



San Fernando Valley Area Service Committee Guidelines for Service

I. DECORUM STATEMENT

San Fernando Valley Area Service Committee meetings will be conducted according to established rules of order adapted from *Robert's Rules of Order*. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly, collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the Chairperson's right to be in control of the *process* of this meeting so that we may get the maximum results from its content.

II. NAME, DESCRIPTION, AND BOUNDARIES

- A. This body shall be known as the San Fernando Valley Area Service Committee of Narcotics Anonymous, hereinafter called SFVASC and shall serve the San Fernando Valley Area of Narcotics Anonymous hereinafter called SFVANA.
- B. The SFVASC is a service body of Narcotics Anonymous directly responsible to the groups who have formed it. It consists of Group Service Representatives (GSRs) from NA groups of the SFV Area, along with elected officers, subcommittee chairpersons, and other participants who meet monthly in a general assembly to serve the common needs of the SFV Area's groups.
- C. The SFVASC shall serve that portion of the Southern California Region bounded on the north by the 118 Freeway, Interstate 5, 210 Freeway, and the Angeles National Forest; on the south by Mulholland Drive, on the east by Glendale Freeway (2), and on the west by Reseda Blvd.
- D. We shall have the option of including neighboring areas.

III. PURPOSE

- A. The primary purpose of the SFVASC shall be the administration and coordination of Narcotics Anonymous activities common to the various groups comprising its membership and facilitating communication between the SFVASC and the rest of Narcotics Anonymous. These activities include furthering the NA program in accordance with the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts of Service.
- B. To ensure that our primary purpose is carried out, the SFVASC shall have subcommittees directly responsible to those they serve.
- C. Specifically excluded from the objectives of the SFVASC is the operation of any clubs, clubhouses, detox centers, or any such related facilities and the endorsement of any public or private projects on addiction or drug abuse as outlined in Tradition Six. The Twelve Traditions and The Twelve Concepts of Service of Narcotics Anonymous shall provide the governing rules of SFVASC.

IV. AREA SERVICE COMMITTEE

- A. The SFVASC shall meet on the second Sunday of each month unless it falls on a holiday, in which case it will be held on the date set at the previous ASC meeting.
 - 1. Special meetings may be called by a majority of Group Service Representatives or by the Chairperson or Vice Chairperson on being advised of a matter of special urgency.
 - 2. The Chairperson must give reasonable notice of such meetings to all participants.
- B. All Area Service Committee meetings shall be open to any member of NA as non-participant observers but shall be closed to the general public.
 - 1. The only participants shall be those listed under Section V.
 - 2. An open forum may be called and can include members-at-large at the Chairperson's discretion.
- C. The SFVASC shall remain in session until the end of business or until a motion to adjourn is approved.

V. PARTICIPANTS

- A. The SFVASC shall be composed of:
 - 1. Duly elected officers:
 - a. Chairperson
 - b. Vice Chairperson
 - c. Treasurer
 - d. Vice Treasurer
 - e. Secretary
 - f. Alternate Secretary
 - g. Regional Committee Member (RCM)
 - h. Alternate Regional Committee Member (RCM Alt)
 - 2. Group Service Representatives (GSR) and their Alternates who have been elected and who represent their group's conscience.
 - 3. Subcommittee and Ad Hoc Chairpersons or Vice Chairpersons.
- B. GSRs or their Alternates in the GSR's absence representing a new group/meeting and attending SFVASC for the first time will be recognized as a voting participant.
- C. These participants shall attend all Area Service Committee meetings until the close of business. Members of NA, outside the SFVASC, may attend ASC meetings as non-participant observers and may be granted the floor by the Chairperson.
- D. Absence at two consecutive ASC meetings by a GSR or GSR Alternate establishes inactivity of that group as a voting member of the SFVASC. That group will become an active voting participant once it is recognized as being present at its second consecutive ASC meeting.
- E. Absence at two consecutive ASC meetings by any elected officer may be cause enough for removal.
- F. The RCM, Treasurer, and standing Subcommittees shall provide monthly written reports to the ASC.
- G. Subcommittees with bank accounts shall provide a financial statement, as well as a copy of the most current bank statement.

- H. Elected officers include the following:
1. Chairperson
 - a. Requirements
 - (1) Seven years clean.
 - (2) Service at the area level at least two years within the last five years.
 - b. Duties
 - (1) Arranges agenda and presides over ASC.
 - (2) Initiates any necessary correspondence and provides Area Secretary with copies.
 - (3) Maintains a good working relationship with all other officers of the committee.
 - (4) Cosigner on the SFVASC bank account.
 - (5) Votes in the event of a tie.
 - (6) Ensures that the prescribed voting and motion procedures are upheld in Section VI.
 2. Vice Chairperson
 - a. Requirements
 - (1) Seven years clean.
 - (2) Service experience at the area level at least two years within the last five years.
 - (3) Willingness to serve as Chairperson if elected the following term.
 - b. Duties
 - (1) Performs Chairperson's duties in the absence of the Chairperson.
 - (2) Stays informed of all committees' activities and is available for any committee problems.
 - (3) Available to assume the duties as needed on a temporary basis in the event there is no Subcommittee Chairperson.
 - (4) Cosigner on all SVFASC bank accounts.
 - (5) Shall serve as Area Parliamentarian.
 - (6) Shall conduct orientation for new GSRs prior to ASC.
 - (7) Facilitate Ad Hoc Committees.
 3. Secretary
 - a. Requirements
 - (1) Two years clean.
 - (2) Service experience at some level at least one year.
 - (3) Access to a typewriter, word processor, or computer.
 - b. Duties
 - (1) Takes roll call and keeps accurate minutes of each regular or special SFVASC.
 - (2) Maintains an index of action items and motions made at each Area Service Committee meeting.
 - (3) Makes available copies of the minutes to each participant of the SFVASC.

- (4) Shall maintain the SFVASC post office box, renewing the lease annually upon the receipt of notice and keeping a key to check the box at least monthly for all area correspondence.
 - (5) Maintains SFVASC archives and records.
 - (6) Secretary will maintain archives of one year, available for review, at the ASC. Archives past one year will be maintained at off-site location.
 - (7) Provides copies of bills and/or statements to relevant subcommittees upon request.
 - (8) Submits questionable correspondence to ASC Chairperson for review.
4. Alternate Secretary
- a. Requirements
 - (1) Two years clean.
 - (2) Service experience at some level at least one year.
 - (3) Access to a typewriter, word processor, or computer.
 - b. Duties
 - (1) Performs the Secretary's duties in the absence of the Secretary.
 - (2) Assembles and makes available copies of the ASC informational package, including but not limited to: *A Guide to Local Service in Narcotics Anonymous*®, *Twelve Concepts for NA Service*®, the current approved SFVASC Guidelines to all new GSRs, Subcommittee Chairpersons, and elected officers.
5. Treasurer
- a. Requirements
 - (1) Five years clean.
 - (2) Service experience at the area level for at least one year within the last three years.
 - (3) Accounting experience strongly suggested.
 - (4) Cannot be a signer on any other service committee bank account.
 - b. Duties
 - (1) Custodian of all the SFVASC bank accounts.
 - (2) Familiar with and able to follow basic accounting procedures including proper check writing, monthly submission of financial reports, and account reconciliation, as well as the requirements found in Addendum I, Money Handling Procedures.
 - (3) Gives financial report at every Area Service Committee meeting.
 - (4) Makes available for auditing all financial records on demand.
 - (5) Cosigner on the SFVASC bank account.
 - (6) Donates to the SCRSC per Section VII, E.
 - (7) Prepares estimates and recommendations of prudent reserve requirements and reports these to the SFVASC on request.
 - (8) Participates in the annual audit.
 - (9) Instructs the Vice Treasurer on all accounting procedures.

6. Vice Treasurer
 - a. Requirements
 - (1) Five years clean.
 - (2) Service experience at the area level at least one year within the last three years.
 - (3) Accounting experience strongly suggested.
 - (4) Willingness to serve as Treasurer if elected to the following term.
 - b. Duties
 - (1) Attend all SFVASC meetings.
 - (2) Familiar with and able to follow basic accounting procedures including proper check writing, monthly submission of financial reports, and account reconciliation, as well as the requirements found in Money Handling Procedures.
 - (3) Will assume the Treasurer's position if the Treasurer resigns or is removed.
 - (4) Assists in giving financial report at every Area Service Committee.
 - (5) Assists in making all ASC financial records available for auditing on demand.
 - (6) Performs audits on all ASC bank accounts on an annual (month prior to elections) basis and as directed by the ASC.
 - (7) Instructs all subcommittee Treasurers to ensure they are knowledgeable and compliant with ASC guidelines.
7. Regional Committee Member (RCM)

The primary responsibility of the RCM is to work for the good of NA by providing two-way communication between the ASC and the RSC.

 - a. Requirements
 - (1) Three years clean.
 - (2) Service experience at the regional level at least one year.
 - b. Duties
 - (1) The RCM is to the ASC what the GSR is to the group. As the representative of the area, he/she represents the group conscience of the ASC at the regional level and takes part in any decisions that affect the region as a whole.
 - (2) The RCM attends all SCRSC (Southern California Regional Service Committee) meetings and represents the ASC at the RSC.
 - (3) Participates in the SCRAW (Southern California Regional Agenda Workshop) and Info Fair.
 - (4) Assists members of the ASC to understand the motions and issues of the *Conference Agenda Report (CAR)*.
 - (5) To collect and tally the votes from the groups on *CAR* motions and to vote the area's conscience at region.

8. Regional Committee Member Alternate
 - a. Requirements
 - (1) Three years clean.
 - (2) Willingness to serve as RCM if elected to the following term.
 - (3) Service experience at the area level at least one year.
 - b. Duties
 - (1) Performs duties of the RCM in absence of the RCM.
 - (2) Attends ASC meetings and helps RCM maintain communication with SFV Area groups.
 - (3) Attends all SCRSC meetings and represents the ASC at the RSC in the absence of the RCM.
 - (4) Prepares for RCM's duties by working closely with the RCM.
 - (5) Participates in the SCRAW and Info Fair.
9. Activities Subcommittee Chairperson
 - a. Requirements
 - (1) Three years clean.
 - (2) Service experience at the area level at least two years or on Activities committee at least two years.
 - (3)
 - b. Duties
 - (1) Arranges events for area fellowship, such as dances, picnics, learning days, etc.
 - (2) Responsible for contacts and contracts with outside venues for these events.
 - (3) Holds monthly business meetings and is responsible to attend and provides both written and financial reports to monthly Area Service Meeting.
 - (4) Responsible for maintaining subcommittee bank account.
10. Convention Subcommittee Chairperson
 - a. Requirements
 - (1) Seven years clean.
 - (2) Service experience at any area level at least two years.
 - (3) Service experience on any NA Convention Subcommittee at least three years.
 - b. Duties
 - (1) Arranges annual SFV area convention.
 - (2) Arranges monthly business meetings.
 - (3) Responsible to maintain contact as primary liaison between committee and venue.
 - (4) Responsible for all contracts and commitments made by the committee.
 - (5) Responsible for maintaining subcommittee bank account.
 - (6) Responsible to attend and provide both written and financial reports to monthly Area Service Committee meetings.

11. Hospital and Institutions Subcommittee Chairperson
 - a. Requirements
 - (1) Three years clean.
 - (2) Service experience at least one year at the area level or on H&I committee at least one year.
 - b. Duties
 - (1) Keeps and maintains the list of all area panel commitments.
 - (2) Responsible for the pickup and distribution of allotted literature to Panel Chairpersons for panel meetings within our area.
 - (3) This subcommittee is provided a budget and does not handle money. It is the Subcommittee Chairperson's responsibility to stay within the allotted budget.
 - (4) Primary liaison between the hospitals and institutions in the area requesting or having NA panels.
 - (5) Responsible to attend and provide written reports to the monthly Area Service Committee meetings.
 - (6) Provide yearly projected budget to ASC Treasurer by December of each calendar year.
12. Literature Subcommittee Chairperson
 - a. Requirements
 - (1) Fives clean time.
 - (2) Service experience of at least two years.
 - b. Duties
 - (1) Arranges the pickup of NA literature from the Regional Service Office.
 - (2) Sells/distributes NA literature and regional event flyers at the monthly Area Service Committee and at applicable ASC events.
 - (3) Holds monthly business meetings.
 - (4) Is responsible for any left over inventory.
 - (5) Responsible to attend and provide both written and financial reports to monthly Area Service Committee meetings.
 - (6) Maintains subcommittee checking account.
 - (7) This subcommittee is provided a budget. It is the Subcommittee Chairperson's responsibility to stay within the allotted budget.
13. Phonelines Subcommittee Chairperson
 - a. Requirements
 - (1) Three years clean.
 - (2) Service experience at least one year at the area level or on Phonelines committee at least two years.
 - (3) Minimum of six months SFVASC phoneline experience.
 - (4) Responsible to attend and provide written report to monthly Area Service Committee meetings.
 - (5) This subcommittee is provided a budget. It is the Subcommittee Chairperson's responsibility to stay within the allotted budget.
 - (6) Provide yearly projected budget to ASC Treasurer by December of each calendar year.

- b. Duties
 - (1) Schedule and hold monthly business meetings.
 - (2) Liaison between Area Phonelines and Regional Phonelines.
 - (3) Responsible for maintaining Area Helpline.
14. Public Information Subcommittee Chairperson
- a. Requirements
 - (1) Two years clean.
 - (2) Service experience at the area level at least two years or on Public Information committee at least two years.
 - b. Duties
 - (1) Responsible for providing information about Narcotics Anonymous both inside the fellowship (internally) and outside the fellowship (externally). The information about Narcotics Anonymous does not include personal stories, rather it is meant to be general information as to the availability of meetings, how meetings may be attended, the history of Narcotics Anonymous, literature of Narcotics Anonymous, and how NA works.
 - (2) Holds monthly business meetings.
 - (3) Primary liaison between world, region and other areas within the region requesting information or disseminating information about Narcotics Anonymous.
 - (4) Attends Regional Public Information Subcommittee meetings monthly and includes results of that committee's meetings within the ASC report.
 - (5) Responsible to attend and provide a written report to the monthly Area Service Committee meetings.
 - (6) This subcommittee is provided a budget and does not handle money; it is the Subcommittee Chairperson's responsibility to stay within the allotted budget.
 - (7) Provide yearly projected budget to ASC Treasurer by December of each calendar year.
 - (8) Prior to any contract negotiations, subcommittee is to obtain approval from ASC.
15. Newsletter Subcommittee Chairperson
- a. Requirements
 - (1) Three years clean
 - (2) Service experience of at least one year.
 - (3) Access to a typewriter, word processor, or computer.
 - b. Duties
 - (1) Holds monthly business meetings.
 - (2) Responsible for the acquisition of information, personal stories, and area/regional/world events for publication in the Area's bimonthly newsletter.
 - (3) This committee is provided a budget and does not handle money; it is the Subcommittee Chairperson's responsibility to stay within the allotted budget.

- (4) Provide yearly projected budget to ASC Treasurer by December of each calendar year.
- I. In addition to the requirements listed above, each elected officer shall have the following:
 1. A willingness and desire to serve.
 2. Personal time and the ability to serve.
 3. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.
 4. Continued abstinence during term of office.
- J. Each of the above listed participants normally serves for a period of one year and shall not serve more than two consecutive one-year terms.
- K. Each of these offices is open to any member of the NA Fellowship who meets the requirements as stated above and is present at the time of nominations. Any nominee must be present to accept and qualify for the open position before he/she can be elected to that position.
- L. No Chairperson or Vice Chairperson of the SFVASC can be elected to any other Chairperson or Vice Chairperson position on any area subcommittee.
- M. No Chairperson or Vice Chairperson of the SFVASC shall serve as elected Chairperson or Vice Chairperson of any other area or region.
- N. Based on our past experience and to ensure continuity, outgoing officers are encouraged to remain active within the area and help train newly elected officers.

VI. **MOTIONS and VOTING PROCEDURES**

- A. Group Conscience: SFVASC shall strive to develop a collective conscience before making specific service decisions. Developing a conscience involves all SFVASC participants in a process of: 1.) gathering information from group and committee reports; 2.) freely discussing issues in the sharing session; 3.) carefully listening to all viewpoints expressed; 4.) proposing a course of action in the form of a motion; 5.) discussing and debating the merits of the motion; and 6.) calling at all times upon a loving Higher Power and the individual and collective spiritual resources of those present. When it is finally time to translate the results of this conscience-seeking process into a collective decision, SFVASC shall use voting as its decision-making mechanism.
- B. Each duly elected GSR of an active SFVA group is entitled to one vote. In the event of a GSR's absence, the GSR Alternate shall have the GSR's vote.
- C. The Chairperson may have a vote in the event of a tie as long as the chairperson does not have a conflict or appearance of a conflict.
- D. A quorum at each SFVASC meeting shall consist of more than 50% of the groups eligible to vote (active groups as defined in V. B), as represented by their GSR or GSR Alternate. A quorum is only necessary to carry out business. Once a quorum is achieved at each SFVASC meeting, the quorum shall stand for the remainder of the meeting.
- E. Unless otherwise stated in these guidelines, all matters before the committee shall be decided by a majority vote. A majority vote consists of more than 50% of all the votes excluding abstentions and blanks.
- F. A two-thirds vote of all voting members shall be required for the removal or reinstatement of any officer, all area money matters, any guideline changes, and/or waiver of guidelines.
- G. In critical issues, the Chairperson shall have the option to poll abstentions if these votes would change the outcome of the motion.

- H. A two-thirds vote shall be determined by two-thirds of the total vote excluding the abstentions and blanks.
- I. Election of officers is by a majority of the voting body. In the event that a majority vote is not achieved (such as when there may be more than two candidates for one position), a runoff election will be conducted until a clear majority can be achieved.
- J. All motions shall be submitted in writing to the Secretary using the SFVASC Motion Presentation Form before the motion is voted on.
- K. Each motion must have a second before it can be sent to the floor where it will be opened for debate. At this time, if the body so deems it, two pros and two cons on each motion will be heard. Discussion may be extended through a majority vote on a motion to extend debate.
- L. GSRs, Subcommittee Chairpersons, SFVASC Treasurer, Secretary, and RCM may make and/or second motions. In the absence of the GSR, Treasurer and RCM, GSR Alternate, the Vice Treasurer, and RCM Alternate may make and/or second motions.
- M. GSRs are the only participants who may vote. The GSR Alternate may vote in the absence of the GSR.

VII. FINANCES

- A. The SFVASC shall maintain a bank account requiring two signatures for financial transactions. Eligible signers for this account include the SFVASC Chairperson, Vice Chairperson, and Treasurer.
- B. To ensure monetary security of the SFVASC, no two signers on the bank accounts of this area may reside in the same household.
- C. All bank deposits of the SFVASC, its subcommittees, and ad hocs shall be made within four business days.
- D. The SFVASC Treasurer shall present an annual budget for approval by the SFVASC in January each year, containing line items submitted by the subcommittees without bank accounts.
- E. The SFVASC shall maintain a working prudent reserve equal to one-sixth of the annual expense budget rounded up to the nearest thousand. One-half of the monies above the prudent reserve shall be donated to the SCRSC on a quarterly basis unless otherwise directed by the voting participants of the Area. In the fourth quarter, the ASC will donate all monies over its prudent reserve to the SCRSC.
- F. All trusted servants desiring to perform a money-handling service position shall be apprised of SFVASC Guidelines and shall have completed and signed Addendum II, the "Trusted Servants Financial Services Acknowledgement" prior to performing such service.

VIII. Misappropriation/Misuse of Funds and Misconduct

- A. Misappropriation/Misuse of SFVASC Funds
The Eleventh Concept of NA Service establishes the sole priority for the use of NA funds to carry the message to the addict who still suffers. The Twelfth Concept of NA Service gives the SFVASC 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 NA member(s) cannot and will not be tolerated.

The definition of "misappropriation of funds" includes but is not limited to, theft, embezzlement, or use of NA funds for purposes not expressly authorized by an Area Committee, Subcommittee, or Ad hoc. This includes the theft of cash, check, any financial

instrument (i.e., refunds, royalties, or rebates from vendors to the NA Fellowship), or asset (i.e., equipment, supplies, or physical inventory).

B. Misconduct

Misconduct is defined as any action contrary to the Twelve Traditions of NA, the Twelve Concepts of NA Service, the guidelines of the SFVASC, the guidelines of a SFVASC Subcommittee 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 NA Fellowship.

C. Interim Action Suspension

Should any SFVASC Executive Committee member, Subcommittee member, or any non-elected NA member be suspected to have misappropriated or misused SFVASC funds or have been involved in misconduct, the SFVASC Executive Committee 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 a 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 SFVASC, its Subcommittees, and its Ad hocs. Additionally, a member, upon notification of being suspended, by phone or letter from the Chairperson, may not be reimbursed for any service-related expenses incurred during the course of their suspension.
2. Upon suspension of any member(s), the SFVASC Executive Committee duly elected officers must make a full and timely investigation of the matter and report the findings at the next SFVASC meeting.
3. Any member who participates in or who has knowledge of the suspected misappropriation or misuse of SFVASC funds or misconduct shall be subject to the same actions taken against the suspected member(s) and are required to be present at the SFVASC.
4. The presiding officer of the SFVASC, immediately upon calling the following SFVASC to order, must report all interim actions/decisions made by the Executive Committee duly elected officers, fully disclosing the alleged misappropriation or misuse of SFVASC funds or misconduct and the individual(s) involved. Any member suspected of misappropriation or misuse of SFVASC funds or misconduct may exercise the Tenth Concept of NA Service to redress the issue at that time.

D. SFVASC Action Removal and Reinstatement

Once the SFVASC Executive Committee's duly elected officers investigate and report to the SFVASC its findings of the suspected violation of this section, the SFVASC 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 Chairperson will notify said member by phone or certified mail, as well as notifying the region (SCRNA) by email and/or certified mail.

1. Should the SFVASC remove an officer(s) or member(s) with cause, the said individual's participation within the SFVASC is immediately terminated.
 - a. Any member removed from office and/or committee by the SFVASC for misappropriation may no longer represent themselves to the fellowship or service Boards/Committees as an officer or member of the SFVASC, its

Subcommittees, 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 SFVASC for misconduct may no longer represent him/herself to the fellowship or service Boards/Committees as an officer or member of the SFVASC, its Subcommittees, and its Ad hocs for a period of two (2) to five (5) years, at the discretion of SFVASC, 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. If a trusted servant resigns from office or a committee prior to the SFVASC having taken the aforementioned action and reaching a final resolution, the SFVASC shall proceed to suspend the trusted servant. The SFVASC shall investigate the matter and follow the aforementioned process to its conclusion.
2. Upon reinstatement, by a required two-thirds vote by the SFVASC, said member's suspension will be lifted and the member will resume their role as a full participant of the SFVASC, its Subcommittee, or Ad hoc, as applicable.

E. Restitution

1. A member removed from office for the misappropriation or misuse of SFVASC funds might be subject to criminal and/or civil legal proceedings.
2. Members removed from office for the misappropriation or misuse of SFVASC funds may, at the discretion of the SFVASC, be asked to sign a promissory note and make restitution in full of all misappropriated or misused SFVASC funds in lieu of filing charges.

IX. ELECTIONS

- A. Nominations and elections for all officers and participants listed in Section V will be held in May of each year. The newly elected officers and participants will take office in July. The exception to this process is the Convention Subcommittee Chairperson who is elected after the convention closing statement, which can typically be approximately 90 days after the convention.
- B. All nominees must be present at the time of their nomination for election to a position on the SFVASC.
- C. In the event of a vacated office, special elections may be held to fill the position until the next regularly scheduled election.
- D. SFVASC duly elected alternate officers (as defined in Section V, A.1), and Subcommittee/Ad hoc alternates, i.e., Vice Chairperson and Vice Treasurer do not automatically assume the vacated position. They must be affirmed by the SFVASC.

X. SUBCOMMITTEES

Subcommittees are directly responsible to the SFVASC. Newly proposed Subcommittees shall function as Ad hoc Committees until they are established and have approved guidelines. It is necessary to clearly define the responsibilities of these Subcommittees so that they may fulfill the purpose for which they are created.

- A. The SFVASC shall be responsible for the approval and implementation of guidelines to be drafted by the committee officers and active members utilizing the suggestions below and presented for approval at a regular SFVASC meeting.
- B. All Subcommittee Chairpersons or pro tem Chairpersons shall attend all SFVASC meetings. The Subcommittee Chairperson is responsible for creating a working Subcommittee made up of members willing to serve.

- C. Guidelines for an SFVASC Subcommittee should include but are not limited to the following:
 - 1. Name
 - 2. Purpose
 - 3. Function
 - 4. Voting procedures
 - 5. Meetings, including time and place
 - 6. No SFVASC Subcommittee shall create guidelines which conflict with the guidelines of the SFVASC.
- D. Our experience shows that there is a need for each Subcommittee to have as one of its functions to keep a file listing contacts and procedures for the activities it performs. This is for use by future participants and goes hand-in-hand with the concept of trusted servants training their successors.
- E. In addition to the above, it is our experience that each Subcommittee, to ensure that its primary purpose is carried out, has the following:
 - 1. A bank account and prudent reserve, where applicable.
 - 2. A Treasurer with experience and willingness necessary to provide the SFVASC with an accurate monthly accounting of finances in written form, where applicable.
- F. Every Subcommittee shall carry out its work in accordance with the Twelve Traditions and Twelve Concepts of NA.
- G. Subcommittees without a bank account shall submit to the SFVASC Treasurer, in December each year, their budget requests for the coming year, to be approved by the SFVASC in January.
- H. When a Subcommittee or Ad hoc Committee member has a family relationship, or potential conflict of interest with a vendor, or any person who is being considered for, or has been awarded a contract, or otherwise paid for any services provided, disclosure must be made at the next ASC meeting following the establishment or potential establishment of conflict of interest.
- I. Any Subcommittee or Ad hoc Committee must obtain a minimum of three (3) written bids from separate vendors/contractors before awarding a contract for services and/or products over \$500.00 with the following exception: If there are *not* three sources.

XI. **STANDING COMMITTEES/SUBCOMMITTEES**

- A. EXECUTIVE COMMITTEE
 - 1. The Executive Committee shall consist of all the duly elected SFVASC officers and standing Subcommittee Chairpersons.
 - 2. Prior to submission to the Area Service Committee, the Executive Committee shall review guidelines and proposed budgets and suggest modifications, if needed.
 - 3. The Executive Committee shall function under the SFVASC Guidelines in lieu of publishing their own.
- B. HOSPITALS AND INSTITUTIONS

The purpose of the San Fernando Valley Area H&I Subcommittee is to serve the needs of all the groups within the area by conducting activities that promote growth, strength, and unity of all H&I efforts and needs within the area and the fellowship.

C. LITERATURE

The purpose of the San Fernando Valley Area Literature Subcommittee is to distribute the literature of Narcotics Anonymous. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous, the Twelve Concepts of Narcotics Anonymous, and the *Handbook for Narcotics Anonymous Literature Committees*.

D. ACTIVITIES

The purpose of the San Fernando Valley Area Activities Subcommittee is to provide activities for the NA Fellowship, to promote unity within the area, and to act as a liaison between each group's entertainment functions.

E. CONVENTION

The purpose of the San Fernando Valley Area Convention Subcommittee is to coordinate and conduct an annual San Fernando Valley Area Convention within the boundaries of the San Fernando Area and to assist in evaluation and input on conventions for other areas, regions, and the WSC as necessary.

F. PUBLIC INFORMATION

The purpose of the San Fernando Valley Area Public Information Subcommittee is to coordinate area public information efforts and provide information about Narcotics Anonymous to the public within the boundaries of the San Fernando Valley Area.

G. PHONELINES

The purpose of the San Fernando Valley Area Phonelines Subcommittee is to provide support for existing area Phonelines and coordinate efforts toward regional Phonelines.

XII. AD HOC COMMITTEES

- A. Temporary Subcommittees, which are created by either the SFVASC Chairperson or a simple majority vote of the voting body.
- B. Their Chairpersons may make motions regarding their Subcommittee, but cannot vote or second motions.
- C. They cease to exist either when their task is completed or at the discretion of the SFVASC.

XIII. GUIDELINES

A. Any portion of these Guidelines may be waived at any time by a two-thirds vote of the voting body.

B. *A Guide to Local Services in Narcotics Anonymous* should be used only as a reference to the SFVASC Guidelines.

C. Any portion of these guidelines may be amended by a two-thirds majority vote of the SFVASC. The amended section shall be added to the guidelines by the creation of an addendum. One month following ratification, the SFVASC Secretary will provide a contents page showing the location and title of the addendum and the addendum itself to the SFVASC participants.

D. An Annual Guideline Review Ad hoc Subcommittee, chaired by the ASC's Vice Chairperson, will convene in February and be slated to conclude by April. The previous years' addendums will then be incorporated into these guidelines.