEMBERS OF THE E.C.A.S.C.N.A., FUNCTIONS AND QUALIFICATIONS.

A. Chairperson

1. It is suggested that the chairperson have a minimum of 4 years clean time, at least 1 year service experience at the E.C.A.S.C.N.A. level and willingness to serve.
2. Should have a working knowledge of the 12 steps, traditions, and concepts.
3. Creates and follows the agenda, and presides over the monthly E.C.A.S.C.N.A. meeting.
4. Is responsible for all correspondence pertaining to the E.C.A.S.C.N.A.
5. Votes only in case of a tie.
6. Should be capable of running a business meeting with a firm, respectful, and yet understanding hand.
7. Is a co-signer on the E.C.A.S.C.N.A. bank account. No two signers may reside in the same household.
8. Submits monthly written and verbal report. No exceptions.
9. Contract renewal at the Santa Fe Springs Neighborhood Center for subcommittees and E.C.A.S.C.N.A. meetings is reserved for the 2nd and 4th Mondays of each month. All necessary paperwork will be sent to the area post office box and submitted no later than the date required by the facility, and ensure a financial donation for the facility is made at least annually and no more than four times a year.
10. Chairperson will keep key log and maintain distribution for storage facility for all to access.
11. Facilitate annual can drive for the Gus Velasco Neighborhood Center.

B. Vice Chairperson

1. It is suggested that the Vice Chairperson have a minimum of 3 years clean time, at least 1 year service experience at the E.C.A.S.C.N.A. level and willingness to serve.
2. Should have working knowledge of the 12 steps, traditions, and concepts.
3. Performs the duties of the Chairperson/Treasurer in the event of his/her absence.
4. Assists the Chairperson in conducting the monthly E.C.A.S.C.N.A. meeting.
5. Maintains regular contact with all E.C.A.S.C.N.A. subcommittees.
6. Maintains updated guidelines.
7. Is a co-signer on the E.C.A.S.C.N.A. bank account and all subcommittee bank accounts. No two co-signers may reside in the same household.
8. Vice Chairperson will automatically assume the position of the Chairperson should the Chairperson resign. However, if there are other nominations for Chairperson, voting occurs at the following E.C.A.S.C.N.A. meeting.
9. If necessary, the Vice Chairperson will temporarily assume the vacant subcommittee chairperson positions until they are filled.
10. Vice Chairperson oversees all GSR orientations and provides new GSRs with a packet.
11. Vice Chairperson is to chair all E.C.A.S.C.N.A. ad-hoc committees.
12. Submits monthly written and verbal reports. No exceptions.

C. Secretary

1. It is suggested that the Secretary have a minimum of 1 year clean time, at least 6 months service experience at the E.C.A.S.C.N.A. level and willingness to serve.
2. Should have a working knowledge of the 12 steps, traditions and concepts.
3. Keeps accurate minutes of each E.C.A.S.C.N.A. business meeting.
4. Types and distributes minutes to all GSRs, the executive body and subcommittee chairs.
5. Maintains roll call and group attendance lists.
6. Informs E.C.A.S.C.N.A. of inactive groups on a monthly basis.
7. Is responsible for the upkeep and maintenance of E.C.A.S.C.N.A. archives of the past 7 years.
8. Have a copy of facility contract and insurance policy on hand at E.C.A.S.C.N.A. meetings.

D. Treasurer

1. It is suggested that the Treasurer have a minimum of 4 years clean time, at least 1 year of service experience at the E.C.A.S.C.N.A. level and a willingness to serve. Also must be self-supporting or employed.
2. Should have working knowledge of the 12 steps, traditions, and concepts.
3. Maintains accurate records of donations and expenditures of E.C.A.S.C.N.A.
4. Submits a monthly written and verbal report of all transactions done through the E.C.A.S.C.N.A. This includes monthly meeting donations. No exceptions.
5. Maintains incoming and outgoing mail via the P.O. Box (must visit the P.O. Box a minimum of 2 times per month.)
6. Make sure all bills are paid each month.
7. Maintains and co-signs on the E.C.A.S.C.N.A. committee and sub-committee bank account. No two signers may reside in the same household.
All monies are to be counted with two officers and then deposited within 48 hours following the E.C.A.S.C.N.A. meeting.
8. Must be willing to learn on line banking for accurate record keeping. Training to be given by previous Treasure and once term is up, must be willing to train incoming Treasure.
9. Must be able to help with Audit twice a year for all Area and any subcommittees being audited.

E. Regional Committee Member (R.C.M.)

1. It is suggested that the R.C.M. have a minimum of 3 years clean time and 1 year as GSR in E.C.A.S.C.N.A.
2. Should have working knowledge of the 12 steps, traditions, and concepts.
3. The RCM is to be a liaison between the Southern California Regional Service Conference (S.C.R.S.C.) and E.C.A.S.C.N.A.
4. Attends all S.C.R.S.C. meetings and Southern California Regional Assembly Workshop (S.C.R.A.W.). Be available to answer any questions in regards to these committees.
5. Prepares a written and verbal report to be distributed at the E.C.A.S.C.N.A. on S.C.R.S.C. activities. No exceptions.
6. Remains in communication with other areas to further the unity of the NA community.
7. Will obtain current insurance from the S.C.R.S.C. for E.C.A.S.C.N.A. groups.
8. Attends all E.C.A.S.C.N.A. meetings.

F. Alternate Regional Committee Member (Alt. R.C.M.)

1. It is suggested that the alternate R.C.M. have a minimum of 2 years clean time and have a minimum 6 months as GSR in E.C.A.S.C.N.A.
2. Should have working knowledge of the 12 steps, traditions, and concepts.

3. Assumes all responsibilities of the R.C.M. in their absence.
4. Attends all E.C.A.S.C.N.A., S.C.R.S.C., and S.C.R.A.W. meetings in absence of R.C.M.

G. Group Service Representative (G.S.R.) and Alternate Group Service Representative (Alt. G.S.R.)

Each E.C.A.S.C.N.A. group should elect a G.S.R. and an Alt. G.S.R. on a yearly basis. The G.S.R. represents the group at the E.C.A.S.C.N.A. meetings. These G.S.R.s form the foundation of our service structure ("Group Booklet" P. 16). Group service representatives bear great responsibility. While GSRs are elected by and accountable to the group, they are not mere group messengers. They are selected by their groups to serve as active members of the area service committee. As such, they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own groups' priorities ("Group Booklet" P.17). It is suggested that the G.S.R. and Alt. G.S.R.s should meet the following qualifications and perform the following duties.

1. Qualifications:

- a. A willingness to serve.
- b. Beginning knowledge of the 12 steps, traditions, and concepts of service, the NA service structure, and these guidelines.
- c. At least 1 year clean time for G.S.R. and 6 months for Alt. G.S.R. and maintain for the duration of the commitment.
- d. Active participation in the group they represent.

2. Duties:

- 1) Attend all E.C.A.S.C.N.A. meetings and one G.S.R. orientation.
- 2) Attend meetings of the group they represent.
- 3) Inform their group about what is happening in NA.
- 4) Represent their group's conscience when proposing, discussing and voting on motions at the E.C.A.S.C.N.A. meeting.
- 5) Inform individual members of their group about:
 - Involvement in service.
 - The NA service structure.
 - The 12 concepts of service and the 12 traditions of Narcotics Anonymous.
 - NA activities.
 - How the E.C.A.S.C.N.A. functions.
- 6) Help their group abide by the 12 traditions of NA.

****G.S.R. and Alt. G.S.R. should participate on at least one of the subcommittees of the E.C.A.S.C.N.A.**

- Make donations from their group to the E.C.A.S.C.N.A. when so directed by their group.
- G.S.R. is to mentor the Alt. G.S.R. in the performance of the duties and responsibilities of the G.S.R. Alt. G.S.R. assumes the duties of the G.S.R. in case of their absence.
- Alt. G.S.R. should have the willingness to assume the position of G.S.R. at election time, unless there are other nominations.
- Perform these duties for a period of 1 year.
- Participate in group's steering committee meeting and every group should hold a steering committee meeting once a month before the E.C.A.S.C.N.A. meeting.

H. CD librarian/Alt CD librarian

1. It is suggested a minimum of 1 year clean time and be willing to serve.
2. It is suggested to have access to a computer and CD burner.
3. Maintain and be responsible for the CD library.
4. Make a CD log available for distribution.
5. Is responsible for obtaining and/or making copies of speaker CDs.
6. Will automatically assume the duties of the CD librarian shall the CD librarian resign for any reason.

I. Youth Liaison

1. It is suggested a minimum of 1 year clean time and be willing to serve.
2. Represents the E.C.A.S.C.N.A. at the SCRSC Youth Committee.
3. Creates awareness about the youth in E.C.A.S.C.N.A. and work toward strengthening NA by encouraging youth participation.
4. Strive to inspire youthful participation and involvement at all levels of service, creating a group conscience that better reflects the diversity of our fellowship.
5. Participate in all E.C.A.S.C.N.A. subcommittees on a rotational basis.
6. Attends all E.C.A.S.C.N.A. meetings and submit a written and verbal report.

IV. ARTICLE 4: PARTICIPANTS

- A. Voting participants shall be limited to Eastern Counties.
 1. G.S.R.s (Alt. G.S.R.s when G.S.R. is not present)
 2. Area Chairperson in case of a tie.
 3. All other committee members and subcommittee members have a right to make a motion only.
 4. E.C.A.S.C.N.A. officers and subcommittee chairs are not eligible to vote.
- B. G.S.R.s and Alt. G.S.R.s representing a newly formed meeting at E.C.A.S.C.N.A. will not be considered as voting participants or added to the meeting directory until they attend their third consecutive meeting.
- C. Absence at three consecutive meetings by a G.S.R. implies inactivity of that group as a voting member of the E.C.A.S.C.N.A. That group will be considered active again upon attendance at the second consecutive meeting.
- D. **Any recognized participants must be there by roll call 6pm in order to have a vote on anything.**
- E. Absence at two consecutive meetings by an elected member of the E.C.A.S.C.N.A. may be cause for removal from office.
- F. E.C.A.S.C.N.A. officers and subcommittee chairs are not eligible to be G.S.R or Alt. G.S.R.
- G. Area officers are:
 1. Chairperson
 2. Vice Chairperson
 3. Treasurer
 4. Secretary
 5. Regional Committee Member
 6. Alternate Regional Committee Member

V. ARTICLE 5: SUBCOMMITTEES

- A. Standing subcommittees are as follows:
 1. Activities/Merchandise - 2 years clean time for Chairperson.
 2. Hospitals & Institutions - 3years clean time for Chairperson.
 3. Public Relations - 2 years clean time for Chairperson.
 4. Literature Distribution - 2 years clean time for Chairperson.
- B. Ad-hoc committees are any committee(s) formed by the E.C.A.S.C.N.A. to fulfill a temporary or special purpose.
- C. The members of the E.C.A.S.C.N.A. affirm all sub-committee chairpersons and subcommittee treasurers annually.
- D. The subcommittee chairperson attends all E.C.A.S.C.N.A. business meetings and submits a written and verbal report to the E.C.A.S.C.N.A.
- E. Subcommittee's guidelines are approved by the E.C.A.S.C.N.A. and should be submitted by the July meeting of the E.C.A.S.C.N.A.
- F. If sub-committee chair is not represented at the E.C.A.S.C.N.A. for two consecutive meetings, the subcommittee chair may be removed from his or her position.
- G. All subcommittees shall hold monthly meetings open to the fellowship of NA.

- H. Subcommittees should participate in area learning days, unless it conflicts with one of the committee's functions.
- I. H&I subcommittee is required to send one executive body member to Western Service Learning Days (W.S.L.D.) Conference. P.R. subcommittee is required to send two executive body members to W.S.L.D.
- J. All committees of the area having their own bank account and or inventory, shall be audited twice a year. Once in June and once in December or within one week of notice or change of trusted servants accountable for any monies or inventories. The audit shall be conducted by an audit committee.
- K. Audit committee shall consist of the Area Vice Chairperson, Area Treasurer, Chairperson fo the subcommittee being audited, and Treasurer of subcommittee being audited. The audit is open to any member of Narcotics Anonymous who wishes to attend.
- L. The E.C.A.S.C.N.A. guidelines supersede all subcommittee guidelines.
- M. Activities/Merchandise Subcommittee
 1. The Activities subcommittee shall have a bank account with a prudent reserve of \$3,500.00. The Activities Chair, Vice Chair, Treasurer and Area Vice Chair will be on the signature card. Two signatures will be required on all checks.
 2. After all activities, the Activities subcommittee shall have the Treasurer and Chairperson count all monies and inventory and then deposit all monies by the end of the next business day.
 3. The activities committee elects 4 body members solely responsible for design and production of T-shirts. All decisions (regarding T-shirts only) will be based on a minimum of 3 vote agreement. This panel will provide a finished T-shirt to be made available at selected area meetings two weeks before any scheduled event.

VI. ARTICLE 6: OPERATIONAL GUIDELINES

A. Trusted Servants

- The Executive Body is comprised of the E.C.A.S.C.N.A. Chairperson, Vice-Chairperson, Treasurer, R.C.M., Alt. R.C.M., and Secretary.
- Nominations for the Executive Body and other trusted servants begin in March at the E.C.A.S.C.N.A. meeting and continue until elections. Nominees must be present to accept or decline at the time of nomination.
- Elections are held in April at the E.C.A.S.C.N.A. meeting and all nominees must be present.
- E.C.A.S.C.N.A. officers shall serve for a term of 1 year. These officers may succeed themselves in office, but none may serve more than two consecutive terms in a particular office. This allows for the rotation of a variety of individuals, providing a diversity of viewpoints and talents and freshness if perspective that would be lacking were these positions to be held year after year by the same individuals. In case of the temporary absence of the Chairperson, succession to the Chair shall be as follows:
 - a. Vice Chairperson
 - b. Treasurer
 - c. Secretary
 - d. R.C.M.
 - e. Alternate R.C.M.
- Any trusted servant who relapses shall lose his/her position in the E.C.A.S.C.N.A.

If an officer can no longer fulfill their commitment, an election for a replacement will be held as soon as possible.

- A member of the Executive Body of the E.C.A.S.C.N.A. may not be a voting member (except the Chairperson in case of a tie) or serve as a Chairperson or Vice-Chairperson of any E.C.A.S.C.N.A. subcommittee.

- B. **A quorum at the E.C.A.S.C.N.A. shall consist of two-thirds of the voting G.S.R.'s (a quorum is necessary to carry out business).** This quorum being present, the matters before the E.C.A.S.C.N.A. shall be decided by a simple majority vote. A two-thirds vote of all voting G.S.R.'s shall be required for removal of officers and matters regarding new or additional expenditures.

- In respects to Literature Distribution and meeting donations quorum is not necessary.
- C. The E.C.A.S.C.N.A. shall hold regular monthly meetings on the 4th Monday of the month. (Except when a holiday falls on that Monday). Special meetings may be called in one of two ways.
1. By two-thirds vote of the voting G.S.R.'s.
 2. By the E.C.A.S.C.N.A. Chairperson, upon being informed about a matter of special or major importance.
- D. **The G.S.R. Orientation meeting shall be at 5:30pm and the regular business meeting starting at 6:00pm and ending no later than 7:45pm.**
- All E.C.A.S.C.N.A. meetings are open to any member of Narcotics Anonymous who wishes to attend, but they are closed to the public. E.C.A.S.C.N.A. trusted servants and voting members are the only participants unless the Chairperson recognizes someone for specific input of information or clarification.
 - Sufficient copies of minutes and reports of all sub-committees and executive body must be on the table and a copy given to the secretary to keep in the archives. This includes 6 copies of sub-committee meeting minutes for the executive body.
 - Sub-committees shall give a brief overview and answer any questions. Chairperson has the discretion to stop the discussion if it exceeds a reasonable amount of time.
 - Literature- order forms must be turned in before the beginning of the E.C.A.S.C.N.A. meeting. Literature orders and activities flyers will be handed out at the end of the meeting.
- E. For the purpose of conducting E.C.A.S.C.N.A. business, a group failing to be represented at two consecutive regular E.C.A.S.C.N.A. meetings will be considered "inactive". Inactive status is not meant to be punitive, but rather to help the E.C.A.S.C.N.A. attain a quorum, since inactive groups are not counted when determining whether or not there is a quorum at the E.C.A.S.C.N.A. meeting.
- F. Every May at the E.C.A.S.C.N.A. meeting all trusted servants and sub-committee representatives shall give their service inventory report.
- G. The E.C.A.S.C.N.A. checking account shall require two signatures on its checks. The E.C.A.S.C.N.A. Chairperson, Vice Chairperson, Treasurer and the Secretary shall be co-signers of the account. No two co-signers shall reside in the same household.
- H. Once the E.C.A.S.C.N.A. meeting is underway, only one matter will be before the E.C.A.S.C.N.A. at any one time, and all other discussion is out of order. The Chairperson's right to be in control of the meeting's procedures must be respected so that we can efficiently and effectively conduct business.
- I. The E.C.A.S.C.N.A. shall develop and operate with an annual financial budget.
- Each sub-committee shall submit a financial budget to the E.C.A.S.C.N.A. in November for the following calendar years.
 - The E.C.A.S.C.N.A. shall maintain a working prudent reserve equal to 1/6 of the annual budget rounded up to the nearest thousand.
 - a. No personal checks will be accepted
 - b. In order to provide an audit trail, those responsible for distributing money or purchasing items shall, whenever possible, use Area checks, cashier's check, or money orders.
 - c. If cash must be used, all receipts must be turned in to the treasurer in a timely manner.
 - All monies above the prudent reserve shall be donated to the S.C.R.S.C. and the Gus Velasco Neighborhood Center on a quarterly basis unless otherwise directed by the voting participants of the E.C.A.S.C.N.A.
- J. In the spirit of unity and cooperation remembering that each group is autonomous groups within and outside the Eastern Counties Area whose needs are best served by participating in an adjoining area, may do so. Mutual agreement by the group, the E.C.A.S.C.N.A. and the A.S.C.
- K. These guidelines may be amended or temporarily waived by two-thirds vote of the active voting members.

VII. ARTICLE 7: MISAPPROPRIATION OF FUNDS AND MISCONDUCT

The 11th Concept of N.A. Service establishes the sole priority for the use of N.A. funds: to carry the message to the addict that still suffers. The 12th Concept of N.A. Service gives the E.C.A.S.C.N.A. a mandate from the NA groups that call for total fiscal accountability. With this in mind, any misappropriation or misuse of funds by any Area trusted servant(s) or N.A. member(s) cannot be tolerated.

- A. The definition of "misappropriation of funds" includes, but is not limited to, theft, embezzlement, or use of N.A. funds for purposes not expressly authorized by a ASC committee, or ad-hoc. This includes the theft of cash, check, any financial instrument (i.e. refunds, royalties, or rebates from vendors to the N.A. fellowship), or assets (i.e. equipment, supplies, or physical inventory).
- B. Misconduct is defined as any action contrary to the 12 Traditions of NA, the 12 Concepts of NA Service, the guidelines of the SCRSC, the guidelines of a E.C.A.S.C.N.A. committee or ad-hoc (if applicable), or violation of California state or US federal law to the extent that such misconduct is detrimental to the NA fellowship. This includes conduct that creates a benefit to a member or outside enterprise to the detriment of the N.A. fellowship.
- C. Should any E.C.A.S.C.N.A. trusted servant, committee member, or any non-elected N.A. member be suspected to have misappropriated or misused E.C.A.S.C.N.A. funds or have been involved in misconduct, the E.C.A.S.C.N.A. Executive Body duly elected officers will vote, in person or by phone, to immediately "suspend" the member(s) involved from further area service. Suspension in this instance is not disciplinary action; it is the pause in active service to allow time for investigation of an incident.
 1. A suspended officer or member may no longer represent him/herself to the fellowship or service Boards/Committees as an officer or member of the E.C.A.S.C.N.A., its committees, and its ad-hocs. Additionally, a member, upon notification of being suspended, by phone or letter from the Chair, may not be reimbursed for any service-related expenses incurred during the course of their suspension.
 2. Upon suspension of any member(s), the E.C.A.S.C.N.A. Executive Body duly elected officers must make a full and timely investigation of the matter and report the findings at the next E.C.A.S.C.N.A. meeting.
 3. Any member who participates in or who had knowledge of the suspected misappropriation or misuse of E.C.A.S.C.N.A. funds or misconduct shall be subject to the same actions taken against the suspected member(s) and are required to be present at the E.C.A.S.C.N.A.
 4. The presiding officer of the E.C.A.S.C.N.A., immediately upon calling the following E.C.A.S.C.N.A. to order, must report all interim actions/decisions made by the Executive Body duly elected officers, fully disclosing the alleged misappropriation or misuse of E.C.A.S.C.N.A. funds or misconduct and the individual(s) involved. Any member suspected of misappropriation or misuse of E.C.A.S.C.N.A. funds or misconduct may exercise the 10th Concept of N.A. Service to redress the issue at this time.
- D. Once the E.C.A.S.C.N.A. Executive Body's duly elected officers investigate and report to the E.C.A.S.C.N.A. its findings of the suspected violation of this section, the E.C.A.S.C.N.A. must immediately vote on a motion to remove the individual(s) from office and/or the committee "with cause", to reinstate, or to extend the investigation. The Chair will notify said member by phone, email, and/or certified mail as well as notifying the G.S.R.s by phone and/or e-mail.
 1. Should the E.C.A.S.C.N.A. remove an officer(s) or member(s) with cause, the said individual's participation within the E.C.A.S.C.N.A. is immediately terminated.
 - a. Suspended or removed officer(s) or member(s) may no longer represent themselves to the fellowship or service Boards/Committees as an officer or member of the E.C.A.S.C.N.A., its committees, or its ad-hocs for a period of five (5) years from the date of interim suspension.
 - b. Any member removed from office and/or committee by the E.C.A.S.C.N.A. for misconduct may no longer represent him/herself to the fellowship or service Boards/Committees as an officer or member of the E.C.A.S.C.N.A., its committees, and its ad-hocs for a period of 2 to 5 years, at the discretion of E.C.A.S.C.N.A., on a case-by-case basis (This period of time will be voted on and determined at the time of removal from office and/or committee).

- c. c. If a trusted servant resigns from office or a committee prior to the E.C.A.S.C.N.A. having taken the aforementioned action and reaching a final resolution, the E.C.A.S.C.N.A. shall proceed to suspend the trusted servant. The E.C.A.S.C.N.A. shall investigate the matter and follow the aforementioned process to its normal conclusion.
2. Upon reinstatement, by a required 2/3 vote of the E.C.A.S.C.N.A., said member's suspension will be lifted and the member will resume their role as a full participant of the E.C.A.S.C.N.A., its committees, or ad-hocs, as applicable.

E. Restitution

1. A member removed from office for the misappropriation or misuse of E.C.A.S.C.N.A. funds might be subject to criminal and/or civil legal proceedings. A 2/3 majority vote of the E.C.A.S.C.N.A. shall be required to file charges with the local law enforcement authorities, inclusive of the local police and DA's Office.
2. Members removed from office for the misappropriation or misuse of E.C.A.S.C.N.A. funds may, at the discretion of the E.C.A.S.C.N.A., be asked to sign a promissory note and make restitution in full of all misappropriated or misused E.C.A.S.C.N.A. funds in lieu of filing charges.