

# Sacramento Fellowship of Narcotics Anonymous Area Service Committee (SacFNA-ASC) Guidelines

## **SECTION ONE: Purpose/Mission Statement**

The purpose of the SacFNA-ASC is to serve the common needs of members of Narcotics Anonymous by providing a forum which brings together group representatives in order to:

- A. Promote our primary purpose.
- B. Help the groups deal with their day to day problems and needs.
- C. Promote communication between and among groups and with NA as a whole.
- D. Provide a structure that develops, coordinates and maintains services on behalf of NA.

As a service committee of Narcotics Anonymous, this body seeks to further our primary purpose through the guidance of a Higher Power, the 12 Steps, 12 Traditions, 12 Concepts and the *Guide to Local Services*, to ensure that we conduct our business in a productive and spiritual environment.

## **SECTION TWO: Geographical Boundaries**

In general, the service area of the SacFNA-ASC includes groups in Sacramento County, bounded by the American River on the South and the Sacramento River on the East, and any groups in outlying areas that wish to be members of the Sacramento Fellowship.

## **SECTION THREE: Governing Principles and Procedural References**

- A. Twelve Traditions of Narcotics Anonymous
- B. The Twelve Concepts of NA Service
- C. The SacFNA-ASC Guidelines
- D. *A Guide to Local Service*
- E. Appendix A: PowerPoint Notes on Consensus Decision Making
- F. Common sense and spiritual principles

## **SECTION FOUR: Participants**

### **Article I -- Voting Participants**

**Group Service Representative (GSR):** Voting on all SacFNA-ASC proposals and elections shall be done by a "one group/one vote" system. The GSR and alternate GSR are elected by group conscience of the members of a home group and are the only eligible voting members that can represent that meeting's interest at the SacFNA-ASC meetings.

### **Article II – Non-voting Participants**

**Administrative officers, Admin Team, Task/Workgroup Leaders,** any and all members of the Narcotics Anonymous Fellowship and any other interested persons are welcome to attend and participate in discussion at the monthly SacFNA-ASC meetings.

### Article III – Area Member Requirements

For the purpose of defining eligible groups that are qualified to be published on the schedule and included in the quorum of SacFNA. Only groups that are represented (See Article III. A.) are covered by insurance provided by the Northern California Region of Narcotics Anonymous.

- A. That group must have a participating GSR or Alternate GSR in attendance at the SacFNA area meetings. Participation is defined as attending each area meeting monthly with no more than three consecutive absences.
- B. After two consecutive missed ASC meetings, the group will be contacted by Outreach or an appointed Admin person to verify if a GSR can participate in next ASC.
- C. Groups will be removed from the schedule and the quorum of SacFNA at the end of the third consecutive absence.
- D. Active status will be restored to a removed group when the group is represented by a GSR or Alternate GSR at a future SacFNA ASC meeting; the group will then be added to the schedule.

### SECTION FIVE: Decision Making & Voting Policies

#### Article I - Quorum

No decision shall be valid and no decision can be made by the committee without a quorum. The formation of a quorum requires 50% of eligible voting members present.

#### Article II – Consensus Decision Making

- A. SacFNA-ASC will conduct business through consensus-based decision making. If consensus cannot be reached after a reasonable amount of debate and discussion (including small group discussion when appropriate) as determined by the ASC Chair, the Chair can either delay the decision until the next ASC meeting, thus allowing time for further reading, reflection, and home group discussion, can call for a vote of eligible voting participants, or can declare the proposal dead. If a significant number of voting members choose to abstain from a decision, the facilitator may wish to inquire about this choice, giving members a chance to register their concerns, suggest amendments to the proposal, or request more time.
- B. When the call for consensus on a proposal is made, **ASSENT (green card)** will indicate support of a proposal, all things considered. Assent does not indicate that you may agree with every aspect of a proposal, but that you...
  - a. Have heard the discussion.
  - b. Have had a chance to participate in the process of finalizing the proposal.
  - c. Are prepared to support the final proposal.
- C. **DISSENT** can be registered in three degrees:
  - 1. **Assent with Reservations (yellow card)**: if you are willing to let a proposal pass but want to register your concerns:
    - a. Do so by raising your hand and, when called on by the facilitator, simply saying “Assent with Reservations.” The assumption is that the reservations have been heard already, and you are simply noting that you can support the proposal and continue to have these reservations.
    - b. If there are significant reservations about a proposal, the body may choose to modify or re-word it.
  - 2. **Stand Aside (orange card)**: if you have a serious personal disagreement with a proposal, but are willing to let the proposal pass.

- a. The concerns of group members standing aside are usually addressed by modifications to the proposal.
  - b. A sizable number of Stand Asides (~33% or more) of those present will indicate that a consensus to adopt the proposal is too weak. The proposal is then either dropped or delegated to the maker of the proposal or a Working Group for reconsideration.
- 3. Block (red card):** A rare and extreme form of dissent taken only if you honestly believe that some very fundamental principle would be violated (See Section Three).
- a. A GSR who blocks should note any specific objections to the proposal that have not already been registered in the discussion.
  - b. If consensus is blocked or no reasonable consensus can be reached, the group stays with whatever the previous decision was on the subject or does nothing.
  - c. We will apply the “Unanimity minus five” (or U-5) system which recognizes the ability of five or more GSRs to actively block a decision.

### **Article III - Voting and Test for Consensus**

- A. Groups in the Sacramento Fellowship of NA will attain voting eligibility at the first SacFNA-ASC meeting in which they are represented.
- B. For the purpose of establishing a quorum, groups in the Sacramento Fellowship of NA lose voting eligibility immediately after the absence from their third consecutive meeting of the SacFNA-ASC. Active status will be restored upon return.
- C. No member of the SacFNA Admin Team is eligible to vote.
- D. Admin Team members cannot serve concurrently as GSR's.
- E. When a group establishes voting privileges at SacFNA-ASC, it is assumed that it will relinquish voting privileges at any other ASC since group representation is only necessary and desirable at one ASC.
- F. All Admin Team elections will be conducted using paper ballots, unless a nominee/volunteer is unopposed. If there is no opposition, the nominee/volunteer will be asked to leave the room, and a voice vote is taken.

### **Article IV – Guideline and Amendments**

- A. A proposal to amend our guidelines shall require a consensus of the SacFNA-ASC.
- B. A thorough review of guidelines will be conducted by the Admin Team and any interested member annually for presentation of changes and revisions at the October ASC.
- C. Any additional guideline adjustments can be brought to the ASC by any Admin Team or interested member for review at any time for consideration at the next available ASC.
- D. Guideline changes will have a one month review period and will be reviewed for consensus at the next regularly scheduled SacFNA-ASC.

### **Article V - Financial Expenditures**

Any proposal that would require a one-time expenditure of Area funds in excess of \$75.00, or any proposal that would require a recurring expense to the Area (of any amount) shall require a consensus of the SacFNA-ASC.

## **SECTION SIX: General Guidelines**

### **Article I - Decorum**

All participants shall contribute to an atmosphere of respect and spirituality and shall therefore avoid being disruptive in the SacFNA-ASC meeting. Participants shall recognize the authority of the Chair to grant "the floor" to participants and control the process of the meeting.

### **Article II - Bringing Proposals before the Committee**

- A. Any group of the Sacramento Fellowship of Narcotics Anonymous can bring a proposal to the SacFNA-ASC through their GSR.
- B. Additional proposals may take shape at the monthly administrative meeting.
- C. Additional proposals may take shape or be developed at the SacFNA-ASC and be tested for consensus.

### **Article III – Area-Sponsored Activities**

- A. A Group from the Sacramento Fellowship will take the lead in the development and implementation of an Area event/activity/fundraiser (aka "activity") by presenting an activity proposal, with a budget, to the ASC Body for approval.
- B. The Group will appoint a member as single point of accountability for the activity.
- C. Once the activity is approved by the ASC, the lead Group will work with the Sacramento Fellowship's Vice Chair to ensure all aspects of the activity are effectively implemented.

### **Article IV - Application**

Any proposal shall take effect immediately upon acceptance, unless stated otherwise.

### **Article V – Task and Working Groups**

See Appendix D.

### **Article VI - Joint Venture**

Events or service ventures involving the Sacramento Fellowship of NA and one or more other areas of NA shall be referred to as Joint Ventures in this document.

- A. Any Task Leader involved in a joint venture will serve as the liaison if there is not a voted or appointed liaison between areas and provide monthly reports to SacFNA – ASC. The monthly report will include a simple financial statement, registration or other pertinent information, and joint venture progress.
- B. Any proceeds above the following year's startup cost or any debts incurred should be divided equitably and by agreement between the participating areas.

## **SECTION SEVEN: Administrative Officers**

**General Requirements:** It is suggested that all Administrative Officers be elected from those actively attending Narcotics Anonymous meetings, have the willingness and desire to serve, a working knowledge of the Governing Principles and Procedural References of the SacFNA-ASC, and the ways and means to fulfill the responsibilities of their positions. All Admin Team members shall be required to sign agreements of financial responsibility, attend monthly Admin Team meetings, and submit written reports to the monthly ASC. Along with the duties found in the Guide to Local Service, the following shall apply.

## Article I - Administrative Officers

The SacFNA-ASC Administrative **Officers** shall be defined as the **Chairperson, Vice Chairperson, Administrative Assistant, Treasurer, Policy and Procedures Person, Regional Committee Members (Sr. and Jr.) and the Public Relations Coordinator**. These positions are defined as follows:

### A. Chairperson (Chair)

1. **Qualifications:** In addition to the general requirements for all officers and Admin Team members, it is suggested that the Chair have:
  - a. A minimum of three years clean time at the time of elections.
  - b. S/he will be required to pass bank screening.
  - c. The commitment is for one year.
2. **Duties and Responsibilities:**
  - a. Prepares and follows an agenda at each ASC meeting.
  - b. Presides over the SacFNA-ASC with fairness and impartiality.
  - c. Completes various administrative duties including serving as cosigner on all SacFNA-ASC bank accounts.
  - d. Notifies trusted servants in the case of involuntary resignation (see Section 8; Article IV; A).
  - e. Serves as Chair to the SacFNA Admin Team.
  - f. Serves as Core Task Coordinator for the Task Based Service Structure (See Appendix D).
  - g. The Chair will delegate who stores and brings sound system and equipment to the ASC.
  - h. The Chair will delegate who retrieves mail from the SacFNA Post Office Box, including mail pick-up before each ASC meeting.

### B. Vice Chairperson (Vice Chair)

1. **Qualifications:** In addition to the general requirements for all officers and Admin Team members, it is suggested that the Vice Chair have:
  - a. A minimum of two years clean time at the time of elections.
  - b. S/he will be required to pass bank screening.
  - c. The commitment is for two years, the first year as Vice Chair and the second year, presumably, as Chair.
2. **Duties and Responsibilities:**
  - a. Presides over the SacFNA-ASC and Admin Team meeting in the absence of the Chair.
  - b. Serves as Vice Chair of the Admin Team.
  - c. Will be cosigner on all bank accounts of the SacFNA-ASC.
  - d. Serves as Internal Task Coordinator for the Task Based Service Structure (See Appendix D).
  - e. The Vice Chair will delegate a single point of accountability for the SacFNA storage unit.
  - f. The Vice Chair may appoint a helper quarterly to load/unload and transport literature from the storage unit.
  - g. The Vice Chair will serve as a single point of accountability to support the groups regarding Area Sponsored activities (See Section 6, Article III, Item C).

### C. Administrative Assistant (AA)

1. **Qualifications:** In addition to the general requirements for all officers and Admin Team members, it is suggested that the Administrative Assistant have:
  - a. A minimum of two years clean time at the time of elections.
  - b. Proficiency in Microsoft Word and Adobe PDF Creator.
  - c. The commitment is for one year.

## **2. Duties and Responsibilities:**

- a. Keeps clear and accurate minutes of all SacFNA-ASC and Admin Team meetings.
- b. Makes a draft of the previous meeting's minutes and agenda available online no later than ten days after each SacFNA-ASC meeting and provides hard-copies for review and approval at each SacFNA-ASC meeting; as well as forward minutes to Admin. Team within seven days.
- c. Provides the agenda packet and the Admin Team Meetings Minutes to the Webservant including all reports for posting at least three days prior to each ASC meeting whenever possible;
- d. Provides copies of all minutes and originals of all proposals to the SacFNA-ASC Policy and Procedures Person after amendments and resolutions are finalized.
- e. Remove unqualified groups from roll call quorum before the next ASC, (as defined in Section 4; Article III).
- f. Serves as the AA for the SacFNA-ASC Admin Team.
- g. Retains copies of all signed Memorandum of Financial Responsibility and Appendix B: Anti- Theft Policy.

## **D. Treasurer**

1. **Qualifications:** In addition to the general requirements for all officers and Admin Team members, it is suggested that the Treasurer:

- a. Have a minimum of three years clean time at the time of elections.
- b. Have a verifiable income.
- c. Will be required to pass bank screening.
- d. The commitment is for one year.

## **2. Duties and Responsibilities:**

- a. Keeps accurate records and receipts of all SacFNA-ASC income and expenses.
- b. Prepares and presents monthly reports at each SacFNA-ASC meeting.
- c. Prepares and publishes a record of all donations by group (including H&I donations) in January and July from the prior six months.
- d. Creates an annual report and SacFNA-ASC budget each March to the Admin Team and April to the ASC.
- e. Signs all SacFNA-ASC checks along with one other Administrative Officer, dispensing monies as per group conscience of the ASC and paying recurring expenses established as policy, such as postage and mailing expenses.
- f. Reimburses members for expenses incurred on behalf of SacFNA-ASC upon presentation of receipts or mileage records. Standard mileage reimbursement rates will follow IRS guidelines for business miles driven.
- g. Maintains a prudent reserve of two months operating expenses and shall disburse all remaining funds to the Northern California Region of Narcotics Anonymous.
- h. Provides a written receipt immediately upon receipt of cash for accounting purposes.
- i. Serves as the treasurer of the SacFNA-ASC Admin Team.
- j. Willingness to learn the financial software program currently used by SacFNA (e.g. QuickBooks).

## **E. Policy & Procedure Person**

1. **Qualifications:** In addition to the general requirements for all officers and Admin Team members, it is suggested that the Policy and Procedure Person have:

- a. A minimum of five years clean time at the time of elections.
- b. A working knowledge of policy and procedures of the SacFNA-ASC.

- c. The commitment is for one year.
- d. S/he will be required to pass bank screening.

## **2. Duties and Responsibilities:**

- a. Acts as an advisor to Chairperson on all matters of policy and procedure.
- b. Remains impartial in all matters of SacFNA-ASC business.
- c. Establishes a queue during discussions and calls on people from the queue.
- d. Organizes and maintains SacFNA-ASC archives in both hard copy and electronic formats.
- e. Brings archives for the current month and the previous twelve months to each SacFNA-ASC & Admin Team meeting.
- f. Stores older archives which will be made available upon request.
- g. Updates SacFNA ASC Guidelines as amendments occur and coordinates with webmaster to upload official copies to the website.
- h. Takes roll at each meeting of the SacFNA-ASC for the purpose of establishing a quorum, determining voting privileges, and conducting elections on paper ballots.
- i. Is responsible for counting ballots during elections at the SacFNA-ASC with the RCMs.
- j. Maintains the Capital Equipment Inventory.
- k. Ensures Memorandum of Financial Responsibility and Appendix B: Anti-Theft Policy documents are signed and provided to the Administrative Assistant.
- l. Serves as a cosigner on all bank accounts of SacFNA.

## **F. Regional Committee Members (RCMs)**

1. **Qualifications:** In addition to the general requirements for all officers and Admin Team members, it is suggested that the Regional Committee Members have:

- a. A minimum of three years clean time at the time of elections.
- b. The commitment is for two years; the first year as Junior RCM with a second, presumably, as Senior RCM.
- c. The Junior RCM will become Senior RCM at the end of his/her first year of service with his/her consent and the affirmation of the ASC by a simple majority.

2. **Duties and Responsibilities:**

- a. Regional Committee Members facilitate communication between the SacFNA-ASC, other areas throughout the Region, and the worldwide fellowship of NA by presenting a report on the SacFNA-ASC to the Regional Service Committee (RSC); representing the group conscience of the SacFNA-ASC at RSC meetings; and coordinating and facilitating the Conference Agenda Report (CAR) Workshop bi-annually.
- b. The senior RCM will handle all insurance issues and is responsible for requesting a copy of the Certificate of Insurance from the Regional Service Office each June and is the liaison for groups and Task/Workgroups in need of insurance documentation.
- c. The Junior RCM is responsible for conducting the GSR orientation meeting 30 minutes prior to the regular ASC meeting providing each new voting member with a GSR Service Packet that includes the New GSR Orientation manual, Area Guidelines, the 12 Concepts, and SacFNA-ASC Consensus Decision Making PowerPoint. If the Junior RCM is unavailable, the Senior RCM will conduct the New GSR orientation.
- d. The Junior RCM will also account for and keep record of new group starter packs and report inventory monthly to the Admin Team.
- e. Is responsible for counting ballots during elections at the SacFNA-ASC with the Policy and Procedures Person.

## **G. Public Relations Coordinator**

- 1. Qualifications:** In addition to the general requirements for all officers and Admin Team members, it is suggested that the Public Relations Coordinator have:
  - a. A minimum of three years clean time at the time of elections.
  - b. Have at least one year experience in performing one or more of the tasks to be coordinated (i.e. H & I, PR, and Phonenumber).
  - c. The commitment is for one year.
- 2. Duties and Responsibilities:**
  - a. Serves as the External Task Coordinator according to the Task Based Service Structure (See Appendix D).
  - b. Gathers information about Public Relations task and working groups and reports to the ASC.
  - c. Attends the monthly Admin Team meeting.
  - d. Attends the PR-H&I Sharing Forum.

## **Article II - Additional Positions Comprising the Admin Team**

**In addition to the Administrative Officers, the Admin Team will include** an Assistant Treasurer, a Literature Coordinator, an Assistant Literature Coordinator and any Task/Working Group Leaders currently serving the SacFNA-ASC.

### **A. Assistant Treasurer**

- 1. Qualifications:** In addition to the general requirements for all officers and Admin Team members, it is suggested that the Assistant Treasurer have:
  - a. A minimum of three years clean time at the time of elections.
  - b. It is suggested that s/he should have an income.
  - c. S/he will be required to pass bank screening.
  - e. The commitment is for two years, the first year as Assistant Treasurer and the second year, presumably, as Treasurer.
  - d. .
- 2. Duties and Responsibilities:**
  - a. The Assistant Treasurer shall assist the Treasurer with duties described in Section 7, Article 1, and Subsection D-2.

### **B. Literature Coordinator**

- 1. Qualifications:** In addition to the general requirements for all officers and Admin Team members, it is suggested that the Literature Coordinator have:
  - a. A minimum of three years clean time at the time of elections.
  - b. The commitment is for one year.
- 2. Duties and Responsibilities:** The Literature Coordinator...
  - a. Will be responsible for the safe keeping of the literature inventory.
  - b. Maintain an inventory not to exceed \$3,500.00.
  - c. Fill literature orders at the ASC.
  - d. Place orders at the RSC.
  - e. Track and fill back orders.

### **C. Assistant Literature Coordinator**



3. **Qualifications:** In addition to the general requirements for all officers and Admin Team members, it is suggested that the Assistant Literature Coordinator have:
  - a. A minimum of three years clean time at the time of elections.
  - b. The commitment is for two years, the first year as Assistant Literature Coordinator and the second year, presumably, as Literature Coordinator.
  - c. .
  
4. **Duties and Responsibilities:** The Assistant Literature Coordinator...
  - a. The Assistant Literature shall assist the Literature Coordinator with duties described in Section 7, Article II, and Subsection B-2.
  
- D. **Temporary Working Group Leaders:** Working Group Leaders, as needed, shall be appointed by the Area Chair for a specific time and purpose.

**Article III - Additional Provisions:**

- A. The SacFNA-Admin Team shall meet monthly to conduct business on the 3<sup>rd</sup> Wednesday of each month. Every NA member is welcome and encouraged to attend and participate.
  
- B. The Admin Team will audit the previous quarter's financial records quarterly (March, June, September, and December) and make a report to the SacFNA-ASC the following month. The Treasurer will appoint a minimum of two Admin. Team members to conduct each audit.
  1. Quarterly Audits: Audits involve a process of checking, reviewing, and verifying the bookkeeping and financial reporting of the ASC. The Admin Team reviews the internal financial records (including records of transactions, journals, and ledgers) and in addition seeks supporting evidence from outside. These may include:
    - a. Financial statements, prudent reserve, general ledger, all journals, subsidiary ledgers, records of receipts and disbursements, canceled checks, check stubs, bank statements, invoices, bills, petty cash records, receipts, all contracts, purchase of service agreements, notes, rental agreements.
    - b. Governing instruments, minutes of the Admin Team meetings, approved budgets, etc.
  2. The SacFNA-Admin Team shall review the annual budget submitted by the Treasurer at the March Admin Team meeting and submit budget recommendations at the April SacFNA-ASC meeting.
  
- C. Admin Team Position Vacancies
  1. In the event of a vacancy in an administrative position, nominations shall be held immediately, with elections to follow at the next SacFNA-ASC meeting.
  2. In vacancies of three months or less the chair will appoint an Interim replacement to last until the end of the current term.
  3. Should an Admin Team position go unfilled during elections the chair will appoint an interim while further nominations are solicited for the position to be filled. The interim replacement will relinquish the position to the newly elected trusted servant upon election.
  4. In the event that the vacant position is the Chair, the Admin Team will appoint the Vice Chair as the interim replacement to last until the end of the current Term.
  
- D. No Admin Team member of the SacFNA-ASC shall hold more than one SacFNA-ASC administrative service position at the same time.
  
- E. Any Admin Team Member vacating a position should train his/her replacement.

## **Article IV - – Non-Administrative Positions:**

### **A. ASC Coffee Person**

#### **1. Qualifications:**

- a. A minimum of one year clean time at the time of elections.
- b. The commitment is for one year.

#### **2. Duties and Responsibilities:**

- a. Arrives by 6:30 PM to prepare coffee and refreshments at each ASC meeting.
- b. Turns in all receipts to ASC for reimbursement of any expenses for coffee, cups, and condiments.
- c. Cleans out the coffee pot, organizes supplies, and prepares all for storage during the duration of the commitment.

## **SECTION EIGHT: Elections**

### **Article I – Election Cycle**

#### **A. Nominations and Volunteers**

1. The questioning of candidates, and elections shall take place during the January and July SacFNA-ASC meetings each year as follows:
2. January elections: Chair, Vice Chair, Administrative Assistant, Policy and Procedures Person, and Public Relations Coordinator.
3. July elections: Treasurer, Assistant Treasurer, RCMs, and Literature Coordinator.

- B.** Ongoing Task/Workgroup Leaders shall be elected each October. Task/Workgroups shall present their nominees; volunteers and nominees will be taken from the floor.
- C.** Elected Officers will assume their positions at the close of the SacFNA-ASC business meeting in which they were elected.
- D.** No SacFNA-ASC office shall be held by the person for more than two consecutive full elected terms.

### **Article II - Rules of Nomination**

- A.** All eligible nominees must be present during nominations to be considered for a SacFNA-ASC office.
- B.** Anyone in attendance may volunteer for a position or nominate someone; nominations do not require a second.
- C.** At the close of nominations for each position, candidates state their qualifications including past service experience, clean time, and suitability for the position.
- D.** Anyone present shall be given the opportunity to question nominees. Questions posed to one nominee shall be posed to all nominees. Discussion of any candidate's qualification shall only take place in the candidate's presence.
- E.** If there are no nominees or volunteers for a SacFNA-ASC Admin Team position, nominations for that office will be held again each subsequent month until a successor is duly elected and/or appointed by the Chair on an interim basis. The person in that office will continue until a successor is duly elected.

### **Article III - Rules of Election**

- A. All candidates must be present during the elections to be voted into SacFNA-ASC Admin Team position.
- B. All election votes shall be conducted by paper ballot unless only one candidate has accepted the nomination. Then the affirmation of the SacFNA-ASC is required for the nominee to be elected.
- C. The ballots shall be tallied by the RCMs and the Policy and Procedures Person or designee of the Chair.
- D. A simple majority (50% plus one vote) wins all elections. If no candidate receives a majority, a runoff is held between the two top candidates.
- E. Any Administrative Officer and/or Task/Workgroup Leaders who fails to complete their term of office will be ineligible to hold an elected SacFNA-ASC Administrative Officer and/or Task/Workgroup Leader position for a period twelve months.

#### **Article IV – Resignations of Admin Team members**

- A. Involuntary resignation
  - 1. May be initiated by any voting member of the SacFNA-ASC for failure to perform duties, grievous breach of Traditions or other offense by a 2/3 majority vote.
  - 2. Relapses during term of service.
- B. Voluntary resignations
  - 1. May be given in writing to the ASC Chairperson prior to the ASC meeting.
  - 2. Will be assumed if a trusted servant:
    - a. Misses three ASC and/or Admin Team meetings in one year without notification and/or replacement.
    - b. Misses two consecutive ASC meetings without providing a written report and advising the Chair.
    - c. Misses two consecutive Admin Team meetings without advising the Chair.
  - 3. The Chair will confirm resignations either verbally or in writing.

#### **SECTION NINE: Financial Responsibilities**

- A. All Task/Workgroups are expected to keep and maintain accurate financial records. In addition, Task/Workgroup Leaders will provide a detailed accounting for the Admin Team quarterly audit.
- B. The SacFNA-ASC shall donate all funds over and above a prudent reserve of two months operating expenses to Region every month.
- C. The SacFNA-ASC shall provide any newly established group that so requests one starter kit of Information Pamphlets (IP's) and materials, not to exceed \$20.00.
- D. Twice each year, in January and July, the SacFNA-ASC Treasurer will publish a record of all group donations by group, including H&I donations, from the prior six months. This report will be published in the ASC agenda packet.
- E. If required, for our future events involving money, it would be beneficial for us to have a person from our Treasury and/or two approved check signers to attend at least the last part of the event to write the checks.
- F. No personal checks over \$40.00 nor any cash will be accepted.

## **SECTION TEN: Additional Guidelines.**

### **Article I - Flyers**

Only flyers representing Narcotics Anonymous events will be distributed at SacFNA-ASC. All flyers presented at the SacFNA-ASC shall include the following: date (day, month, and year), time (am/pm), location, contact person and sponsoring entity (Group, Task Group, Area, Region, World) and must include an NA logo **with register trademark**, following guidelines for intellectual property provided by the World Service Office at <http://www.na.org/admin/include/spaw2/uploads/pdf/IPBUL1-10.pdf>.

Flyers must be sent by email to the ACS Chair, Vice Chair and Policies and Procedures Person for approval and posting.

### **Article II - Business meetings:**

- A.** All SacFNA-ASC, SacFNA-Admin Team, and standing Task/Workgroup meetings will be nonsmoking (including **E-Cigs**) and wheelchair accessible.
- B.** The regular meeting of the SacFNA-ASC will begin promptly at 7:00 pm and will end by 9:30 pm on the first Wednesday of each month.
- C.** The regular meeting of the SacFNA-Admin Team will begin promptly at 7:00 pm and will end by 8:30 pm on the third Wednesday of each month.

**Appendix A: Consensus Decision Making (See *CDM PowerPoint*.)**

## Appendix B: Anti-Theft Policy

The Eleventh Concept establishes the sole absolute priority for use of NA funds, to carry the message. The Twelve Concepts for NA Service give the SacFNA-ASC a mandate from the NA Groups that calls for total financial accountability. With this in mind, any misuse of funds by Area Trusted Servants cannot be tolerated. Should it be alleged that any SacFNA-ASC member or subcommittee member has misappropriated (stolen) or misused SacFNA-ASC funds and/or other assets, and evidence must be presented to demonstrate the alleged theft or misuse. The SacFNA-ASC Chair, immediately upon calling the SacFNA-ASC meeting to order, must fully disclose the alleged misuse of funds and/or other assets and the individual(s) involved. For the purpose of this document, the “term misuse of funds” will be defined as “using funds in a manner clearly different than the inherent purpose or function outlined in the proposal passed to appropriate them.”

### A. SacFNA-ASC ACTION

1. The SacFNA-ASC, once informed of the alleged misuse of funds and/or other assets, may suspend the participation of individual(s) involved “with cause” by a two-thirds (2/3) vote, pending investigation and resolution.
2. Having been found to have misappropriated or misused funds and/or other assets, said individuals’ participation is immediately terminated, with cause, by a two-thirds (2/3) vote.
3. Any member removed by the SacFNA-ASC for misappropriation or misuse of funds and/or other assets may not hold an elected seat on the SacFNA-ASC or its Task/Workgroup Leaders for a period of two (2) years.

### B. Investigation

1. A thorough review of all books and financial records shall be performed by the SacFNA-ASC Treasurer and Chairperson to determine the magnitude of any misappropriation of funds. If the Treasurer is the member responsible for the issue, the Policy and Procedure for Admin Team will review the books with the SacFNA-ASC Chairperson.
2. A meeting will be scheduled assuring that the individual who allegedly misappropriated or misused funds and/or other assets is informed of the meeting and given the opportunity to present his or her point of view. After all sides have been heard, a break in the meeting format is encouraged to allow all present to get in touch with their own Higher Power and focus on spiritual principles before coming back to decide the best course of action.

### C. Outcomes/Restitution

1. If the investigation finds that funds/assets have NOT been misappropriated, a formal written apology will be published in the agenda packet and the person will be reinstated to his/her position.
2. If the individual admits to the theft and agrees to pay back the funds/assets, a restitution agreement can be developed that will outline the repayment amount and timeframe (i.e. \$xx per month for xx months). If the restitution agreement is not adhered to, the intent is to take legal action based on the signed and witnessed restitution agreement.
3. A report about the situation shall be published in the SacFNA-ASC minutes, and regular reports on the status of the restitution agreement shall be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

Initials of Trusted Servant: \_\_\_\_\_

4. If the individual refuses to repay the money, or agrees to a plan of repayment but does not

follow through with the agreement, or if the person has disappeared or denies responsibility despite substantial evidence to the contrary, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to involve the authorities or sue for damages be thoroughly explored before going ahead, using the SacFNA-ASC open forum, the Northern California Region, the NA World Board, and the Narcotics Anonymous World Services Incorporated as resources.

5. If legal action is pursued one (1) or all of the following may occur:
  - a. A civil action may be filed against the individual(s) and a judgment for full restitution may be obtained.
  - b. The SacFNA-ASC may pursue a criminal prosecution of the individual(s) through the proper authorities.
  - c. The SacFNA-ASC Chairperson will preside over a working group formed specifically to deal with issues related to the litigation. That working group will have discretion to enlist the assistance of professionals if it is deemed necessary and funds are available.
6. Any member accused of misuse of funds and/or other assets may exercise their Tenth Concept right to petition the SacFNA-ASC for redress at any time.

**Initials of Trusted Servant: \_\_\_\_\_**

**Sacramento Fellowship of Narcotics Anonymous Area Service Committee  
MEMORANDUM OF FINANCIAL RESPONSIBILITY**

DATE: \_\_\_\_\_

I, \_\_\_\_\_, a trusted servant of the Sacramento Fellowship of Narcotics Anonymous agree to use properly and keep safe any money or other asset entrusted to me by the Fellowship of NA.

I agree to avoid mixing Fellowship money with my own money or the money of anyone else.

I agree to use Fellowship money or other assets only as directed by the Fellowship of NA.

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

I agree that as a trusted servant I 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 SacFNA-ASC Anti-Theft Policy.

Signed,

\_\_\_\_\_ (trusted servant)

Print Name: \_\_\_\_\_ Address: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed by

\_\_\_\_\_ (signature)

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

This document was created to implement the SacFNA-ASC Anti-Theft Policy and should be signed by all SacFNA-ASC Officers and members of our Admin Team (as defined in SacFNA-ASC guidelines as well as all Task Group Treasurers and any members handling NA funds on behalf of the Sacramento Fellowship ASC. Members who are standing for election to any position that would place them in a position to handle SacFNA-ASC funds must sign this document as a condition of their service.

The SacFNA-ASC has adopted guidelines and operational policies, which apply to and shall guide the conduct of NA Trusted Servants. Current copies of these documents are available on request.

**Initials of Trusted Servant: \_\_\_\_\_**



## Appendix C: SacFNA Calendar of Duties (identified in Guidelines)

<p><b>January</b></p> <ul style="list-style-type: none"> <li>• <b>Elections:</b> Chair, Vice Chair, Administrative Assistant, Policy and Procedures Person, and Public Relations Coordinator - <i>Sec 8, Article I, Item A-2</i></li> <li>• <b>Quarterly Audit</b> -Admin Team will present audit all financial records to ASC. - <i>Sec 7, Article III, Item B-1.</i></li> <li>• <b>Treasurer</b> publishes a record of all group donations (including H&amp;I donations) by group from the prior six (6) months -<i>Sec 9, Item D</i></li> </ul>	<p><b>July</b></p> <ul style="list-style-type: none"> <li>• <b>Elections:</b> Treasurer, Assistant Treasurer, RCMs, Literature Coordinator, and Asst Literature Coordinator - <i>Sec 8, Article I, Item A-3</i></li> <li>• <b>Quarterly Audit</b> -Admin Team will present audit all financial records to ASC. - <i>Sec 7, Article III, Item B-1.</i></li> <li>• <b>Treasurer</b> publishes a record of all group donations (including H&amp;I donations) by group from the prior six (6) months -<i>Sec 9, Item D</i></li> </ul>
<p><b>February</b></p>	<p><b>August</b></p> <ul style="list-style-type: none"> <li>• <b>Annual Area Inventory: ASC</b> - <b>per Local Guide To Service</b></li> </ul>
<p><b>March</b></p> <ul style="list-style-type: none"> <li>• <b>Annual</b> - Treasurer Report to Admin Team - <i>Sec 7, Article I, Item D-2-c</i></li> <li>• <b>Quarterly Audit</b> -Admin Team will audit all financial records. - <i>Sec 7, Article III, Item B-1</i></li> <li>• <b>Budget</b> - Admin Officers review SacFNA Budget presented by SacFNA-ASC Treasurer-<i>Sec 7, Article III, Item B-2</i></li> </ul>	<p><b>September</b></p> <ul style="list-style-type: none"> <li>• <b>Quarterly Audit</b> - Admin Team will audit all financial records. - <i>Sec 7, Article III, Item B-1.</i></li> <li>• <b>Guideline Review</b> -A thorough review of guidelines will be conducted by the Admin Team .- <i>Sec 5, Art IV, Item B.</i></li> </ul>
<p><b>April</b></p> <ul style="list-style-type: none"> <li>• <b>Annual</b> - Treasurer Report to ASC - <i>Sec 7, Article I, Item D-2-c</i></li> <li>• <b>Budget</b> - SacFNA-ASC present budget to ASC - <i>Sec 7, Article III, Item B-2.</i></li> <li>• <b>Quarterly Audit</b> -Admin Team will present audit all financial records to ASC. - <i>Sec 7, Article III, Item B-1.</i></li> </ul>	<p><b>October</b></p> <ul style="list-style-type: none"> <li>• <b>Elections:</b> Ongoing Task/Workgroup Leaders - <i>Sec 8, Article I, Item B</i></li> <li>• <b>Quarterly Audit</b> - Admin Team will present audit all financial records to ASC. - <i>Sec 7, Article III, Item B-1.</i></li> <li>• <b>Guideline Review</b> -A thorough review of guidelines will be presented to the ASC.- <i>Sec 5, Art IV, Item B.</i></li> </ul>
<p><b>May</b></p> <ul style="list-style-type: none"> <li>• <b>Annual</b> – <i>Certificate of Insurance</i> – Sr. RCM</li> </ul>	<p><b>November</b></p> <ul style="list-style-type: none"> <li>• <b>Guideline Consensus</b> – Get consensus on the review of guidelines presented to the ASC.– <i>Sec 5, Art IV, Item C</i></li> </ul>
<p><b>June</b></p> <ul style="list-style-type: none"> <li>• <b>Quarterly Audit</b> - Admin Team will audit all financial records. - <i>Sec 7, Article III, Item B-1.</i></li> </ul>	<p><b>December</b></p> <ul style="list-style-type: none"> <li>• <b>Quarterly Audit</b> -Admin Team will audit all financial records. - <i>Sec 7, Article III, Item B-1.</i></li> </ul>

**Appendix D: Task Based Service Structure**